

**WEST BATON ROUGE PARISH
SCHOOL BOARD**

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

Office Hours
8:00 a.m. - 4:15 p.m.

BOARD MEMBERS
July 1, 2006

PRESIDENT: Jason P. Manola
VICE PRESIDENT: Cynthia M. Crochet

District	Member	Phone
I	Cynthia M. Crochet 7022 South River Road Addis, LA 70710	413-3997 (Cell) 749-2094 (Home)
II	Cecile G. Gauthreaux 3760 Emily Drive Port Allen, LA 70767	749-6435 (Work) 749-8458 (Home)
III	Dr. Atley D. Walker, Sr. 3751 Lukeville Lane Brusly, LA 70719	771-4678 (Work) 771-3870 (Work) 749-3036 (Home)
IV	Ronald P. LeBlanc 740 Oaks Avenue Port Allen, LA 70767	353-8896 (Work) 346-8127 (Home)
V	Charles Morgan 1246 Avenue C. Port Allen, LA 70767	383-2712 (Home) 381-9445 (Work) 379-8559 (Fax)
VI	Paul C. Pattan, Sr. 3911 North River Road Port Allen, LA 70767	387-2154 (Home) 660-9157 (Pager)
VII	G. A. Chustz, Jr. P. O. Box 204 Erwinville, LA 70729	627-9389 (Home)
VIII	Jason P. Manola 2644 Riverside Drive Port Allen, LA 70767	749-3432 (Home) 387-0971 (Work)
IX	Michael A. Maranto 18515 North River Road Bueche, LA 70720	627-5689 (Home)
At-Large	C. A. Altazan, Jr. 824 Avenue E. Port Allen, LA 70767	383-5445 (Home) 231-0505 (Work)

WEST BATON ROUGE PARISH SCHOOLS AND PRINCIPALS

BRUSLY ELEMENTARY SCHOOL

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

BRUSLY HIGH SCHOOL

Walter E. Lemoine, Principal
630 Frontage Road
Brusly, LA 70719
School Phone: 749-2815
749-2816
Cafeteria: 749-2051
Ath. Dept. 749-2401
Fax: 749-8563

BRUSLY MIDDLE SCHOOL

Callie Kershaw, Principal
601 North Kirkland
Brusly, LA 70719
School Phone: 749-3123
749-3124
Guidance 749-3629
Cafeteria: 749-2219
Fax: 749-8570

CHAMBERLIN ELEMENTARY SCHOOL

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

COHN ELEMENTARY SCHOOL

Frances Alexander, Principal
805 North 14th Street
Port Allen, LA 70767
School Phone: 343-7164
344-8779
Cafeteria: 343-1228
Fax: 383-8587

DEVALL MIDDLE SCHOOL

John Currier, Principal
11851 North River Road
Port Allen, LA 70767
School Phone: 627-4268
627-4269
Cafeteria: 627-9252
Fax: 627-4278

LUKEVILLE UPPER ELEMENTARY SCHOOL

Nakeitha Thomas, Principal
6123 Hwy 1, South
Brusly, LA 70719
School Phone: 749-8386
Cafeteria: 749-9240
Fax: 749-9965

PORT ALLEN ELEMENTARY SCHOOL

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

PORT ALLEN HIGH SCHOOL

Warren A. LeJeune, Jr., Principal
3553 Rosedale Road
Port Allen, LA 70767
School Phone: 383-1107
383-1530
Cafeteria: 383-9825
Ath. Dept: 344-5606
School Fax: 344-6312
Ath. Dept. Fax: 344-0008

PORT ALLEN MIDDLE SCHOOL

Harry Wright, Principal
610 Rosedale Street
Port Allen, LA 70767
School Phone: 383-5777
383-5778
Cafeteria: 383-8811
Fax: 346-5030

**CHANGES IN THE HANDBOOK
FOR 2006 – 2007 SCHOOL YEAR**

Official Operating Hours for West Baton Rouge Parish Schools

- added car drop-off times for each school

Verification of Residence

- added the following statement: “Parents/Legal Guardians are responsible for keeping custody papers updated. Failure to do so may result in the child not being allowed to remain in school.”

Immunization Records

- second paragraph has been reworded

Pre Kindergarten Program – new section

Compulsory Attendance Ages

- first three paragraphs have been reworded

Attendance Defined – Parish-wide Definition

- added dentists and nurse practitioners

R.S. 17:416.12

- “Yes Ma’am and “No, Ma’am” or “Yes, Sir” and “No, Sir” – This law will now apply to all students in grades kindergarten through the twelfth (12th) grade.

Option 2 Students - this section has been deleted

International Exchange Students - new section

School Uniform Consequences of Violations

- deleted first, second, third and fourth offenses
- now reads “Offenses will result in disciplinary options 1 or 2”

Damage to Buses – changed “bus operator” to First Student, Inc.

Student Offenses and Discipline Regulations

- added plagiarism to #10 under Options 1 or 2

Mandatory Expulsions

- #60 now reads “possession of firearms – mandatory expulsion for a minimum of twelve (12) months”
- #61 now reads “possession of knives – (suspension Grades PreK – 5 and less than eleven (11) years old) – 5 days with a hearing to determine if an expulsion will be recommended. (Grades 6-12) – recommended expulsion”
- #63 now reads “dangerous instrumentalities”

Grading in the Primary Schools

- added “Unsatisfactory to the “Success for All” grading scale (IA1)
- deleted the End -of -the-Year reading test for Grade 4 (IA2d)

Senior Class Ranking

- deleted “For students entering high school in 1999-2000 or the graduating class of 2003” in the second paragraph
- deleted “Beginning in the fall of 1999” in the third paragraph

LEAP and GEE Remediation Summer Program – new section

Guidelines for Administration of Medications to Students

- changed the wording in the third sentence

Parent/Guardian Responsibilities

- deleted the fourth sentence in the third paragraph
- Part A, 1a – added “and date of birth”
- Part E, #6 – changed the wording in the third sentence

Written Orders, Appropriate Containers, Labels and Information

- IIA – changed “shall” to “should”, “advanced practice nurse” to “nurse practitioner”, and deleted #1-6
- IIB – deleted “Labels of Prepackaged medications #1-6”

First Aid & Emergency Procedures

- changed the wording in #1 and #3

Glossary – added the definition of plagiarism

Medical Forms – deleted the form “Student Permission for Possession and Self-Administration of Prescriber Medication Form”

**RULES THAT AFFECT PARENTAL RIGHTS AND OBLIGATIONS
PARENTAL VISITS TO THE SCHOOL**

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

Parent volunteers must complete the volunteer program.

SPECIAL EDUCATION AND RELATED SERVICE OBSERVATIONS

When a parent or other approved person requests a time to observe in a Special Education classroom or with a related service provider during an instructional period, the observer must sign and date a statement of non-disclosure based on current confidentiality laws.

A GUIDE FOR THE PARENT WITH QUESTIONS & GRIEVANCES

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

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

If it's about the **school system** in general, or, if you feel that one of the departments listed is closely related to your problem, call the School Board Office. The phone number is **(225) 343-8309**. Voice mail extension numbers are listed by each name.

Associate Superintendent for Instruction.....Sharon Lair.....208
 Associate Superintendent of Human Resources and Staff DevelopmentAnnette Mire.....220
 Associate Superintendent of Information Systems and Educational Technology/
 Career and Technical EducationEd Storey.....223
 Supervisor of Pre K Programs..... Crystal Leon..... 248
 Supervisor of Elementary Education.....Cynthia L. Ourso.....218
 Supervisor of Secondary Education.....Dawn Henry.....209
 Supervisor of Instruction, Child Welfare and Attendance
 and Liaison to Transportation..... Larry Gilbert.....228
 Supervisor of Special Education.....David Strauss Ed D....230
 Supervisor of Information Systems and
 Educational Technology.....Tammy Seneca.....229
 Supervisor of Business Services/
 Child Nutrition Programs (Contact Person)..... Adele English..... 210

Pupil Appraisal..... (225) 343-8405
 ADA/Section 504 Coordinator..... William (Bill) Wright
 Parish School Nurses..... Kathy Nigro, R.N. , Sharon Dupont, R.N.
Delores Andrews, R.N.
 School Psychologists..... Fred Black, PhD., Wendy LeBlanc, SSP/ NCSP
 Educational Diagnostician..... Patricia Canfield
 Educational Diagnostician..... Melissa Latino
 Pupil Appraisal Preschool Coordinator..... Anna Wilkinson
 Instructional Strategist Elementary School.....Sylvia Trabona
 Instructional Strategist Middle & High School.. Nancy Stuart

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

**SCHOOL BOARD STAFF
DISCIPLINE COMMITTEE MEMBERS**

Larry R. Gilbert - Chairman
Cynthia L. Ourso - Co-chairman
David Strauss - Co-Chairman

SCHOOL DISCIPLINE COMMITTEE

Membership

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

LAWS GOVERNING DISCIPLINE IN LOUISIANA

Civil Code Article 220, Delegation of Parental Authority

This Code article states in pertinent part:

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

Application /Benefit to the School System:

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

L.R.S. 17:416. Discipline of pupils; suspension; expulsion;

This statute gives public school systems the authority "to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess." The statute also gives public school systems the authority to suspend or expel students from school who violate the rules or regulations of the system or school and/or who commit minor-serious offenses.

WEST BATON ROUGE PARISH SCHOOL SYSTEM

MISSION STATEMENT

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

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

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

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

**WEST BATON ROUGE PARISH SCHOOL CALENDAR
2006-2007 SCHOOL YEAR**

August 10, 11	Teacher Inservice
August 14	First Day of School
September 4	Labor Day Holiday
September 13	Teacher Inservice (Early Dismissal: All Schools)
September 15	1 st Nine Weeks Progress Reports
October 10 - 13	Exams
October 13	End of the 1 st Nine Weeks
October 16	4X4 Midterm (BHS)
October 18	Teacher Inservice (Early Dismissal: All Schools)
	1 st Nine Weeks Report Cards
October 19	Parent/Teacher Conferences (Early Dismissal: Elementary & Middle Schools Only)
November 15	Teacher In-service (Early Dismissal: All Schools)
November 17	2 nd Nine Weeks Progress Reports
November 20 - 24	Thanksgiving Holidays
December 14 - 19	Exams
December 18	Early Dismissal (High Schools Only)
December 19	Early Dismissal (All Schools)
December 20 - January 2	Christmas Holidays
January 3	First Day Back in January
January 5	End of 2 nd Nine Weeks; End of Semester
January 5	BHS Only - Student Evaluation
	No School for Students: BHS ONLY
January 8	2 nd Nine Weeks Report Cards
January 15	Martin Luther King, Jr. Holiday
January 24	Teacher In-service (Early Dismissal: All Schools)
February 9	3 rd Nine Weeks Progress Reports
February 19, 20	Mardi Gras Holidays
March 15	End of the 3 rd Nine Weeks/4X4 Midterm
March 19 - 23	iLEAP/LEAP/GEE Testing
March 23	3 rd Nine Weeks Report Cards
March 28	Teacher Inservice (Early Dismissal: All Schools)
March 29	Parent/Teacher Conferences (Early Dismissal: Elementary/Middle Schools Only)
April 6 - 13	Easter Holidays
April 27	4 th Nine Weeks Progress Reports
May 10, 11	Senior Exams
May 17	BHS Graduation
May 18	PAHS Graduation
May 18 – 23	Exams
May 22, 23	Early Dismissal
May 24	Teachers Report: Student Evaluation
May 25	End of the School Year

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

ADMINISTRATIVE OFFICES

Dear Parent:

Please remove this page and return it to your child's school.

DATE: _____

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

NAME OF SCHOOL: _____

NAME OF STUDENT: _____

GRADE: _____ SOCIAL SECURITY NUMBER: _____

High School Student's Signature

Parent's Signature

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

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

Parent's Signature

Date

OFFICIAL OPERATING HOURS FOR WEST BATON ROUGE PARISH SCHOOLS

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

<u>SCHOOL</u>	<u>CAR DROP- OFF TIME</u>	<u>TAKE IN TIME</u>	<u>DISMISSAL TIME</u>
Brusly Elementary	7:30 a.m.	8:30 a.m.	3:10 p.m.
Brusly High	7:30 a.m.	8:30 a.m.	3:30 p.m.
Brusly Middle	7:30 a.m.	8:30 a.m.	3:35 p.m.
Chamberlin Elementary	7:00 a.m.	7:45 a.m.	2:25 p.m.
Cohn Elementary	7:00 a.m.	7:45 a.m.	2:25 p.m.
Devall Middle	7:00 a.m.	7:45 a.m.	2:25/3:00 p.m.
Lukeville Upper Elementary	7:30 a.m.	8:30 a.m.	3:10 p.m.
Port Allen Elementary	7:00 a.m.	7:45 a.m.	2:25 p.m.
Port Allen High	7:00 a.m.	7:45 a.m.	2:45 p.m.
Port Allen Middle	7:00 a.m.	7:45 a.m.	2:50 p.m.

SCHOOL REGISTRATION REOUIREMENTS

1. GENERAL REQUIREMENTS

In West Baton Rouge Parish, a child must be five (5) years old by September 30 of the current school year in order to register for kindergarten.

The Board requires every new pupil entering the schools of the parish for the first time, regardless of grade level, to present a:

- birth certificate
- social security card
- verification of residency
- Louisiana Parish Health Unit Immunization Record

In addition:

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

2. BIRTH CERTIFICATES

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

3. SOCIAL SECURITY CARDS

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

4. VERIFICATION OF RESIDENCE

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

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

5. IMMUNIZATION RECORDS

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

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

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

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

6. ASSIGNMENT OF STUDENTS

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

PRE KINDERGARTEN PROGRAM

Who is eligible?

Any child who is 4-years old on or before September 30, 2006.

What do you need to register your child?

- Valid birth certificate
- Social Security Card

- Immunization records (obtained from the health unit)
- Your last two pay check stubs, W-2s, and/or other income verification
- Five (5) proofs of residency with your name and current address;
 - Driver's License
 - Gas, water, or electricity bills
 - Bank checks and statements
 - Phone bills
 - Voter registration cardall exhibiting the same domiciliary (physical) address will be accepted.

What does it cost?

The program is made available through grant funding and eligibility is based on socioeconomic status and academic need. There are limited openings for this program and screening will be held in May. If your child qualifies, transportation will be provided by the WBR Parish School System and he/she may be eligible for free before and after care.

Attendance Requirements

Students are required to attend school 74% of each month in order to remain in the program. Excuses are required for all absences.

GENERAL ATTENDANCE POLICIES

1. COMPULSORY ATTENDANCE AGES

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

A child between the ages of seventeen (17) and eighteen (18) may withdraw from school prior to graduation with the written consent of his/her parent or guardian. Such consent must be submitted to the Superintendent or designee. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an alternative education program or a vocational-technical education program. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

A student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if such student is: (1) Seventeen years of age or older with less than (5) five units of credit toward graduation; (2) Eighteen years of age or older with less than (10) ten units of credit toward graduation; (3) Nineteen years of age or older with less than (15) fifteen units of credit toward graduation. (R.S. 17:224)

State law provides for the school system, specifically the Supervisor of Child Welfare and Attendance, to notify the appropriate family court judge in the parish or city of any student that is habitually absent or tardy from school. Prior to notification of the court, the Supervisor of Child Welfare and Attendance will send a written notice to the parent or tutor or make a personal visit to the parents regarding the student's attendance.

2. STUDENT ATTENDANCE REQUIREMENTS

The Board believes regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a pupil arrives at school, he/she shall remain and attend each class throughout the day.

Elementary All students in West Baton Rouge Parish Public Schools in grades PreK-8 must attend a minimum of 160 days per school term to be eligible to receive credit for the course taken. Exceptions can only be made in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the Supervisor of Child Welfare and Attendance, in consultation with the Principal.

High School All students in West Baton Rouge Parish Public Schools in grades 9-12, where one half (1/2) unit is earned in a term, are required to meet the minimum attendance requirements of being present a minimum of 40 days per term. All secondary students who are taking full unit credits per term are required to meet the minimum classroom attendance requirements of at least 80 days per semester. All exceptions will be treated in the manner as outlined for elementary students. Attendance requirements apply on a class period basis.

3. PROCEDURES FOR RETURN TO SCHOOL AFTER AN ABSENCE

If a student is absent from school, he/she shall produce upon his/her return to school a note from his/her parents or physician which includes:

1. The day(s) the student was out
2. The reason(s) for the absence
3. The student's name
4. Signature of parent or guardian

This note from parent or physician must be turned in within three (3) days of the student's return to school, in order to have these

days considered as excused absences. Upon returning from an excused absence the student will make arrangements with the teacher (s) to make-up all work and tests missed. All work and tests must be made-up within a 3-day period or the student will receive an "F". Work assigned before the absence must be turned in the day the student returns. Students with prolonged absences may be given special consideration by the teacher/principal. When a student above the compulsory attendance age accumulates 9 unexcused absences per semester in high school, he/she may be dropped from the school rolls of that school after being accorded due process. This student may be allowed to re-enroll at the beginning of the next school year. Extenuating circumstances will be given special consideration by the Principal and the Supervisor of Child Welfare and Attendance. **Note: Only medical excuses/approved extenuating circumstances will clear absences from a student's attendance records.**

NOTE: ALL absences, including, doctor and parent/guardian excuses, will count against the school in reference to the School Performance Score.

4. ATTENDANCE DEFINED

In a plan for addressing the deep concerns about student attendance in the West Baton Rouge Parish Public Schools, the following parish-wide definition of absenteeism and explanation of the coding procedure to be used in recording student absences has been established.

Parish-wide Definition:

The following definition of absenteeism shall be used by all schools in West Baton Rouge Parish:

- A. Excused Absences (Code a) - Absence from school shall be considered excused under the following conditions:
1. Death in the immediate family as verified by a parent through a phone call or written statement to the principal. *
 2. Illness of the student - if the student is treated by a physician, dentist, or nurse practitioner, a physician's, dentist's, or nurse practitioner's statement must be submitted within three (3) school days to the principal or designee. The student's absences will be excused..
 3. If the student does not see a physician, dentist, or nurse practitioner, a note will be required by the parent of the child verifying that the child was sick but did not see a physician, dentist, or nurse practitioner. This note will not excuse the absences, but will allow the child to make up work missed. This note must be turned in within three (3) days after the day the student returns to school.
 4. Serious illness in the immediate family as verified by phone call or written statement to the principal or designee.
 5. The Principal may require written evidence from church authorities relative to extraordinary observances.
 6. Other special reasons authorized by the principal. The principal or designee, after considering the extenuating circumstances, makes the final determination on the validity of any and all reasons presented.
- B. Excused by Medical Excuses/Extenuating Circumstances (Code a). Absence from school shall be excused by medical excuses/extenuating circumstances under the following conditions:
1. Personal physical or emotional illness as verified by a physician, dentist, or nurse practitioner.
 2. Hospital stays as verified by a physician, dentist, or nurse practitioner.
 3. Recuperation from an accident as verified by a physician, dentist, or nurse practitioner.
 4. Contagious disease within a family as verified by a physician, dentist or nurse practitioner.
 5. Prior school system approved travel for education.
 6. Death in the immediate family. *
 7. Natural catastrophe and/or disease.
 8. For any other extenuating circumstances, an appeal must be made to the Supervisor of Child Welfare and Attendance at the West Baton Rouge Parish School Board Office.
- C. Unexcused absences shall be reported to the Supervisor of Child Welfare and Attendance - (Code a) - Examples of unexcused absence are:

1. No written explanation from the parent
2. Uncertified illness of student
3. Illegal employment - Employment not within the guidelines of the Louisiana Minor Labor Laws (without work permits)
4. Truancy (being out of school without parental permission)
5. Parental permission with inexcusable reason: (such as baby-sitting, running an errand, and missing the school bus).

*"Immediate family" shall be defined as including parent, grandparent, sister, brother (including those in the group who are step, half-blood, or foster relations.) - Maximum days of absence is five (5) days

5. ATTENDANCE GUIDELINES

"A student is considered to be in attendance 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."

This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school authorized field trips.

- A. If a student's instructional day is equal to 368 minutes (4 blocks), then: 25% or less (93 minutes or less) of a student's instructional day is equal to 0 day attendance;
More than 25% but not more than 50% (26% to 50%) (94 - 186 minutes) of a student's instructional day is equal to 0.5 day attendance;
More than 50% (51% to 100%) (187-371 minutes) of a student's instructional day is equal to 1 day attendance;
Attendance for 1 block or less is equal to 0 day attendance;
Attendance for 2 blocks is equal to 0.5 day attendance; and
Attendance for 3 - 4 blocks is equal to 1 day attendance.

NOTE: Middle and High schools will count attendance by periods; a student shall be present for more than 50% of a period to be counted as being in attendance for that period.

- B. If a student's instructional day is equal to 368 minutes (7 periods), then: 25% or less (92 minutes or less) of a student's instructional day is equal to 0 day attendance;
More than 25% but not more than 50% (93-184 minutes) of a student's instructional day is equal to 0.5 day attendance;
More than 50% (185-368 minutes) of a student's instructional day is equal to 1 day attendance;
Attendance for 1 period or less is equal to 0 day attendance;
Attendance for 2 - 3 periods is equal to 0.5 day attendance; and
Attendance for 4 - 7 periods is equal to 1 day attendance.

NOTE: Middle and High schools will count attendance by periods; a student shall be present for more than 50% of a period to be counted as being in attendance for that period.

- C. If a student's instructional day is equal to 368 minutes (6 periods), then: 25% or less (92 minutes or less) of a student's instructional day is equal to 0 day attendance;
More than 25% but not more than 50% (26% to 50%) (93-184 minutes) of a student's instructional day is equal to 0.5 day attendance;
More than 50% (51% to 100%) (185-368 minutes) of a student's instructional day is equal to 1 day attendance;
Attendance for 1 period or less is equal to 0 day attendance;
Attendance for 2 - 3 periods is equal to 0.5 day attendance; and
Attendance for 4 - 6 periods is equal to 1 day attendance.

All absences whether excused or unexcused shall be counted as an absence for attendance reporting purposes to the Department. Students who are (1) physically present at a school site or participating in an authorized school activity and (2) are under the supervision of authorized personnel for 25% or less of the school day shall be deemed absent for attendance reporting purposes.

The examples given are not exclusive but are given to assist the teachers in determining whether an absence is @, a, or a. The letter codes are to be recorded in roll books. Children with an unexcused absence shall not be allowed to make-up any school work.

6. PROHIBITED ATTENDANCE (MAXIMUM AGE)

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

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

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

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

- A. Beginning with the 1999-2000 school year, each city and parish school board shall require each student in grades one through twelve in each school under the control of the board annually to sign a statement of compliance committing to do at least all of the following:
- (1) Attend school daily, except when absent for reasons due to illness or other excused absence.
 - (2) Arrive at school on time each day.
 - (3) Demonstrate significant effort toward completing all required homework assignments.
 - (4) Follow school and classroom rules.
- B. Beginning with the 1999-2000 school year, each parent or guardian of each student in grades one through twelve in any public school in the state annually shall sign a statement of compliance committing to do at least all of the following:
- (1) Ensure that his or her child attends school daily except for reasons as specified in Paragraph A (1) of this Section.
 - (2) Ensure that his or her child arrives at school on time each day.
 - (3) Ensure that his or her child completes all required homework assignments.
 - (4) Attend all required parent and teacher or principal conferences.
- C. Prior to the signing by any student of the statement of compliance as required in this Section, each homeroom teacher of students in grades one through twelve shall, on the first day of school each school year, provide information to and answer any questions from such students relative to the statement of compliance.
- D. Each city and parish school board shall adopt rules and regulations necessary for the implementation of this Section. Such rules and regulations shall include the following:
- Appropriate action to be taken against any student or parent or guardian who fails to comply with the signed statement as

required in this Section.

"Yes, Ma'am" and "No, Ma'am" or: Yes, Sir" and "No, Sir" - R.S. 17:416.12

- A. Beginning with the 1999-2000 school year and thereafter, each city and parish school board shall require each student in each public school in Kindergarten through twelfth (12th) grade under the jurisdiction of the board to exhibit appropriate conduct as required in Subsection B of this Section.
- B. When any public school student is speaking with any public school system employee while on school property or at a school sponsored event, such student shall address and respond to such public school system employee by using the respectful terms ("Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir"), an appropriate, or "Yes, Miss, Mrs., or Ms. (Surname)" and "No, Miss, Mrs., or Ms. (Surname)" or "Yes, Mr. (Surname)" and "No, Mr. (Surname)", as appropriate, each such title to be followed by the appropriate surname.

ADMISSION OF INTERNATIONAL EXCHANGE STUDENTS

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

1. Agency requirements
 - a. Foreign exchange agencies must be registered with the Associate Superintendent for Instruction Services, must be listed by the Council for Standards on International Education Travel, and must be approved by the U.S. Information Agency to qualify for J-1 visa.
 - b. The contract used by the sponsoring agency between sponsor and student must be on file and approved by the Associate Superintendent for Instruction.
 - c. The sponsoring agency must have a local representative who resides within 50 miles of West Baton Rouge Parish and who is available to meet with school personnel, the student, and the host family.
2. Student requirements
 - a. The exchange student must reside with a legal resident of West Baton Rouge Parish.
 - b. The student must possess a J-1 visa.
 - c. As of September 1 of the program year, the student must meet junior or senior placement status.
 - d. The student must not have received a high school diploma or its equivalent from his/her home school.
 - e. The student must have a cumulative grade point average of 2.0 or above for the previous two years of study.
 - f. As required by the International Exchange Agencies, the student must have sufficient knowledge of the English language to produce effective oral and written communication, to use instructional materials and textbooks printed in English, and to function in the regular education program without special services such as Special Education or English as a Second Language [ESL]. A letter of recommendation from an English language teacher endorsing the student's proficiency in English must be included in the application materials.
 - g. An official transcript from the student's home school must be sent to and received by the assigned West Baton Rouge Parish high school by August 1 of the student's attendance year in order to determine placement.
 - (1.) Students will be placed in grades according to Carnegie unit totals as indicated in West Baton Rouge Parish Pupil Progression Plan.
 - (2.) No student will be classified as a 12th grader for the purpose of receiving a diploma unless all Carnegie unit requirements for Louisiana high school graduation can be met by the spring graduation date.

(3.) Students must meet all state and local requirements for graduation.

h. All exchange students must schedule English III, which includes the study of American Literature, as well as American History, Civics, and Free Enterprise.

i. By August 1 of the attending year, the student must present the following documents to the attending school with a request to attend a school in West Baton Rouge Parish:

- J-1 visa
- Health and immunization records
- Evidence of health and accident insurance for the duration of the student's stay
- The name, address, and phone numbers of the student's own parent(s)guardian, the host family, and the local exchange program representative.
- Two character references from the home school
- A notarized temporary custody agreement between the exchange student's parent(s)guardian and the host family.

3. Suspension, Revocation, or Dismissal

Exchange organizations, host families, and/or exchange students found in non-compliance with the above policy of the West Baton Rouge Parish School Board are subject to having their relationship with the district terminated. Exchange students are subject to the same discipline policies to which regular students must adhere.

STUDENT DRESS CODE AND GROOMING REGULATIONS

At the regular board meeting held March 17, 1999, the West Baton Rouge Parish School Board voted to make school uniforms mandatory for students in grades K-12, starting 2000-2001.

West Baton Rouge Parish School Board Mandatory School Uniform Policy 2006- 2007

Philosophy

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

Grade levels involved 2006 - 2007

Students in grades PreK -12 will be required to wear uniforms.

Uniform colors

Grades PreK-12 will wear tan uniform khaki bottoms with navy blue tops.

Boy's Uniforms

Long Pants - **Tan Uniform Khaki** - Cargo Pants, Overalls, Bell Bottoms, Carpenter Pants, Jean Khakis, Low-rise pants, Hip Hugger pants are not allowed

Shorts - **Tan Uniform Khaki** - (3" above the knee) - No Cargo Shorts

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

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

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

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

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

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

Socks - white, navy blue or tan khaki - (**must cover the ankles**) (**no footies**)

Belts - **solid** black, brown or blue - (**buckles may not exceed 1" in width and/or length**)

Note: If shorts or pants have belt loops, a belt must be worn and buckled snugly in grades PreK-12. Shirt tails must be tucked in at all times and pants/shorts must fit on the waist properly. No undergarments are to be seen.

Shoes or Sneakers - **Backless and open-toe shoes are not allowed (no sandals or flip flops)**

Coats - No restrictions on coats. (**No hoods are allowed to be worn indoors**).

NOTE: Coats must be worn as an outer garment over the uniform shirt.

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

Girl's Uniforms

Long Pants - **Tan Uniform Khaki** - Cargo Pants, Overalls, Carpenter Pants, Bell Bottoms, Jean Khakis, Low-rise pants, Hip Hugger pants are not allowed - **Capri pants are allowed**

Shorts - **Tan Uniform Khaki** - (3" above the knee) - **No Cargo Shorts**

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

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

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

Jumpers - **Tan Uniform Khaki**

Skorts - **Tan Uniform Khaki** - (3" above the knee)

Skirts - **Tan Uniform Khaki** - (3" above the knee)

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

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

Socks - white, navy blue, or tan khaki - (**must cover the ankle**) (**no footies**)

Tights - white or navy blue

Belts - **solid** black, brown or blue (**buckles may not exceed 1" in width and/or length**)

Hat - Stocking cap only - Navy- **worn outside only**

Note: If shorts or pants have belt loops, a belt must be worn and buckled snugly in grades PreK-12. Shirt tails must be tucked in at all times and pants/shorts must fit on the waist properly. No undergarments are to be seen.

Shoes or Sneakers - **backless and open-toe shoes are not allowed (No sandals or flip flops)**

Coats - No restrictions on coats (**No hoods are allowed to be worn indoors**).

NOTE: Coats must be worn as an outer garment over the uniform shirt.

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

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

No ornate or cumbersome jewelry will be allowed.

Dark glasses will not be worn in the school building.

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

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

No sweatbands are allowed.

Visible body piercing shall be limited to the ears only.

Vendors List - Suggestive List for Uniforms

In Parish Addis Athletics
 Wal-Mart

Out of Parish

Don's Sportsman
Young Fashions
School Time
J C Penney

Hand Made Uniforms

Parents may obtain patterns for approved uniforms style items and hand make such items. Patterns are generally available at most fabric stores.

New and Transfer Students

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

Spirit Days

Spirit days - Students are not required to wear uniforms, if permitted by the Principal.

Extremely Tight Fitting or Oversized, Sagging Uniforms

The wearing of uniforms which are extremely tight fitting or oversized, sagging uniforms are prohibited. The principal of each school will determine if this provision has been violated.

Consequences of Violations

Offenses will result in disciplinary Options 1 or 2.

Effective Date Of This Policy

In accordance with Louisiana Revised Statute 17:416.7, parents are hereby notified that this policy will be effective upon the opening of the 1999-2000 school year scheduled to begin on August 19, 1999.

THE PRINCIPAL OR DESIGNEE WILL EXERCISE DISCRETIONARY AUTHORITY IN THE INTERPRETATION OF THE AFOREMENTIONED RULES. ANYTHING ELSE, WHICH NECESSITATES JUDGMENT AS TO PROPER DRESS, IS THE PRINCIPAL'S RESPONSIBILITY, BASED UPON THE ABOVE-NAMED CRITERIA, AND HIS/HER JUDGMENT SHALL BE BASED ON THE IMPACT OF THE SCHOOL'S LEARNING ENVIRONMENT OR THE SITUATION.

BOOK BAG REGULATIONS

The West Baton Rouge Parish School Board has adopted the following policy for book bags or facsimile thereof in grades PreK -12. Because of the recurring incidents of contraband brought on school campuses, the West Baton Rouge Parish School Board is mandating that all book bags or facsimile thereof must be of a see through nature or mesh material.

The principal or assistant principal shall make a determination of whether the book bag conforms to this regulation.

A student who breaches this regulation will be sent to the office where the book bag will be confiscated until that afternoon.

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

STUDENT TRANSPORTATION

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

DISCIPLINE POLICIES AND PROCEDURES

GENERAL OVERVIEW

It is the goal of the School Board to maintain a proper learning environment, and the disciplinary procedures for the West Baton Rouge School Board have been formulated with this mandate in mind.

It is also the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students.

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

The teacher may take disciplinary action including:

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

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

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

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

Corporal Punishment Policy

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

VANDALISM PAYMENT OF DAMAGES

In addition to disciplinary action, a student is responsible for costs of repair to school property resulting from any acts of vandalism.

Damage to Buses

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

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

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

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

DISCIPLINE FOR CHILDREN WITH DISABILITIES

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

SOCIAL SKILLS MANAGEMENT CLINIC

Procedures

1. Clinics shall be used by the Principal or his/her designee to remove a pupil from his/her normal classroom setting while maintaining the student under supervision within the school. The assignment of a student to a Clinic will be made by the Principal or his/her designee. Students assigned option 2 may be assigned to the Clinic for 1 to 3 days.
2. The time, place, supervision, appropriate student behavior, and specific tasks of the student assigned to a Clinic will be the responsibility of the Principal or his/her designee.
3. Should a student fail to participate or comply fully with the rules for a Clinic, he/she will be judged as insubordinate and will be subject to more severe disciplinary procedures.
4. When a student is assigned to the Clinic, teachers shall place in the school's mailbox the required class work and

homework no later than the morning of the scheduled Clinic.

5. Test taking in the Clinic is at the discretion of the classroom teacher.
6. Homework is not permitted to be worked on while attending the Clinic. Upon arriving on the school campus, the students shall immediately report to the Clinic.
7. The student assigned to Clinic for one hour may return to his/her next period.
8. Clinic students are to eat meals after all other students have finished and left the cafeteria or shall eat in the Clinic.
9. Clinic students are not permitted recess, but restroom breaks will be available before and after recess.
10. Each Clinic shall have a daily schedule of activities posted for all to see in addition to the rules which shall be followed while attending the Clinic. Violation of the above rules may result in further disciplinary action.
11. Students attending the Clinic are counted on school rolls as being present.
12. Ordinarily the student will receive credit for any work assigned to the student during clinic if successfully completed.

DETENTION - ALL SCHOOLS

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

SUSPENSION-DISCIPLINARY OPTIONS

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

Option 1. Administrative conference. The pupil's parent(s)/legal guardians shall be notified of the results of the conference.

Option 2. One or more of the following interventions:

- a. Recess detention
- b. Clinic - 1 to 3 day(s); student will be denied the opportunity to participate in or attend any extra-curricular activities sponsored by the school for the duration of his /her clinic.
- c. Detention
- d. Require completion of assigned school and homework
- e. Referral to counseling
- f. Require an administrative conference with the parent or guardian.
- g. Referral to the School Building Level Committee
- h. Refer to Office of Child Welfare and Attendance (FINS)

- i. Referral to Pupil Appraisal
- j. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee in accordance with law and board policy.

- Option 3.** Assign two (2) consecutive school days in the social skills management clinic – 1st suspension. **See Below**
- Option 4.** Assign three (3) consecutive school days in the social skills management clinic -2nd suspension. **See Below**
- Option 5.** Assign five (5) consecutive school days in the social skills management clinic - 3rd suspension. **See Below**
- Option 6.** Recommendation for expulsion (assigned to the social skills clinic until a hearing is held) - 4th suspension. **See Below**

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

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

1. The student shall be given notice in writing of the specific charge(s) for which he/she is being suspended. A copy of this notice shall be mailed to the parent or guardian of the student and to the Supervisor of Child Welfare and Attendance.
2. The student shall have the right to explain his/her position of the facts concerning the charges to the Principal or designee.
3. If the presence of a student poses a danger to persons or property or is considered likely to disrupt the orderly processes of the school, the student may be immediately removed from the premises. In such cases, the student will be provided with the requisite level of due process as soon thereafter as reasonably possible.
4. Principals shall not suspend a student more than nine (9) days without a hearing before the Superintendent or designee.
5. A student suspended for damages to any property belonging to or contracted by the school system, including school buses, textbooks, library books, etc., shall remain in the clinic until payment in full for the damage has been made or until directed by the Superintendent.
6. A suspended student will be denied the opportunity to participate in or attend any extra-curricular activities sponsored by the school for the duration of his/her suspension.
7. A student suspended for a third time must have a conference with the Superintendent of Schools, or designee, with the Principal, the student, and the parents.
8. When a student refuses to follow the instructions of the school administrator, the parent may be called to immediately remove the student from campus. When the parent or emergency adult cannot be reached, the student may be placed into police custody until the parent can assume charge of the student.
9. A suspended student and his/her parent(s) must have a conference with the principal/assistant principal in order to return to school.

STUDENT OFFENSES AND DISCIPLINE REGULATIONS

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

1. Minor disturbance classroom/campus
2. Profanity - minor
3. Disobedience
4. Eating in class/chewing gum
5. Possession and/or use of radios, televisions, tape recorders and/or electronic games (not being used as instructional aids under the supervision of a teacher)
6. Running in building
7. Failure to return required forms/report cards
8. Not participating in class
9. Playing hooky
10. Dishonesty - forging signatures or grades, cheating, plagiarism, etc.
11. Aiding and abetting another student in committing offenses under options 1 or 2
12. Horseplay (pushing, tripping, etc.)
13. Possession and/or use of beeper/pager/telephone/ any other communicative instrument product

14. Not wearing mandatory school I.D. cards (required by certain schools, while on the school campus)
15. Vandalism - minor
16. Throwing objects
17. Refusing to sit in assigned seat
18. Gambling on a school bus or on school property
19. Students threatening students (Assault) - minor
20. Stealing and/or possession of stolen property - restitution required - minor (\$1.00 or less)
21. Other offenses considered by the principal or his/her designee to be minor

NOTE: Separate school policies will address excessive tardiness, dress code infractions, and dressing out policy for P. E.

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

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

25. Major disturbance classroom/campus
26. Fighting
27. Vandalism - major
28. Disrespect for authority
29. Willful disobedience
30. Profanity - major
31. Arson
32. Students threatening students (Assault) - major
33. Battery
34. Cursing faculty or school personnel
35. Threatening faculty or school personnel
36. Cutting class/leaving class, campus or other location without permission
37. Inciting/participating in a riot or major disturbance
38. Extortion
39. Tampering with or setting off a false alarm
40. An act of assault and battery upon faculty or school personnel during or after school hours on or off campus
41. Possession, smoking or other use of tobacco/lighter on school grounds or school activities
42. Sexual harassment
43. Coming to school under the influence of alcohol. Students are forbidden to use, possess, or be under the influence alcohol before school, during school hours, or when riding buses or automobiles to and from school or school activities
44. Stealing and/or possession of stolen property - restitution required - major (more than \$1.00)
45. Aiding and abetting another student in committing offenses under options 3, 4, 5, or 6
46. Gang fighting
47. Possession and/or use of super glue
48. Bullying
49. Improper access or use of the internet
50. Other offenses considered by the Principal or his/her designee to be serious

MANDATORY EXPULSIONS

The Principal shall recommend expulsion for the following offenses:

51. Upon the fourth suspension of a student during the same school year
52. Use or possession of a dangerous weapon
53. Use of an object as a weapon
54. Possession/use of live ammunition, fireworks or other explosive or incendiary devices that have potential to do bodily harm or great physical damage
55. Possession of a starter gun, or fake or toy gun appearing real
56. Transfer and/or distribution of prescription medication
57. Possession of an imitation, dangerous controlled substance
58. Possession of alcohol with intent to distribute
59. Making bomb threats

60. Possession of firearms - mandatory expulsion for a minimum of twelve (12) months
61. Possession of knives - Suspension (Grades PreK - 5 and less than eleven (11) years old) - 5 days with hearing to determine if an expulsion will be recommended. (Grades 6 - 12) - recommended expulsion
62. Use or possession of chemical sprays or other harmful dangerous substances
63. Dangerous instrumentalities
64. Committing an immoral or vicious act, molesting students and/or indecent behavior
65. Possession of, use of, distribution of, or under the influence of any controlled dangerous substance including counterfeit drugs, nitrate based inhalants and any other inhalants, which in the opinion of medical professionals are injurious to the health and well being of students, on school grounds, on a student's person, or at school activities held after school hours or when riding school buses in any capacity.

A. 16 Years or Older

Any student sixteen years of age or older found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotics, drugs, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided for by RS. 17:416 (C) (1) shall be expelled from school for a minimum of twenty four (24) calendar months.

B. Under 16 Years. But in Grades 6-12

Any student under 16 years, but in grades 6-12, found guilty of possession of, or knowledge of and intent to distribute any illegal narcotics, drugs, or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided for by RS. 17:416 (c) (c) (1) shall be expelled for a minimum of twelve (12) calendar months.

C. Grades PreK - 5

Any student grades PreK - 5, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotics, drugs, or other controlled substance on school property, on a school bus or at a school sponsored event, the student shall be referred to the School Board with a recommendation of appropriate action from the Superintendent.

The Board declines to exercise the option granted by RS. 17:41 6(C) (2) (d) (i) of readmitting an expelled student.

If a student is charged with a felony, whereby the charge would impact the health and safety of students, that is, a charge of aggravated battery, dangerous controlled substance, fire arms or other weapons, the Superintendent or designee shall make a determination as to recommended expulsion or the student's placement.

VERBAL/NON-VERBAL THREATS (To Kill or Cause Harm) and FOR WEAPONS AND BOMBS

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

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

EXPULSION PROCEDURES

1. By action of the Principal, any student may be recommended for expulsion for any enumerated offense that merits serious disciplinary action.
2. The Superintendent or designee shall conduct expulsion hearings.
3. At the expulsion hearing the student may be accompanied by the parent or guardian. Failure to appear at the expulsion hearing will be considered as a waiver of the student's right and does not interrupt the process.

4. Expulsion means removal from the parish school system for the prescribed period of time as determined by the Superintendent and may carry over to the next school year depending on the time of the violation and starting date of the expulsion. The term of any expulsion, except mandatory expulsion for firearms and drugs offenses, shall run on consecutive school days and weekends, exclusive of semester breaks and summer holidays.
5. The student and/or his/her parents have the right to appeal the Superintendent's decision to the School Board within five (5) days of receipt (the first day of receipt shall not be counted nor will holidays or weekends be counted) of the same. Otherwise, the Superintendent's decision is final.

DEFINITIONS RELATIVE TO DISCIPLINE POLICIES

Dangerous Weapon/Instrumentality

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

Use, Possession or under the influence of Alcohol

A student must meet the following requirements before being accepted back in school. Option 3, 4, 5 or 6, parent conference with Principal, Supervisor of Child Welfare and Attendance, and Drug Free School and Communities (DFSC) Coordinator, referral to the Student Assistance Team (SAT), referral to a substance abuse clinic for an assessment and participation in an Insight Group.

Prescription/Non-Prescription (Over the counter) Medicines

Students shall not be permitted to use, possess or distribute to other students any prescription or over the counter medications, such as aspirin, cough medicine, vitamins, etc., or to ingest any kind of prescription or non-prescription, over-the-counter medicine on the school campus before school, during school hours, or when riding school buses or automobiles to and from school. Possession of prescription or non-prescription medication shall be a violation of this section and shall call for an option 3, 4, 5 or 6, depending on the severity of the offense in the judgment of the Principal. Distribution of over-the-counter medication shall call for an option 6, with a hearing to return to school. A student found guilty of distribution of prescription medication which is not controlled by LSA R.S. 40:964 shall be recommended for expulsion for a period of one year. (Note: A student found in possession of a controlled dangerous substance and/or illegal drugs shall be recommended for expulsion for a period of one year. Knowledge of, possession of, with intent to distribute a controlled dangerous substance as defined by LSA R.S. 40:964 and/or illegal drugs calls for mandatory expulsion depending on the age of the offending student.) Students are not allowed to possess prescription or nonprescription medication on school property. The only exception to this rule occurs when a physician or dentist and the school nurse concur, in writing that is a medical necessity for a specific student to be in possession of a medication. (As documented on West Baton Rouge Student Permission for Possession and Self-Administration of Physician Prescribed Medication Form)

Possession of Tobacco Products

Students shall not be permitted to have tobacco in their possession or to smoke, chew or dip on school grounds, or at school activities, on or off campus held after school hours, or when riding school buses to and from school or school activities.

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

Possession (Generally)

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

FIELD TRIPS

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

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

GENERAL RULES FOR STUDENT CONDUCT ON BUSES

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

BUS SUSPENSION/EXPULSION

Bus suspensions and expulsions shall follow the guidelines explained in "Suspension/Expulsion Regulations".

SEARCH/SEIZURE GENERAL POLICY AND PROCEDURE

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

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

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

The parish school system is the exclusive owner of all public school buildings in West Baton Rouge Parish and all desks and lockers within the buildings assigned to any student and any other area of any public school building or grounds set aside

specifically for the personal use of the students. Any teacher, principal, school security guard, or administrator in the school system of may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of the School Board's policy, either by conducting a random search with a metal detector or when he has a reasonable belief that the items sought will be found.

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

DRUG DETECTION PROGRAM

A. Drug: Detection Team

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

B. Searches

- Unannounced periodic checks of the schools by the Drug Detection Team shall be conducted.
- Searches of school campuses shall be scheduled by the School Board Central Office to insure minimum interruption of scheduled activities at the school.
- The times and locations of the searches shall not be announced to any person to insure effectiveness of the program.
- Searches may be requested by any member of the Drug Detection Team with the exception of the commissioned law enforcement officer.
- Searches utilizing drug detection dogs shall be limited to the unoccupied halls, unoccupied classrooms, unoccupied restrooms, lockers, other unoccupied areas, and unoccupied vehicles parked on the campus.
- Under no circumstances shall a drug detection dog be allowed to search any room or vehicle that is occupied by students.
- Searches of students by a drug detection dog shall be specifically prohibited. Searches of students' persons shall be conducted in accordance with provisions provided elsewhere within this policy.

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

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

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

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

SCHOOL FOOD SERVICES GUIDELINES APPLICATIONS FOR FREE AND REDUCED PRICE MEALS

In order to carry out federal and state policy that nutritious meals are available to all students at school regardless of the family's ability to pay, certain procedures have been established. Each student is given an application for Free and Reduced Price Meals in the Registration Packet the first day of school. Complete and return immediately **ONE APPLICATION PER HOUSEHOLD** to the school with the oldest child. Results will be mailed to each household by **SEPTEMBER 15th**; therefore, your accurate mailing address must be *printed* on the application.

Failure to return the correctly completed form can result in the denial of meal benefits to the student. Should you send the application to school and have it returned to you for additional information, etc., please be sure to complete it and return it promptly so there will not be a delay in benefits.

SPECIAL DIET REQUESTS

Parents requesting a special diet for their child need to call the school nurse for information and to receive required forms. When the required forms are completed, the physician's prescribed diets will be offered at the regularly scheduled breakfast and lunch meals. Tube feedings and other alternative feeding procedures may occur at additional times.

SCHOOL MEAL PAYMENT PROCEDURE

ADVANCE PAYMENT ONLY - NO CHARGING ALLOWED

All school meals must be paid in advance. This method of payment is for everyone-students, teachers, staff, and visitors. No charging will be allowed. Prepayment for meals by the day, week, month or year is required. It is the parent's responsibility to provide lunch money or a bag lunch or to seek free/reduced price meal benefits. Parents seeking free/reduced price meal benefits are responsible for all meal payments until the application is approved. If a child has no money in their meal account and he/she is a paying student, a reimbursable meal will not be served to the child. The cafeteria manager can be contacted regarding your child's balance.

(NSF) CHECKS

Cash, checks, or money orders can be used to pay meals. If one (1) non-sufficient fund check is received for one household, only cash or a money order will be accepted for payment of meals thereafter. To ensure that all checks for meal payments clear the bank prior to the end of school, no checks shall be accepted after May 4th.

REFUNDS AT THE END OF THE YEAR

The computer software used by school food service at each school tracks meal payments and deductions for meals purchased. Cash payments and check number are recorded. At the end of the school year, unused money in the student's account will be refunded by the cafeteria manager.

TEXTBOOK AND LIBRARY BOOK POLICY

1. All students will be issued a set of textbooks per school year.
2. Within three (3) days following the loss or destruction of a textbook or library book, the student or his/her parent(s) or guardian(s) must make arrangements with the Principal for paying the replacement cost of the book.
3. Replacement cost is prorated by the Principal or his/her designee based on the age and condition of said textbook or library book. The following is the scale:

a. 0-1 years	100%
b. 2 years	90%
c. 3 years	70%
d. 4 years	50%
e. 5 years	40%
f. 6+ years	20%
4. After the principal and parent have determined a time limit for the debt to be paid and it has not been paid, the student may be suspended according to statement #5 under "Suspension Procedures".
5. If the lost library or textbook is found, refunds will be made at the end of the month with the copy of the receipt.

THE STUDENTS OF THE YEAR AWARDS PROGRAM

General Information

Each year West Baton Rouge Parish participates in The Students of the Year Program sponsored by the Louisiana State

Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education. This program is designed to recognize those students who have demonstrated excellent academic achievement, leadership ability, and citizenship in the following categories:

1. Elementary Student of the Year (only 5th grade students are eligible)
2. Middle School Student of the Year (only 8th grade students are eligible)
3. High School Student of the Year (only 12th grade students are eligible)

Selection Process

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

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

Grade 5 candidates: GPA from grades 3, 4 and 5

Grade 8 candidates: GPA from grades 6, 7 and 8

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

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

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

Grievance Process

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

PROMOTION, ACHIEVEMENT & GRADUATION REQUIREMENTS

I. GRADING

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

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

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

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

A. In the Primary Schools

1. In Grades 1-3, the letter grades A, B, C, D & F shall be used in all subjects except the first 48 "Success for All" reading lessons. Students in those lessons of "Success for All" will receive a U (Unsatisfactory), ND (needs development) or AE (progressing as expected). In grade 4, the letter grades, A, B, C, D, and F, shall be used. The elementary school grading scale is as follows: 100-93 = A, 92-85 = B, 84-78 = C, 77-70 = D, 69-below= F. The one half point will be given provided the average must equal 1.0 (D) Examples 1.5 = C, 2.5 = B, and 3.5 = A.
2. Grading and reporting periods shall be governed by the following:
 - a. K - 4 shall be on a nine week reporting period.
 - b. Grade 1 will be administered an End-of-the-Year test in math to be averaged with the 4th nine weeks grade.
 - c. Grades 2 & 3 will be administered an End-of-the-Year test in science, social studies, English, and math to be averaged with the 4th nine weeks grade.
 - d. Grade 4 will be administered an End-of-the-Year test in English, math, science, and social studies to be averaged with the 4th nine weeks grade.
3. Grade averages for the year shall be determined by averaging the following four (4) grades: 1st, 2nd, 3rd, and 4th nine weeks period grades.
4. Failure for the last semester constitutes failure for the year. The average of the 3rd and 4th nine weeks grade will constitute the second semester average.

B. In the Middle Schools

1. Failure of the second semester shall constitute failure for the entire year because of the student's inability to grasp the required subject knowledge in its entirety. To determine the second semester grade, the 3rd and 4th nine weeks grades and the final test shall be averaged together. The three (3) grades must equal three (3) full points to constitute a passing grade. Failure for the 4th nine weeks and the final test shall constitute failure for the second semester.
2. Grade averages for the year shall be determined by averaging the following five (5) grades: 1st, 2nd, 3rd, and 4th nine week period grades and the final test grade: When the final test is not given, the average shall be determined by the four (4) nine week grades.
3. Students must acquire at least five (5) full points (four (4) if a final test is not given) to pass for the year.
4. Grading and reporting periods shall be governed by the following:
 - a. In Grades 4-8, the letter grades A, B, C, D, and F shall be used. The middle school grading scale is as follows:
93-100 = A, 85-92 = B, 78-84 = C, 70-77 = D, 69-below = F
 - b. Grades 4-8 in a middle school shall be on a nine-week reporting period. Final exams will be mandatory in grades 5, 6, 7, and 8 in all subject areas. The West Baton Rouge Parish End-of-the year Parish wide English, mathematics, reading, science, and social studies tests will be used as the final exam.
 - c. The one half point will be given provided the average must equal 1.0 (D) Examples 1.5 = C, 2.5 = B and 3.5 = A.

C. In the High Schools (9-12)

1. The first term grade shall be the average of the first two (2) grading periods and the first term exam. The average must equal one full point (D) to pass for the term. Failures of the second grading period and the term exam shall constitute failure for the first term.

2. The second term grade shall be the average of the 3rd and 4th grading periods and the final exam. The average must equal one full point (D) in order to pass for the term. Failure of the 4th grading period and the final exam shall constitute failure for the second term.
3. The final grade for the course shall be determined by averaging the 1st and 2nd term grades.
 - a. The average must equal at least 1.0 (D) for the student to receive a passing grade for the course.
 - b. The one half point can be given provided the second term grade is higher than the first term grade.
 - c. If a student fails the first term, he/she must make at least a "C" the second term to receive a passing grade for the course.
 - d. A student who fails the second term shall receive a failing grade for the course.
4. Students who fail the second term of a required subject must repeat the whole unit (both terms) the following semester.
5. When a student passes the first term and fails the second term of an elective subject, he/she shall be awarded 1/2 unit should he/she elect not to repeat the subject. If the student wishes to receive full credit he/she must repeat both terms.
 - A student must average at least one full point (D) to pass the course.
6. Grading and reporting periods shall be governed by the following:
 - a. Grades 9-12 shall be on a four and one-half-week reporting system (4x4) or a nine-week reporting system (7 -period schedule).
 - b. First-term tests at the end of the first term shall be mandatory in high school (9-12) on material covered during the first term. Second-term tests at the end of the second term shall be mandatory in grades 9-12 on material covered during the second term. Any other grading policies shall be determined by the Principal and faculty.
7. The high school grading scale is as follows: 93-100 = A, 85-92 = B, 78-84 = C, 77-70 = D, 69-below = F.
8. Official grade point averages will be based on term grades.

The Board of Elementary and Secondary Education requires that, in order to receive a high school diploma, a student must successfully complete minimum of (23) Carnegie units. The student shall also be required to pass the components of Graduation Exit Examination (GEE) required by the State Board of Elementary and Secondary Education and stated in the West Baton Rouge Parish Pupil Progression Plan.

Effective for 2000-2001 school year, first time 10th graders must pass the English Language Arts and Mathematics portions of the Graduation Exit Examination for the 21st Century (GEE 21) to earn a high school diploma.

Effective for 2001-2002 school year, first time 10th graders must pass the English Language Arts and Mathematics and either the Science or Social Studies portion of the Graduation Exit Examination for the 21st Century (GEE 21) to earn a high school diploma.

D. Special Education

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

CLASS RANKING

SENIOR CLASS RANKING

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

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

First and second term grades will be averaged mathematically, including summer school and correspondence grades (including co-curricular courses, e.g., driver's education), by the appropriate number terms. Every course taken for Carnegie unit credit will be used, including those failed. (Maximum 4.0 scales will be used only). Grade Point Average (G.P.A.) will be calculated to 3 decimal places. In the case of a tie for the first or second place in the class, co-valedictorians or co-salutatorian will be named. In order to be considered for valedictorian or salutatorian, a student must have resided in West Baton Rouge Parish and attended the public schools for at least 160 days of the student's junior year and 160 days of the student's senior year. Foreign exchange students will not be eligible for the valedictorian and salutatorian positions. Honor Roll for all high school students will be based on core courses only. Core courses will be those defined by the Louisiana Office of Student Financial Assistance for the Tuition Opportunity Program for students (TOPS).

8th GRADE AWARDS/RECOGNITION PROGRAM And ELIGIBILITY FOR HONOR STUDENTS

Within the first two weeks of May, all eighth grade students will have the opportunity to participate in an eighth-grade awards/recognition program.

HONOR STUDENTS - any student whose final grades (Reading, English, Math, Science, Social Studies, and P.E.) for the 6th and 7th grades, and an average of three nine-weeks in the 8th grade, average 3.0 or higher, from any accredited schools for the above mentioned grades, will be considered an honor student.

GRADUATION PROCEDURES

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

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

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

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

CREDIT RECOVERY SUMMER SCHOOL

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

LEAP and GEE SUMMER REMEDIATION PROGRAM

The parish will offer LEAP and GEE Summer Remediation for students in grades 4, 8, 10, 11 who scored Approaching Basic or Unsatisfactory on LEAP or GEE. Students are not required to attend summer remediation in order to be eligible for the retest; however, attendance is encouraged. A Summer Remediation Student Handbook outlining program criteria will be distributed to all eligible students in May.

PARISH TESTING PROGRAM

Primary Screening:

Students entering kindergarten for the first time shall be screened using the locally adopted developmental readiness screening instrument as per R.S. 17:391.11. Screening shall occur upon entry into kindergarten. The results of this screening shall be used in placing children within a regular kindergarten classroom setting and in planning their instructional programs to meet their identified needs.

LEAP/GEE Tests (Criterion Referenced Test) Grades 4,8,10 and 11

LEAP/GEE tests will be administered to students in grades 4, 8, 10 and 11. A criterion reference test is a test designed for the diagnosis of specific skills. In this kind of test, the student either achieves the performance specified by the criterion or he/she does not; his/her success or failure does not depend on how well anyone else taking the test does. Results of the tests will be used for graduation promotion and retention purposes, for certifying students for remediation, for improvement of the instructional program, and as an indicator or measure of school effectiveness.

iLEAP(NRT/CRT Combination) Grades 3, 5, 6, 7, and 9

The iLEAP (integrated LEAP) will be administered to students at grades 3,5,6,7, and 9 designated by the most current state accountability policy. Results of the tests will be used to identify strengths and weaknesses of the instructional program, for program improvement purposes, as an indicator or measure of school effectiveness, and as partial criteria for promotion or grading. The iLEAP combines both norm-referenced and criterion-referenced test items.

Exceptional Students

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

STUDENT RECORDS OPEN TO THE PARENTS/GUARDIANS AND ADULT STUDENTS

All pertinent academic and personal records pertaining to individual students are confidential and can only be inspected by the individual named student, the parent(s)/legal guardian(s) of the named student, and school officials. The School Board will provide parents/legal guardians of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate. These rights are also given individual students as soon as they reach age eighteen (18) or seventeen (17) if enrolled in a post secondary institution. All requests to access records shall be in writing and addressed to the Principal maintaining the records.

Student records are defined to be all official records, files, and data directly related to that student specifically including identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

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

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

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

**POLICY OF NON-DISCRIMINATION
AMERICANS WITH DISABILITIES ACT OF 1990**

The West Baton Rouge Parish School Board does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of, employment in its programs and activities. The school district pledges to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The school district will also provide qualified applications and employees with disabilities with reasonable accommodations that do not impose undue hardship. Any person having inquiries concerning the West Baton Rouge Parish School District's compliance with the regulations implementing Title VI, Title IX, Gender Equity, The Americans with Disabilities Act of 1990 or Section 504, is directed to contact, *Larry R. Gilbert*, GENDER EQUITY COORDINATOR, during regular school hours, at the West Baton Rouge Parish School Board, 3761 Rosedale Road, Port Allen, LA 70767, or phone (225) 343-0809 or (225) 343-8309, or *William R. Wright*, ADA/Section 504 COORDINATOR at the Pupil Appraisal Office at 670 Rosedale Road, Port Allen, LA 70767, or phone (225) 343-8405, who have been designated by the West Baton Rouge Parish School Board to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act and Section 504.

STUDENT SEXUAL HARASSMENT POLICY

In view of the West Baton Rouge Parish School Board's mission to provide a viable learning environment for the students of the parish and in view of the mandates required under Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972, all students are put on formal notice that sexual harassment involving student versus student will not be tolerated. Sexual harassment shall include, but not be limited to, concrete sexual statements to fellow students; sexual jokes that embarrass and harass fellow students; sexual pranks that would demean a person's image of himself or herself; any overt sexual remarks made to another student; seeking sexual favors by intimidation, duress or fraud; bringing pornographic literature to school and distributing this to students.

Furthermore, it is strictly forbidden for any student to use any form of retaliation against a fellow student who has complained of sexual harassment. Retaliation would include fighting, remarks, vandalism or any breach of conduct enumerated in the handbook that would have a strong suspicion of having a retaliatory purpose. Students found guilty of retaliation after a hearing shall be subject to suspension and/or expulsion.

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

DISABILITY HARASSMENT POLICY

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

EQUAL OPPORTUNITY ACT

The West Baton Rouge Parish School System adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or 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) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact *Dr. David Strauss*, Supervisor of Special Education at the West Baton Rouge Parish School Board Office, 3761 Rosedale Road, Port Allen, Louisiana 70767, or phone (225) 343-8309.

**SERVICES TO IDENTIFIED STUDENTS WITH DISABILITIES UNDER
THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

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

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

REGULATIONS GOVERNING THE TEACHING OF HOMEBOUND/HOSPITALIZED CHILDREN

Children whose physicians recommend that they remain out of school for reasons of health shall receive home instruction if they meet the following criteria:

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

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

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

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

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

STUDENT HEALTH POLICIES

GUIDELINES FOR ADMINISTRATION OF MEDICATIONS TO STUDENTS

A student, with a diagnosed health condition of long duration that requires medication during school hours, may take medication at school when parent responsibilities listed below have been completed. Examples of chronic health conditions are asthma, seizures, and ADD/ADHD. Medication that can be given before or after school will not be given at school. Parent/Guardian may contact the school nurse for extenuating circumstances. Medication that is prescribed for a short term illness or condition will not be given at school (examples are steroid dose packs, antibiotics, pain medication). Students are not allowed to possess prescription or non-prescription medication on school property. The only exception to this rule occurs when a Louisiana licensed prescriber and the school nurse concur in writing that it is a medical necessity for a specific student to be in possession of a medication such as an asthma inhaler. If you are unsure what medications can be given at school or if you have any other questions regarding medication at school, call the school nurse at (225) 344-8017.

I. PARENT/GUARDIAN RESPONSIBILITIES

The parent or guardian who requests that a prescription or non-prescription medication be taken by or given to their child at school must meet with a school nurse (R.N.) to review the medication, forms, and policies before the medication will be given at school by a trained unlicensed school employee.

A school nurse will be available by phone each school day to meet with parents or guardians to review medications. To arrange a medication review with a school nurse, call the pupil appraisal office at (225) 344-8017. Parents and guardians are allowed to come to school and give medication(s) to their child, or with written signed consent designate another responsible adult to give their child medication(s) at school.

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

- A. Parents who request medication to be given to or taken by their child at school need to have a physician fill out a WBRPSB Prescriber Medication Order Form, get the medicine filled and labeled for school use at a pharmacy, and meet with the school nurse.
1. A completed WBRPSB Prescriber Medication Order Form, which is located at the back of this handbook and available from all schools, which includes:
 - a. student's name and date of birth
 - b. clear instructions,
 - c. date ordered,
 - d. drug name, dose, frequency, route, and time to be given,
 - e. physician's name, address, and telephone number,
 - f. parent's name and contact information,
 - g. parent signature indicating knowledge of medication policy and consent for school nurse to consult with the physician, if necessary
 2. Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.
 3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter.
 4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.
 5. A list of names and telephone number of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed prescriber.
 6. Arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult.
 7. Unit dose packaging shall be used whenever possible.
- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. No more than a thirty-five (35) school day supply of medication shall be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/guardian shall also work with those personnel designated to administer medication as follows:
1. Cooperate in counting the medication with the designated school personnel who receives it and sign a drug receipt form.
 2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 3. Assist in the development of an emergency plan if needed.
 4. Comply with written and verbal communication regarding school policies.
 5. Grant permission for school nurse/prescriber consultation.
 6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications. Medications will be destroyed by flushing them down the toilet. By the last day of school, any medication that has not been picked up will be destroyed.
 7. If the dose of a medication is less than one tablet, for example 1/2 of a tablet, the parent is responsible for dividing the medication into the correct dosage. School personnel are not allowed to divide medications.

II. WRITTEN ORDERS. APPROPRIATE CONTAINERS. LABELS. AND INFORMATION

- A. Medication should not be administered to any student without an order from a licensed prescriber (physician, dentist, nurse practitioner).

- B. Medication shall be provided to the school by the parent or guardian in a container that meets acceptable pharmaceutical standards and that includes the following information:
 - 1. name of pharmacy
 - 2. address and telephone number of pharmacy
 - 3. prescription number
 - 4. date dispensed
 - 5. name of student
 - 6. clear directions for use, including the route, frequency, and other as indicated
 - 7. drug name and strength
 - 8. last name and initial of pharmacist
 - 9. cautionary auxiliary labels, if applicable
 - 10. prescriber's name

III. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. While preparing and administering medications to each student, the trained unlicensed school employee will refrain from engaging in other duties. This requirement does not include the observation period required in III E.
- B. Trained unlicensed school employees may not administer injectable medications. An exception shall be if a trained unlicensed school employee perceives to the best of his/her ability there exists a life-threatening situation.
- C. All medications shall be stored in a secured locked area or locked drawer with limited access except by authorized personnel. Medication location will be unlocked only when receiving or returning medication to a responsible adult or when administering medications. Personnel authorized to have access to the locked medication are the school principal, school nurse, and the trained unlicensed school employees.
- D. Only oral, inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by unlicensed personnel.
- E. Each student shall be observed by a school employee following the administration of medication.
- F. School medication orders shall be limited to medications which cannot be administered before or after school hours. The school nurse will collaborate with the prescriber to implement this policy.

IV. PRINCIPAL

The principal shall designate at least two employees to receive training and administer medications in each school.

V. TEACHER -17:436.1

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

VI. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students. The unlicensed trained school employees will be evaluated annually in the performance of their duties related to medication administration to students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training shall be at least six hours and include but not be limited to the following provisions:
 - a. Proper procedures for administration of medications including controlled substances.
 - b. Storage and disposal of medications.
 - c. Appropriate and correct record keeping.
 - d. Appropriate actions when unusual circumstances or medication reactions occur.
 - e. Appropriate use of resources.
 - f. Unlicensed trained school employees who are required to administer medication and have been trained may not decline to perform such services except as exempted for reasons as noted in writing by the school nurse. The reasons for such exemptions shall be documented and certified by the school nurse within seventy-two hours of the request for the exemption.
 - g. Any employee shall have the right to request that another school board employee be present while he is administering the medication to a student to serve as a witness. After making such a request, the employee shall not be required to administer the medicine without such a witness unless there exists a perceived emergency.
- C. The school nurse will (a) review the prescriber's medication order, (b) the parent or guardian's request that the medication be administered, (c) assess the health status of the specific child in his specific educational setting, (d) determine that the administration of medication can be safely performed by and delegated to someone who has received documented training with documented competence other than a licensed health professional, and (e) when appropriate, instruct the unlicensed trained school employee in child specific interventions.

VII. STUDENT, SCHOOL NURSE, AND SCHOOL ADMINISTRATOR

The student, school nurse, and school administrator must sign the Student Permission for Possession and Self-administration of Prescriber Medication Form before any student may carry medication on school property. The student agrees to the following rules:

- A. The medication is kept in its original packaging container which is clearly labeled with the drug name and strength.
- B. The medication is to be kept in a safe place out of sight of other students to minimize the chance of tampering or theft unless it needs to be used by the student.
- C. The student will come to the office and report to the appropriate school personnel whenever the medication is taken by the student and/or if the student misplaces the medication.
- D. The medication is for the student only. It is not to be given to any other student.

MEDICAL PROCEDURES AT SCHOOL

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

call either the Supervisor of Special Education at (225) 343-8309 or the school nurse office at (225) 344-8017. Parents, who have difficulty arranging transportation, please call (225) 344-8017.

COMMUNICABLE DISEASE CONTROL POLICY

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

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

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

- A. Students are to be in compliance with the required immunization schedule. The Principal is, required under Louisiana Revised Statute 17: 170 to exclude children from school attendance who have not obtained the immunizations required by law. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Communicable Disease Section's School Immunization Report forms to provide for preventable communicable disease control.
- B. The Superintendent may exclude a student or employee from school or work when reliable evidence or information from a public health officer or physician confirms him/her of having a vaccine-preventable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or employee shall be excluded until sufficient medical evidence is presented that his/her condition is no longer contagious.
- C. When reliable medical evidence or information from a public health officer or physician confirms that a student or employee is known to have a communicable disease or infection that is not to be spread by casual contact, (Le., Human Immunodeficiency Virus and other like diseases), the decision as to whether the affected person will remain in the school or employment setting will be made on a short-term basis by the Superintendent following recommendation from the treating physician. A review panel formed pursuant to policy approved by BESE shall ultimately decide the placement status of the student/employee.

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

CONTROL OF NON-VACCINE PREVENTABLE PROBLEMS

HEAD LICE

Policy

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

Procedure

When a student is found to have head lice or nits at school, school personnel will notify a parent as soon as possible. The student will need to be picked up from school. An information letter will be given to the parent that outlines the procedure parents should follow to treat the head lice and how to contact a school nurse. School personnel will contact the school nurse as soon as possible and request that the parent talk to the school nurse by telephone when picking up their child. A school nurse will schedule appointments for head lice checks with the parent in the Pupil Appraisal office, a school, or at the student's home on an as needed basis. **There will not be a school nurse at Pupil Appraisal every school day from 8:00 a.m. – 8:30 a.m. to check heads for lice.**

Parent Responsibilities

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

IMPETIGO (Indian Fire). SCABIES, RINGWORM

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

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

CONJUNCTIVITIS (Pink Eye)

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

CHICKEN POX

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

FIRST AID & EMERGENCY PROCEDURES

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

PARENTS ARE RESPONSIBLE FOR KEEPING ALL OF THEIR TELEPHONE NUMBERS, ADDRESSES AND THE STUDENT'S MEDICAL INFORMATION UPDATED WITH THE SCHOOL. CUSTODY ISSUES SHOULD BE DISCUSSED IN PERSON WITH THE SCHOOL ADMINISTRATOR

NOTIFICATION OF A CHANGE IN HEALTH STATUS OF STUDENTS

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

GLOSSARY

1. **Aiding & Abetting** - suggesting, encouraging, directing, or participating with another student in committing an offense
2. **Arson** - deliberately setting a fire in a school building/campus/property or on a school bus
3. **Battery** - the use of force or violence upon a person if actual contact is made
4. **Bullying** - an intentional gesture by a student that is a written, verbal, or physical act which intimidates or harasses another student
5. **Disrespect for Authority** - Any act which demonstrates a disregard or interference with authority or supervising personnel.
6. **Disturbance**
 - A. Minor Disturbance - An act of misconduct that disrupts the orderly process of educational activities in that area that is confined to a limited area, and/or which jeopardizes safety of children.
 - B. Major Disturbance - A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children.
7. **Emergency** - an unexpected situation that requires prompt action.
8. **Extortion** - the taking of goods or services by threats or intimidation.
9. **Fighting** - two or more students involved in an exchange of blows
10. **Gambling** - to play a game of chance where a reward is expected
11. **Gang Fighting** - three or more people involved in an exchange of blows
12. **Habitual Offender** - one who has committed several offenses, not necessarily of the same type
13. **Indecent Behavior** - socially unacceptable behavior that is morally offensive
14. **Molestation** - to make indecent advances in which physical contact is made
15. **NSF checks** - non sufficient funds in a checking account to cover the amount of the check
16. **Plagiarism** - the act of claiming to be the author of material that someone else actually wrote (i.e. research papers, book reports, essays, projects, etc.)
17. **Pornography** - material (such as books, writing, or photographs) that show erotic behavior and is intended to cause sexual excitement

MEDICAL FORM

WEST BATON ROUGE PARISH SCHOOLS
PRESCRIBER'S MEDICATION ORDER FORM

Student's Name: _____ Date of Birth: _____

Student's general health status: _____ Ht. _____ Wt. _____

Diagnosis: _____ Discontinue date: _____

Medication: _____ Dosage: _____

Route: _____ Frequency: _____ Time to be given at school: _____

Desired effects: _____ Adverse effects: _____

Allergies: _____ Special instruction: _____

THIS STUDENT HAS BEEN ADEQUATELY INSTRUCTED BY MY STAFF OR ME AND HAS DEMONSTRATED COMPETENCE IN SELF-ADMINISTRATION OF THIS MEDICATION. YES NO

It is necessary for this student to keep this medication with him/her at all times. YES NO

Prescriber's Signature: _____ Date: _____

Prescriber's Name _____ Phone _____ Fax _____

Office Address _____

PARENT/GUARDIAN CONSENT FOR MEDICATION ADMINISTRATION

Student's Name: _____ School: _____ Teacher/Grade _____

Address _____

Medication(s) to be taken at school: _____

Medication(s) taken at home: _____

Parent/Guardian Name(s): _____ Phone (H) _____

(Work) _____ (Cell) _____

1. I hereby give permission for a trained unlicensed school employee to administer medication to my child at school.
2. I hereby give permission for the school nurse and physician to discuss my child's medical condition if necessary.
3. I hereby give permission for the school nurse to discuss my child's medical information with appropriate school personnel if necessary.
4. I understand that a responsible adult **MUST BRING THE PRESCRIPTION MEDICATION TO SCHOOL** in a container appropriately labeled by the pharmacy.
5. I give permission for staff personnel to remove or destroy unused, contaminated, discontinued or out-of date medications, according to school board guidelines.
6. I have given the first dose of this medicine at home and have observed no adverse reactions.
7. For students who must carry medication on their person for emergency situations **ONLY**, as ordered by the prescriber (such as asthma inhalers): I feel that my child is responsible and capable of self-administrating his/her own medication safely as ordered by the physician. YES NO
8. I assume responsibility for my child's actions in his/her self-administration of medication at school. YES NO
9. Additional information/instructions: _____

PARENT/ GUARDIAN'S SIGNATURE: _____ DATE: _____

