

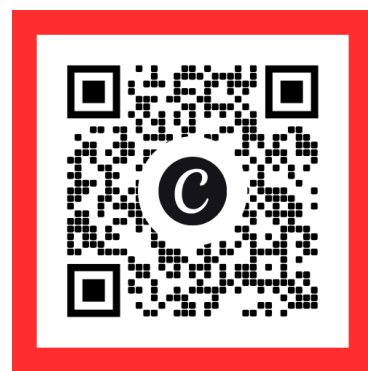
Hillcrest Elementary Student Handbook 2026-2027



Please scan the QR codes to access our handbooks digitally and sign the attached acknowledgement verification forms for the Hillcrest Student Handbook and the Lincoln Parish District Student Handbook. Return these to your child's homeroom teacher.



**Hillcrest Student
Handbook**



**Lincoln Parish District
Student Handbook**

HILLCREST ELEMENTARY MISSION STATEMENT

At Hillcrest, we promote high levels of academic achievement by building positive relationships in an inclusive environment where we celebrate diversity to build a community of respectful leaders.

HILLCREST ELEMENTARY VISION STATEMENT

All students will be supported, be successful, and reach high expectations.

VISION STATEMENT OF LINCOLN PARISH SCHOOLS

A Quality Education for a Quality Life



Uniforms 2026-2027

Shirts	Approved colors for polo-style shirts: White, Black, and Red • Shirts must be polo-style or collared (dri-fit or cotton), no zippers, snaps, or logos • Current year's Hillcrest school spirit shirts or PTC shirts may be worn any day in place of a uniform polo-style shirt • Spirit shirts purchased from Hillcrest in previous years may be worn on Fridays only • Not allowed: spirit attire purchased outside of Hillcrest online store or PTC
Pants/Shorts	Approved colors: Khaki and black • No holes, rips, or tears • Pants or shorts should not be overly tight • Not allowed: Cargo pants, cargo shorts, joggers (or elastic cuff), capri or bell-bottoms
Skirts, Skorts, Jumpers	Approved colors: Khaki • Jumper: round neck only • Length: no more than 3 inches from top of knee • Not allowed: Polo dresses, V neck jumper
Tights or Leggings	Approved colors: White, Black, or Red (solid color only) • Can be worn under a skirt or jumper
Belts	Approved colors: Brown or Black • Belts are optional
Shoes	Tennis Shoes Only • Not allowed: boots, crocs, or slip ons
Socks	Approved colors: White, black, (solid colors only) • Socks are required
Indoor	Approved colors: White, Black, or Red • Sweatshirt, jacket with no hood, sweater, ¼ zip (solid approved colors only) • School purchased sweatshirts-current year any day, others on Friday only
Outdoor	Coats for outdoors only can be any color or style and hoods are allowed.
Friday Dress Code	Any previous years' school purchased Hillcrest shirts with uniform bottoms.
Dress Down Days	Certain days are announced in advance that will be dress down or blue jean days.

ATTENDANCE

Louisiana state law requires that all school age children attend school. Any student that misses 10 or more school days may not be eligible for grade promotion. Additionally, students with excessive tardies/absences will be reported to the Truancy Department. Please attempt to schedule doctor appointments outside of school hours. If your child misses school due to an appointment, please send the doctor's note in order for the absence to be excused.

CHECK IN PROCEDURES/ARRIVAL/DISMISSAL

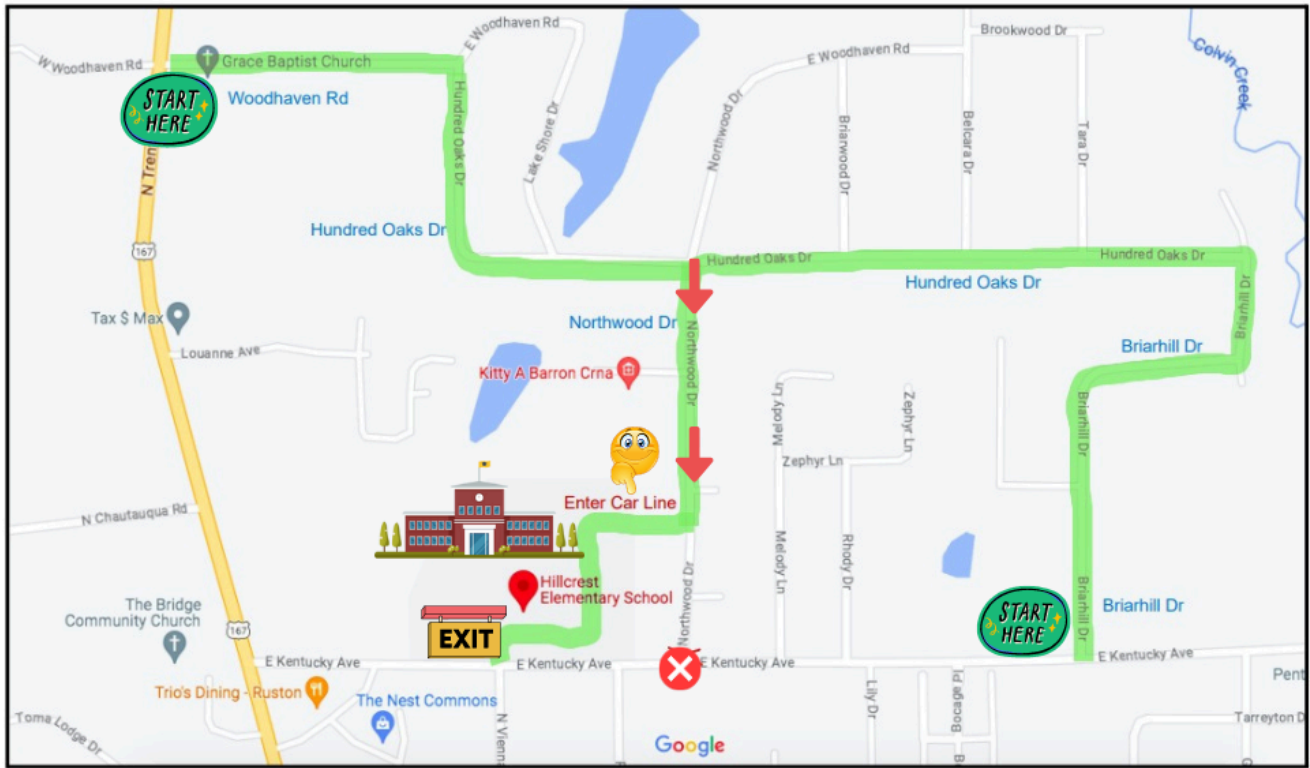
- Students will begin entering the school at 7:10 a.m. When students arrive, they will report to the cafeteria for breakfast and then the gym for morning assembly.
- If a student arrives after 7:40 a.m., a family member **MUST** sign the student in at the front office.
- Students are dismissed in the afternoon at designated times for bus, daycare, and car line. Afternoon car line will run from 2:55pm -3:10 p.m. **All car riders must be picked up no later than 3:10 unless special permission was given by the principal.**
- Please be prompt in picking up your child from school and keep your car line tag visible throughout the entire time you are in the car line. If you do not have your car line tag, you will be directed to the front office to present your identification.
- Parents/guardians must enter the car line on the east end of the building to pick up students.

CHECK OUTS/LEAVING SCHOOL

- Students are NOT allowed to leave while school is in session without permission from the front office. Parents/guardians wishing to check students out of school before dismissal (3:05 p.m.) must come to the front office.
- Student check outs will end at **2:20 p.m.**
- Without permission, no one other than the legal parent/guardian will be allowed to check out a student. Please inform the office of all parties that may pick up/check out your child. This can be provided on the Emergency/Health Form or by calling our office.
- A student may not change transportation plans (including bus change) unless **written** permission with dates and signatures is provided by the parent/guardian. Students must turn this note into the front office for the administration to sign. Parents must call the office if there is an unanticipated change during the day. **No changes after 2:20 p.m.**
- **STUDENTS WILL NOT BE ALLOWED TO CHANGE THEIR MODE OF TRANSPORTATION BY WORD OF MOUTH. PARENTS/GUARDIANS MUST INFORM BY WRITTEN NOTICE OR BY CALLING THE SCHOOL.**

*****We follow these guidelines for the safety of your child.*****

Hillcrest Elementary Car Line Map



Please enter the car line traveling south on Northwood Dr. and turn right into the car line.
Please do not enter Northwood Dr. from E. Kentucky when the car line is in progress.

Car line Procedures



Student safety is our top priority! Please note the following guidelines concerning car line drop-off and pick-up. Please see the attached map for a visual of the traffic flow. Car line may be accessed from **Briarhill** or **Woodhaven** only. **Do not enter from Northwood Drive.** During school hours, the car line is a **one-way** traffic pattern.

Morning Drop-Off

- Car line is open from 7:10–7:35 a.m.
- If you arrive after 7:35 a.m. and the "Car Line Closed" sign is displayed, park in the employee parking lot and walk your child to the front office entrance. For your child's safety, do not allow them to cross the parking lot alone.
- The tardy bell rings at 7:40 a.m. After this time, a parent or guardian must sign the child in at the front office.
- Do not drop students off in the bus lane. This area is reserved for buses only.

Afternoon Pick-Up

- Car line is open from **2:55-3:10**. for all grades.
- If you will arrive after **3:10 p.m.**, please call the office at **(318) 255-0550**. Late pick-up will take place through the front office.

Car Tags

- Each family will receive **one car tag**. If you need an additional car tag, please call the office.
- Keep your Hillcrest-issued car tag clearly visible during pick-up.
- If you do not have the correct car tag, you may pick up your child from the front office after **3:10 p.m.**

Safety & Traffic Guidelines

- Load and unload students on the **passenger side only**.
- State law requires children **under 13 years of age** to ride in the back seat.
- Four vehicles will load or unload at a time. The first vehicle should pull all the way forward, and all drivers should follow directions from staff on duty.
- When exiting, follow the arrows painted on the pavement, veer right through the parking lot, and exit through the driveway nearest the chain-link fence. Do **not** exit through the main parking lot entrance.
- **Yield to all buses and daycare vans** when exiting the car line.
- Cell phone use in a school zone is prohibited by law. The Ruston Police Department may monitor the school zone for compliance.

Thank you in advance for following these important safety guidelines. If we can be of assistance, please do not hesitate to contact the front office.

CONCESSION POLICY

Concession items are sold on **designated** Fridays. Concession items cost \$1.00 per item. Students will be allowed to purchase a maximum of two items. Concession items are handed out to students on the day of purchase. Participation in concession is dependent on behavior and is to be considered a privilege. Students must arrive at school with their concession money. NO money will be taken in at the office for concession. Students are not allowed to be called out of class to receive concession money. The school is not responsible for lost money.

CONTACT SEQUENCE for Parents/Guardians

For approved family members to obtain information or discuss concerns related to their child's education at Hillcrest Elementary School, they will contact the individuals outlined in the steps below:

Step 1

Student's Teacher

Parents will call the school secretary at 255-0550 or use Remind/email the student's teacher to learn of the planning period and/or set up a meeting after school.

Step 2

Jeanetta Roberson, Assistant Principal

Hillcrest Elementary School

301 E. Kentucky Ave.

Ruston, LA 71270

jeanetta.roberson@lincolnschools.org

Step 3

Becky Sutherland, Principal

Hillcrest Elementary School

301 E. Kentucky Ave.

Ruston, LA 71270

b.sutherland@lincolnschools.org

Step 4

Emily Howell, Chief Academic Officer

Lincoln Parish School Board Office

410 S. Farmerville St.

Ruston, LA 71270

ehowell@lincolnschools.org

(318)255-1430

EMERGENCY CONTACTS

The office must have current phone numbers for each child. At least TWO numbers and a current home address will be requested of all parents/guardians. Please notify the office if your number/address changes at any point throughout the year.

EMERGENCY PROCEDURES

We will work closely with emergency personnel in the event of an emergency. To prepare for a real emergency, students will routinely practice emergency procedures.

In the event that school needs to be released early, we will work diligently to contact parents/guardians and alert everyone of this change. To ensure the best chance of receiving such messages, please continue to provide updated contact information.

FIELD TRIP POLICY

Field trips may be planned at various times throughout the year. Information will be sent home at the time of the field trip. School/class field trips are a privilege, not a right. In the event that disciplinary action is administered prior to the scheduled field trip, this privilege may be taken away and the student unable to participate. The school will provide an alternate action plan for any student that cannot participate in a field trip. Parents/guardians will be notified of this decision prior to the scheduled event.

Field trip money will not be refunded to students who are unable to attend due to behavior or absence.

GRADING SCALE

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
50 - 59	F
Incomplete	I

PERSONAL PROPERTY

Students should not bring toys, jewelry, or other expensive items to school that may be lost or damaged. We are not responsible for lost or stolen items.

REPORT CARD SCHEDULE

Report cards will be sent home on:

Thursday, October 29, 2026
Thursday, January 21, 2027
Thursday, April 1, 2027
Thursday, May 20, 2027

SCHOOL SUPPLIES & SCHOOL FEE

Each student is responsible for a \$15.00 school fee to be paid at the beginning of the school year. This money is used to assist with items used by the teacher for classroom instruction. Such items include but are not limited to art supplies, paper, copies, instructional materials, etc. Pay through School Cash Online. You can sign in or register at schoolcashionline.org

Please contact the office if you have any questions or need assistance with this.

SNACKS, PARTIES, AND DELIVERIES

If planning to provide snacks for a classroom, parents/guardians must contact the teacher to request permission before bringing these items. Items should be dropped off in the office at the time provided by the teacher. Also, please communicate with your child's teacher ahead of time concerning birthday treats.

Because students have difficulties transporting gifts at the end of the day, flowers and other deliveries will not be accepted.

VISITORS AT SCHOOL

For the protection and safety of our students, ALL persons who enter the building must be buzzed in the front door and report directly to the office. Each visitor will be asked to sign-in and wear a visitor tag. Before leaving, visitors will sign-out and return their tag. Parents/guardians wishing to meet with teachers should schedule a conference.

Parents/guardians may contact the teacher or call the office to set an appointment time during the teacher's planning period. Parents/guardians will not be permitted to visit the classroom during instructional time.

CODE OF CONDUCT- DISCIPLINE PHILOSOPHY

We believe it is necessary for children to learn self-discipline in order to further their learning. We ask that you discuss with your children the importance of having a good attitude, making good choices, and using good behavior while at school. All students will be held accountable for their behavior on the campus and to and from school i.e. on the bus. Staff members are responsible for supervision and conduct of our students during school hours. Learning appropriate behavior is a part of school.

Every student at Hillcrest is entitled to a safe and secure school environment to learn and grow. The school's discipline code was developed to ensure and protect the rights of each individual student. In order to protect and secure these rights, the school must have rules and regulations which shall be followed by all students. Every student who is asked to stop unacceptable behavior will be expected to do so immediately. This action should be done without reply in word, attitude, or action from the student. Students who display inappropriate behavior will be subject to corrective disciplinary action, including the loss of privileges, (for example: recess, field trips, field day, awards/graduation ceremony, etc.), in-school or out-of-school suspension, or expulsion.

Please also refer to the Lincoln Parish District Discipline Guidelines located on pages 15 - 28.

DAILY BEHAVIOR SHEET

A daily behavior sheet will be sent home each day with your child. Please review and initial the behavior sheet each day.

RULES, PROCEDURES, EXPECTATIONS OF STUDENTS' ATTITUDES

1. Students will be expected to exhibit courtesy, respect, and general good manners at all times.
2. Students are expected to greet any adult in the school and to be helpful and courteous.
3. Students are expected to address adults using Mr., Mrs., Miss, etc.
4. Students are also expected to say, "please; thank you; yes, ma'am; no, ma'am; no sir; yes sir" to adults.
5. Students are also expected to show support and respect for their teachers, classmates, and school.

WE OPERATE A ZERO TOLERANCE POLICY FOR DISRESPECTFUL BEHAVIOR, BULLYING, AND FIGHTING

Bus Conduct Expectations

READ THE SCHOOL BUS STANDARDS OF SAFETY AND CONDUCT IN THE DISTRICT HANDBOOK. SIGNING THE SIGNATURE PAGE ACKNOWLEDGES THAT YOU AND YOUR CHILD HAVE READ AND AGREE TO THE POLICIES.

Riding to and from school, or on a field trip, is a privilege and bus regulations must be obeyed. Each student is given a form at the beginning of each year that states all bus regulations. The parent and student are required to sign and return the form to the school where it is kept on file.

- Board the bus in an orderly manner and take a seat.
- Remain quiet during the trip.
- Remain seated while on the bus.
- Keep arms and head inside the bus at all times.
- Follow the instructions of the school bus driver; he/she is in charge at all times.
- The same behavior rules expected at school are expected on the bus.
- If a student receives any referrals for disobeying bus rules, he/she may not be allowed to ride the bus for a decided number of days, as assigned by the principal or designee.
- Fighting on the bus may result in an automatic suspension from the bus and possibly from school. The number of days will be assigned by the principal or designee.
- NO toys or weapons allowed on the bus at any time.

Classroom Expectations

- Follow directions quickly.
- Listen to the speaker.
- Raise your hand to speak or stand.
- Be safe, be kind, and be honest.

Each teacher will set up classroom specific procedures:

1. Each student will be responsible for following the class rules/procedures.
2. No student will be allowed to display any disruptive behavior which will interfere with the learning environment in the classroom.
3. Students will be expected to take care of textbooks, furniture, and equipment. If a student loses or destroys books or other school property, parents/guardians may be required to pay for the item(s).

Hallway Expectations

- Flip and zip when walking in a line.
- Stay on the right side of the hallway.
- Walk silently.
- Keep hands and feet to ourselves.
- No loitering or playing in the hallways.

Restroom Expectations

- Quickly use the restroom and flush after each use.
- Wash our hands thoroughly.
- Dispose of trash properly.
- Keep school property free from graffiti.

Cafeteria Expectations

- Be silent in the cafeteria when eating.
- Use appropriate manners.
- Remain seated at our table.
- Clean up after ourselves.

Playground Expectations – these guidelines have been established to ensure the safety and well-being of all students

- Swings - only one person per swing; sitting position only; no jumping, twisting or swinging sideways; always walk a safe distance from the swings
- Tackle football is **NOT** allowed.
- No baseballs or hard balls are allowed.
- Students are not to bring any type of ball (football, basketball, baseball, soccer ball, etc.) from home. The school will provide appropriate recess equipment.
- No objects other than balls may be thrown. This includes sticks, pine cones, sweet gum balls, etc.
- Basketball - Students may play basketball but are not to dunk the ball or hang on the rim.
- Balls should not be bounced on the walls, inside the building, or on the sidewalks.
- Jump ropes are for jumping only; they should not be tied to students or equipment.
- Students should always stay away from wet areas.
- When recess ends, students are to stop immediately and line up with their class.
- Students are to stay inside fenced areas. Students can only leave the playground with a teacher's permission. Students are **NEVER** to climb over fences for any reason.
- Students are not allowed to jump from any equipment, including swings and climbing structures.

ACTIVITIES NOT PERMITTED - Students participating in the following activities may result in disciplinary action as outlined in the district student handbook.

- throwing or shooting any kind of object
- tackle football
- using profane language and/or obscene gestures
- chewing gum
- fighting- zero tolerance policy
- insubordination to any member of the school staff
- intimidation, harassment, bullying, bodily harm to any student or staff member
- possession of weapons (knives, guns, etc.) drugs, alcohol, tobacco, etc. will result in suspension or expulsion as outlined in the district student handbook.
- cellphones, smart watches, hand-held video games, iPods/mp3 players, personal CD players, DS players, etc.
- wearing shirts or other clothing with obscene words and/or suggestive pictures, words, or phrases
- hats/hoods
- trading cards
- Students should not bring toys, jewelry, or other expensive items to school that may be lost or damaged. We are not responsible for lost or stolen items.

DISCIPLINARY ACTION

Violation of school rules may result in a step or referral and one or more of the following actions:

- a. assignment of appropriate tasks
- b. recess detention
- c. temporary removal from the classroom by the teacher or principal
- d. withholding special privileges (assemblies, auxiliary classes, recess, field trips* etc.)
- e. in school suspension (ISS)
out of school suspension (OSS)
- f. expulsión

The principal has the authority to choose the most appropriate consequence for the rule violation. Parents/guardians will be notified with a note or a phone call. Steps/referrals should **ALWAYS** be signed by the parent/guardian and returned to school the next day with the student.

STUDENT WELL BEING

Hillcrest participates in a Student Well-being (SWB) initiative that emphasizes praising students for making good choices and promoting a positive school climate. The purpose of SWB is to design practices that encourage appropriate behavior for academic success. This plan includes establishing clearly defined behavioral expectations, a reward/incentive program for students and teachers, and defining clear and consistent consequences for violations. The SWB plan supports students spending maximum time in instruction and making environmental changes, when necessary, based on data.

PARENT/GUARDIAN EXPECTATIONS

- We will have our children to school on time and pick them up on time.
- We will read and sign daily/weekly folders.

- We will keep the teacher or office informed of current contact information.
- We will schedule individual conferences about our academic or behavioral concerns with the teacher/office as needed.
- We will ensure that our children are obeying dress code daily.
- We will make sure our children study/complete assignments.
- We will support Hillcrest by volunteering, visiting, and cooperating with staff members.
- We will maintain our children's school supplies and uniforms throughout the entire year.

PARENT AND FAMILY ENGAGEMENT POLICY

As part of the parent and family engagement program, the School Board shall encourage each public school and require those schools receiving Title I funds under the jurisdiction of the Lincoln Parish School Board to have the following components:

1. Statement of Purpose

A major goal of our school's Parent and Family Engagement program is to encourage greater involvement of parents in the education of their children by developing strong partnerships with teachers, principals, other staff, and the community to improve academic achievement.

Our school policy for Parent and Family Engagement will put into operation programs, activities, and procedures for the **involvement of parents and family members** in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with engagement of parents and families of participating children.

The school district will be governed by the following statutory **definition of parental involvement**, and expects that our school site will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

2. Parent Involvement in Developing the Policy

Our school site will involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of family and engagement programs, including the planning, development, review, and improvement of the family engagement policy and school-wide parent and engagement plans.

3. Annual Meeting

The School Leadership Team will meet to discuss and plan the annual Back-to-School parent meeting and activities for the year. Convene an annual meeting, to which all parents of participating children are invited and encouraged to attend. Parents as well as teachers are informed of their school's educational programs and to explain the components of the Title I Parent and Family Engagement Program, and the right to be involved.

4. Offer a Flexible Number of Meetings

Offer a flexible number of engagement meetings at convenient times to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.

5. Building Capacity for Involvement

Provide parents of participating children:

- A. timely information about educational and parent and family programs;
 - B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of state academic standards;
 - C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible; and
 - D. the School Board's written Parent and Family Engagement Policy and assess the components' and strategies' effectiveness.
- E. to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including necessary information and school reports required in a format, in a language such parents understand.

6. Shared Responsibilities

Our school site will share the responsibility along with parents for improved student achievement and develop a partnership to help children achieve the State's standards. Such compact shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards.
- B. Ways each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, volunteering in the classroom; contributing services outside the normal school setting, and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
- C. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.
 - Frequent reports to parents on their children's progress
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
 - Ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language family members can understand.

DISCIPLINE

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

The Lincoln Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. Every teacher and other school employee shall endeavor to hold each accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's *Student Code of Conduct*.

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

Each teacher may take disciplinary action to correct a student who violates school rules, or who interferes with an orderly education process. No principal or administrator shall prohibit or discourage a teacher from taking disciplinary action, recommending disciplinary action, or completing a form to initiate disciplinary action against a student who violates school policy or who interferes with an orderly education process. No principal or administrator shall retaliate or take adverse employment action against a teacher for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

Disciplinary action by a school employee may include, but is not limited to:

1. Oral or written reprimands.
2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct the teacher shall have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

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

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy

to identify and correct the behavior for which the student is being disciplined.

Once removed, the student shall not be readmitted to the classroom until the principal has implemented at least one of the following disciplinary measures:

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the school building level committee.
5. Restorative justice practices.
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school work and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

Parental Notification

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

When a student has been removed from a classroom, the teacher or the principal or his/her designee may require the parent, or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means.

Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian is required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

For students who experience multiple behavioral incidents or disciplinary referrals, a principal or his designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

PARENT CONFERENCES

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

REPORTS TO PRINCIPAL

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

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board's disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction, are included in policy *JDF, Virtual Discipline*.

DEFINITIONS

Out-of-school suspension means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

In-school suspension means removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

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

Expulsion (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.

Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

Virtual instruction means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

SUSPENSION

The Lincoln Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a student for a specified period of time in accordance with statutory provisions.

Prior to any out-of-school suspension or assignment to alternative placement, the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. *Notice* shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication or by a certified letter sent to the address shown on the student's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

A student who is suspended for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, or legal guardian, court, or other appointed representative responds.

If a teacher, principal, or other school employee is authorized to require the parent, or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor. In the event there is no school counselor assigned to that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.

After any second suspension of a student during the same school year, the principal or his/her designee and the employee designated by the principal to identify behavioral and mental health support services available shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the employee designated for mental and behavioral health assistance shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services or assessment and treatment.

Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.

Any student, after being suspended on three (3) occasions during the same school year *may*, on committing the fourth offense, be recommended for an expulsion hearing.

Any student in grades pre-kindergarten through five, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall**

upon committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

Appeal

Any parent, or legal guardian of a student suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of

the Superintendent or designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

MANDATORY SUSPENSION

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above offenses for students in grades six through twelve.

A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

Assault or Battery of School Employees

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises without the benefit of required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school-approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the

pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be suspended from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

CREDIT FOR SCHOOL WORK MISSED

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive the same credit originally available for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

SUSPENSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Suspension of students with disabilities or exceptionalities, or an Individualized Education Program, or Section 504 Individualized Accommodation Plan shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

EXPULSIÓN

The Lincoln Parish School Board may expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law or the School Board's code of conduct. Prior to any expulsion the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication and additionally by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

Upon the recommendation for expulsion of a student by the principal a hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The School Board shall provide written notice of the hearing to the student and his/her parent or legal guardian, and the notice shall advise the student and his/her parent or legal guardian of their rights. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered.

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is expelled for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

APPEALS

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the Superintendent or his/her designee, the School Board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student shall have such right of review even if the recommendation is reduced to a suspension.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

FIREARMS, KNIVES, AND DRUGS

Any student, in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches (2 ½ ") in length, or any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action. However, the Superintendent, may modify the length of the minimum expulsion required on a case-by-case basis, provided such modification is in writing.

VIRTUAL INSTRUCTION

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

ADDITIONAL REASONS FOR EXPULSION

1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. The principal may recommend expulsion to the Superintendent for any student in grades pre-kindergarten through five who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches in length.
3. Any students in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.
4. Any student, after being suspended on three (3) occasions during the same school year may, on committing the fourth offense, be recommended for an expulsion hearing.
5. Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.
6. Any student in pre-kindergarten through five, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall, upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

7. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.

8. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of ***two-thirds (2/3) of the elected members of the School Board***, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be expelled from school for a uniform violation that is not tied to willful disregard of school policies.

READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall

be given by sending a certified letter to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Readmittance After All Expulsions

Any student expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the Superintendent. Readmission to school on a probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the student from school premises and returned to the school system's alternative school setting without benefit of a hearing or other procedure upon the principal or Superintendent determining the student has violated any term or condition of the agreement. Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

Readmittance After Expulsion for Firearms, Knives, Weapons, or Drugs

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school

in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide to the School Board information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of student records to any school or system shall include information on the dates of any expulsions and the reasons therefore.

CREDIT FOR SCHOOL WORK MISSED

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was expelled.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

In addition to this Hillcrest Student Handbook, all rules/expectations outlined in the District Student Handbook apply to all students within the Lincoln Parish School system. Please take time to review all policies and procedures with your child(ren).



Hawks 2026 - 2027

I have read the Hillcrest Elementary Student Handbook and discussed the rules and expectations with my child(ren). Notwithstanding, ignorance of this handbook or its contents shall not constitute a defense or excuse. We hereby acknowledge that we have read the student handbook. We agree that the student shall be accountable for ALL rules and regulations in this handbook including district guidelines, policies, and procedures. Furthermore, we agree that the student will:

- attend school daily (except when absent for reasons due to illness or other excused reasons)
- arrive at school on time each day
- complete all required classwork and homework assignments
- follow the school and classroom rules

Parent/Guardian Signature

Student Name

Date

Homeroom Teacher

