

# Church Point High School



[www.acadia.k12.la.us/cphs](http://www.acadia.k12.la.us/cphs)

2024-2025

## **Parent/Student Handbook**

Welcome to Church Point High. We take great pride in our school and the achievements of our students. Our goal is to provide a quality education in a safe and orderly environment. For this reason, our campus is a closed campus. All visitors must sign in at the office upon arriving. We encourage parents to become involved in their child's education by discussing their child's progress with teachers and/or administrators.

Safety is our number one priority. Students are to report to a supervised area immediately upon arriving at school. They are to remain at school during school hours, including lunch. Students will be called between classes if checking out, unless taken care of prior to the time of the checkout. Parents will be asked the reason for the checkout, and the administration will make the final determination as to it being excused. Parents/guardians may be asked to physically come to school to check out students, even if the student drives to school. This is done when there is a question as to the identity of the caller as well as on days near holidays and/or other "special" days during the year. This is done to protect the students as well as to cause as little disruption in the school day as possible. Students should leave school immediately after their school day is over, unless waiting for the bus or under the supervision of a teacher.

**Be advised that video cameras are utilized inside buildings as well as outside. You are also reminded that smoking at any time on campus, including at extracurricular activities, is against Louisiana State Law. Security/law enforcement may deal with violators accordingly.**

When parents call school to deliver messages to students, they will be asked the reason for the call, and the office staff will determine if it is an emergency.

Please read over the student policies and rules, specifically those concerning dress code and cell phones, as some things have changed.

Students must have a parking permit to park anywhere on campus (which is defined as ALL areas of campus bordered by fences, which includes ALL fields, roads and parking lots). All state and local laws, rules and regulations must be followed, or permits may be revoked. This means that the student registering the vehicle MUST HAVE A VALID DRIVER'S LICENSE! Proof of insurance is also required to register a vehicle. Insurance coverage must be kept current. Please inform us of renewals.

Policies and procedures may need to be revised due to unforeseen circumstances. Please sign up for CPHS Remind in order to receive updated information.

Once again, we welcome you and thank you for your continued support.

Sincerely,

Lee Ward Bellard, Ed.S.

## HISTORY OF CHURCH POINT HIGH SCHOOL

Although the town of Church Point did not officially exist until 1873, teaching in this area had already begun seventeen years earlier in 1856. The first school established in what is now Acadia Parish was a single room, which adjoined the Catholic Church. There were twelve pupils in this first school. The school term was two months in length and was lengthened to three or four months in 1875 due to an increased enrollment, which had reached twenty-five. A small building, measuring 16 feet by 13 feet, was purchased from a farmer and moved on Mr. V. Breaux's property on Plaquemine Street. The building stood where the Methodist church now stands. In 1881, the school building was moved two blocks north on Plaquemine Street. The property the school occupied at this time was owned by a teacher, Mr. D. S. Jones. He was paid \$40 per month-- \$30 by St. Landry Parish (the parish in which Church Point was then located) and \$10 by the citizens of the community. When Mr. Jones moved, his property was sold, and again the school was moved. Its new location was on the corner of Main and Plaquemine Streets.

During the school's early history, there were nine documented principals: Professor F. R. Daigle, Miss Lana Fitch, H. B. Alleman, J. M. Baker, Mrs. Collins, Mr. Harrison, A. Scholar, Marshall Thompson, and M. F. Teddler. When the new Catholic Church was built in 1890, the old building was donated for use as a school. It was divided into two rooms, and five grades were taught. As the building gradually became overcrowded, a room was added, and even later, another building was rented for a classroom. In 1897 the school operated for twelve months and one hundred pupils were enrolled. Professor F. R. Bartlett was head of the school.

The generosity of the families of Church Point who donated money, land, and buildings supported the improvements necessary over a span of fifty years until a "real" school building was constructed. In 1906, Mr. T. Guidry donated a plot of ground on Guidry Street on which to build a new school. Enrollment continued to increase, resulting in that same year in the first bus transportation system. By 1918, the first steps were being launched to make Church Point's school a state-approved high school. This was during Miss Lillie Breaux's principalship. She raised, through popular subscription, the necessary funds to build and equip a home economics cottage in 1919. Before the end of the school year in 1921, the school became state-approved, and Church Point High School was allowed to grant its first diploma to Miss Ivy Gardiner, the only member of the graduating class. The principal was Mr. C. T. Thompson, and faculty members were Mrs. Lillie Breaux Harmon, Miss Meeks, Miss Hyde, and Mrs. M. A. Hargroder, all of whom taught 150 students.

In 1923, Mr. Tobie L. (T. L.) Lougarre (hence the street's name) succeeded Mr. Thompson as principal, remaining in this position until his retirement in 1965. The school closed for the first time at midterm during the 1923-24 school year due to a non-renewal of taxes. During his principalship, two new brick schools were constructed; the first in 1927 (with a wooden frame building added in 1931 to hold increasing enrollment), and the second in 1954. Between the two constructions, the school closed again at midterm of 1933-34 due to the tax issue. The first brick school was demolished in June of 1995 to construct a more modern facility, housing grades pre-K through 5, as well as a cafeteria to serve both schools. The old gymnasium was also demolished. Work was completed in September of the same year. The second brick school is used as the main building of the high school today.

In July of 1965, Mr. Francis Norman Mouille', a graduate and former teacher of Church Point High, replaced Mr. Lougarre as principal. Mr. Mouille' served as principal until the end of the 1978-79 session, when he became a supervisor in the central office and later served as Assistant Superintendent. Mr. Mouille led the first school in Acadia Parish in the desegregation of the student body, which occurred in 1965, and of the faculty in 1967. Due to desegregation, West Church Point High School became Church Point Junior High, housing grades 7-9. During his principalship, many improvements took place, such as the addition of the industrial arts department, a special education department, two libraries, physical education programs, and landscaping. There were 80 faculty and staff members and 1200 students from K-12<sup>th</sup> grade. It was during this

period that the elementary and secondary departments began the process of separating, as Mr. Mouille' served as principal of both schools.

Upon Mr. Mouille's appointment to the central office of the Acadia Parish School Board, Mr. Coley Bellamy, a former CPHS band instructor, became principal in 1979. The elementary department became a separate school, and Mr. Ronald J. Doguet was named its principal. Coach Jim Roberts retired in May of 1982. During the principalship of Mr. Bellamy, the English/business building, a second floor in the library, and an air conditioned gymnasium were added to the campus by 1983. This allowed the return of the ninth grade to the high school campus; the junior high became Church Point Middle and housed grades 6-8. Coach Leslie "Red" Smith retired at the end of the 1984-85 school year. C. P. H. S. completed the new football stadium and track for the 1985-86 school year. At the end of Mr. Bellamy's term in 1990, there was an enrollment of 487.

Replacing Mr. Bellamy was Mr. Ronald J. Doguet (his wife, Sandra, became principal of the elementary). Tragedy touched the campus in January of 1991: the agriculture department lost a workshop and classroom to a fire. A new facility, housing updated and advanced agricultural technology, was completed during the '91-'92 school year. This was the first agriscience technology lab in the state. With changing times and computer usage increasing, a new position for a computer clerk opened in 1992, changing old procedures of recording grades, schedules, and absenteeism. In 1993, computers began to infiltrate the business classes: a few classes worked with a DOS lab until the 1997 introduction of Windows 95. Again, due to an increase in enrollment in 1994, two new classrooms and restrooms were added to the English/business building. The need for an instructional assistant and a grant approved for a computer lab came about in the 1998-99 school year. By the end of this school year, the internet was available school-wide, all business classes had computers (the typewriter was obsolete), and a new cafeteria was operational. The enrollment was 599 in June of 1999 (requiring portable buildings). Two teachers retired in the 90's after years of dedicated service: Mrs. Lettie Quebodeau (30 years) and Mrs. Ethel Thibodeaux (25 years). Mr. Doguet accepted the position of principal of Iota High School in the summer of 1999.

Mr. Lee Ward Bellard, a Church Point High graduate and former science teacher, coach and assistant principal (replaced Mr. Kenneth LeJeune as assistant principal) became principal on July 1, 1999. Mr. Harvey Ward, a former teacher at the school, served his first year as assistant principal. Enrollment as of January 1, 2000 was 615, with a faculty and staff of 59 members. Temporary buildings and a second guidance counselor were added to handle the increased enrollment. Students in all public schools in Acadia Parish were required to wear uniforms; students at CPHS were required to wear an ID tag. New visitors' stands were constructed in the stadium. Mrs. April Stagg Briscoe, a graduate of CPHS, and former teacher and guidance counselor, became assistant principal in charge of instruction and curriculum in the 2001-02 school year.

During the 2000-01 school year, enrollment was 536 with a faculty and staff of 54. Sadly, the school lost a dedicated, loved teacher to cancer in September 2001, Ms. Virginia Ricks. She was still teaching at the time of her illness and advising student council; she had been a part of the school since 1983. After over 30 years of dedicated service, Mrs. Ginny Wimberley retired. The installation of a circulation and cataloging automated system in the library was begun in May of 2001, in hopes of completion for the next school year. Officer John Wilson was trained as a school resource officer (SRO) to provide security on campus. This service was provided for three years. During this year, 4.5 acres behind the football field was purchased. This is where the softball field is located today- completed in 2007. Complete automation of the library became operational in the fall of 2004 under the direction of Mrs. Peggy Meche, librarian: books could be checked out by scanning a barcode and online searches were used to check resource availability. Teachers were required to keep all lesson plans and grades online in 2005-06, with the Parent Command Center available to all parents to track their child's progress also being available. After years of administering the Graduation Exit Examination (GEE), End-of-Course (EOC) became the graduation requirement. GEE was phased out. In 2012-2013, ACT was required of all juniors (and any senior who had not taken the ACT previously). As of May 16, 2014, student enrollment was at 470 with a faculty and staff of 50.

Between 2003 and 2012, CPHS lost a number of teachers due to retirement; their dedication and contributions to the school are still felt: Mr. Gene Daigle, agriculture teacher and current Acadia Parish School Board member; Mrs. Charmaine (Gossen) Jumonville, librarian; Coach Russell Stelly, geography teacher; Linda Brouillette, business and computer teacher; Ms. Bridget Ross, civics teacher and Lady Bear Dancer founder; Mr. Norman Turner, agriculture teacher; Mr. Harvey Ward, former computer and math teacher and assistant principal (replaced by Mr. Troy Harmon) ; Mrs. Jeannine Colligan, English and Spanish teacher; Mrs. Linda Prevost, English teacher, and Mrs. Paula Carrier, counselor. Sadly, three more teachers died unexpectedly during their tenure: Ms. Connie Bieber, art teacher in 2007; Mrs. Crystal Phipps, English teacher and yearbook adviser who had to take a medical leave in January of 2012 and died in December of 2012; and Mr. Phillip Graf, world geography teacher in 2013.

Physical changes took place during the early 21<sup>st</sup> century. A complete weight room was constructed during the 2006-07 school year for use by all athletes and spirit groups. At the beginning of school in 2007-08, the enrollment was 515. Enrollment for 2011-12 was near 500. Construction on a 30 foot by 60 foot covered pavilion located off of the home economics area in the courtyard was completed in the summer of 2011. Also constructed was a new baseball equipment shed housed in the city park.

CPHS athletics made their mark in 2013-14. The CPHS football team made history in the fall of 2013 by advancing to the 3<sup>rd</sup> round of the playoffs for the first time, while winning the district title. Additionally, Coach Eddie Bergeron led the powerlifting team to their 6<sup>th</sup> State Championship (and one year runner up). The softball team advanced past the 1<sup>st</sup> round of playoffs for the first time since 1996, and the baseball team shared the District Championship. Joining the list of sports in 2013-14 was wrestling.

A major change in administration began the 2014-2015 school year: Mrs. April Briscoe left CPHS after teaching English, later serving as counselor, and finally serving as assistant principal since 1990. She became the principal at Richard Elementary and was replaced by Mr. William "Bill" Smith. Acadia Parish has focused on providing technology for all students. To implement the school-wide WIFI, two class sets of laptops were given to Mrs. Jazzlyn Leger and Mrs. Aimee Matte. The goal is to move closer to a paperless classroom and to prepare students for university online work. Also guiding our students toward proficiency in technology are the business classes: Mrs. Rachel Boutin and Mrs. Tammy Richard have 50 students who certified in PowerPoint 2010 and 6 who certified in Word 2010. Agricultural students and the CPHS campus benefitted from a \$5000 Lowe's Toolbox for Education grant written by Mr. Lyle Guidry and Mrs. Heidi Richard: besides continuing to landscape and care for gardens and constructing benches and swings, a beautiful deck was built under the oaks in the front of school used for bus loading. Athletically, CPHS is again breaking records. Coach Eddie Bergeron's powerlifting team won their 7<sup>th</sup> state championship, and the football team under Coach J.C. Arceneaux was the most successful team in CPHS history with an overall record of 10-2, reaching the playoffs with a 9-1 record in the regular season and playing in two playoff games. Improvements and lights were added to both the football and softball fields. After 42 years of teaching, Coach Paul Jumonville retires; his student Seth Hebert is the only student to attain a perfect score on the Algebra I EOC since its inception.

Continuing the technology goal of both the parish and CPHS, during the 2016-2017 school year 169 students certified in PowerPoint, 37 certified In Microsoft Word, and 3 certified in Exel. New certifications were added this year in all vocational classes: 15 business students certified in Customer Service and Sales (in collaboration with the NRF-National Retail Foundation; 2 FACS students certified in ServSafe (food preparation, serving and management); and in agriculture classes, 29 certified with NCCER Core, and 19 certified as NCCER Welder's Helper. Attaining the silver level of the ACT National Career Readiness test were 30 students. In its second year of implementation, Workkeys testing showed an increase of certified students from 19 last year to 31 this year. As EOC testing continues to be used in more courses each year, CPHS saw a significant increase in scores. In order to celebrate our students' academic successes, the first annual Test Incentive Day was celebrated with prizes ranging from \$10 gift cards to \$500 chrome books. Students were treated to hamburgers and played various games throughout the afternoon, the highlights being Coach Bellard in

the dunk tank and the \$2300 of prize drawings. Additionally in FACS, through the benefit of the Perkins Grant, 15 chrome books were added to the classroom. Our athletes were very successful again this year. Baseball (Coach Jared Carrier) went to the second round of playoffs for the first time since 1998. After over 40 years in education, Ms. Dolores Manuel retires. She began her Church Point teaching career in 1979 at what was then called Church Point Junior High. When the freshmen were moved to the high school campus in 1983, she moved with them; she has taught business and English classes.

After the passage of a bond issue for the Church Point School District, numerous physical improvements were made to all of the schools, as well as adding more up-to-date technology. Also in the plans was an on-campus baseball field. Construction began in 2016, and the first game was played in the 2017 season.

In May of 2019, the softball team, coached by Mike Hardy, made its first appearance in the State Tournament in 25 years, losing to eventual state champion Brusly.

Mrs. Linda Savoy, computer and attendance clerk, retired after 35 years at CPHS!

March of 2020 brought COVID to the world. “Bear Nation” handled it well. Life was different for many, and lasted longer than expected. The “Battlin’ Bears football lost in the semifinals- the furthest that any football team had ever advanced in the playoffs.

\* Sources: 1999-2000 C.P.H.S. Student Handbook, History of Acadia Parish Public Schools 1887-1987, Mr. Francis N. Mouille’, Mrs. Denise Meche (5/’02), Mr. Lee Bellard (6/’11), Mrs. Denise Meche (5/’14, 5/’15, 5/’17) and Mr. Lee Bellard (6/’19)/,6/’21).

**STUDENT HANDBOOK DISCLAIMER:** The purpose of this handbook is to ensure parents and students are made aware of the policies, procedures, and expectations of the Acadia Parish School District and Church Point High School. This handbook does not provide a complete listing of all board policies and procedures. Policies and procedures contained within this handbook are subject to change as a result of changes in state and federal guidelines, decisions made by the Acadia Parish School Board, district level administration, and the Church Point High school administration. The school administration also reserves the right to alter school level procedures and practices as deemed necessary.

### **FIGHT SONG**

“All out to win for Church Point, Church Point our alma mater. All round the field we’ll gather and we’ll shout hurrah for Church Point. All out to win for Church Point, Church Point, our black and gold. Go all the way with teamwork today and victory we’re going to hold.”

### **ALMA MATER TELL ME WHY**

Tell me why the stars do shine;  
Tell me why the ivy twines;  
Tell me why the skies are blue;  
Tell me dear Church Point High why we love you.  
Because God made the stars to shine;  
Because God made the ivy twine;  
Because God made the skies so blue;  
Because God made Church Point High;  
That’s why we love you.

OMITTED: Sometimes I think that God above  
Created you for me to love.  
He picked you out from the rest  
Because He knew, dear, I loved you the best

### **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag of the United States of America and to the republic for which  
It stands, one nation under God, indivisible, with liberty and justice for all.

### **MISSION STATEMENT**

Church Point High School is committed to the success of ALL students.

## **PBIS EXPECTATIONS**

Church Point High School endorses the Positive Behavior Intervention Support Program.  
The school expects the students to follow these principles:

**BE  
RESPECTFUL  
BE READY  
BE RESPON-  
SIBLE**

Students are rewarded for showing positive behavior in their actions.

### **PHILOSOPHY OF EDUCATION**

The faculty of Church Point High School recognizes that life is precious. We believe in the dignity and worth of every individual. The faculty believes that, after satisfying survival needs, education is the most important task of the human race. Education prepares students for life and improves the quality of life. We will provide helpful learning environments, models worthy of imitation, and instruction and guidance students need to develop their potential. Our profession has a duty to society. Personnel will work cooperatively with students, parents, and community. This will help all learners gain self-motivation, ethical attitudes, essential life skills, and appreciation of beauty and the visual and performing arts.

### **STATEMENT OF COMMITMENT**

The faculty of Church Point High School dedicates itself to equal educational opportunity and excellence in the classroom. We believe that all children can learn and strive to teach every child, emphasizing quality instruction and student achievement. The faculty commits to the research-based effective school model. This requires a clear school mission, strong instructional leadership, a safe and orderly environment, high expectations, parental involvement, and a system to measure achievement. This commitment enables the faculty to dedicate their energies to improving student achievement.

### **GOALS AND OBJECTIVES**

We embrace the premise that the worth and dignity of the individual is of primary concern and that all students are entitled to the best in learning environments. The teacher is the key figure in carrying out the school's responsibility in the education process, but the support of the administration, students, parents, community, central office, and the board of education is essential.

The faculty and staff will foster the following instruction:

- 1) To help students develop concepts and skills in the basic subjects that address state content standards.
- 2) To help the student develop skills necessary for continual learning such as critical thinking, problem solving and communication.
- 3) To help students master fundamental skills and knowledge which are essential to all other learning.
- 4) To help students to gain an understanding that respectable membership in a community must be earned through self-discipline, hard work, and concern/respect for others and for personal/public property.
- 5) To help students acquire salable skills in order to take their places in the economic world.

A continuing evaluation of our program of studies is necessary to provide learning experiences that are current and that meet the needs of a society in rapid transition. These learning experiences reach optimum results only as we plan, organize, and relate our objectives toward the development of talents and capabilities.

**Church Point High School**  
**305 E. Lougarre Street**  
**Church Point, LA 70525**  
**337-684-5472 (office)**  
**337-684-5137 (fax)**

Principal: Lee Ward Bellard  
Assistant Principal: Jared Carrier  
Instructional Assistant: Jazlyn Thibodeaux  
Counselors: Tiffany Ward and Brianna DeRouen  
Resource: Karen Matte & Jeramie Broussard  
Nurse: Emily Lacombe  
Secretary: Keena Thibodeaux  
Bookkeeper: Margaret Batiste  
Computer Clerk: Ashlee Monroe  
Paraprofessionals: Roxane Frederick and Bridget LaGrange

## TABLE OF CONTENTS

School Calendar.....	12
Bell Schedule .....	13
Testing Schedule .....	14
Staff Development Days.....	15
Schedule for Academic Reports/Report Cards.....	15
School Hours .....	15
<b>I. GENERAL POLICIES AND PROCEDURES</b>	
Student Dress Code.....	16
Dress & Personal Grooming.....	16
Body Armor.....	16
Acadia Parish Uniform Policy.....	17
Free Dress Guidelines .....	20
Student Policies .....	21
School Attendance Regulations.....	22
Policy on Student Attendance.....	24
Truancy.....	26
Tardiness.....	27
Leaving School Grounds.....	27
Drop-Off and Pick-Up Procedures.....	28
Phone Calls.....	28
Emergency Cancellation of School.....	28
Withdrawals, Transfers, & Registration.....	28
Change of Address/Phone Number.....	28
School Volunteers.....	29
School Visitors/Visitors Code of Conduct.....	30
<b>II. STUDENT PERFORMANCE, SUPPORT, AND ASSESSMENT</b>	
Grading Policy.....	31
TOPS Core Curriculum .....	33
TOPS Tech Core Curriculum .....	36
Honors Program .....	38
Grade/Attendance Recovery/ Tutoring Programs .....	40
Academic Reports/Report Cards/Parent Conferences.....	41
Promotion and Retention Policies.....	41
Make-Up Work.....	41
<b>III. DISCIPLINE</b>	
Introduction/General Policy .....	43
APSB Code of Conduct.....	44
Infractions and Consequences.....	44
Disciplinary Guidelines for Schools.....	48
Student Removal From Class .....	48
Battery/Assault on School Teacher.....	51
Sexual Harassment.....	51
Bullying & Hazing .....	51
PBIS Plan .....	57
Suspension .....	58
Expulsion .....	62

Other CPHS Discipline Procedures .....	66
Smoking/Tobacco/Vaping .....	67
In-School Suspension (ISS) .....	72

**IV. STUDENT SERVICES**

Health Services.....	74
Student Medication Policy.....	75
Blue Light Impact On Children .....	78
Student Breakfast/Lunches .....	80
Cafeteria Rules and Policies.....	80
Using the Library.....	80
Organizations (Clubs).....	81
Athletics.....	84
Band Letter .....	86
Homework Resources.....	87

**IV. OTHER IMPORTANT POLICIES AND PROCEDURES**

Video/Electronic Monitoring.....	87
Loitering On Campus.....	87
Procedures for Parents & Students with Grievances.....	87
Reporting Suspected Child Abuse/Neglect.....	88
Student Awards Program.....	88
Sales on School Property.....	89
Physician/Hospitalization Cost.....	89
Student Property/Lost & Found.....	89
Responsibility for School Property.....	89
Procedures for Search and Seizure.....	89
Computer Use and Internet Safety.....	91
APSB Field Trip Policy.....	95
Student Privacy and Educational Records.....	95
Directory Information.....	98
Parental Involvement Policy.....	102
LDE Complaint Procedures for Elem. & Secondary Act.....	106
Homeless Children and Youth Education Program.....	106
Teacher Bill of Rights.....	106
Family Education Rights and Privacy Act (Buckley Amendment).....	107
Money Collection Procedures.....	109
DS Bus South and APSB Flooding Policies.....	110
Fire & Tornado Drill Procedures .....	113
Student Publications .....	115
Senior Yearbook Pictures .....	115
Junior Ring Ceremony .....	115
Graduation .....	116
Class Officers (Elections, Meetings, & Forms) .....	117
Class Titles .....	117
Mr. & Mrs. CPHS .....	117
Homecoming Information .....	119
School/Parent Compact .....	122
Handbook Acknowledgement Form .....	124

# CALENDAR

## Acadia Parish School System 2024-2025

### District Calendar



August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Important Dates

- Aug 5-6 Teacher Professional Days
- Aug 7 Students First Day
- Sep 2 Labor Day
- Oct 18 Rice Festival
- Nov 4 Teacher Professional Day
- Nov 5 Election Day
- Nov 25-29 Thanksgiving Holidays
- Dec 23-Jan 3 Christmas Holidays
- Jan 20 Martin Luther King Day
- Feb 10 Teacher Professional Day
- Mar 3-5 Mardi Gras Break
- Apr 18-25 Easter/Spring Break
- May 21 Students Last Day/ Early Dismissal
- May 22 Teacher Professional Day

Nine Weeks End: 10/9, 12/20, 3/14, 5/21  
 Progress Reports: 9/5, 11/13, 2/5, 4/17  
 Report Cards: 10/17, 1/9, 3/20, 5/27

TESTING DATES determined by LDOE

\*\* Four Day Week Schedule begins Aug 12

Seniors completing Graduation Requirements shall not be permitted to leave before May 8, 2025  
 Commencement exercises are to be scheduled beginning May 15, 2025

Total Student Days: 149  
 Total Teacher Days: 154

\*In case of emergency, student make-up days will be taken from existing holidays or No school Mondays in the above schedule.

**Church Point High School**  
**2024-2025**  
**Bell Schedules**

**Regular Schedule**

(440 minutes)

7:27	1 <sup>st</sup> Movement Bell
7:30 – 7:36	Morning Routines/Bell Work (6)
7:36 – 8:38	1 <sup>st</sup> Period (62)
8:41 - 9:43	2 <sup>nd</sup> Period (62)
9:46 - 10:48	3 <sup>rd</sup> Period (62)
10:51 - 11:53	4 <sup>th</sup> Period (62)
11:53 - 12:18	Lunch/Recess (25)
12:21 - 1:23	5 <sup>th</sup> Period (62)
1:26 - 2:28	6 <sup>th</sup> Period (62)
2:31 - 3:33	7 <sup>th</sup> Period (62)

**Early Dismissal**

**\*Dec 22<sup>nd</sup>; May 23<sup>rd</sup>**

**12:48 Dismissal (2 hr 45 min)**

(275 minutes)

7:27	1 <sup>st</sup> Movement Bell
7:30 – 7:34	Morning Routines/Bell Work (4)
7:34 – 8:13	1 <sup>st</sup> Period (39)
8:16 - 8:55	2 <sup>nd</sup> Period (39)
8:58 - 9:37	3 <sup>rd</sup> Period (39)
9:40 - 10:19	4 <sup>th</sup> Period (39)
10:22 -11:01	5 <sup>th</sup> Period (39)
11:04 -11:43	6 <sup>th</sup> Period (39)
11:43 -12:08	Lunch/Recess (25)
12:11 -12:48	7 <sup>th</sup> Period (39)

# Louisiana Educational Assessment Program Testing Schedule 2024-2025

## 2024 Fall Testing Schedule

LEAP 2025 (eligible retesters)      December 2 - December 20

## 2025 Spring Testing Schedule

### LEAP 2025

Tests given to high school students enrolled in the following subjects:

English I, Algebra I, English II, Geometry, Biology, Civics & US History

**Test Dates: April 2 – May 14**

### LEAP Connect– formerly LAA1:

**Grade 11:            ELA, Math, & Science    February 10 – March 19**

### ACT Series:

**Grade 11:            March 11-14; Accommodations: March 17-21**

### WorkKeys:

**Grade 11: (as applicable):    October 2– April 11**

### CLEP:

**9-12 (as applicable):            Complete by May 16.**

## 2025 Summer Testing Schedule

LEAP 2025 (eligible retesters). June 23-27

\* Dates listed above reflect the state testing window. Actually testing dates will be determined by the counselors in conjunction with the district testing supervisor.

**Church Point High School 2024-2025 Important Dates**

**CHURCH POINT HIGH SCHOOL TITLE I OPEN HOUSE NIGHT  
TBA**

**APSB STAFF DEVELOPMENT DAYS  
FULL DAY – TEACHERS ONLY – NO STUDENTS**

Monday, November 4, 2024

Monday, February 10, 2025

**EARLY DISMISSAL DAYS**

Thursday May 21, 2025 - Last Day for Students

**SCHEDULE FOR PROGRESS REPORTS AND REPORT CARDS**

	<b>Progress Reports</b>	<b>Nine Weeks Ends</b>	<b>Report Card</b>
1st	09/05/24	10/09/24	10/17/24
2nd	11/13/24	12/20/24	01/09/25
3rd	02/06/25	03/14/25	03/14/25
4th	04/17/25	05/21/25	05/27/25

**School Hours**

1. The gate will be open for students between 7:00 a.m. and 7:30 a.m.
2. Students may **not** be dropped off before 6:50 a.m.
3. The school day begins at 7:30 a.m.
4. Students who arrive after 7:34 a.m. will be considered tardy.
5. Car rider gate will be closed as the 7:27 a.m. bell rings.
6. **Parents must sign-in tardy students in the front office.**
7. Walkers and car riders dismiss at 3:33 p.m.
8. Car riders should be picked up **NO LATER** than 3:45 p.m. Please be on time.

## **I. General Policies and Procedures**

### **A. Student Dress Code**

The policy of the Acadia Parish School Board shall be that no mode of attire will be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The School Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

#### **NOTIFICATION**

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

### **B. Dress and Personal Grooming**

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Beards and goatees must be neatly groomed and at the discretion of the administration. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. *Natural, protective, or cultural hairstyle* shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

### **C. Body Armor**

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

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

#### **D. Acadia Parish Uniform Policy**

Students will wear khaki or parish-approved plaid pants, shorts, box-pleated skirts, A-line skirts, bib skirts, or jumpers. Skorts may be worn, but because the skorts tend to run shorter than skirts, the 2" hem rule shall be strictly enforced. Khaki denim shorts and pants are also acceptable. Shirts/blouses are to be navy or the school color, polo (golf) shirts, either short or long sleeves, with two or three buttons and a collar. Students in the alternative school shall wear only navy colored shirts. Emblems/insignias, or monograms on shirts or sweaters are prohibited.

Uniforms shall be the classic, traditional style - no baggy or oversized clothes, no pockets on lower legs, etc. Pants can have pleated or straight front. All pants and shorts must have a front waistband and belt loops. Shirts must be worn tucked into pants, shorts or skirts. Students must wear either a black, blue, or brown belt. The end of the belt shall not exceed the buckle by more than six inches (6"). PRE-K AND KINDERGARTEN STUDENTS MAY WEAR PULL-ON PANTS, BUT THEY MUST HAVE A FRONT WAISTBAND. Elastic will be allowed only on the back and/or sides of the pants. Hems are to be no more than 2" above the knee when the student is kneeling. Girls may wear shorts under their skirts as long as the shorts are not visible. Tights that match the uniform may be worn with or without socks. However, when tights are not worn, a student must wear crew length or longer socks. Navy or school colored sweatshirts may be worn over polo shirts during cold weather. Navy turtlenecks may be worn under polo, but polo cannot be taken off during the school day. White undershirts ONLY may be worn under the polo. Pullovers with zippers are considered outerwear.

Students who transfer into Acadia Parish shall be allowed two (2) weeks to purchase uniforms and comply with the policy.

Spirit Day shirts may be worn with approved pants/shorts/skirts on designated days set by the principal. Special "dress up days" may be approved by the principal. Students will have the option of "dressing up" or wearing their uniforms.

Revised: June, 2008

Revised: March 7, 2016

Revised: February 2, 2009

Revised: September 10, 2018

Revised: September 13, 2010

Revised: September 12, 2022

Ref: La. Rev. Stat. Ann. §§14:95.2, 14:95.6, 14:95.9, 17:81, 17:111, 17:416, 17:416.7

Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969)

Karr v. Schmidt, 460 F. 2d 609 (5th Cir. 1972)

Board minutes, 11-1-83, 1-5-98, 4-14-98, 5-3-99, 8-2-99, 6-5-00, 2-11-08, 2-2-09, 9-13-10, 3-7-16, 9-10-18, 9-12-22

Acadia Parish School Board

*IN EACH SCHOOL WARD, STUDENTS WILL BE ALLOWED TO WEAR NAVY POLO SHIRTS OR POLO SHIRTS THE*

*SCHOOL COLOR OF THE FEEDER HIGH SCHOOL:*

**Ward 1**

**Crowley High – Hunter Green or Navy**

Crowley Middle  
North Crowley  
South Crowley  
Ross Elementary  
Crowley Kindergarten

**Ward 2**

**Rayne High – Dark Purple or Navy**

Armstrong Middle  
South Rayne Elementary  
Martin Petitjean  
Central Kindergarten  
Mire Elementary  
Branch Elementary

**Ward 3**

**Church Point High – Black or Navy**

Church Point Middle  
Church Point Elementary

**Ward 4**

**Iota High – Maroon or Navy**

Iota Middle  
Iota Elementary  
Evangeline Elementary  
Egan Elementary

**Ward 5**

**Midland High – Red or Navy**

Estherwood Elementary  
Morse Elementary  
Mermentau Elementary

**NOTE: If a student is sent to the Alternative School, only the parish-approved navy polo shirt will be allowed.**

1. **SHIRTS**

- Shirts/Blouses will be polo shirts, either short or long sleeve, with a collar and two or three buttons.
- Shirts **MUST** be long enough to be tucked in at all times with the belt visible.
- Students are allowed to wear short-sleeve solid **white** T-shirts under their polo school shirts.
- ONLY Navy or Feeder School Colored** long-sleeve shirts may be worn under the polo shirt, but polo cannot be taken off during the day.
- Emblems, insignias, or monograms on shirts are prohibited.

2. **PANTS/SHORTS**

- Pants/Shorts are to be standard, classic, traditional style and must either be khaki or school board approved plaid.
- Pants/Shorts must be worn high enough so that shirts are tucked in at all times.
- All Pants/Shorts must have a front waistband, belt loops, and a finished hem.
- Pants/Shorts can have straight or pleated front and are to be worn as intended.
- Pre-K and Kindergarten students may wear pull-on pants or shorts, but they must have a front waistband. Elastic will be allowed only on the back and /or sides of the pants.
- Please pay attention to the following restrictions:**
  - Pants/Shorts must have the traditional 2-front and 2-back pockets
  - No external pockets allowed on lower leg of pants/shorts**
  - No baggy, sagging, oversized, or tight pants/shorts are allowed
  - Shorts must be no more than 2 inches above the knee when kneeling and no longer than the bottom of the knee.
  - No capris are allowed

3. **SKIRTS/SKORTS**

- Skirts/Skortts are to be standard, classic, traditional style and must either be khaki or school board approved plaid.
- Female students are allowed to wear box-pleated skirts, A-line skirts, bib skirts, jumpers, or skortts.
- All skirts/skortts **MUST** be worn at the waistline at all times.
- Female students must wear shorts under their skirts. Shorts must not be visible.
- Hems must be no more than 2 inches above the knees when the student is kneeling.

4. **BELTS**

- Belts must be solid **navy blue, black, or brown ONLY.**

- Belts must be worn at all times when a student is wearing approved pants or shorts.
- Belts must be visible at all times and must be securely fastened at the waist.
- The end of the belt shall not exceed the buckle by more than 6 inches.
- Buckles for belts must be standard size. (Oversized buckles are not allowed.)

5. **SHOES/SOCKS/TIGHTS**

- Shoes must be worn at all times.
- Backless or open-toe shoes, sandals, cleats, Crocs, light up shoes are not allowed.
- Students are required to fasten all laces and straps on their shoes. (Shoes must be worn as the manufacturer intended them to be worn.)
- Girls may wear *tights* that match with the uniform skirts. Acceptable colors of *tights* are solid colors such as navy, brown, white, black, gray, or feeder school color. Leggings are not permitted.
- Students are required to wear socks at all times.
- Socks must be visible.

6. **JACKETS/COATS/SWEATERS**

- Full-length trench coats are not permitted at any time.
- Depending on the temperature of the weather, coats and jackets will not be worn on warm-weather days at the discretion of the principal or designee.**

7. **HOODIES**

Hoodies or hooded jackets - NOT ALLOWED AT *ANY* TIME

8. **SPIRIT DAY GUIDELINES**

- Spirit Day shirts may be worn with parish-approved pants/shorts/skirts on FRIDAYS.
- Students may wear a current Spirit shirt that has **CHURCH POINT HIGH** printed on it.
- Spirit shirts must be worn **tucked** into pants, shorts, or skirts.
- The principal may designate other special “dress up” days.

**\*\*\*It should be noted that any student who comes to school attired in such a fashion as to be distracting to classes or regular school activities will be sent home to change to acceptable attire and will be required to report to the Principal before being readmitted to class.\*\*\***

9. **OTHER SPECIFIC DRESS CODE POLICIES:**

- Only rubber-soled, laced shoes (preferably tennis shoes) are allowed for P.E.
- Body piercings will be at the discretion of the administration.
- No headgear, such as caps, hats, excessively large headbands, bandanas, and sunglasses may be worn. Gloves are to be removed inside the building.
- Facial hair such as beards and goatees must be neatly groomed and at the discretion of the administration.
- Clothing, hair designs, or other articles bearing slogans or pictures promoting drugs, occult/satanic worship, alcohol, tobacco, profanity, obscenity, or political candidates or any other articles that might cause disruption of the education process are not allowed.
- Excessive or inappropriate jewelry that distracts from the learning environment will not be allowed. This includes large dangling chains, necklaces or earrings. Expensive necklaces, watches, jewelry, clothes, shoes, etc. should **NOT** be worn at school. If worn, it is at the students own risk.
- In general, anything that might cause disruption of the education process or considered inappropriate by the administration is not allowed at school. Appropriateness of hair length or style will be monitored by

administration.

#### **10. FREE DRESS GUIDELINES:**

There will be no free dress days at Church Point High. Only pre-approved jean and spirit days by APSB and/or school administration will be used to reward students.

**\*\*\*THE ADMINISTRATION HAS FINAL APPROVAL REGARDING APPROPRIATENESS OF DRESS\*\*\***

In order to provide a safe and orderly climate conducive to education, the following dress code has been adopted by the school board and CPHS:

**Extremes in style and fit in student dress and /or grooming will not be permitted. The administration will make the final decision about proper and improper dress/attire according to the guidelines provided, as well as what is considered a distraction.** Anything that adversely affects student participation in classes, school programs, school spirit, or related activities, or distracts from the learning environment will not be permitted. **Students are to be in full compliance with the dress code from the time they step on the bus/campus until they leave the bus/campus. All clothing must be worn as intended by the manufacturer.** School spirit days and any other school activities requiring a deviation from this uniform policy will be left to the discretion of the administration. Spirit shirts must be related to a CPHS sport or group. Club shirts may be worn only on spirit days. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, symbols, sign or any other things which are affiliated with politics, drugs, alcohol, violence, sex, discrimination or gang related activities, or which exhibits profane or obscene language/gestures.

Those who violate this policy will not be allowed to return to class until the violation is dealt with by the administration. If a situation cannot be immediately corrected, a note will be given to the student. Such violations will be recorded and result in disciplinary action. Habitual violations will be treated as willful disobedience.

Students who do not take care of ID's by 7:36 will be considered willfully disobedient. Any class work missed during this time is unexcused. A tardy for class will be issued.

**The following are not allowed:**

- a. Insignias or emblems of other high schools
  - b. Head coverings (caps/hats/visors/wraps)- NOT ALLOWED indoors AT ANY TIME
  - c. Beards or goatees, sideburns, mustaches, etc. must be neatly groomed (as determined by the administration.
  - d. Dressing up for any holiday, unless allowed by the administration.
  - e. Tight-fitting or baggy/oversized clothing; straight or pencil skirts; jeggings.
  - f. On jean days, jeans may not have holes, rips, tears, be faded or distressed- ABOVE THE KNEES WHERE SKIN IS VISIBLE. Jeggings are not permitted. When a deviation from the uniform policy is granted, all attire must meet all regular dress code requirements.
- \* Students who violate any of these guidelines will forfeit the right to wear jeans for the remainder of the year.**

Pregnant students must wear uniform until uncomfortable, but must continue to be in compliance with the parish dress code policy. **Any deviations** for medical, religious, and/or any other extenuating circumstances can only be **granted by the administration** of the school.

ID's will be sold in the library before school at a cost of \$1 for temporary, \$5 for permanent, and \$2 for the lanyard. They may be charged, but must be paid for BEFORE 7:36 the next day, or detention will be issued.

Students who transfer into Acadia Parish will have two weeks to purchase uniforms and comply with the dress code policies.

## STUDENT POLICIES

1. The Acadia Parish School Board does not permit the existence of fraternities, sororities, or similar secret societies in any of its schools.
2. All students, upon arrival at school, will remain at school until the close of the day unless special permission is granted by the administration.
3. **Full replacement** cost shall be exacted from any pupil who loses or fails to return materials in acceptable condition. Upon receiving textbooks, students should immediately examine all issued books to verify that the **books are in usable condition**. If any issued book is deemed unusable, the student should immediately return the book to their teacher for a replacement book. Immediately write your name in the textbook. Students are responsible for returning books at the end of the year. Students are responsible for paying to replace bar code scan tags if necessary.
4. Students shall not be permitted to remain in the school buildings on days when the weather permits their being outdoors, without approval.
5. When outdoors before school and during the lunch period, students are to remain in the area between the main building and the agriculture buildings, or in the area between the main building and the gym. Students are to stand/sit in the open areas, under the trees, or on benches. At no time should students block exits or sit near building entrances. No one is allowed behind buildings. Parking is NOT ALLOWED behind the AG building without prior approval from the teacher.
6. Books, book bags, purses, etc. are not to be left in hallways, on the ground in front of the main building, or blocking any pathways or exits. CPHS is not responsible for stolen items.
7. Students wishing to leave school during the day should report to the Principal's office before 7:54, and must use the phone in the front office. Emergencies will be dealt with accordingly. Students requesting to use the phone must have a phone permission slip from a teacher. Students may not use school phones for personal messages.
8. Students will be required to carry hall passes when out of the classroom.
9. Students are not to loiter anywhere on campus, especially in the restrooms.
10. The Acadia Parish School Board is proud of its athletic programs. Qualified coaches are hired so that your child will receive proper training in all of the sports offered. Excellent equipment is purchased to minimize the possibility of injury. The APSB is aware, however, that accidents do occur and it is mandatory that you insure your child in some way. Failure to provide proof of insurance will disqualify your child from participating in sports/spirit groups.
11. Students are to refrain from displays of affection, such as kissing, hugging, petting, etc., while on campus.
12. Students are not to sit on desk tops, trash cans, lavatories, etc.
13. Students are not to remain in cars once the cars have been parked at school.

14. Upon school dismissal, students riding buses will proceed immediately to wait for buses. Students awaiting buses and/or rides home are to wait in front of the school building in the designated area. Only after the school bus has come to a complete stop and the bus doors have been opened, are the students to approach the bus. During inclement weather, all students, whether waiting for a bus or their parents, are to line up against the walls in the main lobby and adjacent hallways. Entrances are NOT to be blocked. No one riding a bus is allowed to leave campus and return.
15. Students representing CPHS in extra-curricular activities-- especially while wearing a CPHS uniform— may not smoke, drink alcoholic beverages, or indulge in any type of conduct not permitted during the regular school day.
16. Persons not affiliated with CPHS may not visit on campus without prior approval of the school administration. Students are prohibited from visiting with any outsiders who come on campus.
17. Lockers will remain locked at all times.
18. Students are not to use chains to attach wallets, etc.
19. Church Point High School does not recognize skip days. These are unexcused absences.
20. Laser pointers are not allowed on campus.
21. Anyone found cheating or attempting to cheat (possession of items with the intention of cheating) will be given a grade of zero on said assignment/test, and will be referred for disciplinary action.
22. Any student indebted to the school for any reason will not be permitted to participate in **ANY** extracurricular, athletic, or co-curricular event until debt is cleared or a payment Plan has been approved by the administration.
23. When entering the main building for first and/or fifth periods, students must use the entrance nearest their class.
24. Sunflower seeds and anything that resembles them are not allowed on campus, other than on the baseball and softball fields.

## **E. School Attendance Regulations**

“EVERY MINUTE COUNTS”

**Students are expected to be in attendance every minute of every day.**

Louisiana State Law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their student at the school to which the student is enrolled and assure their student's attendance at school every day scheduled by the local school board until their eighteenth (18th) birthday. Parents will be asked to sign a notification letter on the 3rd unexcused absence or tardy and attend a conference with school personnel if deemed necessary.

A student's attendance & disciplinary history prints on his/her report card every nine (9) weeks and at any time, parents can view their child's current grades, attendance, discipline, and teacher lesson plans on any on-line computer through the Parent Command Center located at the Acadia School District website at <http://www.acadia.k12.la.us>. Ask your school for your login & password.

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of five(5) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

The parent or legal guardian of a child who resides in Louisiana and who is age five by September thirtieth of the calendar year in which the school year begins through eighteen shall send the child to a public or nonpublic school, as defined by R.S. 17:236, unless the child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R.S. 17:151.3 (D) or the child graduates from high school prior to his eighteenth birthday. A child below the age of five who legally enrolls in school shall also be subject to the provisions of this Subpart.

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

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

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

## JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the School Board's authority may extend beyond the limits set forth above, in accordance with state law.

In order for Acadia parish elementary students to be considered for promotion or for high school students to receive Carnegie credit for each course taken, students shall be in attendance 94% of the required time. Based on our instructional calendar of 149 days, students may not exceed **12 instructional days per year**, or 6 instructional days per semester of absences. The only exceptions to the attendance regulations as verified by the Supervisor of Child Welfare and Attendance are newly defined by State Law. These extenuating circumstances are:

1. Extended personal, physical, or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. Extended hospital stay as verified by a physician or dentist;
3. Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. Extended contagious disease within a family as verified by a physician or dentist licensed in the state; or
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials..
6. Observance or special, recognized holidays of the students own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year.
8. Absences verified by the school principal or designee as stated below:
  - a. Prior school system-approved travel for education;
  - b. Death in the immediate family (not to exceed one week); or
  - c. Natural catastrophe and/or disaster.

9. Minors engaged in artistic or creative services.

**For any other extenuating circumstances, parents must make a formal appeal to the Supervisor of Child Welfare and Attendance through the school principal. (Well in advance of the missed days if possible.) Examples: Military Development, Court Appearances.**

All excuses, including original doctor/dentist verification, for a student's absence must be presented to the school within three(3) days of the student's return to school to be considered for extenuating circumstances.

Denial of Credit Procedure: When a student has exceeded the allowable days of absences as defined by the new 94% mandate and no extenuating circumstances are documented, a committee appointed by the Principal will review the student's absences before credit or promotion is denied. If no extenuating circumstances are confirmed by the committee, the student and parents will be notified in writing of the decision to deny credit or promotion. An appeal may be made to the Supervisor of Child Welfare and Attendance.

**NOTE:** Acadia Parish School Board policy requires a report to be sent to parents for their child being absent a total of three days, five days, thirteens days or more., whether absences are **EXCUSED OR UNEXCUSED**. Therefore, you will receive a letter from the Supervisor of Child Welfare and Attendance with regard to these absences.

#### **F. Policy On Student Attendance**

1. Documentation is required of students returning from absences and may consist of:
  - A statement from a physician, dentist, or other health care provider.
  - A written statement from a parent/guardian explaining the absence(s). This note must be dated. **Parent notes allow your child to make up the work missed during the absence, but the absences will count in the maximum allowed. In other words, parent notes ARE NOT considered to be extenuating circumstances.** Parent/Guardian notes are used only for justification of make-up work and not necessarily for excusing absences.
2. Students who are absent for valid reasons are required to make up work missed in each class. **Make-up work is not required to be given for unexcused absences.** The Principal and/or teacher will decide if work may be made-up for unexcused absences.
3. A chronic medical condition/pregnancy will require that medical documentation from a licensed health care provider be submitted to the Principal at the beginning of the school year for pre-existing medical conditions or at the time of diagnosis for the medical condition.

### **Church Point High POLICY ON STUDENT ATTENDANCE**

**The administration and faculty of Church Point High School place great emphasis on regular attendance of classes. Regular attendance is necessary for each student to achieve his/her best in school.**

- 1. If a student misses more than 12 days in a whole credit class, or more than 6 days in a half credit class, extenuating circumstances must exist for a student to receive passing grades. Extenuating circumstances consist of the following: doctor excuses, death in family, or other absence approved by the principal.**
- 2. A written statement from a parent(s)/guardian(s) explaining absences allows the student to make up work missed during the absence, but the absences will count in the maximum allowed. In other words, parent notes are NOT considered to be extenuating circumstances.**
- 3. Students participating in school-approved activities away from school shall be considered to be present.**
- 4. Documentation, which must be presented to and approved by the administration, is required of students returning from absences in order to make up work. Such documentation consists of either a written statement from a parent/guardian or a health-care provider such as a physician, dentist, etc. The documentation must fully explain the reason for the absence.**
- 5. Upon receipt of the written excuse, the student will be issued an admit slip which must be shown to all teachers. It is strongly recommended that students retain these admits as proof of excuse of absence. Excuses/admits are to be dropped off in the front lobby.**

**6. If a student has documentation from a health-care provider indicating the existence of a chronic condition, a copy of such evidence must be on file BEFORE extenuating circumstances will be allowed. This documentation must be on file BEFORE the absence actually occurs in order for it to be considered extenuating.**

**7. The time limit for makeup work will be determined by the teacher.**

**8. School officials will attempt to notify parents any time a student is absent. This is for the student's protection as well as the school's. Parents will be notified by the School Board when a student has missed five days in succession or eight accumulated days. Notes from home will be accepted, up to 12 or 6 (depending on class credit). After this limit is reached, medical excuses only will be accepted.**

**9. Students who are late for school may receive both a tardy AND an absence if habitual.**

#### **Procedure to Address Student Absences and Missed Instruction:**

**Upon returning to school, the student will be encouraged to work with teachers and peers to receive instruction on work missed while absent. Homework is posted on ONCOURSE after 1:00 pm daily. Students are allowed to make up work for any excused absence before school, during lunch, with our Grade Recovery Teachers, during our "Zone Time" (remediation period) at teacher request.**

#### **ABSENCES/TARDIES NOT EXCUSED:**

- 1. Truancy (cutting classes)**
- 2. Suspension**
- 3. Missing school bus**
- 4. Trips not approved in advance**
- 5. Shopping**
- 6. Birthdays or other celebrations/entertainment**
- 7. Employment (any job not related to curriculum)**
- 8. Car trouble**
- 9. Hunting/fishing**
- 10. Oversleeping**
- 11. Senior skip day & any other skip days**
- 12. Any other absences/tardies that the administration deems unexcused.**

**After each grading period, the regular nine weeks' report card may serve as notification to the student's parents/guardians of failure due to excessive absences.**

#### **Extenuating Circumstances**

- 1. Extended personal, physical, or emotional illness verified by a physician or dentist**
- 2. Extended hospital stay as verified by a physician or dentist**
- 3. Extended recuperation from an accident as verified by a physician or dentist**
- 4. Extended contagious disease within a family as verified by a physician or dentist**
- 5. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal to the principal in accordance with the due process procedures established by the local school system.**

**The only other exception to the attendance regulations shall be other absences that are verified by the principal or designee as stated below:**

- 1. Prior school system approved travel for education**
- 2. Death in the family (not to exceed one week)**
- 3. Natural catastrophe and/or disaster**
- 4. If extenuating circumstances are responsible for absences which prevent a student from attending school a**

minimum of 165 days a year or 83 days per semester, the student will be allowed to make up class work missed during absences and receive credit for courses in which passing grades were received.

#### DUE PROCESS PROCEDURES WHEN ACADEMIC CREDIT IS DENIED BECAUSE OF ABSENTEEISM

1. When a student has been absent thirteen (13) days, or six (6) days for semester courses, not covered by extenuating circumstances, parent(s)/guardian(s) shall be notified, in writing again, by the Supervisor of Child Welfare and Attendance. The notification shall explain state attendance policy and indicate that, at this point, credit for courses cannot be granted because of violation of state attendance policies. Appeal rights shall be explained to parent(s)/guardian(s) at this time. Students may participate in the attendance recovery program in order to make up classes missed.
2. The student, along with parent(s)/guardian(s), shall be given the opportunity to meet with the principal to justify absences. If acceptable justification is presented, the student will be permitted to work toward passing grades. If justification is not satisfactory, the student will be assigned failing grades for the current school year.
3. Parent(s)/guardian(s), or a student majority age, may appeal the decision first to the principal. The second appeal is with the Superintendent or designee within five (5) working days following denial of credit by principal. All appeals to the principal must be within ten (10) working days from the last day of the school year.
4. The Superintendent/designee shall hear the case and render a decision. An adverse decision may be appealed to the School Board within five (5) working days following denial by Superintendent or designee.
5. The School Board shall hear the case and render a decision. An adverse decision may be appealed by the parent(s)/guardian(s), or the student majority, to the Civil Court.

#### **G. Truancy**

The Acadia Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, or after school while waiting for their bus. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

*Tardy*, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

#### GUARDIAN RESPONSIBLE

With regard to any student in grades kindergarten (K) through eighth (8th) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the

student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Revised: November 3, 2008

Revised: January 11, 2010

Revised: August 5, 2019

Ref: La. Rev. Stat. Ann. §§17:221, 17:223, 17:228, 17:233

La. Children's Code, Art. 728, Art. 730

Board minutes, 11-5-01, 11-3-08, 1-11-10, 8-5-19

Acadia Parish School Board

### **H. Tardiness**

**STUDENTS WHO ARRIVE LATE FOR SCHOOL MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN.** A record is kept of all tardies.

#### **Tardy Policy:**

- 1) All first period tardies, as well as any ID issues, will be handled in the office/library
- 2) Teachers are not to allow any student to enter the class after the 7:36 bell unless they have a note from the office, or they are admitted by school personnel. Students should be sent to the library for "processing" by school personnel when they are late for first period.
- 3) Class time missed for tardies may be added up to equal day(s) absent.
- 4) Notes from home for tardies will not be accepted unless an extreme condition exists, as determined by the administration.
- 5) Teachers will be required to chart tardies in second through seventh periods, following these guidelines: (used for ID issues and first period tardies also)

**1<sup>st</sup> offense-** Teacher/office gives student a verbal warning

**2<sup>nd</sup> offense-** Teacher/office conducts a student conference

**3<sup>rd</sup> offense-** Teacher/office makes a parent contact (phone/student carried note).

**\*\*All further offenses may be handled by teacher discretion or by a written referral to the office.**

### **I. Leaving School Grounds**

1. Students will remain on the school campus until the end of the school day unless permission to leave is given by the principal or designee.
2. Students will not be permitted to go home for lunch unless they are on a special diet and present a certificate from a doctor testifying to the same.
3. Students who leave campus before the end of the school day must be signed out by parent, guardian, or other responsible, authorized person.
4. The office handles all checkouts. Students must sign out in the appropriate sign-out book upon leaving.

## J. Drop-Off and Pick-Up Procedures

1. Parents who drop off their children in the mornings are asked to use Lougarre Street heading north towards the park to drop off. Please make sure your children are dropped off **NO LATER THAN 7:30 a.m.** or they will be considered tardy for class. Parents who drop off children after **7:30 a.m.** will have to sign them into school.
2. Parents are asked to pick up their children (walkers) on Lougarre Street.

## K. Phone Calls

1. Students are not allowed to go to the office to call home for forgotten items. Students must be responsible for bringing homework, binders, band instruments, clothes for after-school activities, etc. to school each day.
2. If a parent is contacted by the office to fulfill a student's need, office personnel will call the student to the office when the parent arrives.

## L. Emergency Cancellation of School

As soon as the school receives notice concerning the status of schools in Acadia Parish and the possible closing of schools, especially during or because of inclement weather we will send out the information through *Remind*. Announcements will also be given to all media outlets.

## M. Withdrawals, Transfers, & Registration

1. Students must be accompanied by a parent or guardian for withdrawal or transfer from an Acadia Parish School.
2. A student will not be allowed to drop from a class until authorized from the school office. Return all items belonging to APSB and/or Church Point High including the following examples: Chromebook/tablets, chargers, and library books.
3. Completed withdrawal/transfer form must be turned in to the office for final clearance. A parent or guardian must sign a loss or drop card.

### REGISTRATION:

- **Present a copy of the following:**

- \*Transfer/Withdrawal document**

- Must include the following:**

- leave date**

- grades/points earned**

- attendance report**

- discipline report**

- \* LEAP or EOC Reported Scores**

- \*Birth Certificate**

- \*Immunization Record**

- \*Social Security Card**

- \*Legal Custody/Guardianship Documentation (If applicable. Notarized documents are not accepted in accordance with APSB policy.)**

- \*Proof of Address**

## N. Change of Address/Phone Number

Parents are required to keep the school office and teachers informed of any change of address or phone number, either by note or phone call. It is important that we maintain an up-to-date record on each student.

## **O. School Volunteers**

The Acadia Parish School Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the Board welcomes volunteers and endorses a Volunteer Program in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff, in cooperation with the schools.

Appropriate effort shall be made to incorporate the use of school volunteers into all schools as well as any or all other programs or activities of the school district.

The School Board's Volunteer Program shall meet certain requirements, including, but not limited to the following:

1. Every volunteer permitted to assist personnel in any school related program shall sign a volunteer behavior agreement stating that he/she understands and will abide by all policies, regulations, and procedures of the School Board.
2. The agreement shall include a statement that the volunteer shall not abuse any child or student by physical or emotional means or commit any criminal act involving a minor student.
3. If requested by Acadia Parish School Board, a volunteer must agree to undergo an extensive criminal background check as required by statute in order to continue as a volunteer
4. Every volunteer shall agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program.

Ref: La. Rev. Stat. Ann. §§15:587, 15:587.1, 17:15, 17:81

Acadia Parish School Board

## **P. School Visitors/Visitors Code of Conduct**

The Acadia Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Programs may be planned throughout each school year to provide opportunity for visits to the schools.

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Therefore, all visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

The School Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate School Board policy.

Ref: La. Rev. Stat. Ann. §§17:416.6, 17:416.10

Acadia Parish School Board

## **Visitor's Code of Conduct**

We encourage partnerships with our parents, and work hard to maintain mutual respect and recognition of shared responsibility for the children. The code of conduct for visitors to school is that of mutual respect for school staff and children to all visitors. Included in this is respect for school property, other visitors and children.

The school expects visitors to respect all of the following:

1. Understand that parents and teachers need to work together for the benefit of children
2. Demonstrate in their own behavior that all members of the school community should be treated with respect
3. Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
4. Approach school staff to help resolve issues

In order to support a peaceful and safe school environment the school does not tolerate:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds
- Loud or offensive language, swearing, cursing or displaying temper
- Threatening to do actual bodily harm to a member of school staff
- Damaging or destroying school property
- Sending abusive or threatening emails, text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on facebook or other social media sites if it interferes or causes problems at the school
- Chastising someone else's child
- Deliberate intimidation of other children, visitors or staff
- Smoking or consuming alcohol or drugs while on school property

#### **ATTIRE FOR VISITORS/FANS**

No one will be admitted to any activity (athletic events or any other school sponsored events) at Church Point High School with inappropriate attire, as interpreted by the administration. This includes, but is not limited to, sagging or baggy pants, oversized clothing, indecent exposure, etc. This rule is to be followed by students as well as visitors. Thanks for helping Church Point High School promote a safe and family oriented environment.

## II. Student Performance, Support, and Assessment

### **A. Grading Policy**

The Acadia Parish School System follows the Uniform Grading Policy outlined in Bulletin 741, §2302. Uniform Grading Policy. Additional grading guidelines specific to the Acadia Parish School System can be found in the most current Pupil Progression Plan. Numerical scores recorded in the electronic grade book will be converted to letter grades at the end of the grading period according to the following scale:

<b>Letter Grade</b>	<b>% Scale</b>	<b>Average of Quality Points</b>	<b>Quality Points</b>	<b>Grade Definition</b>
A	90 - 100	4	3.50 or more	S = Satisfactory
B	80 – 89	3	2.50 to < 3.50	
C	70 - 79	2	1.50 to < 2.50	N = Needs Improvement
D	60 – 69	1	1.00 to < 1.50	
F	0 – 59	0	Less than 1.0	U = Unsatisfactory

1. A student must have an absolute “D” average (1.0), or better, for the second semester marking periods in order to pass the course. In grades 9-12, in order for a student to pass a particular subject for the year, the student shall make at least a 1.0 average or “D” by earning four quality points, with at least two being earned in the second semester, and one of these quality points must be in the last nine weeks period.

### **GRADING POLICY**

#### **Grading Scale:**

<b><u>Regular &amp; Honors</u></b>	<b><u>Grade</u></b>
90-100	A
80- 89	B
70- 79	C
60- 69	D
0- 59	F

**\*All honors English, Math and Social Studies classes, all Dual Enrollment classes, Advanced Math, Calculus, Physics, Biology II, and the third year of a foreign language.**

**FINAL COURSE GRADES WILL BE DETERMINED BY AVERAGING THE FOUR NINE-WEEKS’ GRADES. NINE-WEEKS’ GRADES WILL BE ROUNDED UP.**

A student must have an absolute “D” average (1.0), or better, for the second semester in order to pass the course. In grades 9-12, in order for the student to pass a particular subject for the year, the student shall make at least a 1.0 average and earn at least four quality points, with at least two being made the second semester and one of them must be in the last nine-weeks. For half-credit subjects, a student must have two quality points, and one of them must be in the last nine-weeks. For those classes in which End of Course tests are given, each nine-weeks grade will count for 21 % of the final grade and the EOC test will count for 16%. **A label of unsatisfactory means that the LEAP 2025 test is failed.** The following grading scale is used to get letter grades for the 16%:

Advanced – A  
 Mastery- B  
 Basic- C  
 App. Basic- D  
 Unsatisfactory- F

A course grade shall represent an accurate evaluation of the student’s achievement toward the objectives of the course and nothing else. The practice of reducing earned points or of “taking off” points or awarding points for class conduct is not a part of the Acadia Parish Grading Policy. Bonus points must be **directly** related to the **academic** nature of the class.

Students will be allowed to make up assignments/tests missed or due during a suspension. The maximum amount of points that the student may obtain for these assignments/tests will be 50% of the total point value of the test/assignment.

**FINAL GRADES IN FULL AND HALF-CREDIT COURSES:**  
 (NOT for classes that use EOC tests as part of final grade)

Total Quality Points for 4 Grading Periods	<u>Grade</u>	Total Quality Points for 2 Grading Periods
<b><u>(FULL CREDIT COURSES)</u></b>		<b><u>(HALF CREDIT COURSES)</u></b>
0 - 3      (0.0 to .99)	F	0 - 1      (0.0 to .99)
4- 5      (1.0 to 1.49)	D	2 ONLY    (1.0 to 1.49)
6- 9      (1.50 to 2.49)	C	3- 4      (1.50 to 2.49)
10- 13    (2.50 to 3.49)	B	5- 6      (2.50 to 3.49)
14- 16    (3.50 and above)	A	7- 8      (3.50 and above)

**PROMOTION REQUIREMENTS (Carnegie Units Earned)**

0-5	9 <sup>th</sup> Grade
6-11	10 <sup>th</sup> Grade
12-16	11 <sup>th</sup> Grade
17 or more	12 <sup>th</sup> Grade

**24 UNITS for TOPS UNIVERSITY DIPLOMA; 23 UNITS for TOPS TECH (Jumpstart) DIPLOMA**

**TOPS Core Curriculum**

For the Opportunity, Performance and Honors Awards  
For High School graduates of 2018 and thereafter

<b>Units</b>	<b>Courses<sup>1</sup></b>
<b>ENGLISH = 4 Units</b>	
1 Unit	English I
1 Unit	English II
1 Unit from the following:	English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)
1 Unit from the following:	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)
<b>MATH = 4 Units</b>	
1 Unit	Algebra I
1 Unit	Geometry
1 Unit	Algebra II
	Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence
1 Unit from the following:	Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL; AP Computer Science A
<b>SCIENCE = 4 Units</b>	
1 Unit	Biology I
1 Unit	Chemistry I

2 Units from the following:	Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II or AP Chemistry or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II, or AP Physics II; Biology II or AP Biology or IB Biology II or Human Anatomy and Physiology
<b>SOCIAL STUDIES = 4 Units</b>	
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
1 Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
2 Units from the following:	Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, AP Microeconomics or AP Psychology
<b>FOREIGN LANGUAGE = 2 Units</b>	
	Foreign Language, both units in the same language, which may also include the following AP and IB courses: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, IB Spanish V, Mandarin Chinese I-IV, Hindi I – IV, Portuguese I-IV, Vietnamese I-IV
<b>ART = 1 Unit</b>	
1 Unit from the following:	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; IB Theatre I, Drafting, Media Arts I - IV; Photography I, Photography II, or Digital Photography
<b>TOTAL = 19 Units</b>	
<b><i>Please see reverse side for core (substitute) equivalents to the TOPS Core Curriculum</i></b>	

Core Curriculum Course(s)	Recently Approved Equivalent (Substitute) Course(s)
Art	Digital Image & Motion Graphics, Digital Storytelling, Engineering Design & Development, Sound Design
Environmental Science	Environmental Awareness
World Geography	Physical Geography
Probability & Statistics	Statistical Reasoning
Physical Science	Principles of Engineering
Calculus	Differential Calculus I Integral Calculus I

**GIFTED COURSES:** Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student’s Individualized Education Plan shall be considered a “Gifted Course” and shall fulfill the core curriculum.

Beginning with students entering the 9th grade in 2014-2015 and graduating in the 2017-2018 school year and thereafter, the calculation of the TOPS Core Curriculum grade point average (GPA) will use a five- (5.00) point scale for grades earned in certain designated Advanced Placement (AP) courses; International Baccalaureate (IB) courses; Gifted courses; Dual Enrollment courses, Honors courses and Articulated courses offered for college credit by the Louisiana School for the Math, Science and the Arts used to complete the TOPS Core Curriculum. The courses currently designated to be calculated on the 5.00 point scale can be viewed at <https://mylosfa.la.gov/wp-content/uploads/2020/07/tops-university-course-requirements.pdf>. For the designated courses, five quality points will be assigned to a letter grade of “A”, four quality points will be assigned to a letter grade of “B”, three quality points will be assigned to a letter grade of “C”, two quality points will be assigned to a letter grade of “D”, and zero quality points will be assigned to a letter grade of “F”. Note that students earning credit in courses graded on the five (5.00) point scale may earn a grade point average on the TOPS Core Curriculum that exceeds 4.00.

## TOPS Tech Core Curriculum

For the TOPS Tech Award – JumpStart Curriculum

**For High School graduates of 2018 and thereafter**

Students may also qualify for the TOPS Tech Award by completing the TOPS Core Curriculum for the Opportunity, Performance and Honors Awards

Units	Courses
1 Unit	English I
1 Unit	English II
2 Units	English III, English IV, AP or IB English courses, Business English, Technical Writing, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education.
1 Unit	Algebra I; or both Algebra I, Part 1 and Algebra I, Part 2; or an applied or hybrid algebra course
3 Units	Geometry, Algebra II, Math Essentials, Financial Literacy, Business Math, Algebra III, Advanced Math -Functions and Statistics, Advanced Math - Pre-Calculus, Pre-calculus, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education. Integrated Mathematics I, II, and III may be substituted for Algebra I, Geometry, and Algebra II, and shall equal three mathematics credits
1 Unit	Biology
1 Unit	Chemistry I, Earth Science, Environmental Science, Agriscience I and Agriscience II (both for one unit), Physical Science, Physics, or AP or IB science courses
1 Unit	U.S. History, AP U.S. History, or IB U.S. History
1 Unit	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
9 Units	In Jump Start course sequences, workplace experiences, and credentials. A student shall complete a regionally designed series of Career and Technical Education Jump Start coursework and workplace-based learning experiences leading to a statewide or regional Jump Start credential. This shall include courses and workplace experiences specific to the credential, courses related to foundational career skills requirements in Jump Start, and other courses, including

	career electives, that the Jump Start regional team determines are appropriate for the career major.
TOTAL: 21 units	

*This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statute and those determined to be equivalent by the La. Board of Regents and BESE.* Louisiana Office of Student Financial Assistance  
 A program of The Board of Regents (800) 259-5626

custserv@la.gov      [www.osfa.la.gov](http://www.osfa.la.gov)

P.O. Box 91202, Baton Rouge, LA 70821-9202 Updated: 10/01/2018

**HONOR ROLL**

At the end of each nine-week’s period, an alphabetical list compiled by grade of those students who are eligible for honor roll will be submitted.

**ELIGIBILITY**

To be eligible for the **Honor Roll**, a student must have no grade below “B.” Students with **incomplete** grades are ineligible.

2. HONOR ROLL/PRINCIPAL’S LIST

- The Parish Honor Roll will consist of any student who maintains an A or B in all major subjects. (Conduct and other subject areas where S and U are given are excluded). All schools will be encouraged to recognize students who maintain an A or B in all major subjects and satisfactory in all other areas including Conduct.
- A student who receives an “A” in each subject at the end of a nine-week period will be placed on the Principal’s list.
- A student who receives grades no lower than a “B” at the end of a nine-week period will be placed on the Honor Roll.

## Church Point High Honors Program

Students are chosen to be in the Honors Program during the end of their 8<sup>th</sup> grade year. Selections are made based on grade point average, LEAP 2025 test scores, and teacher recommendations.

If a student does not get an invitation to be in the Honors Program as an incoming freshman, there is a possibility to be added their sophomore year. GPA, test scores and teacher recommendations will determine if any student(s) will be added to the Honors Program. No students are added to the Honors Program after sophomore year.

Any student who declines an invitation into the Honors Program as an incoming freshman will not be allowed to enter the Program at a later date. Any student who drops out of the Program will not have the opportunity to re-enroll at a later date.

Students who meet the selection criteria and accept the invitation to be in the Honors Program must understand that they will be held to a higher standard for grades and more challenging course work.

In order to remain in the Honors Program, a student must complete all course work and never earn a quarter grade lower than a C and NO MORE than one (1) C in core courses. Students will be placed on probationary status until the following quarter. Students will not be removed from the program until the end of an academic year. To graduate with honors, students must have a grade point average of 3.0 in all subjects when final grades are averaged. In order to graduate as Valedictorian, Salutatorian, or Honor Graduate, a student must successfully complete the Honors Program, maintaining eligibility requirements through the end of their senior year. Selections for stage graduates will be based on the highest GPA on a 4 point scale.

### **Maintaining Eligibility Requirements:**

- Grade of C or better on all quarter grades
- No more than 1 C per quarter
- GPA of 3.0 or above on all final averages
- No more than 12 unexcused absences in an academic year
- ACT test taken every year
  - This does not include the mandated junior year test, so a minimum of 2 tests will be taken in the junior year

## Course Requirements

Freshman Year	
English I Honors (LEAP)	Algebra I Honors (LEAP)
Civics Honors	Physical Science Honors
I-BCA (PPT, WORD, WORD EXPERT + EXCEL. Must obtain 3/4 certifications )	Elective <ul style="list-style-type: none"> <li>● Art I</li> <li>● Ag I</li> <li>● Food Science</li> <li>● Spanish I</li> <li>● Band</li> </ul>
Health (1/2 Credit)	PE (1/2 Credit)

Sophomore Year	
English II Honors (LEAP)	Algebra II Honors
US History Honors (LEAP)	Biology I Honors (LEAP)
Foreign Language I or II	Geometry Honors (LEAP)
PE	

Junior Year	
English III Honors	Advanced Math Honors
World Geography Honors	Chemistry Honors (CLEP)
Electives (3): <ul style="list-style-type: none"> <li>● Spanish II</li> <li>● Biology II</li> <li>● Art I</li> <li>● Digital Media (Adobe)</li> <li>● Accounting</li> <li>● Band</li> <li>● Football Only: PE III, 7<sup>th</sup> Period</li> </ul>	

## Senior Year

Dual Enrollment English IV	Calculus or Dual Enrollment Math 1020
Physics or Biology II (CLEP)	World History

\*Requirements and specifications for the Honors Program may change from year to year as needed to comply with changes in state curriculum and state requirements. Any special requests or decisions will be made on an administrative level on a case by case basis.

\*Any student who chooses to enroll in the LSUE Dual Academy program may still continue in the CPH Honors program, but must fulfill all eligibility requirements and complete equivalent courses to fulfill the course requirements.

## Grade/Attendance Recovery/Tutoring Programs

### **Purpose:**

The purpose of the recovery program is to give students the opportunity to improve their grades in the classes that they are **FAILING**. Students failing due to suspensions and/or unexcused absences are not eligible for recovery.

### **General Guidelines:**

1. Within two weeks of the end of the grading period, teachers will recommend students for the Grade Recovery Program if they have failed a major test(s).
2. The highest grade a student may earn is a “75/C (reg) or 70/C (honors)” on the final grade for the re- test, when participating in grade recovery.
3. Students must not have engaged in plagiarism or cheating identified by the teacher which resulted in the unsatisfactory grade.
4. The student must have completed all work required to date and put forth effort to meet all course requirements including, but not limited to: attendance, homework, other graded assignments, and class participation, etc.

### **Tutoring:**

Tutoring is available to **all** students. However, any student participating in grade recovery **must** attend at least 1 session of tutoring during the week of their re-test, and stay for a minimum of 30 minutes during that session. Students must be quiet, orderly, and exhibit appropriate behavior and **effort** during remediation. If not, students may lose the opportunity for that current nine week period.

### **Re-Test Policies:**

1. The re-test can be the exact same test or a revised version covering the same information.
2. Students are to be quiet, orderly, and behave appropriately or they may lose the re-test opportunity.
3. It is the discretion of the teacher to deny a student the retake opportunity due to inappropriate behavior, excessive absences, lack of class participation, or other negative actions in regard to success in the class. Teacher must provide documentation for a student to be denied remediation and/or a re-test.
4. If a student signs up for re-testing and is a “no show” two times, he/she will lose the retake opportunity for the semester.
5. Re-testing is a privilege. It is the responsibility of the student to make necessary arrangements to attend the re-test opportunity.

## ATTENDANCE RECOVERY

Students are given the opportunity to make up missed time through our Attendance Recovery Program. A student making up the necessary minutes will not fail the course due to excessive

absences. However, the student must still make the necessary grades in order to pass the class.

## **GENERAL GUIDELINES:**

1. A student exceeding the number of allowed absences will be called in for a conference. The student will be given the information about attendance recovery.
2. The student will be given 1 week from the conference date to complete the make-up time. If any student has a valid medical excuse or other extenuating circumstance, that student must present the excuse to school administration prior to the deadline date for the attendance recovery.
3. Attendance recovery is a privilege. Students must be punctual, quiet, orderly, and behave appropriately, or they may lose the opportunity to participate in the program if future absences are incurred.

### **B. Academic Reports/Report Cards/Parent Conferences**

1. **Academic Progress Reports** – Academic reports will be sent home every 4.5 weeks. This report will designate a student's 4.5 week average in all subject areas.
2. **Report Cards** – Report Cards are issued at the end of each nine-week session. Letter grades are used to designate a pupil's progress
3. **Parent Conferences** – Parents must make appointments for conferences with teachers, the counselor, or the principal by telephoning the guidance office. Conferences may be held at 7:30 a.m., 4:00 p.m. or during the teacher's unencumbered period. Conferences should not be scheduled on a teacher's duty day.

### **C. Promotion and Retention Policies**

1. School building level committees should recommend intervention strategies for those students who have been recommended for retention and are at-risk. Such strategies might include, but not limited to the following: variation of instructional methods and techniques, variation of time requirements, and instructional goals and objectives.
2. If a teacher or parent feels that a student in grades 9-12 should be placed without meeting the minimum requirement for promotion as listed for Acadia Parish, that teacher or parent may request placement and present such request to the school building level committee (SBLC).
3. Special Education students in specially designed regular instructional programs shall be placed in accordance with state and federal regulations. Decisions regarding placement shall be made by the IEP committee and documented in the Individualized Education Plan (IEP).

**REQUIREMENTS FOR PROMOTION** – Pupil Progression Plan will be posted on the Acadia Parish School Board district website. Your child should strive to do his best. Questions as it relates to a specific grade level can be addressed with the administration. Any child in danger of failing a class and/or grade will be notified, as well as the parents, as early as the 2nd nine weeks so that assistance can be given.

### **D. WRITTEN EXCUSES**

**For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.**

### **E. Homework Policy**

Students should review all material presented from the current day's lessons. Routinely assigned homework is designed to reinforce concepts previously taught and presented to students. Given the four day work week, homework assignments per subject shall not be excessive nor should new concepts be incorporated into homework.

### **III. Student Discipline**

Dear Parents:

In order to guarantee that your child and all students in our classrooms have the excellent learning climate that they deserve, we are implementing the following discipline plan:

**PHILOSOPHY:** All students can behave appropriately in the classrooms. We will not tolerate any disruption of the teaching and learning process.

**CLASS RULES:** Each teacher has established classroom rules that have been discussed in detail with all students. If you have any questions regarding these rules, please check with the teacher.

**NEGATIVE CONSEQUENCES:** Students who choose to violate the rules will be penalized as follows:

1<sup>st</sup> occurrence: Student will receive a direct verbal warning.

2<sup>nd</sup> occurrence: A student/teacher conference will be held.

3<sup>rd</sup> occurrence: The teacher will contact parents.

4<sup>th</sup> occurrence: Student will be referred to the office for disciplinary action.

**SEVERE CLAUSE:** Severe infractions will automatically result in the student being escorted to the office. Such infractions include but are not limited to **DISRESPECT TO A TEACHER; DIRECT WILLFUL DISOBEDIENCE; DESTROYING SCHOOL PROPERTY; PHYSICAL ABUSE ON ANOTHER STUDENT; AND EXTREME PROFANITY.**

It is in your child's best interest that we work together with regard to his/her schooling. Each teacher will inform you of your child's progress in his class work. Please sign the [tear-off] and have your child bring it with him/her to school tomorrow.

Sincerely,

Lee Bellard, Ed.S., Principal

### **NOTICE TO PARENTS**

**Louisiana law stipulates that when a child reaches the age of 18 he or she is considered an adult. At age 18, the student has the right to exclude parent(s) from being involved in his/her educational activities. Activities include, but are not limited to, grades and attendance, signatures on documents or forms, and conferences for any concern. At age 18, a student also has the right to withdraw from school by his or her own signature. If you have any**  
c\*\*Principals and/or designee(s) have the authority to assign consequences for disciplinary infractions in accordance with school, local, state, and federal mandates. Refer to the "INFRACTIONS AND CONSEQUENCES" section of the *Code of Conduct* for possible consequences for disciplinary infractions.

## INTRODUCTION/GENERAL POLICY

### DISCIPLINE

It is the purpose of the Acadia 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 Acadia 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 endeavor to hold each student 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 must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the School Board.

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.

### VIRTUAL INSTRUCTION

The provisions of this policy and those of all student handbooks and codes of conduct shall be applicable to misconduct, whether on-campus, during virtual instruction, on a school bus, on the streets to and from school, or at a school event or

activity. For alleged misconduct which occurs during virtual instruction, school-based administrators shall consider the need for maintaining order and appropriate conduct, the school's interest being impacted, and the student's and families' right to privacy and constitutional rights while at home or in a location that is not school property.

A student and his family shall not waive their constitutional rights by electing virtual instruction. At the same time, students engaging in virtual instruction shall ensure that, prior to logging into and during any virtual classroom, the view from their camera is free of any object, writing, picture, or other display which, if possessed on school buses or on school property, would subject the student to disciplinary action.

Regular school attendance is required for all virtual school students and students are expected to login to classes each day.

In addition, a student's work should reflect the effort of the student alone.

Those rules/policies governing academic honesty as well as those prohibiting cheating apply equally in a virtual setting. All academic work should be completed by the student to ensure the ability to accurately measure the achievement of minimum standards necessary for credit/promotion.

### **A. Student Code of Conduct**

The Acadia Parish School Board's *Code of Conduct* shall include progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences. Before an initial referral for a student's expulsion, the *Code of Conduct* shall require the prior administration of interventions in accordance with the minor tiers in the *Code of Conduct*, except in instances where the expulsion referral is the result of accumulated minor infractions in accordance with the Code of Conduct, or the underlying incident threatens the safety and health of students or staff. Expulsions shall be reserved for the major tier of behavioral infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy.

### **All Students**

1. All students shall maintain school attendance as described by the Acadia Parish School Board.
2. All students shall be obedient and respectful.
3. All students shall refrain from obscene language and/or expressions.
4. All students shall refrain from violent and/or threatening behavior.
5. All students shall be held accountable for their academic performances and behavior.
6. All students shall respect school property and the property of others.
7. All students shall abide by the rules and regulations of the classroom teacher, the school, and the Acadia Parish School Board.

NOTE: Students shall abide by the above standards in school, on the playgrounds of the school, 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.

## **INFRACTIONS AND CONSEQUENCES**

### **NOTES:**

- For students in Grades PreKindergarten-12, the severity of the incident is to be considered by the school administration when determining minor and major infractions.
- All schools may have the option of operating a detention day/time outside of normal school hours at the school's expense and with the Superintendent's approval.
- Schools are to follow Positive Behavior Intervention Systems (PBIS) and/or Leader In Me as a proactive approach to managing student behavior.
- The discipline infractions listed in this student *Code of Conduct* do not account for every type of misconduct that could possibly occur. Furthermore, the school board cannot reasonably be expected to develop a *Code of Conduct* to anticipate every type of misconduct; however, the *Code of Conduct* shall enumerate the necessary discipline actions to maintain a safe and orderly environment that complies with all existing policies, rules, and regulations

of the Louisiana State board of Elementary and Secondary Education and all state laws relative to student discipline.

**ONE OR MORE OF THE FOLLOWING DISCIPLINARY MEASURES SHALL BE IMPLEMENTED, BUT MAY NOT BE LIMITED TO, PRIOR TO A STUDENT RETURNING TO CLASS:**

- A. Verbal/Oral Warning (removal from group, time-out in classroom, conference between teacher and student)
- B. Parent Contact (in-person, phone, or virtual)
- C. Removal of Students from Classroom
  - \*\*Grades K-5: Minimum of 30 minutes out of class requirement.
  - \*\*Grades 6-12: No return during the same class period.
- D. Parent Conference
- E. Peer Mediation
- F. Consider Referral to School Building Level Committee (SBLC)
- G. Referral to Administration/Conferencing with Principal or designee.
- H. Recommendation for counseling services/Documented Behavior Intervention
- I. Restorative Justice Practices
- J. Loss of Privileges
- K. Detention
- L. Suspension (In-School or Out-of-School)
- M. Behavior Plan as documented through SBLC
- N. Initiation of Expulsion Hearings
- O. Referral for Assignment to Alternative Setting (examples: Behavior Clinic, Incentive Clinic, etc.)
- P. Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
- Q. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the school building level committee pursuant to law and board policy.

THE FOLLOWING INFRACTIONS WILL FOLLOW CONSEQUENCES A-Q UNLESS OTHERWISE NOTED:

State Code	Infraction	State Code	Infraction	State Code	Infraction
01	Willful Disobedience Treats an authority with disrespect	21	Commits any other serious offense Possesses electronic telecommunication devices. Subject to disciplinary action up to suspension.	46	Failure to serve assigned consequence Misusing internet/violates electronic/technology policy
02	Makes an unfounded charge against authority	22	Students K through 8 shall address teachers and administrators using respectful terms such as "yes, ma'am" and "no, ma'am" and using courtesy titles Mr., Mrs., or Miss. The first six weeks shall be an adjustment period for kindergarten students. (Discipline for violators will be handled in each school by teachers and principals, with the principal having final discretion as to enforcement. Violators cannot be suspended or expelled for violation of the respect rule.	47	Sexual harassment
03		23		48	
04	Uses profane and/or obscene language	24	Consequences for Uniform Violations:	49	False report
05	Commits immoral or vicious practices	25	Commits assault/battery	50	Crime of violence (per R.S. 14.2B)
06	Conduct or habits injurious to his/her associates	30	Discharge or use of weapon(s) prohibited by Federal Law Possesses pocket knife or blade cutter lesser than 2 1/2 inches		
07	Uses /possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	31	Use of OTC medication in a manner other than prescribed or authorized		
08	Uses/possesses tobacco/lighter/ matches	33	Possession of body armor		
09	Uses/possesses alcoholic beverages	34	Bullying/Harassment (*Complete bullying form provided by LDOE)		
10	Disturbs the school and/or habitually violates any rule	35	Cyberbullying (*Complete bullying form provided by LDOE)		
11	Cuts, defaces, or injures any part of a public school building/property of school personnel (on or off campus)/vandalism	36			

12	Writes profane, and/or obscene language or draws obscene pictures	37	False alarm/bomb threat (Use APSB Threat Assessment Form)	
13	Possesses weapon(s) prohibited under federal law as defined in Section 921 of Title 18 of the U.S. code. *Use Code 13 requires additional admission of Weapon Type Code.	38	Forgery	
14	Possesses firearms, knives, mace, pepper spray, laser pointers, and other implements not prohibited by federal law, which can be used as weapons, the careless use of which might inflict harm or injury. Excludes pocket knives with a blade length of less than 2 1/2 inches. Refer to Code 31.	39	Gambling	
15	Throws missiles, objects liable to injure others	40	Public indecency	
16	Instigates or participates in fights while under school supervision	41	Obscene behavior or possession of obscene/pornographic material	
17	Violates traffic and safety regulations	42	Unauthorized use of technology	
18	Leaves school premises or classroom without permission	43	Improper dress	
19	Is habitually tardy and/or absent	44	Academic dishonesty	
20	Takes another's property or possessions without permission	45	Trespassing violation	***As defined by LDOE School Behavior Report

## **B. Disciplinary Guidelines for Schools**

All referrals leading to detention (before or after school), in-school suspension, or out-of-school suspension include parent contact by teachers, bus operators, and/or administrators. Schools shall endeavor to address student behavior with a focus on evidence based intervention and support to reduce the loss of academic instructional time. Referrals must include documented behavior interventions.

Possible consequences for disciplinary infractions, shall include but are not limited to the following steps:  
(Refer to disciplinary measures listed under infractions and consequences A-J)

1st step: Verbal warning

2nd step: Teacher/student conference

3rd step: Parent Contact (one or more of the following)

A. Phone call/document date/time

B. Conference- before school, teacher prep time, after school

C. Parent notification form- signed by parent, returned to teacher and administrator. (Administrators can step in if the notification form was not returned after a reasonable length of time.)

4th step: Counseling and/or Counselor referral sent by teacher.

A. Student Conference

B. Document date/time

5th step: Referral sent to office/Consider Referral to SBLC.

\*\* Disciplinary measures and referrals beyond the 5th step listed above shall include Disciplinary Measures I-Q from the "INFRACTIONS AND CONSEQUENCES" section of the *Code of Conduct*.

\*\*Out-of-school suspensions and referrals for expulsions shall be reserved for the most significant behaviors (drug possession, weapons, serious bodily injury, threats, bullying, pornography, etc.) at the discretion of principal.

\*\*Principals and/or designee(s) have the authority to assign consequences for disciplinary infractions in accordance with school, local, state, and federal mandates. Refer to the "INFRACTIONS AND CONSEQUENCES" section of the *Code of Conduct* for possible consequences for disciplinary infractions.

### 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 may 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. 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.

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 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.

For purposes of this section, *classroom* shall include on-campus or virtual classes.

#### Parental Notification

The principal or his/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 conferences 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. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian may be required prior to the student being readmitted to that same classroom. Such conferences may be in person or by telephone or other virtual means. If such a 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.

#### STUDENT MISCONDUCT AT END OF YEAR

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

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

### PARENT CONFERENCES

In accordance with policy *IHAD, Parent Conferences*, 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.

### DELINQUENT STUDENTS

Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative educational placement, or transfer to adult education if the student is:

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

### 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.

### **C. Battery/Assault on a School Teacher or Any School Employee**

Assault on a school teacher is an assault committed when the offender has reasonable grounds to believe the victim is a schoolteacher acting in the performance of his/her duties. "School teacher" means any teacher, instructor, administrator, staff person, or employee of any public elementary or secondary school.

ACT 283: Amends and reenacts LA Rev. STAT. 14:34.3 to provide for increased penalties for battery of a school teacher. If the battery was committed by a student (defined to mean any person registered or enrolled at the school where the teacher is employed), the offender shall be fined not more than \$5,000 or imprisoned not less than 30 days nor more than 1 year. If the battery was committed by someone who is not a student, the offender shall be fined not more than \$5,000 or imprisoned with or without hard labor for not less than 1 year nor more than 5 years, or both. If the battery produces an injury that requires medical attention, the offender shall be fined not more than \$5000 or imprisoned with or without hard labor for not less than 1 year nor more than 5 years, or both. For assault on a school teacher, a student shall be fined not more than \$2,000 or imprisoned not less than 30 days nor more than 180 days, or both. If the assault was committed by someone who is not a student, the offender shall be fined not more than \$2,000 or imprisoned with or without hard labor for not less than 1 year nor more than 3 years, or both.

### **D. Procedure for Handling Battery on Teacher or Any School Employee**

Whenever a student commits a battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of suspension procedures. However, the necessary notifications and other procedures shall follow as soon as practicable.

No pupil suspended for a battery on any school employee shall be considered for readmission to the school to which the school employee allegedly battered by the pupil is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

Except when the school system has no other school of suitable grade level for the pupil to attend, no pupil found guilty by a court of competent jurisdiction of violating the provisions of R.S. 14:34.3 or found guilty at a school system suspension hearing of committing battery on any school employee shall be assigned to attend the school to which the school employee battered by the pupil is assigned.

A school system shall not be required to provide transportation to any pupil reassigned to attend a school pursuant to the provisions of this item if providing such transportation for the pupil will result in additional transportation costs to the school system.

### **E. Sexual Harassment**

Sexual harassment is a serious offense and will not be tolerated. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate gifts of a sexual or suggestive nature will also be considered a form of harassment. Hostile environment harassment occurs when sexual harassment conduct has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment. Three steps are involved in effective response to a complaint: investigation, documentation, and follow-up. Discipline resulting from a documented incident ranges from conference to recommendation for expulsion and referral to the appropriate law-enforcement agency.

### **F. BULLYING AND HAZING**

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

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

## BULLYING

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - A. Gestures, including but not limited to obscene gestures and making faces.
  - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, at any designated school bus stop, in any other school bus or any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above shall have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or shall be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Each elementary and secondary school shall institute a program to prohibit and prevent bullying. The program shall:

1. Define bullying as provided above.
2. Ensure each student, each student's parent or legal guardian, and each school administrator, teacher, counselor, bus operator, school employee, and volunteer is aware of his/her duties and responsibilities relative to preventing and stopping bullying.
3. Provide for a process for reporting and investigating alleged incidents of bullying.
4. Provide for appropriate discipline of a student found guilty of bullying.
5. Provide appropriate remedies for a student found to have been bullied.
6. Provide for procedures for investigating and reporting each school administrator, teacher, counselor, bus operator, and school employee for failure to act as provided.

## HAZING

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

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

## NOTICE TO STUDENTS AND PARENTS

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

## REPORTING

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

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

### Students and Parents

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

### School Personnel

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

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

### False Reports

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



## INVESTIGATION PROCEDURE

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

### 1. Timing

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

### 2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.

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

### 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parent or legal guardian of each involved student no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice.

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

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

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

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

#### 4. Documentation

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

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

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

#### Handling Evidence

Whenever an employee/administrator receives notice of a bullying or hazing, or similar behavior, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

#### APPEAL

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

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

#### DISCIPLINARY ACTION

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

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

### PARENTAL RELIEF

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

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

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

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

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

### FAILURE TO ACT

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

Any school administrator or official who fails to notify a parent or legal guardian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the

severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report bullying and the length of suspension issued to the employee who failed to report to the State Department of Education. The report shall be submitted by August first annually.

TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus operators, with respect to bullying, in accordance with state statutory provisions.

RETALIATION

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

CHILD ABUSE

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

Revised and recoded: July, 2004

Revised: December 9, 2013

Revised: September 13, 2010

Revised: November 5, 2018

Revised: November, 2012

Revised: September 12, 2022

Ref: [20 USC 1232\(g-i\)](#) (*Family Educational Rights and Privacy Act*)

La. Rev. Stat. Ann. §§14:40.1, 14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13, 17:416.14

La. Children's Code, Art. 609, Art. 730, Art. 731

[Davis v. Monroe County Board of Education](#), 119 S. Ct. 1661 (1991)

Board minutes, 7-2-01, 8-2-04, 9-13-10, 12-9-13, 11-5-18, 9-12-22

Acadia Parish School Board

## **G. Positive Behavior Plan**

### **What is School Wide PBIS?**

A major advance in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non classroom settings (such as hallways, restrooms). Positive behavior support is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior more functional.

Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. A much more positive approach is teaching behavioral expectations and rewarding students for following them than waiting for misbehavior to occur before responding. The purpose of school wide PBIS is to establish a climate in which appropriate behavior is the norm.

Church Point High implements a school wide PBIS in order to reward the students for their great behavior. It is important to focus on the positive behavior that we are seeing at our school.

## **H. SUSPENSION**

The Acadia 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 pupil 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) 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.

Any student, *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, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two and one half (2 ½) inches or longer, the principal may recommend the student's expulsion. 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.

#### Student Assault or Battery of School Employee

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.

### 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 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 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.

### READMITTANCE FOLLOWING CERTAIN SUSPENSIONS

#### Student Assault or Battery of School Employee

No student suspended for committing assault or battery on any school employee shall be considered for readmission to the school to which the school employee allegedly assaulted or battered by the student is assigned, until all hearings and appeals associated with the alleged violation have been exhausted. Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court or the school system of committing assault or battery on any employee shall attend the school to which the assaulted or battered employee is assigned.

The school system shall not be required to provide transportation to any student reassigned to attend a school as a result of committing assault or battery of any employee if providing such transportation to the student will result in additional transportation costs to the school system.

#### Records

A student who has been suspended or 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 suspensions or expulsions and the reasons therefore. Additionally, the transfer of student records to any school or system shall include information on the dates of any suspensions or expulsions and the reasons therefore.

### 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.

### DEFINITIONS

Definitions of terms used herein shall have the meaning set forth in policy *JD, Discipline*.

### **DISCIPLINE AND SUSPENSION/EXPULSION**

Suspended students will not be allowed on any Acadia Parish School Campus (except the Alternative Program setting) and shall not attend any school-sponsored activities for the duration of the suspension. Violators are subject to trespassing charges. Also, town ordinances MAY prohibit suspended students from being on the streets unsupervised during school hours.

#### **I. Expulsion**

The Acadia Parish School Board may expel a student from school if an offense committed by the pupil 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 must 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. 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) days of the conclusion of the hearing by certified mail, return receipt requested.

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.

## EXPULSION INVOLVING FIREARMS

Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, on a school bus or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) 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 in the above paragraphs on a case-by-case basis, provided such modification is in writing.

## EXPULSION INVOLVING DRUGS

Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event pursuant to a hearing shall be expelled from school for a minimum period of two (2) complete school semesters.

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the School Board through a recommendation for action from the Superintendent.

#### 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

Students may also be expelled for any of the following reasons:

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. Any student 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. 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.
4. Any student, *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.
5. 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 ⅔ 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 parents, 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 School Board. 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 therefore. 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.

### 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.

## **J. Other Church Point High School Discipline Procedures**

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

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

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or School Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who possesses, distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

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

### **REPORTS OF SUBSTANCE ABUSE**

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

### **STUDENT SMOKING/USE OF TOBACCO/ VAPING**

The possession and use of any tobacco products shall be prohibited on any school campus, school vehicle or any other Acadia Parish School Board property. *School campus* includes the elementary or secondary school building and buildings on that campus, school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school. *School Board property* shall include any portable buildings, field houses, stadiums, equipment storage areas, vacant land or any property owned, operated or leased by the School Board. The possession and use of any tobacco products shall be prohibited at school-sponsored functions away from school property.

This prohibition includes but is not limited to e-cigs, e-cigarettes, and electronic cigarettes, advanced personal vaporizers, vape pens, and vape mods.

Parental permission to smoke does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action in accordance with the *Student Code of Conduct*.

## DRUG FREE ZONES

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

Vaping is not allowed on campus. Anyone caught vaping will receive the following consequences: First offense- 3 day out-of-school suspension; Second offense- 5 day out-of-school suspension; Third offense- 3 day out-of-school suspension and recommendation for expulsion.

A. In cases involving the POSSESSION OF, OR KNOWLEDGE OF AND INTENTIONAL DISTRIBUTION OF, OR POSSESSION WITH THE INTENT TO DISTRIBUTE ANY ILLEGAL NARCOTIC, DRUG, OR OTHER CONTROLLED SUBSTANCE (R. S. 17:416 (b)), the following will apply:

The provisions of this policy shall not apply to a student possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law for which there is evidence of a physician's order to carry said substance on his/her person in accordance with the Acadia Parish Medication Policy.

NOTE: The term found guilty in this legislation (Act 909) refers to the result of a trial or plea. If there is no conviction or judicial proceeding involved, the present Acadia Parish School Board policy prevails.

B. In cases involving the POSSESSION/CONSUMPTION OF ILLEGAL SUBSTANCES/CONTRABAND; UNAUTHORIZED PRESCRIPTION DRUGS, the following will apply:

Any student, while under the jurisdiction of the Acadia Parish School System, is prohibited from manufacturing, distributing, dispensing, possessing, or using any controlled substance or prescription drug, and/or any paraphernalia associated with the use of these substances. Such action will result in the automatic expulsion for the remainder of the school year and may be referred for prosecution. As a condition for readmission after an expulsion for the above, students will be required to attend six (6) hours of a drug awareness and prevention information program. A parent/guardian will be required to attend three (3) hours of the program. Upon readmission after expulsion from school, documentation must be provided indicating completion of the drug awareness and prevention program sponsored by the Acadia Parish School System. Also, documentation of participation in an accredited drug awareness and prevention program will be an acceptable alternative. Failure to comply with the requirements of this policy will result in the referral of the parent/guardian to the district attorney's office for appropriate action.

## DEFINITIONS

**Controlled substance** is any substance listed in Schedules I through V of Section 202 of the Controlled Substance Act (21 U. S. C 821), and as further defined by Regulation Act CFR 1300.11 through 1300.15.

**Learning Environment** is any site for the performance of learning under the jurisdiction of the Acadia Parish School Board and/or school-sponsored activities.

Ref: La. Rev. Stat 14:403.1, 17:405, 17:416, 40:617.1, 40:961 et seq

## DISCLOSURE OF JUVENILE OFFENSES

Within 24 hours authorities must inform the principal of **13 years old** through twelfth grade students arrested, charged, or adjudicated for distribution or possession with intent to distribute a controlled dangerous substance.

## DANGEROUS WEAPONS

The Acadia Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception, as permitted by state law.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material may result in a misdemeanor. When a principal or designated administrator violates any provisions of this policy, a report on such violations shall be made by the complainant to the Superintendent. The Superintendent or his/her designee shall conduct a hearing on the alleged offense.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.

*Dangerous weapon* means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

*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.

## FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

## POSSESSION OF A FIREARM, KNIFE, OR OTHER DANGEROUS INSTRUMENTALITIES [R.S. 17:416(B) (1) (b)]

1. The principal shall immediately suspend a student who is found carrying or possessing a firearm, knife (the blade of which exceeds two inches in length), laser pointers, or other dangerous instrumentalities, or who possesses, distributes, sells, gives, or loans any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law in any form. He/she shall immediately recommend the student's expulsion in accordance with Subsection C, except that, in the case of a student in kindergarten through grade five who is found carrying or

possessing a knife as described in this Section, the principal may, but not be required to, recommend the student's expulsion.

2. Any student found guilty of possessing a firearm on school property, on a school bus, or in actual possession at a school sponsored event, pursuant to a hearing provided for by R.S. 17:416 (C) (1), shall be expelled from school for a minimum of twelve (12) calendar months and shall be referred to the district attorney for appropriate action.

School officials shall have total discretion and shall exercise such discretion by imposing on a pupil any disciplinary actions authorized by this section for possession by a pupil 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 pupil's intent to use the firearm or knife in a criminal manner.

Any student expelled from school pursuant to the provisions of R.S. 17:416(C) (2) (a) (b) or (c) may be readmitted on a probationary basis to school at any time during the specified period of expulsion on such terms and conditions as may be stipulated by the city or parish school board and agreed to in writing by the student and by the student's parent or other person responsible for the student's attendance. The written agreement shall include a provision that upon the school principal or Superintendent making a determination that the student has violated any term or condition agreed to, the student shall be immediately removed from the school premises without the benefit of any hearing or procedure applicable to student suspensions/expulsions. As soon as possible thereafter, the principal/designee shall provide verbal notice to the Superintendent of such determination and shall attempt to provide verbal notice to the student's parent/legal guardian. The principal/designee shall also provide written notice of the determination and the reasons to the Superintendent and the student's parent/legal guardian.

Ref: La. Rev. Stat. Ann. 17:416(C) (2) (E) (F), Board minutes,

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#### FIREARM FREE ZONE

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

#### FIREARMS/CONCEALED WEAPONS PROHIBITED AFTER SCHOOL HOURS

Carrying a firearm by a student/non student on school property, at any school activity, or on a school bus during regular school hours is illegal. Penalty: Whoever commits the crime of carrying a firearm by a student/non student on school property shall be imprisoned at hard labor for not more than five (5) years.

The provisions of this policy shall not apply to:

1. A state or local law enforcement officer in the performance of his/her official duties.
2. A school official or employee acting during the normal course of his/her employment or a student acting under the direction of such school official or employee.
3. Any person having the written permission of the principal or school board and engaged in a competition or in marksmanship or safety instruction. (Ref: La. Rev. Stat. Ann. 14:95.2)

## FELONY CONVICTIONS

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, shall be cause for expulsion of the student for a period of time determined by the local governing authority. (R.S. 17:416, subparts B and D)

## DISCIPLINE OF STUDENTS

Any student found to be in possession of any item in violation of a law, a school rule, or a school board policy shall be subject to disciplinary action in accordance with school board policy and school rules. Investigative facts and/or seized items resulting from searches shall be immediately turned over to the proper law enforcement officials.

## DEFENSE AND INDEMNIFICATION OF EMPLOYEES

If any teacher, principal, administrator, or school security guard employed by the School Board is sued for damages by a student or person qualified to bring suit on behalf of the student based on a school search, the School Board shall provide the employee with a defense to the suit and shall indemnify the employee against any judgment rendered against him/her provided that the employee has acted in accordance with the provisions of this policy. The School Board shall not indemnify any employee against a judgment if there is a specific finding therein that the action of the employee was maliciously, willfully, and deliberately intended to harass, embarrass, or intimidate the student.

## Electronic Telecommunication Devices (including cell phones)

No student, unless authorized by the school principal or his/her designee, shall **use, make visible, or operate** any electronic telecommunication device including any facsimile system, radio paging service, **mobile telephone service**, intercom, or electromechanical paging system on any elementary, middle or secondary school grounds or on any bus while being transported either to and from school or to and from school functions. These devices are not to be used, made visible, or operated AT ANY TIME BETWEEN THE TIME THE STUDENT GETS ON CAMPUS UNTIL THEY HAVE LEFT CAMPUS AT THE END OF THEIR INSTRUCTIONAL DAY.

## VANDALISM AND/OR THEFT POLICY

The Acadia Parish School Board:

1. Offers a standing reward of \$100 for information leading to the apprehension of those responsible for committing vandalism and/or theft in excess of \$100 to or upon school premises;
2. Directs school principal/designee to file charges against such students;
3. Directs the expulsion of such students for the remainder of the school term if they are enrolled in any school under the jurisdiction of the Acadia Parish School Board; and
4. Directs that arrangements must be made for restitution before the student is readmitted to school.

## DEMONSTRATIONS OF STUDENTS

It is recognized that individual students or groups of students may, from time to time, feel the need to assert their collective sentiments in matters of public opinion. Students have a right to express their opinions, in a proper manner, and to exercise the opportunity to discuss any problem with their teachers and principal. It is the duty of the principal to always keep lines of communication open with his/her students, and to listen to the complaints in a fair and sincere manner.

In the expression of opinion, students shall be expected to conduct themselves in an orderly and controlled manner. Boisterous, unrestrained behavior by students shall not be tolerated. Disorderly demonstrations, sit-ins, lock-ins; or damages to school grounds, school plants, or school records shall not be permitted. Any type of demonstration that prevents the orderly progress of a school day, that prevents normal class functions, or that prevents nonparticipating students from their usual class activity, shall be considered unacceptable behavior and shall result in appropriate disciplinary action being taken by the principal. Students participating in such demonstrations shall be immediately suspended and removed from the campus; by force if necessary. Students suspended shall not be allowed to return to the campus until the suspension is terminated by the Superintendent.

## DISRUPTIONS IN SCHOOLS

The Acadia Parish School Board shall not tolerate disruptive acts or influence from any student or person at the schools. All school personnel are directed to immediately take action against any student or person who attempts to interrupt, interfere with, or obstruct the educational processes of the schools, and to report the name of any instigator or offender to the police and to the District Attorney's office.

Violators shall be subject to fines or imprisonment in jail, or both. If students, violators shall be suspended and shall not be permitted to return to school without the written consent and permission of the Superintendent.

When and if needed, local police officers and sheriff's deputies may be stationed at each school to ensure the safety of school personnel and students and to permit the schools to operate normally.

## CORPORAL PUNISHMENT

State law permits corporal punishment as a method of discipline.

## ZERO TOLERANCE POLICY

The District Attorney's Office has taken a zero tolerance policy on any and all charges received pertaining to alleged crimes related to the following:

**Terrorizing:** intentional communication of false information that causes a person to be in fear of safety.

The Acadia Parish School Board is committed to providing a safe environment for the students and employees of its schools. Any potential threat of violence or terrorism to students and employees shall be addressed immediately in accordance with policy [EBBB, School and Student Safety](#). If the threat is determined to be credible and imminent, the threat shall be reported immediately to a local law enforcement agency and the school shall initiate procedures outlined in policy [EBBC, Emergency/Crisis Management](#).

Potential threats not rising to the level of reasonable belief which are not reported to law enforcement shall be referred immediately to school administrators for further investigation, in accordance with applicable procedures outlined in policy [JCDAF, Bullying and Hazing](#)



## DEFINITIONS

*Threat of terrorism* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

*Threat of violence* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

## EVIDENCE

Whenever potential threats of violence or terrorism are reported to school administrators, any evidence related to a threat such as statements, writings, recordings, electronic messages, and photographs shall be collected and kept in a secure location.

## MANDATORY EVALUATION

If a student is reported to a local law enforcement agency for threats of terrorism or violence, the student shall not be permitted to return to school until undergoing a formal mental health evaluation.

## **Communicating of false information of planned arson or bomb threats**

**Criminal mischief:** tampering with another's property without consent or giving any false alarm of fire or emergency.

## **IN-SCHOOL SUSPENSION (ISS)**

The Acadia Parish *In-School Suspension Program* shall be conducted by full-time staff members or paraprofessionals who provide direct supervision of the students. In-school suspension shall be used to remove a student from his/her normal classroom setting while continuing to provide instruction to the student and maintaining the student under school system supervision in an alternative setting. The program is used to stress that each school is making a concerted effort to deal with its discipline and behavioral problems on an in-school suspension basis. It is an alternative to an out-of-school suspension.

Student's assigned in-school suspension are considered present for attendance purposes. The student may receive assignments given in class, take tests, and receive credit for all work completed while assigned to the center.

## GUIDELINES

The following guidelines/procedures will be adhered to by all *In-School Suspension Programs*:

1. Students may be assigned to in-school suspension for violation of school rules/procedures which are minor and not flagrant or habitual. Assignments are to be made by administrative personnel *only* and shall include parental contact.
2. Each time a student is assigned to in-school suspension an entry shall be made on the computerized school discipline program and/or the in-school suspension record card. The following information shall be entered for each referral: the disciplinary infraction, the date, the teacher making the referral, and action taken by the administrator handling the assignment.

3. According to the severity of the referral, students assigned to in-school suspension will be recommended for counseling services.
4. Teachers are to be notified of the in-school suspension assignment. Class assignments are to be provided to the student in the program.
5. Students shall not be allowed to talk, sleep, put their heads on the desk/tables, eat, drink, or cause distractions that interfere with normal operation of the program.
6. Students refusing to do assigned work or causing disruptions in the program will be issued an out-of-school suspension.
7. Students shall report on time, with books, pen or pencil, notebooks, and any materials needed.
8. Students shall work on assignments while in the program and shall be responsible for returning the completed assignments to the respective teachers.
9. Students assigned to in-school suspension shall not leave during their assigned time for athletic or music events, for field trips, or for extracurricular activity.
10. Students assigned to the program shall not leave during their assigned time unless accompanied by the supervisor.
11. Students who are absent or sign out during in-school suspension must make up the time missed upon their return to school.
12. Students shall receive an out-of-school suspension after repeated referrals to the program.

Each school shall conduct a quarterly assessment of its *In-School Suspension Program* by reporting the total number of students assigned, names of teachers making referrals, infractions, number of times said student is referred, and the number of suspensions received.

NOTE: No student shall be assigned "lines" or copying irrelevant material as a punitive measure.

## IV. Student Services

### Health Services

**It is the parent/guardian's responsibility to notify the school nurse of any medical/health condition(s) the student may have, including any changes to their previously reported condition.**

**In the event of an emergency, the school staff will contact 911 and follow their instructions. Every attempt will be made to contact a parent, guardian, or designated emergency contact. By signing the handbook receipt, I consent for Acadia Parish School District (APSD) to provide care, including accident and injury care to my child.**

**I am aware that if my child has an emergency in school, and I am not available, the school principal or his designee will have my child transported to the nearest emergency room. I will be responsible for paying for the emergency room.**

**In order to keep our kids healthy, the following guidelines must be adhered to:**

Any child experiencing fever, vomiting, or diarrhea should not attend school. The child will be sent home by the school if experiencing any of these symptoms. The child must remain out of school until the child is free of fever, vomiting, or diarrhea for at least 24 hours and without the use of medication to relieve the symptoms.

### When to keep your child home

**Temperature** > 100 degrees, students must be fever free for 24 hours WITHOUT use of fever reducing medications (i.e. tylenol, motrin)

**Vomiting-** Free from vomiting for 24 hours and able to tolerate food

**Diarrhea-** Free from diarrhea for 24 hours

**Skin/Rash-** Must be free of symptoms and/or have been evaluated by a doctor and have a note to return to school stating diagnosis and treatment

**Eye-** redness, itching and or "crusty" drainage from eye(s)- evaluated by a doctor and have a note to return to school stating diagnosis and treatment.

**Hospital Stay-** Released by a doctor/provider with a note to return to school stating diagnosis and treatment.








**Lice-** Completely free of lice (bugs/nits) . Student must be brought to school by parent or guardian and hair will be examined. The student must be cleared prior to returning to class. Subsequent check of the child will be done within 8-10 days upon returning to school. If the same condition exists, the same procedure will be followed.

**Whole classroom screenings, as well as class notifications to others, except for the parent/guardian of the student with head lice infestation will not be performed due to confidentiality concerns and through the recommendations of the CDC and American Academy of Pediatrics. Students will be screened for lice as symptoms present or if a household member is found to have an infestation.**

### Communicable Conditions

Students who have communicable conditions such as impetigo, scabies and ringworm, etc. must be sent home to receive medical treatment. It is necessary, in this instance also, for the parent or guardian to submit to the school upon the child's return a physician's statement that the child is either free of the condition or is no longer contagious.

## MY CHILD NEEDS TO STAY HOME IF:

<p>I HAVE A FEVER</p>  <p>TEMPERATURE OF 100.0 OR HIGHER</p>	<p>I AM VOMITING</p>  <p>WITHIN THE PAST 24 HOURS</p>	<p>I HAVE DIARRHEA</p>  <p>WITHIN THE PAST 24 HOURS</p>	<p>I HAVE A RASH</p>  <p>WITH ITCHING AND/OR FEVER</p>	<p>I HAVE HEAD LICE</p>  <p>WITH BUGS AND/OR NITS</p>	<p>I HAVE AN EYE INFECTION</p>  <p>REDNESS, ITCHING, AND/OR "CRUSTY" DRAINAGE FROM EYE(S)</p>	<p>I HAVE BEEN IN THE HOSPITAL</p>  <p>HOSPITAL STAY AND/OR ER VISIT</p>
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## STUDENT IS READY TO RETURN TO SCHOOL WHEN:

<p>FEVER FREE FOR 24 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICATION (I.E. TYLENOL, MOTRIN)</p>	<p>FREE FROM VOMITING FOR 24 HOURS AND FREE FROM VOMITING AFTER EATING AT LEAST 2 SOLID MEALS</p>	<p>FREE FROM DIARRHEA FOR AT LEAST 24 HOURS</p>	<p>FREE FROM RASH, ITCHING, FEVER AND/OR HAVE BEEN EVALUATED BY A DOCTOR AND HAVE A NOTE TO RETURN TO SCHOOL STATING DIAGNOSIS AND TREATMENT</p>	<p>COMPLETELY FREE OF LICE (BUGS/NITS) MUST BE CHECKED BY SCHOOL NURSE OR STAFF TO BE CLEARED PRIOR TO RETURNING TO CLASS</p>	<p>EVALUATED BY A DOCTOR AND HAVE A NOTE TO RETURN TO SCHOOL STATING DIAGNOSIS AND TREATMENT. IF PINK EYE, MAY RETURN AFTER 24 HRS OF 1<sup>ST</sup> DOSE OF MEDICATION</p>	<p>RELEASED BY A DOCTOR OR MEDICAL PROVIDER WITH A NOTE TO RETURN TO SCHOOL STATING DIAGNOSIS AND TREATMENT</p>
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### Medication at School

Medication will be administered by school personnel when an order from a Louisiana, or adjacent state, licensed physician or dentist certifies in writing that it is medically necessary that the medication be administered during school hours. The Medication order must be completed in its entirety and signed by a Louisiana, or adjacent state physician. This form must also be signed by the parent/legal guardian. Parents or legal guardians must meet with the school nurse prior to any medication being administered.

Medication will only be dispensed at school when the following conditions have been met:

1. At the beginning of each school year and anytime there is a change in medication, a new form must be obtained from the physician along with the properly labeled medication and the new order and medication must be assessed by the school nurse.
2. The initial dose of medication shall be administered by the student's parent/guardian outside of school jurisdiction with **sufficient time** for observation for adverse reactions.
3. The medication bottle with the pharmacist label must include the patient's name, date of birth, name of medication, strength of medication, dosage of medication, time medication is to be given and directions for administration.

Medications must be brought to school and picked up by the parent or legal guardian. Students will not be allowed to have any medication in their possession on school grounds or on the school bus. Exceptions to this regulation will be made in extenuating circumstances if it is medically certified that the student must have medication on his/her person to sustain life and that student has been properly instructed on its care and use.

***Acadia Parish School Board and its employees shall incur no liability as a result of injury sustained by the student from self-administration of medications.***

Medication is to be administered by school personnel who have been trained according to La. Rev. Stat. Ann. & 17:436:1 (B) (2) and must be recorded when administered on the medication log.

Medication will be/must be kept in a secure, locked, centrally located place.

Parents may come to school and administer medication to their children at any time during the school day after first checking with the office.

***School medication orders shall be limited to medications, which cannot be administered before or after school hours.***

**When bringing in a refill, please keep in mind that the label on the prescription bottle must have the identical information as the Medication Authorization Form, which we have on file.** This includes the healthcare provider's name, type of medication, dosage amount, and time to be administered while at school. The school will keep the newest prescription bottle. Please take out any medication you may need at home if medication is given on the weekend/holidays.

Emergency medications and inhalers will be brought on field trips. Any other medications that have been signed in at school, including controlled substances (ex. ADHD medications) will not be brought on a field trip, unless the following has been done:

1. Parent provides a written note attached to the permission field trip slip stating the child needs to have medicine on the field trip.
2. A separate medication bottle labeled with instructions must be obtained by the parent and brought to school for one dose of medication to accompany the child on a field trip.

**Both of these conditions must be met in order for medication to accompany the child on field trip.**

Immunizations

16 years of Age, Entering 11 <sup>th</sup> grade or any other grade	11-12 years of Age, Entering 6 <sup>th</sup> grade or any other grade	4 years and older, Entering Kindergarten, Pre-K, Daycare or Head Start	Under 4 years, Entering Pre-K, Daycare, or Head Start
Two (2) Meningococcal Vaccine (MCV-4)	One (1) Meningococcal Vaccine (MCV-4)	Booster dose of Poliovirus (IPV) – Received on or after 4 <sup>th</sup> Birthday	Three (3) doses of Pneumococcal Conjugate Vaccine (PCV) – For children less than 24 months of age. If a child is less than 24 months of age and has received 4 doses of PCV-7 he/she is to get a single dose of PCV-13 for Daycare and Head Start
Two (2) doses of Measles, Mumps, Rubella vaccine (MMR)	Two (2) doses of Measles, Mumps, Rubella vaccine (MMR)	Two (2) doses of Measles, Mumps, Rubella vaccine (MMR)	Two (2) or Three (3) doses of polio vaccine (IPV)
Three (3) doses of Hepatitis B vaccine (HBV)	Three (3) doses of Hepatitis B vaccine (HBV)	Three (3) doses of Hepatitis B vaccine (HBV)	One (1) or Two (2) doses of Measles, Mumps, Rubella vaccine (MMR)
Two (2) doses of Varicella vaccine (Var)	Two (2) doses of Varicella vaccine (Var)	Two (2) doses of Varicella vaccine (Var)	Three (3) doses of Hepatitis B vaccine (HBV)
One (1) dose of Tetanus Diphtheria Acellular Pertussis vaccine (Tdap)	One (1) dose of Tetanus Diphtheria Acellular Pertussis vaccine (Tdap)	Booster dose of Diphtheria Tetanus Acellular Pertussis Vaccine (Dtap) received on or after the 4 <sup>th</sup> birthday	One (1) dose of Varicella vaccine (Var)
			Three (3) or Four (4) doses of Diphtheria Tetanus Acellular Pertussis vaccine (Dtap)
Two (2) doses of Hepatitis A vaccine (Hep A)	Two (2) doses of Hepatitis A vaccine (Hep A)	Two (2) doses of Hepatitis A vaccine (Hep A)	Three (3) doses of Haemophilus Influenza Type B vaccine (Hib) <hr/> Two (2) doses of Hepatitis A vaccine (Hep A)

Immunizations are routinely needed at 4, 11-12 , and 16 years of age. Please see Louisiana Immunization Requirements. Note that if you choose not to immunize your child, you must sign a dissent card and if an outbreak of a disease occurs your child may be excluded from school.

**Nut Free Policy**

All schools within Acadia Parish are nut free. This is to reduce the risk of an anaphylactic reaction while at school. When sending your child to school with his/her own snacks or lunch, it must not contain nuts or be manufactured in a facility that processes nuts. When providing treats for class/school, this policy must be followed.

4

### **Annual Notice Regarding Medicaid Reimbursements**

The disclosure of personally identifiable information to Louisiana Medicaid and access to Medicaid reimbursement for the school district shall not result in any decrease in available lifetime coverage, shall not result in any cost to you or your family, shall not increase premiums or lead to the discontinuation of your child's benefits or insurance, and shall not create any risk of loss of your child's eligibility for home and community-based waivers based on total health-related expenditures.

You may withdraw your consent in writing at any time. If you have refused to consent or withdraw consent to allow access to the Medicaid benefits, it will not relieve the school system of its responsibility to ensure that all required IEP services are provided at no cost to your child.

### **Act No. 315 "Louis Williams Junior Act"**

If a student has an allergy severe enough to induce anaphylaxis,

The parent/legal guardian must provide the school with all of the following:

1. A supply of auto-injectable epinephrine to be kept in each classroom
2. Written authorization for the student to be administered the medication
3. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.
4. A written treatment plan from the student's licensed prescriber for managing anaphylactic episodes.
5. The school and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine.

## **Blue Light Impact in Children**

Blue light can cause retinal damage

Visible light passes through the media of the eye to the retina where photoreceptors transform it into an electrochemical signal. Humans depend on this process for image-formation and regulation of daily sleep-wake cycles. Commonly encountered light emitted by the sun and personal electronic devices contain significant amounts of high-energy, short-wavelength blue light.<sup>1</sup>

Ultraviolet (UV) light contains more energy than blue light, but is absorbed by the cornea and crystalline lens, limiting retinal exposure.

Visible blue light may potentially be harmful to the human retina, as it can be absorbed by the retinal pigment epithelium (RPE) and certain photoreceptors, generating localized oxidative and thermal stress. Laboratory studies on rodent and primate models have demonstrated that extended time periods of direct retinal exposure to bright blue light accelerate rates of RPE and photoreceptor death.<sup>2, 3</sup>

Is outdoor blue light exposure dangerous for children's eyes?

Researchers have hypothesized that sunlight exposure is a risk factor for the development of age-related macular degeneration (AMD). Large-scale epidemiological studies investigating this association in adult subjects have produced mixed results, with some supporting the hypothesis<sup>4, 5</sup> and others disagreeing.<sup>6-8</sup> Children may be at higher risk for blue light retinal damage than adults. The juvenile lens absorbs less short-wavelength light than the adult lens,<sup>9</sup> allowing more blue light to reach a child's retina. Although one epidemiological study suggests that life-long sunlight exposure is not a risk factor for the development of AMD,<sup>10</sup> the long term consequences of blue light exposure in children are not well understood.

The benefits of limiting sunlight exposure with UV-filtering sun spectacles are well established. These devices reduce the eye's UV and visible blue light exposure, slowing the development of cataract, eyelid cancer, pterygium and soft drusen, a risk factor for the development of exudative AMD.<sup>8, 11</sup>

Thus, clinicians and parents should act with caution when managing children's outdoor sunlight exposure. Specifically, all children should possess ocular sun protection in the form of dark sun spectacles that filter UV light. Any potential safety benefits of blue-blocking anti reflective coatings are not well elucidated; therefore, these products are not an adequate replacement for sun spectacles.

Is computer-generated blue light exposure dangerous for children's eyes?

Although the light emitted by personal electronic devices is not bright enough to damage the human retina,<sup>12</sup> it is able to stimulate blue-light-sensitive ganglion cell photoreceptors that regulate circadian rhythms.<sup>13</sup> As a result, cellular telephone, tablet and personal computer use before bedtime can delay sleep onset, degrade sleep quality and impair alertness the following day.<sup>14</sup> Extended use of these devices has also been shown to cause symptoms of dry eyes, blurred vision and headaches.<sup>15</sup> Limitation of personal electronic device use before bedtime is recommended to be the most effective method for reducing light-induced sleep disruption in children. The use of amber-tinted spectacle lenses during the use of electronic devices immediately before bedtime has shown promise as a strategy to reduce their altering effects,<sup>16</sup> but such filters require more investigation before this practice can be advocated. Any potential benefits to sleep quality of blue-blocking antireflective coatings have not been investigated.

Infant & Children's Vision Resources supported by  
The American Optometric Association and  
Optometry Cares – The AOA Foundation

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### C. Student Breakfast/Lunches

. "With meals being offered at no cost to families and school meal consumption links to better academic performance, it is highly recommended and encouraged for your child to eat meals in the cafeteria. "

"If your child is allergic to any food items or requires any special dietary accommodations, a Diet Prescription form must be filled out by the child's physician annually. "

### D. Cafeteria Rules and Policies

1. At the sound of the lunch bell, students will report for lunch in an **orderly** manner, **WALKING** on hard surfaced areas only, not on the grass or dirt areas. All students will enter through the main doors located at the front of the cafeteria, and exit through the side doors. During inclement weather, all will use the side entrance.
2. Students will line up in single file at each serving line, not blocking entrances.
3. Upon entering the cafeteria, each student will have ID visible and be properly dressed. All student meals are free.
4. Students are to maintain the cleanliness of the cafeteria.
5. Appropriate discipline may be assigned for any violations of the rules (going to or in the cafeteria). If disciplined, students must report whether or not they will be eating,

### E. LIBRARY POLICIES

1. Library facilities shall be available from 7:15 A.M. to 3:15 P.M. each day except Friday (or any day we are released for a holiday). On those days, the library will close when the students are dismissed for the day. The library will be open during the lunch period.
2. Students entering the library during regularly scheduled class periods must have a hall pass signed by the teacher.
3. Students may check out 2 books at one time. Students must present their I.D. cards to check out a book. Books may be renewed only once. The student must present the book in order to renew it or to clear a fine.
4. Overdue books accrue a fine of 5 cents per school day per book **UNTIL THE BOOK IS RETURNED**. The student is responsible for returning book/s on time. If you are absent, please try to get book/s returned on time- other students may need them. Students with overdue books and/or unpaid fines will **NOT** be allowed to check out any more books until the book is returned **AND** the fine is paid.
5. Teachers will escort classes to the library during scheduled research days. No book bags are allowed when students enter the library for classroom research.
6. A student returning a book with the barcode label missing or defaced/unreadable by the machine will be charged \$.25 to replace the label.
7. The replacement value will be assessed any student who loses a book. The book fine will stop increasing on the date the book is reported lost. If the book is returned before the last day of school **AND IS IN USABLE CONDITION**, a refund will be

given, minus any fine that was owed at the time the book was reported lost.

8. The mezzanine level is a NO TALKING area. Students must ask permission to go up to the mezzanine.
9. White-out (or anything resembling the same) may **NOT** be brought into the library.
10. No food, gum, or drinks of any kind allowed in the library.

## **F Organizations**

### **FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

Future Business Leaders of America is the national organization for all high school students participating in business and office programs.

The purpose of the organization is to provide additional opportunities for secondary students in business and office education to develop vocational and career competencies and to promote civic and personal responsibility.

All students presently or previously enrolled in business courses are eligible to join.

Participation in fundraisers is required for participation in field trips, conferences and conventions. FBLA club dues are \$15.00.

### **SCIENCE CLUB**

The Science Club is an organization which allows students the opportunity to participate in projects and contests related to the sciences. Membership is open to any student who is enrolled in a science class.

Qualification for membership is dependent upon payment of dues, maintaining a passing grade in the science class which they are currently enrolled, and participation in all fund raising activities. Students must also participate in a minimum of one project during the year. Officers are required to attend ALL club meetings. Club dues are \$15.00

### **ART CLUB**

The Art Club is dedicated to the improvement and continued use of art in real-world applications.

Membership is open to anyone who is currently enrolled in or has completed Art I, II, or Fine Arts Survey.

Students will be made aware of upcoming art events, scholarships, and possible field trips. Art Club members may also be asked to participate in community service projects or other art projects throughout the school year. Officers will be elected each fall. Extreme talent is not required but dedication to self-development is.

### **4-H CLUB**

The 4-H Club provides an opportunity for personal growth through learning experiences, sharing, and service to club, community, country, and world. Organization is on local, parish, state, national, and international levels. Local meetings are held monthly.

Anyone may join who intends to become a productive member. Participation in fundraisers is required for participation in field trips, conferences, and conventions.

## **FAMILY COMMUNITY AND CAREER LEADERS OF AMERICA (FCCLA)**

The Family, Career and Community Leaders of America is an organization which strives to prepare “future family and community leaders for life.” The club has monthly meetings and one fund raising project, as well as service projects. Fund raising is held each year for charities, special donations, and the annual banquet. Qualification for membership is dependent upon enrollment in one year of Home Economics and payment of dues.

Members are also encouraged to participate in STAR events activities on the local, parish, state, and national levels, and run for parish office and be involved! Dues are \$17.

## **SPANISH CLUB**

The Spanish Club at Church Point High School was established to promote an interest in the Hispanic language and culture. Membership is open to students currently enrolled in a Spanish class or students who have completed a year of Spanish. Officers are elected each fall. These officers must be enrolled in a Spanish class, and they must have a record of participation and cooperation. The Spanish Club is involved in the Tri-Parish Foreign Language Festival, Foreign Language Week, and various holiday socials. Fund-raisers provide the means for these activities, as well as help to provide supplemental classroom materials. Club dues are \$20.00 t-shirt included or \$15.00 without t-shirt included.

## **NATIONAL FFA ORGANIZATION**

The Future Farmers of America is a national organization of students enrolled in vocational agriculture/agri-business in the 50 states and Puerto Rico. Through FFA, members learn by taking part in meetings, participating in contests, earning awards, and community involvement. Any student currently enrolled in agriculture may join FFA. Dues are \$20.

## **CHEERLEADERS\***

Church Point High School promotes a varsity cheerleading squad for students in Grades 9–12. Cheerleaders cheer at all varsity football and basketball games, plan pep rallies and are responsible for generating school spirit from the student body to support the Bears. After trying out and not being selected, one may be chosen as a manager following the criteria set forth by the sponsor and the administration. A junior varsity squad for students in grades 9 – 11 may be selected. This squad will cheer at junior varsity contests and may assist with some varsity events. The junior varsity squad will be a part of the pep squad.

## **LADY BEAR DANCERS \***

Lady Bear Dancers is an organization formed to promote school spirit in different school activities. The LBD organization consists of students with a desire to support school athletics.

Eligibility is open to students in ninth through twelfth grades with school spirit. Members are required to attend all football games, pep rallies, parades, and some basketball games.

After trying out and not being selected, one may be chosen as a manager following criteria set forth by the sponsor and the administration.

## **FLAG CORPS\***

The Flag Corps is a part of the Marching Band, and is open to students in grades 9-12 who want to perform with the band at games and in parades

\* In order to be a member of the above spirit groups, one must have completed the previous year, in good standing, in one of the spirit groups

## **PEP SQUAD**

The Pep Squad is an organization composed of students who promote school spirit by supporting the athletic teams and other spirit groups. Pep Squad is open to any student in high school. Students wishing to become members of Lady Bear Dancers, Cheerleaders, or Flag Corps must be a member of the Pep Squad, or another spirit group, the previous year, prior to trying out for these groups.

## **STUDENT COUNCIL**

The Student Council is dedicated to representing the student body working cooperatively with students, teachers, and administrators to achieve goals that will foster a better working relationship at Church Point High School.

Officers include president, vice-president, secretary, treasurer, reporter, and parliamentarian. One member and one alternate are elected to represent each homeroom. This entitles them to vote and actively participate in all council business.

Qualifications for student council members are as follows: To be eligible for a term as representative on the council, the student must maintain a 2.0 academic average prior to and during his/her term of service. To be eligible for a term as student council officer a student must have served at least one year as a representative, and have maintained a 2.5 academic average during his term of service.

## **NATIONAL BETA CLUB**

Beta members are invited at the end of their sophomore year based upon GPA, discipline record and teacher recommendations. Invitees who do not accept membership when offered forfeit future membership.

1. Members must have a 3.5 GPA, be a 10th, 11th, or 12th grader: be enrolled in at least two core subjects: Math, Science, Social Studies, or English, and meet criteria set forth by the National Beta organization. Any student who has been suspended for any reason may be ineligible for membership.
2. To remain a member, students must maintain active status as defined by the club's constitution and the National constitution. This includes attending ALL meetings, fulfilling all fundraiser obligations ON TIME, and maintaining a credible record and positive attitude.
3. Only active members are eligible for any awards, including the senior sash.
4. A member may be expelled for cheating, being suspended, earning TWO probations, or not meeting active status by New Member induction in April. No expelled student will ever be readmitted.
5. All members must participate in ALL activities, including community service requirements (8 hours per year), and meet ALL deadlines to be eligible for recognition at graduation, which includes, but is not limited to, graduation sashes.
6. Service hours must be approved by the sponsor before they are completed. Service hours must benefit the community. Babysitting is not considered community service; working the food pantry or working/assisting at Vacation Bible school is.

National Dues are \$15 (paid once only- upon entrance to club)/Club Dues are \$15

## LITERARY RALLY

Church Point High School participates in the District Literary Rally held each March at LSUE. Students representing our school compete by means of a written test. This academic contest includes each course offered. Winners at the district level go on to compete at the State Literary Rally held each April at LSU in Baton Rouge. This state contest involves over 5,500 students from throughout Louisiana. Traditionally Church Point High is well represented at both rallies.

## G. Athletics

Church Point High School recognizes the value of a well-planned athletic program based on the needs of the students. With this philosophy in mind, Church Point High School sets forth these regulations for athletics.

1. All rules and regulations of the LA High School Athletic Association must be followed.
  2. All rules and regulations of the Acadia Parish School Board must be followed.
  3. In addition to the above organizations, any policies or procedures may be established by the administration. The Athletic Director shall be responsible to the principal for all athletic programs within the school. Assistant coaches shall be responsible to the Athletic Director and the Principal.
- All student-athletes shall adhere to Church Point High School policies.
  - All participants must meet all eligibility requirements.
  - All participants must secure insurance. The school is **NOT** liable for any money that exceeds the insurance limits.
  - All participants shall adhere to all policies set by the Athletic Department and the sponsor in charge.
  - All student-athletes are representatives of the school and community and shall display good sportsmanship, citizenship and proper conduct at all times on and off the playing area.
  - If a participant quits a sport, he/she will not be allowed to begin participation in the next sport until the previous sport is completed.

Failure to comply with any of the above rules, regulations and policies will be dealt with on an individual basis by the respective coach for that sport. Failure to comply with the above guidelines could lead to extra workouts, not participating in the next contest, or perhaps, not participating for the remainder of the season.

### SPORTS OFFERED

Football  
Basketball (Boy's & Girl's)  
Track (Boy's & Girl's)  
Golf (Boy's & Girl's)  
Cross Country (Boy's & Girl's)

Volleyball  
Softball  
Baseball  
Powerlifting (Boy's & Girl's)  
Wrestling

## ATHLETIC AWARDS

Athletic awards will be in compliance with LA High School Athletic Association (LHSAA) regulations.

Church Point High School will present awards to individuals who have earned or have met the requirements to receive awards as follows:

### **TO RECEIVE A JACKET:**

Letter jackets will be purchased by the individual in the Fall of their **JUNIOR** year. In order to be eligible to order a jacket the individual must have completed four seasons in multiple sports or three seasons in one sport. The jackets will be ordered in May and will require payment in full at the time the order is placed.

### **TO RECEIVE A SENIOR PLAQUE:**

**2 years** of participation in any sport. One of these years must be in the **Senior** year, and it must be completed. (Coaches decision on completion).

Managers, trainers, and statisticians are eligible for awards, and must have completed two years of service, one of which is their senior year.

With a doctor's statement, an injured player may substitute assignments with the team for a year's participation.

The scholastic awards will be given to a senior male and female athlete at Awards Day for the highest GPA. To be eligible, an athlete must participate in athletics for at least three (3) years, one of which must be their senior year.

Other awards may be given to athletes for special honors in athletics. These awards are left to the discretion of the administration and the coaching staff.

Attendance at the Senior Athletic Banquet is mandatory in order to receive senior awards. (Exceptions will be dealt with on an individual basis by the administration).

The Acadia Parish School Board is proud of its athletic programs. Qualified coaches are hired so that your child will receive proper training in all of the sports offered. Excellent equipment is purchased to minimize the possibility of injury. The APSB is aware, however, that accidents do occur and it is mandatory that you insure your child in some way. Failure to provide proof of insurance will disqualify your child from participating in sports/spirit groups.

## **Band Letter**

Dear Band Parent/Guardian,

The purchase of a musical instrument is an important financial decision for you and your child. The instrument should be of good quality, in good condition and be the one that best fits your child. I can help give assistance to making this choice as well as give suggestions on what type of instrument would be best for your child to succeed. I can also give suggestions as to the brand and quality of the instrument. There are many music stores in the area that have years of knowledge and experience with your purchase.

When making your selection of an instrument, keep in mind not only the price but the quality and service. A low price on an instrument may be tempting but may come at the expense of the quality. Low quality instruments may result in costly and many repairs which could result in having your child wait for an instrument to be repaired while the rest of the class continues with their progression. It is difficult to teach a child if that child's instrument is unavailable due to it being repaired. You may want to keep in mind the warranty and repair service from the vendor where you purchased the instrument. Some music stores may not repair some of the cheaply made instruments.

I hope the above suggestions will help you when deciding to purchase your child's musical instrument. However, the final decision still rests in your hands. The Acadia Parish School Board has mandated that I include the following statement:

*Each band teacher must give a written statement to the parents of their students that advises each parent that he/she is free to purchase any brand of instrument from and vendor they choose, and if they receive any pressure from anyone as to what brand to purchase or where to purchase it, that they are encouraged to report this to the Superintendent's office.*

Thank you for the time to promote your child's desire and love for music. Music gives those students who work hard a chance to perform at concerts, parades, patriotic events, competitions, and field shows. It could also open the doors to their future in the form of scholarships and other lifetime experiences. But most of all it gives the students a chance to express themselves and gain many memories and have fun.

Thank you,

Band Director  
Church Point High School  
Church Point Middle School

## **H. Homework Resources**

HomeworkLouisiana ([www.HomeworkLa.org](http://www.HomeworkLa.org)) offers **FREE** online tutoring and academic resources for Louisiana residents. Students get one-on-one help in math, science, social studies or English from a live, qualified tutor.

Parents may also seek homework resources on our YOUR SCHOOL website: <https://www.acadia.k12.la.us/o/mes> or on individual teacher websites.

## **IV. Other Important Policies and Procedures**

### **A. Video/Electronic Monitoring**

#### **VIDEO MONITORING OF SCHOOL BOARD PROPERTY**

The Acadia Parish School Board shall authorize the use of School Board owned and/or installed video and audio cameras on any School Board property, buildings, or facilities and/or vehicles in an effort to ensure the health, safety, and welfare of all staff, students, and visitors to the school, and to safeguard School Board facilities and equipment.

The School Board shall notify employees, students, and/or visitors through appropriate methods that video monitoring/surveillance may occur on School Board property, in buildings and facilities, as well as campuses, parking lots, and school grounds belonging to, leased, or used by the School Board, or on any vehicle owned, leased, or used to transport students or for conduction of School Board business, or at any school sponsored event, activity, or function.

Notification shall also include the erection of clearly marked, written signs, prominently displayed near the main entrance of school buildings, School Board property and facilities.

#### **ELECTRONIC MONITORING OF CONTENT – GAGGLE**

Acadia Parish Schools use Gaggle Safety Management to protect our students and help them become responsible digital citizens.

Gaggle Safety Management watch for:

1. Possible Student Situations (PSS): An immediate threat to the student, including but not limited to: violence; suicide; rape; or harmful family situations
2. Questionable Content (QCON): Not an immediate threat to a student, but content that is cause for concern and should be brought to an administrator's attention. This includes but is not limited to: a cyber-bullying event; pornographic images; graphic, violent or sexually related stories; or files not associated with an assignment. User Violation: A situation where a student uses minor profanity or insulting language or attempts to send provocative, but not pornographic images.

### **B. Loitering on Campus**

Students should not be on the school campus after school hours except when attending school-approved activities. Seniors must leave immediately after their last class, or immediately after eating, unless given permission by the administration to remain at school.

### **C. Procedures for Parents & Students with Grievances**

All grievances brought by students or parents shall be handled in the following manner:

#### **Step One – Informal**

Within fifteen (15) days of the time that the grievant knew, or reasonably should have known, of the grievance (or within fifteen (15) days of the publication of this grievance procedure, whichever is later), the grievant shall present the grievance orally to the school principal. Within five (5) days after presentation of the grievance, the principal shall orally answer the grievance.

## **Step Two – Formal**

### **The Responsible Official**

1. If the grievance is not resolved in Step One, the grievant may, within five (5) working days of receipt of the oral response, submit, on the Grievance Form, a signed grievance in writing to the “responsible official.”
2. The grievance shall: (1) name the student involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of law or policy alleged to be violated, and (4) indicate the specific relief requested. All written evidence, whenever received, shall be dated as of the date received and shall be made available to all parties to the complaint.
3. Within five (5) days after receiving the written grievance, the “responsible official” shall respond in writing to the grievant.

### **The Superintendent**

1. If the grievance is not resolved in Step Two, the grievant may, within five (5) days of receipt of the “responsible official’s” answer, appeal to the Superintendent by filing the grievance and the “responsible official” answer with the office of the Superintendent, which shall receive there for.
2. The Superintendent shall hear the grievance within ten (10) days after receipt of any written grievance properly filed with the Superintendent’s office and shall render a decision in writing within ten (10) days after such hearing.
3. The grievant shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance and may be represented by counsel at the hearing of a grievance by the Superintendent.
4. The grievant shall be furnished a copy of the decision of the Superintendent within ten (10) days of reaching a decision.

### **The Acadia Parish School Board**

If the grievant so chooses, the entire record shall be presented to the Acadia Parish School Board within thirty (30) days after receipt of written decision of the Superintendent. The Board shall hear it at the next regularly scheduled meeting. In addition, the aggrieved shall have the opportunity to come before the Board and state the nature of the grievance. Thereafter, the Board shall render its decision within thirty (30) days.

### **Failure to Observe Time Limits**

Should the grievant fail to exhaust the remedies under the grievance procedure above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the last answer thereto. Should an answer not be given at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the Board.

### **Effect of Settlement**

Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority for the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student alleging action affecting the rights of the student initiating the grievance.

## **D. Reporting Suspected Child Abuse/Neglect**

1. School personnel are required by state law to report suspected child abuse and neglect.
2. It is legal for Family Service workers to interview a suspected abuse or neglect victim at school.

## E. Student Awards Program

At the end of the school year time is set aside to present awards and certificates to students who have achieved in the following areas:

- |                    |                |
|--------------------|----------------|
| a. Academics       | d. Citizenship |
| b. Extracurricular | e. Attendance  |
| c. Athletics       |                |

## F. Sales on School Property

Students and school personnel are not allowed to sell items or chances on the school grounds unless approved by the principal.

## G. Physician/Hospitalization Cost

The school does not assume liability for accidents involving students who do not carry insurance, nor does it assume liability for accidents which exceed that policy coverage of students who carry insurance. Student insurance is available to all students; twenty-four hour coverage is also available. Any student participating in after-school sports must have proof of insurance.

## H. Student Property/Lost & Found

Students should have names of their personal belongings including book sacks, purses, jackets, and textbooks. Never leave your wallet, purse, or money in an unsupervised location. Be very careful with your valuables. It is recommended that students not bring large sums of money to school. This school is not responsible for stolen money or articles. Articles are kept in the office or the gym. Every year numerous coats, jackets, sweaters, and other clothing items are given to Goodwill because they are never claimed by students who have lost them.

## I. Responsibility for School Property

Students are responsible for school property they lose, damage, or destroy. This includes textbooks, electronic devices, library books, window panes, desks, furniture, etc.

## J. Procedures for Search and Seizure

### Application

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, and other materials ("contraband") in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from the contraband. School property shall remain under the control of school officials and shall be subject to search at any time. The administration may utilize canines.

### Definitions

For purpose of policy and these administrative procedures, the following definitions are applicable:

1. **"Contraband"** is all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substance, drugs, alcohol, or alcoholic beverages, abuse able glue or paint, guns, knives, weapons, incendiary devices, stolen goods, and pornographic or obscene materials.
2. **"Reasonable belief"** is the standard for a search of students or non-students and their effects on school property or at school-related events which is based on the reasonable experience, conviction, and opinion of related circumstances. There should be expectations on part of the person(s) authorized to conduct the search that the item(s) sought will be found.

### Searches

1. **School Property:** Public school buildings, student lockers, desks, other equipment, and any other area of any public school building or ground set aside specifically for the personal use of the students is owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in/on school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Any student who locks the locker shall open same upon the request of the school officials. If a student refuses to unlock a locker when requested to do so by school officials, such official is authorized to forcibly enter the locker.
2. **Vehicles:** Vehicles on school property are subject to search by a school official if that official has reasonable belief that contraband is in or on the vehicle. If the vehicle is locked, the student shall unlock same at the request of the school official. If a student refuses to unlock the vehicle parked on school property, the principal/designee should obtain a search warrant to search the vehicle, and the student shall forfeit the right to drive a vehicle on the school premises.
3. **The Person:** Students and their effects are subject to being searched by school officials if a school official has reasonable belief that the student is in possession of contraband. The search of a student and his/her effects will be done in the presence of an adult witness, generally of the same gender as the student. Documentation of the search will be filed with the appropriate administrative authority.
4. **Non-students, Visitor, School Employees:** Louisiana Rev. Stat. Ann. 17:416 et seq. has expanded the Board's authority to conduct searches of students and other persons while visiting school or on school campuses. Specifically added to the list of employees with the authority to search are "school security guards." In addition, the authority has been extended to search anyone on a school campus not a student, including school employees. Included is the authority to search the person, his briefcase, purse, handbag, or any other object in his possession. The search may be conducted either physically or with a metal detector.

#### **Suggested Procedures:**

If there is reasonable belief that contraband is present, a search of school property and/or the student's person and/or property may be instituted. Although the following procedures for a search are suggested, they are not mandated because the circumstances attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If, after being informed of the basis for the school official's reason to search, the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, contact security, or if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his/her effects should be conducted out of the presence of other students.

#### **Use of Canines**

The administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

#### **Notice**

Students will be provided notice of the policy and procedures regarding search and seizure by having them placed in the student handbook or distributed by supplemental publication. A copy of the policy and procedures will also be available in the principal's office or another prominent place at each school site. No teacher, principal, school security guard, or administrator shall be held personally liable for any action authorized by this section if performing in accordance with school board policies adopted pursuant to this section.

### **Reporting of Confiscated Items (Weapons) to Authorities**

Any implement which includes a firearm, bomb, knife, or any other object that can be used as a weapon and the careless use of which might inflict harm or injury, or any controlled dangerous substance as defined in R.S. 40:961 (7) shall be reported by the principal/designee immediately to the appropriate law enforcement official. The principal shall also notify the Superintendent and Supervisor of Child Welfare and Attendance of the object(s) seized and the reporting of the incident to the appropriate law enforcement official. Written documentation shall be submitted to the Superintendent within three (3) days of the seizure.

### **Proper and Safe Retention and Disposal of a Illegal Item**

After the seizure and reporting of an illegal listed in the section above, the principal/designee shall retain and secure said items in a locked area. The item is to be secured in such a manner as to avoid destruction, alteration, or disappearance of it until such time as the law enforcement authority either takes custody of the item or provides notice to the principal that it no longer be retained. In the event the item is placed in the custody of a law enforcement official, written documentation of the transfer is required. If the item is to no longer be retained, the principal/designee shall write a letter to the appropriate law enforcement official requesting the disposal of said item(s). A copy of this letter along with written documentation of the transfer for disposal shall be kept on file at school.

## **K. Computer Use and Internet Safety**

### ***ACCEPTABLE USE OF INTERNET AND DISTRICT NETWORK RESOURCES FOR STUDENTS***

**Internet access is available to students of the Acadia Parish School System (APSB). The school district is privileged to provide this access, and believes that the Internet offers vast, diverse, and unique educational resources.**

**The Internet is an "electronic highway" connecting billions of computers and individual subscribers all over the world. The goal in providing this service is to enhance innovative educational opportunities for students through access to unique resources and collaborations. Furthermore, employees will facilitate learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods, and materials.**

**APSB *Acceptable Use Policy* is provided so that students are aware of the responsibilities they will assume when using this APSB resource. Responsibilities include efficient, ethical, legal, and acceptable utilization of the network resources. The student's signature on the AUP signature page is legally binding and indicates that he/she has read the AUP carefully and agrees to abide by it, understanding that all usage can and will be monitored by the APSB Technology Department Staff.**

### **INTERNET SAFETY AND REGULATIONS**

**Acadia Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Age and grade appropriate Instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, including cyber bullying, awareness and response, and interacting with other individuals on social networking sites and in chat rooms, as well as areas of concern as authorized in state and federal law.**

In an effort to enforce Internet safety, the Acadia Parish School Board shall incorporate the use of computer-related technology and the use of Internet service provider technology designed to block access or exposure to any materials or information that is harmful to minors, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on criminal activities or manufacturing of bombs and other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by APSB assigned personnel.

In addition to filtering requirements, the Acadia Parish School Board shall maintain regulations which:

- 1. Prohibit access by students to inappropriate matter on the Internet and World Wide Web;**
  - A. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language in any electronic form using the APSB network. This includes personal attacks or harassment of another person.**
  - B. Students will not use the APSB network to access or create obscene, profane, discriminatory, harassing, lewd, vulgar, rude, inflammatory, threatening, unprofessional or disrespectful content in any electronic form including audio, images, video and text.**
  - C. Students will not circumvent district content filters using any means in order to access inappropriate content as listed above.**
  - D. Students will immediately report to school authorities any threatening or discomfoting material or website they access with inappropriate content.**
  - E. Students will not access or use anonymous Proxy sites to make activity on the internet untraceable.**
- 2. Address the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging";**
  - A. Students will make use of assigned filtered email, Internet and network resources only for educational and/or professional development activities in a respectful and courteous manner. Personal use of these resources is prohibited. This includes using network resources for personal monetary gain such as operating a personal business.**
  - B. Students who have been assigned filtered email accounts will not post or forward "chain letters", jokes, or send annoying or unnecessary messages to others.**
  - C. Students who have been assigned filtered email accounts will not use email to mass email and "spam" any users (internal and external) with unauthorized communications or solicitations, such as but not limited to political or religious mailings.**
  - D. Students will subscribe only to high-quality discussion groups and information feeds that are relevant to educational or professional development activities.**
  - E. Students will not subscribe others to such services mentioned above without their consent.**
- 3. Prohibit unauthorized access, including "hacking", and other unlawful activities by students online;**
- 4. Prohibit unauthorized disclosure, use, and dissemination of personal information regarding students, including minors, and employees;**

- A. Students will not publish online any personal contact information (e.g., address, phone number) about themselves or any other person on any APSB webpage. Acadia Parish School Board home pages will use Acadia Parish School Board phone numbers and APSB email addresses. Personal photos, videos, and work can be published unless parents inform the school that they withhold such permission.**
- B. Students will not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school and/or district authorities immediately.**
- C. Students will not disrupt the educational process by posting inappropriate, malicious, or harmful pictures, videos, and/or text on the internet during non-school hours.**

## **ACCOUNTABILITY**

Use of school computers shall be reserved for academic purposes only. All APSB computer users shall be held accountable and required to use such equipment and other resources in a respectful, legal manner. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

The student and parent or guardian shall sign an *Acceptable Use Policy (AUP) Agreement*. No one shall be allowed to use an APSB computer and/or access the Internet through the APSB network unless a properly signed *Acceptable Use Policy (AUP) Agreement* page is on file in the student cumulative folder.

The APSB Technology Staff retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures. Content on the network is not private and shall be treated as district property subject to control and inspection.

Network/computer/software access codes and passwords shall be assigned as needed. All students shall respect the privacy of others' access codes and passwords. Sharing of network/computer access codes and passwords are prohibited. A record shall be kept of these accounts in case an inspection is warranted. Use of school computers and/or the Internet is considered a privilege for the student and any inappropriate use may result in a disciplinary action, loss of privileges to use school computers and access the Internet, and possible monetary reimbursement of damages occurred.

## **SECURITY AND UNAUTHORIZED AND ILLEGAL USE**

- 1. Students must be under the supervision of a teacher, paraeducator, school administrator, librarian, or supervisor while using any school computer. All students who log into the network with individual logins are responsible for maintaining security of their access thus protecting sensitive information and data. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited.**
- 2. Use by any person of an APSB computer that incurs unapproved expenses to the school/district shall be strictly prohibited. The computer system shall not be used for commercial, political, or religious purposes.**
- 3. Use of the network for any illegal activities shall be prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activities are considered a crime under state and federal law and should be reported to school and/or**

**district network administrators.**

- 4. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.**
- 5. File sharing software (Limewire, Kazaa, etc.) shall not be installed on APSB computers.**
- 6. Music and non-educational video files shall not be downloaded or stored on APSB computers/networks unless approved by school or district network administrators.**
- 7. Personal digital devices (such as cell phones, handheld computers, etc.) shall not be used to access the Acadia Parish School District network without proper authorization from the district Technology Department.**

### **PRIVACY AND COPYRIGHTS**

- 1. All students must adhere to the Copyright Laws of the United States (P.L. 94-533) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Unlawful copies of copyrighted materials shall not be produced or used on APSB-owned equipment, within APSB-owned facilities, or at School Board sponsored functions. The unauthorized copying, known as plagiarizing, or transferring of copyrighted materials may result in the loss of network privileges.**
- 2. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy.**
- 3. All persons who willfully violate copyright laws do so without the sanction of the APSB and at their own risk and shall assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves may be copied in subsequent communications, so long as proper attribution is given.**
- 4. Students will respect copyrighted materials and other intellectual property such as music, games, movies, pictures, etc. Students may not duplicate, copy, or distribute electronic resources without the appropriate permissions from the original owner, documentations or citations.**
- 5. Information about copyright law and guidelines shall be made available on APSB website.**

### **INSTALLING MALICIOUS SOFTWARE**

- 1. Students should avoid the knowing or inadvertent spread of computer viruses. Computer viruses are programs that have been developed with malicious intent, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, students shall not import files or programs from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures shall be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or spreading of computer viruses shall be considered criminal activity under state and federal law.**
- 2. Software shall only be downloaded or installed onto APSB computers with proper licensing and approval from the APSB Technology Department.**

**In summary and conclusion, use of APSB computers and Internet resources are a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use such computers and the Internet. Disciplinary action may include, but is not limited to, loss of computer use, possible monetary reimbursement, possible legal action, suspension, detention, or expulsion. This shall apply to all students.**

Revised: July 6, 2009

Revised: November 5, 2018

Ref: 20 USC 7131 (*Internet Safety*)

47 USC 254 (*Children's Internet Protection Act (CIPA)*)

47 CFR 54.520 (*Children's Internet Protection Act Certifications for Schools and Libraries*)

La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280

Board minutes, 11-1-99, 2-2-09, 7-6-09, 11-5-18

### Gaggle Monitoring System

Students are reminded that all internet usage is monitored by Gaggle. This is a system that attempts to block inappropriate content and monitors for inappropriate topics including profanity, threats of violence, and pornography. Monitored accounts accessing inappropriate materials, as determined by Gaggle, may be suspended or revoked, and students may face disciplinary actions.

### Acadia Parish School Board

#### L. APSB Field Trip Policy

The Acadia Parish School Board recognizes that educational field trips and excursions for instructional purposes help provide desirable learning experiences. The Superintendent has the responsibility for the development of administrative criteria governing field trips and excursions. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in competition or a contest that requires use of school time.

#### M. Student Privacy and Educational Records

The Acadia Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the *Family Educational Rights and Privacy Act* (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

#### DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Acadia Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.

3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).
5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
  - A. The student's name;
  - B. The name of the student's parent or other family members;
  - C. The address of the student or student's family member;
  - D. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records.
  - E. Race and ethnicity data.
  - F. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information.
  - G. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as a teacher, school principal, School Board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Acadia Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees and is under the direct control of the School Board with respect to the use and maintenance of education records. See 34 CFR 99.31(a)(1)(i)(B).

#### FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Acadia Parish School Board receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding

the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

#### STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Acadia Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

#### STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.
2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
  - A. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract.
  - B. Upon request, to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, and for compliance with state and federal reporting requirements. In accordance with the *Individuals with Disabilities Education Act* (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the Acadia Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school.
  - C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, or as expressly authorized by statute, if applicable requirements are met.

- D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be used for purposes of processing a student's application for admission to a Louisiana postsecondary education institution or to the Board of Regents and the office of student financial assistance, as a program under its jurisdiction, for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid.** Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue unless withdrawn in writing.
- E. To the Louisiana Board of Regents, and the office of student financial assistance, as a program under its jurisdiction, to be used only by staff for required grant program reporting for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and for the purpose of evaluating comparative postsecondary performance outcomes based upon student transcript data in order to develop policies designed to improve student academic achievement.
- F. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- G. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.
- H. To accrediting organizations to carry out their accrediting functions.
- I. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
- J. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
- K. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
- L. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- M. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
- N. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's central office.
- O. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

3. A statement shall be provided notifying the student's parent or legal guardian of exactly what items of student information will be collected and that disclosure of the student information collected shall be restricted to Louisiana postsecondary education institutions to be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements to the Board of Regents and to the office of student financial assistance, as a program under the board's jurisdiction, to be used for the purposes of processing applications for admission and for state and federal financial aid, for required grant program reporting, for providing reports to the school governing authority on the postsecondary education remediation needs, retention rates, and graduation rates for each high school under its jurisdiction, and for evaluating comparative postsecondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement. Annual notification shall be provided to the student's parent or legal guardian as to the right and process used to withdraw consent.

### DIRECTORY INFORMATION

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Acadia Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSA, NCAA, and other related sports programs or sanctioning entities;
6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered "Directory Information", to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School Board that they do not want their student's information disclosed without their prior written consent. [Note: These laws are [Section 9528 of the ESEA \(20 USC 7908\)](#) and [10 USC 503\(c\)](#).]. In accordance with federal statutory provisions, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

### ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
2. A teacher of record. Such access shall be limited to information about his/her current students.
3. The school principal and school registrar.
4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system.
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

#### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Acadia Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility). This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the Acadia Parish School Board's website.

## CREATION OF PROCEDURES

The Acadia Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's central office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

## EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

## REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized without written consent by this policy or by law.

Revised: January 11, 2010

Revised: November 5, 2018

Revised: July 1, 2013

Revised: December 6, 2021

Revised: September 14, 2015

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*)

20 USC 1400 et seq. (*Individuals with Disabilities Education Act*)

20 USC 7908 (*Armed Forces Recruiter Access to Students and Student Recruiting Information*)

34 CFR 99.1-99.67 (*Family Educational Rights and Privacy - Federal Regulations*)

La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3913, 17:3914, 44:4, 44:4.1, 44:31, 44:32

La. Civil Code, Art. 131, Art. 134, Art. 250

Louisiana Attorney General Opinion No. 15-0103

Board minutes, 6-6-94, 1-11-10, 7-1-13, 9-14-15, 11-5-18, 12-6-21

Acadia Parish School Board

## **2024-2025 Church Point High School Parent and Family Engagement Policy**

*This policy was developed and decided upon with the parents of students at Church Point High School*

### **PART I. GENERAL EXPECTATIONS**

**Church Point High School** agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated annually to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement is spent.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and 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;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

## **PART II. IMPLEMENTATION OF REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

*Documentation of policy components implementation will be provided to the Acadia Parish School District and/or kept on file at the school for monitoring purposes.*

1. **Church Point High School** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:  
Actions:

Parents are invited and encouraged to attend Title I Parent and Family Engagement Review meeting during Open House. Policy will be developed/reviewed. Parents who cannot attend will have the opportunity to provide feedback or meet with school officials to voice their concerns.

2. **Church Point High School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:  
Actions:

All parents will be invited and encouraged to attend School Wide Planning meetings beginning with Open House. Follow up meetings will be discussed at this time.

3. **Church Point High School** will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:  
Actions:

All parents will be invited to attend Open House. The annual meeting will be held at that time. A short video/power point with annual meeting information will be available the night of Open House and at the r PTA/PTO meeting for viewing for those parents who were unable to attend Open House.

4. **Church Point High School** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below--

- The school's curriculum,
- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments, and
- how to monitor their child's progress.

Actions:

All parents will be invited and encouraged to attend a parent academic meeting on the school's curriculum and State academic content standards, and a parent testing meeting on State academic achievement standards, State and local academic assessments, and how to monitor their child's progress.

5. **Church Point High School** will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond, as appropriate, to any such suggestions as soon as practicably possible by:  
Actions:

Parent will be invited to all School-Wide Planning meetings, an annual Title I meeting, academic meeting, testing meeting, and other school events. If parents request meetings other than these, the school will

oblige as soon as practically possible.

6. **Church Point High School** will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

**Actions:**

Individual student reports on State assessments will be sent home in applicable grades as soon as they are made available. Individual student report cards will be sent home every nine weeks and progress reports will be sent home midway between report cards.

7. **Church Point High School** will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher with limited State certification or licensure by:

**Actions:**

Notification will be sent home with each student assigned to a teacher with limited State certification or licensure for four (4) or more consecutive weeks.

8. **Church Point High School** will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

**Actions:**

All parents will be invited and encouraged to attend a parent academic meeting on the school's curriculum and State academic content standards.

9. **Church Point High School** will, with the assistance of its parents, educate its faculty and staff to communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

**Actions:**

All teachers and staff members will receive "How to Work with Parents" training in a September faculty meeting.

10. **Church Point High School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with GEAR Up, Immersion, ESL, public preschool, Migrant and Delinquent, Special Education, Homeless, Foster Care, FRAN (Families Reading Around Neighborhoods), Homebound Services, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

**Actions:**

Parent and Family Engagement activities will be coordinated and integrated to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs. The district maintains a Parent Resource Center for the school to refer parents.

11. **Church Point High School** will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

**Actions:**

Information related to school and Parent and Family Engagement will be sent to parents in a format and, to the extent practicable, in a language the parents can understand.

### PART III. APPROVAL

**This School Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of students as evidenced by agenda and sign in sheets.**

**This policy was approved by Church Point High School on **TBA** and will be in effect for the period of one year. The school will distribute this policy to all parents on or before **TBA****

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*(Signature of Authorized Official)*

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**TBA**

*(Date)*

## **O. LDE Complaint Procedures for Elem. & Secondary Act**

In administering the Title I Program in Acadia Parish, we are required to provide services in accordance with state and federal regulations. If or when the district is found to be in violation of any of these regulations, a parent may file a complaint as provided for in the Louisiana Handbook for School Administrators, Bulletin 741, Section 349. The bulletin is available online at the State Department's website or may be obtained by calling the Department's toll-free number, 1-877-453-2721.

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A statement of violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

## **P. Homeless Children and Youth Education Program**

The Homeless Children and Youth Education Program of Acadia Parish School Board System carries out federally mandated policies to ensure that homeless children and youth have access to a free, appropriate public education, on the same basis as children and youth with established residences. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless students.

The McKinney-Vento act protects the educational rights of Children & Youth in the following homeless situation: (Title X, Part C, of the No Child Left behind Act of 2001)

- Children living in shelters, including domestic violence shelters
- Children living in welfare hotels/motels or weekly-rate apartments
- Children living on the street or in cars, abandoned buildings, campgrounds, etc.
- Children living in substandard conditions not fit for human habitation (i.e. no electricity, no heat, no running water, and no windows/doors, holes in the roof/floor, no way to cook/store food)
- Abandoned/runaway/throwaway children and youth
- Two or more families living together in crowded or undesirable living conditions (doubling/tripling up) because they have no place of their own to live where they can safely & healthfully meet their basic needs in privacy & with dignity.

To Get Assistance for Homeless Children & Youth

Carol Malbrough

Homeless Children & Youth Liaison

Acadia Parish School Board

P.O. Drawer 309

Crowley, LA 70527-0309

(337)783-3664 ext. 261

(337)783-3912 Fax

cmalbrough@acadia.k12.la.us

## **Q. Teacher Bill of Rights (Revised 2008)**

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such a website a copy of the Teacher Bill of Rights required by this Section.

### **R. Family Education Rights and Privacy Act (Buckley Amendment)**

#### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT BUCKLEY AMENDMENT 20USCA1232G**

The Family Education Rights and Privacy Act of 1974 is a Federal Law that states (A) that a written institutional policy must be established and (B) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. In accordance with the above act, the Acadia Parish School Board hereby notifies all students enrolled in Acadia Parish schools of their rights of access to their official records, as described in 20USCA1232G. Any student 18 years of age or older, or the parents of any student, desiring access to their child's records shall make a request in writing to the custodian of the student's records.

Anyone is permitted to access a student's education records with prior written consent from the student's parent or the student, if 18 years of age or older.

A parent, or student 18 years of age or older, who believes that information contained in the educational records is inaccurate, misleading, or violates the privacy or other rights of the student, may request the amendment of the educational records to the appropriate office responsible for the records. If the records are not amended, a formal hearing may be requested.

Under the provisions of the Family Education Rights and Privacy Act, certain information concerning students is designated as directory information and may be released by the school system, unless the parents, or student 18 years of age or older, informs the school system in writing that such information should not be released without prior consent. Directory information includes the student's name, address(es), telephone number(s), date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photograph or video, and most recent previous educational agency or institution attended by the student. Any parent, or student 18 years of age or older, who wishes any or all of the listed information not released, must inform in writing the principal of the school attended within the first 30 days of each semester.

The Acadia Parish School System may release the personally identifiable information from the educational records of a student to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## **REPORTING SUSPECTED CHILD ABUSE/NEGLECT**

1. School personnel are required by state law to report child abuse and neglect.
2. It is legal for Family Service workers to interview a suspected abuse or neglect victim at school.

## **VOCATIONAL EDUCATION**

VOCATIONAL PROGRAMS ARE AVAILABLE TO ALL. Enrollment in a variety of programs such as Agriscience/Agribusiness, Business Education, Family and Consumer Sciences and Nursing Assistant in Acadia Parish Secondary Schools is available to all students regardless of RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY. SEE YOUR SCHOOL COUNSELOR OR VOCATIONAL TEACHERS FOR DETAILS.

## **CAREER PLANNING CENTER**

The Career Planning Center is located in Room M5. The center is designed to provide students with career planning opportunities, as well as, individual or small group career counseling. The center houses the following:

- ü Computers with career oriented programs, including *Career View*, *The Occupational Outlook Handbook*, and an ACT program
- ü Video career library
- ü Career resource books and materials
- ü College/military resource material and applications
- ü Scholarship information and applications
- ü Special testing

The guidance counselors' offices are also located in the center to better help students plan for their future. Students may obtain a hall pass from either of the Counselors to visit the center during class time. Parents are also encouraged to visit the center, at any time, throughout the school year.

## **X. Money Collection Procedures**

**\*\*\*Below are examples to guide what is entered by each school as it relates to your unique situation.\*\*\***

Due to the large amount of money collected daily throughout the school year, please help us be accountable for all money sent to school. Your cooperation is greatly appreciated. Please follow the procedure below for sending money to school:

1. Please send separate envelopes for **EACH** child with the money that is being collected to each child's homeroom teacher. Please put the following information on the outside of the sealed envelope:
  - a) Date Sent
  - b) Student's Name and Grade
  - c) Sponsor/Teacher's Name
  - d) School Activity or Club
  - e) Amount Enclosed

### **SAMPLE ENVELOPE**

**August 12, 2023  
Mary Smith – 10<sup>th</sup> Grade  
Club/ – Sponsor  
Club Dues- \$12.00**



Dear Parents,

The bus system’s priority is the safe transportation of children in Acadia Parish. Because of this there are many laws, rules, and policies which govern the way drivers perform their duties. School buses encounter many potential hazards during an average day. In order to be prepared, drivers are trained and instructed in how to handle these situations. You are receiving this letter because your location has been, or is likely to be, impacted by one of the more dangerous hazards a bus can face, FLOODING.

Due to the serious hazards and potential dangers flooding poses, Acadia Parish has a zero-travel flood policy. While members of the public may choose to drive their vehicle on a flooded roadway, Bus Drivers must follow the policy which may prevent them from traveling down roads which are still passable by car. ***(Please note that a road does not have to be officially closed to be considered flooded. Any amount of water covering the roadway can make the road off limits to a school bus.)***

There may be instances when your bus stop is not flooded but routes leading to your bus stop may be flooded. This would prevent the bus from being able to reach your location in a safe manner. Drivers may make reasonable route detours to reach your location but they must take into consideration things like route timing and the availability of an area to turn the bus around if needed.

When a passenger’s stop is not flooded but the walking path from the stop to home is flooded, the bus driver will allow high school students to decide if they want to be returned to school or elect to walk in the water. Passengers below high school grade level will not be allowed to get off the bus unless a parent is present at the stop to receive them.

In the event that a passenger cannot be delivered due to flood conditions, the passenger will be returned to school for pick up by a parent.

An absence due to your child’s inability to be transported to school by bus or by parent will be counted as an excused absence.

Questions or concerns, contact DS Bus South at 337-783-4322.

## School Bus Rules and Procedures

Parents,

Below you will find a few reminders of some of the rules and procedures in place to assure the safe transportation of your child(ren). We are asking for your help in reviewing these rules and reminding your child(ren) that the school bus is an extension of the classroom. As such, they are expected to conduct themselves on the bus in the same way they are expected to in the classroom.

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- Please have your child(ren) at the bus stop **at least 10 minutes before** the bus is scheduled to arrive. Drivers are expected to maintain their schedule and are not obligated to wait, honk the horn, go back to get passengers etc.
- Excessive noise and rowdy behavior are unsafe distractions to the driver.
- Eating and drinking are not allowed on the school bus.
- If your child(ren) needs to get off at a stop other than their assigned bus stop: He/she must have a permission slip signed by a parent and the Principal. If one is not provided, the child(ren) will not be allowed to get off at any stop other than their assigned stop. **We ask that this is only requested in emergency situations since any change in routine can lead to children getting lost.** The transportation department reserves the right to approve or deny any requests.
- For safety reasons, children are not allowed to exit the bus outside of their assigned school or bus stop. In the event of a mechanical breakdown, children will be moved to another bus for delivery. **Parents are asked to refrain from attempting to remove their child(ren) from the bus as this is against policy and creates further complications.**
- If your child(ren) misses the after-school bus stop drop off; or is initially undeliverable: The bus may return to the stop later to deliver the child(ren) or bring the child(ren) back to school for pick up by a parent or guardian. The transportation department will work with the driver to determine the best solution.
- **Unauthorized boarding of a school bus is against the law.** If you need to communicate with the driver, please do so at the driver's window if it is safe to do so. If the door side is safest, please do not step onto the bus unless invited. If you have a concern or complaint, it can usually be better resolved by calling the transportation office. Bus drivers must remain on schedule; therefore, they cannot spend time conversing at a bus stop.

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**Bus Alert Messaging System:** If you would like to receive important alerts regarding your child(ren)'s bus, you can enroll in our bus alert messaging system by going to your school's website and clicking on BUS ALERTS. If you are already enrolled there is no need to reenroll for this school year unless you have changed buses or phone numbers. (If you have changed phone numbers, please disenroll your old number by clicking "Unsubscribe" at the bottom of the page.)

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### **Important Notes Regarding Pre-K through 2<sup>nd</sup> grade students:**

**Pre-K and Kindergarten children** cannot be dropped at a bus stop unless a recognized parent or alternative **verified guardian is physically at** the stop. **Verified guardians must be listed on a statement signed by the parent. This statement must be submitted to the transportation office in person by a parent (Photo ID required). Verified guardians must provide a photo ID to the bus driver upon request. If none of these criteria are met, the child will be returned to school.**

**1<sup>st</sup> and 2<sup>nd</sup> grade children** cannot be dropped at a bus stop unless a recognized parent or alternative **verified guardian is visible to the driver from** the stop. **EXCEPTION: If a mature sibling in 3<sup>rd</sup> grade or above is with them. Verified guardians must be listed on a statement signed by the parent. This statement must be submitted to the transportation office in person by a parent (Photo ID required). Verified guardians must provide a photo ID to the bus driver upon request. If none of these criteria are met, the child will be returned to school.**

## ACADIA PARISH SCHOOL BUS RULES

### Rules to follow while at the bus stop

#### and boarding a school bus

1. School rules are in effect at the bus stop.
2. Arrive at least 10 minutes before your bus is scheduled to arrive.
3. Wait at least 10' from the roadway.
4. Avoid misbehavior and excessive noise while at the bus stop.
5. Be considerate of private property near the bus stop.
6. Board on the bus in a single file line.
7. Use handrails.
8. Do not push or shove.
9. Anything brought on the bus must be held in your lap and cannot block the aisle or the driver's view.
10. Promptly take your seat.

### Rules to follow while riding a school bus

1. School rules are in effect on the bus.
2. Cooperate with the bus driver at all times.
3. Remain seated while the bus is in motion.
4. Always keep hands and head inside the bus.
5. Report any emergencies to the driver immediately.
6. Keep feet and objects out of the aisle.
7. Do not fight, play, or participate in any activity which would cause excessive movement or noise.
8. Do not cut, tear, or write on any seat or surface of the bus. Damages may be charged to parents.
9. Help keep your bus clean.
10. Report any unsafe act or condition to the bus driver.
11. Be courteous and respectful to each other.
12. Eating and drinking is not allowed on the bus.
13. No toys or animals are allowed on the bus.
14. Keep pens, pencils, rulers, etc. in your book sack.
15. It is permissible for a bus driver to have a no talking policy on the bus.
16. School dress code is in effect on the bus.
17. Emergency exits are for emergencies only.
18. Students who do not adhere to the rules are subject to bus suspension and or expulsion.
19. Students who have lost riding privileges will not be allowed to ride any Acadia Parish bus until privileges are returned.

### Rules to follow when exiting a school bus

1. Remain seated until the bus comes to a complete stop.
2. Only exit the bus at your designated stop.
3. Exit promptly and orderly, using the handrail.
4. Students who must cross the road after getting off the bus must walk at least 10' feet in front of the bus and never walk behind the bus.
5. When walking in front of the bus, or crossing the street, make sure the driver sees you.
6. Wait until all cars stop then check all directions when crossing the street.
7. Walk directly home using the safest route.
8. Avoid trespassing on private property.

### Proper reporting

Students who have difficulty with other students while riding the bus should report the problems to the driver as soon as possible. If the problem cannot be resolved by the driver, then it should be reported to the Principal. Bus drivers will report unsatisfactory behavior to school officials.

### Seating

The bus driver is responsible for seating arrangements and has the authority to assign students to a seat. Factors such as safety, fairness, physical disability, age, and conduct are major considerations.

### Pick up and drop off time

Many things such as inclement weather, traffic, passenger behavior, etc. can affect the timing of a route.

### Undeliverable Passengers

**Pre-K & K students must have a parent or guardian present at the stop for delivery. 1<sup>st</sup> & 2<sup>nd</sup> grade students must have a parent or guardian visible to the Driver from the stop or may be escorted off the bus by a 3<sup>rd</sup> grade or higher sibling. Only parents, guardians, and "others" listed on the form will be accepted. If these requirements are not met, your child will be deemed undeliverable and returned to school.**

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## **FIRE DRILL PROCEDURES**

**ALL DOORS AND WINDOWS MUST BE CLOSED**

**ALL FIRE EXTINGUISHERS MUST BE MANNED**

**All personnel must evacuate.**

**Students must exit in single file, staying close to the wall on the side assigned unless otherwise instructed.**

**Fire extinguishers at exits should be manned by the first person to get there.**

**Remain in single file and a safe distance from the building. Do not run, but do walk rapidly.**

**Teachers are to see that all students have safely left the building, and shall check roll of students in their class after they have taken their positions outside. The office shall be notified immediately if any student is not accounted for.**

**Teachers shall keep students acquainted with escape exits.**

**Monitors should be appointed in all classes for the purpose of checking windows and doors.**

**Three rings of the regular school bell following an evacuation is the all-clear signal. Students may then be allowed to return to their classrooms.**

**Rooms 1M, 2M, 11A and 11B will exit through the south entrance:**

**Room 1M — left side of hall**

**Room 2M — left side of hall following 1M**

**Room 11A— right side of hall**

**Room 11B— follow Room 11A**

**Rooms 3M, 4M, and 5M will exit through front door:**

**Room 5M — right side of hall through 1st door**

**Room 4M — center of hall through 2nd door**

**Room 3M — left side of hall through 3rd door**

**Home Ec. Dept. will exit through Girl's RR Exit**

**Rooms 6M and 7M will exit through back door near boy's restroom:**

**Room 6M — right side of hall moving out first**

**Room 7M — follow Room 6M**

**Room 8M will exit through the front door nearest office.**

**Rooms 9M, 10M, 13M, and 14M will exit through north entrance:**

**Room 10M — left side of hall to back fence**

**Room 9M — follow Room 10M**

**Room 14M — right side of hall to back fence**

**Room 13M — will follow Room 14M**

**Library will exit through rear exit.**

**Rooms 15B, 16B, 17B, 18B, and 19B will exit through back door and line up in front of the Ag. Buildings.**

**Room 15B — right side of hall**

**Room 17B — will follow Room 15B**

**Room 19B — will follow Room 17B**

**Room 16B — left side of hall**

**Room 18B — will follow Room 16B**

**Rooms 20B, 21B, 22B, 23B, and 24B will exit through front door and line up by the fence.**

**Room 23B — left side of hall**

**Room 21B — left side of hall will follow 23B**

**Room 24B — right side of hall**

**Room 22B — right side of hall will follow 24B**

**Room 20B — right side of hall will follow 22B**

**Rooms 105G, 106G, 107G, and the gymnasium**

**Room 105G- left side, exit through front doors**

**Room 106G- will follow 105G**

**Room 107G- exit through outside door of classroom**

**Gym Proper- exit through front doors- right side**

**Dressing Rooms- exit through outside exit to dressing room**

**Portable buildings and agriscience buildings will exit and move a safe distance away from the building.**

#### **ALTERNATE PLAN**

**In case of fire blocking front exits, all rooms normally leaving by the front door will exit from the end of the building nearest them.**

**In case of fire blocking either end exit, all rooms scheduled to leave said exits will leave by the front and rear doors. Follow behind the room nearest you. If any of the three rear exits are blocked, rooms normally leaving by these exits will leave through front doors.**

## TORNADO DRILL

The fire alarm horn will be used to sound the tornado alarm. Instead of the long continuous sound, the tornado alarm will be a series of three short blasts. The all-clear signal will be three short rings of the school bell, same as fire alarm.

When the alarm sounds, students are to immediately go into the hallway and sit against the wall/lockers with their knees drawn-up, and heads covered with hands and arms. Avoid areas near windows.

## STUDENT PUBLICATIONS

Communication, written or verbal, is the essential element of the educational process. Therefore, the Acadia Parish School System accords a high priority to its proper use through correct grammatical construction and syntax. Additionally, since a public school is not a public forum per se, the schools are sensitive to a two-fold mission: assuring freedom of expression, and protecting itself from negative defamation. Therefore, prior approval of students' written statements shall be required and shall be judged with the following criteria:

1. The avoidance of libel;
2. Obscenity;
3. Disruption of the educational program;
4. The invasion of privacy;
5. The avoidance of "fighting words."

## SENIOR YEARBOOK PICTURES

In order for your senior portrait to be included in the yearbook and in area newspapers, you must have your pictures taken with the designated photographer AND must have paid your class dues. You don't have to purchase the pictures, but you must have them taken. If your portrait is not taken with the designated photographer, or if you do not fulfill all senior requirements, you will not be in the yearbook, nor will the school provide a photo to area newspapers.

## JUNIOR RING CEREMONY

The ring ceremony is sponsored by the company who sells the rings through Church Point High School. They have been courteous enough to invite all students, including those who did not purchase their rings from the company, to participate in the ceremony. The only stipulation is that those who did not purchase rings from the company may have their rings presented after those who did purchase from the company. If enough rings are not purchased through the company, the sponsorship of this activity may be ended, and the class will then be responsible for any expenses for the ceremony.

IF the ceremony is held OUTSIDE of the school day-Dress for the ceremony will be school attire or attire that is considered "Sunday Best".

***NO JEANS, SLEEVELESS/STRAPLESS/SPAGHETTI STRAP GARMENTS, TIGHT FITTING CLOTHING, SHORT SKIRTS, DRESSES OR SHORTS, FLIP FLOPS, OR ANY OTHER ATTIRE THAT MAY BE DEEMED INAPPROPRIATE MAY BE WORN. If in doubt, ask before taking the chance of missing the ceremony.***

**IF the ceremony is held DURING the school day, it will begin no earlier than 2:30, and the only students who may attend will be those participating in the ceremony. No one will be allowed to check in or out in order to attend the ceremony. School attire will be the acceptable dress.**

#### **GRADUATION EXERCISES:**

1. Graduation exercises will be held on Friday, May 16 2025.
2. Participation in graduation exercises is a **PRIVILEGE** and **NOT A RIGHT**. Therefore, students who refuse to adhere to school policies, rules and directions, graduation rehearsal and any other requirements including the payment of funds owed to the school can be denied graduation participation. Diplomas will be issued to these students after graduation.
3. **Students must pass ALL Louisiana state mandated tests.**
4. Prospective graduates will be given a copy of the adopted dress code in the fall of their senior year and throughout the year.
5. After May 1<sup>st</sup>, all senior debts **MUST** be paid by means of certified or cashier's check, money order, or cash. **NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED.** In order to participate in graduation exercises, all debts must be cleared by the end of the day of the award's program/rehearsal date.
6. Graduates are responsible for their own graduation supplies.

**TITLES: "Stage Graduates" effective through May 2025** (all other graduates seated alphabetically)

Valedictorian, Salutatorian, and Honor Grad will be based on highest averages earned on the traditional 4 point scale.

**New Honor Graduate Requirements (Previously referred to as "Titles"): Effective 2025-2026 School year, graduation ceremony: May 2026**

Valedictorian and Salutatorian are academic titles conferred upon the highest ranked students among the graduating class. In order to graduate as Valedictorian or Salutatorian, a student must successfully complete the Honors Program, maintaining eligibility requirements through the end of their senior year. Selections will be based on Final GPA - courses will be weighted on a 4 point scale. Students with the highest GPA will be named Valedictorian(s) and the next highest ranking student(s) will be named Salutatorian.

#### **GRADUATION CORDS: (Honor cords based on computer-generated Final GPA )**

3.0 – 3.4999	White Cord
3.5 – 4.00	Gold Cord
Above 4.00	Braided Cord
Dual Enrollment	Light blue
Blood donations	Red (amount determined by sponsor)

\*Other cords may be issued at the discretion of administration.

## **PROCEDURES FOR ELECTION OF CLASS OFFICERS**

1. Elections will be held at the homeroom level at a time to be designated.
2. Elected class offices shall be: President, Vice-President, Secretary, and Treasurer. Any other offices may be added, with the approval of the administration, but shall not be used toward any “points” or “awards”. Appointed offices will be determined by class chairperson. Students interested in qualifying for elected or appointed offices shall secure an application from the class chairperson.
3. To qualify for any class office, a student must be a duly enrolled member of the class to be represented, must have a grade point average of 2.5 or better, and should be interested in the welfare of the class and the school. Any officer from any previous year who did not fulfill the obligations of said office may be prohibited from holding another class office. An officer may be removed from office for the remainder of the school year at the discretion of administration and class sponsors for failing to meet officer obligations.
4. If no candidate for office receives a majority of the votes cast, then a second vote will be held.
5. Any proposed deviation from the established election procedure shall be discussed in advance with the principal.

## **CLASS OFFICERS AND MEETINGS**

1. Class sponsors shall be responsible for conducting a workshop/seminar for the purpose of training the newly elected class officers on their duties and responsibilities. This training shall be planned by the class chairperson with the cooperation of the other class sponsors and shall be held as soon as possible after the new officers have been elected. It is the responsibility of the class chairperson to call this meeting and all sponsors will be present.
2. All class meetings will be attended by all class sponsors who will bear equal responsibility for the manner in which the meetings are conducted.
3. “Special” called meetings may be held at the discretion of the sponsors and the administration.

## **REQUIREMENTS FOR CLASS TITLES**

**CLASS TITLES:** (Class determined by placement at time of selection; if class status changes, the title is forfeited)

1. Written nominations will be taken in each homeroom for each grade level.  
(Freshmen will nominate freshmen, sophomores will nominate sophomores, juniors will nominate juniors, and seniors will nominate seniors.)
2. To be placed on the ballot, the student must have a minimum of 5 written nominations.
3. Members of the respective classes will vote on the nominees for class favorites.
4. Run-offs will be conducted until a majority is reached.

## MR. AND MISS CPHS

The title of Mr./Miss Church Point High School is bestowed upon graduating seniors who represent the school and community with respect, dignity, honor, loyalty, and service while at the same time being involved in extracurricular/co-curricular activities in pursuit of academic excellence. The selection of Mr. and Miss CPHS will be chosen according to a point system, which includes **a resume and cover letter**, and possibly an interview with the committee. The committee consists of faculty members and will be chaired by the yearbook advisor. If at any time there is a question in regard to a candidate's application, the committee has sole discretion as to assignment of points and selection of the respected candidate.

All applications will be issued during the month of March and will be collected during the month of April. Materials must be completed in the order of the score sheet and penalty points will be deducted for unorganized data.

The following are characteristics sought when selecting the best candidate...

1. **Attitude and personal/people skills** (disposition, character, respectful, demeanor)
2. **School involvement** (clubs, organizations, sports, etc. ...)
3. **Academics** (rallies, conferences, grades, etc. ...)
4. **Community involvement** (assists with school or community service projects)
5. **Ability to network** (peer contact, teacher contact, friendliness)

## OVERALL BEST CANDIDATE TO TRULY REPRESENT THE SENIOR CLASS AND TRULY SYMBOLIZE MR. or MISS CHURCH POINT HIGH SCHOOL

### Requirements:

1. Student must be a graduating senior.
2. Students must maintain a 2.5 or better grade point average from freshman year through the 3<sup>rd</sup> nine- weeks' period of the senior year.
3. Students must belong to the same two extra-curricular activities (clubs or sports) for three consecutive years, including the senior year.
4. Student must have not failed ANY subject.
5. Student must have taken three of the following subjects: English IV, Advanced Math, Chemistry, Physics, Spanish II, French II, Calculus, Advanced Placement English IV
6. Students must exhibit integrity.

\*\*\*\* **Should no candidate meet all requirements, no title will be given.**

Mr. and Miss CPHS will be chosen according to a point system. In order to be eligible, the student **must type a listing of all activities and awards** (following the order of the score sheet on a subsequent page). **Points will be deducted for listings not typed or not in the specified order.** An interview may be conducted at the discretion of the committee.

**\*\*\*Final decisions rest ultimately on the discretion of the selection committee.**

### **HOMECOMING -TBA**

1. Areas to decorate for Homecoming Week will be assigned to the classes by the committee. All decorating will be done on the weekend. No school time may be used to decorate.
2. Floats and other school units will be lined up at the beginning of the parade and other units will line up after school units in the order in which they arrive. This procedure will help prevent “delay” which disrupts the continuity of the parade.
3. Various activities (dress-up days) will be decided upon by the Homecoming Committee and will begin on Monday, the first day of Homecoming Week.
4. Church Point High School is **NOT** responsible for **personal** items used for decorating, including loss or theft of such items.
5. Students wishing to run for class office the following year must assist in decorating the hall and/or float, unless excused by the sponsor.

### **Homecoming Court Eligibility**

Homecoming Court is an honor bestowed upon ten female graduating seniors who represent Church Point High School with dignity, honor, loyalty, and service, while at the same time attaining academic excellence and participating in extracurricular/co-curricular activities. Homecoming Court qualifiers will be chosen according to a point system; all applicants accumulating **30** or more cumulative points will be placed on a ballot voted on by the senior football players. The ten applicants with the most votes will be offered a spot on Homecoming Court. The regulations are as follows:

- Must be a senior by credits **prior to** the beginning of the school year. A student who chooses to graduate early (after her junior year), forfeits her right to be a member of the court.
- All applicants must have a cumulative GPA of 2.5 from freshman year to present.
- A homecoming court application must be completed, verified by sponsors, and turned in by the deadline.
- In order to be eligible, applicants must be active members during sophomore, junior, and senior years and must have an accumulation of at least 30 points total.
  - Clarification: There must be at least **one** club membership, sports team member, **or** spirit group participation written and verified for each year of the application. To further clarify, students **cannot** have zero participation in their sophomore, junior, or senior years and the total for all three years must equal 30 or greater.

- For an applicant to claim a club, team or spirit group for points, they must have completed the entire year, **each** year IN GOOD STANDING (Current in payments to school/organizations, exhibiting respect to sponsors and other authority figures).
- Upon selection of homecoming court, if a member decides to quit any clubs or teams, she will not be included in the yearbook.
- Out of school suspensions during sophomore – senior years may disqualify an applicant from eligibility depending upon severity of the incident. All final decisions will be determined by the administration.

**Point System:**

- GPA: (Rounded off)
  - 2.5 – 2.99                      2 points
  - 3.0 – 3.59                      3 points
  - 3.6 – 3.99                      4 points
  - 4.0                                      5 points
- Club Member:                      3 points per year of membership  
 4-H, Student Council, Art, Science, FFA, FBLA, Spanish, French, FCCLA, Beta. Clubs must be approved by the administration.
- Club Officer:                      3 points per year
- Class officer:                      7 points per year
- Athlete:                              5 points per sport per year
  - Volleyball, Softball, Basketball, Track, Golf, powerlifting, wrestling, cross-country
- Spirit Group Member:            10 points per year
  - Cheerleader, Dancer, Band, Flag
- Sports Trainer:                    5 Points per year
  - Must have First aid / CPR certification to be considered a sports trainer
- Team Manager                      2 points per year

Athletic teams ONLY

## HOMEcomings DANCE ACTIVITIES

1. All school debts must be cleared in order to attend the Homecoming Dance.
2. Tickets will be sold to CPHS students. Each person attending **MUST** have a ticket. Tickets may be purchased from the Yearbook staff or from the librarian.

NOTE: Junior high students, pre-high school students, alternative school students, and expelled students **will not** be allowed to attend the dance. **Individuals out of high school must be approved by the administration.**

3. Homecoming Dance will be from 8:00 P.M. to 11:00 P.M. and is a “lock-in” dance. All students must be inside the building by 9:00 P.M. and must remain until 11:00 P.M. Students who have a conflict with these times **MUST** get approval from the administration and parents **MUST** come to school and sign a release form prior to the dance. Parents must also sign their child out from the dance if they will be leaving early.
4. Any student or guest who arrives and is suspected of being under the influence of alcohol/drugs and/or causes a disturbance will be asked to leave; parents and/or police will be contacted.
5. No smoking, alcohol, or drugs will be permitted anywhere on school property and anyone may be searched for these items. Breathalyzers may be used.
6. Students and their guests **must** adhere to the dress code for the Homecoming Dance, as well as the Acadia Parish School Board/Church Point High School policies, which are published in the Church Point High Student/Parent Handbook.
7. Students must adhere to the Acadia Parish School Board/Church Point High School policies as documented in the student/parent handbook.

## HOMEcomings DANCE DRESS CODE

The following dress code pertains to everyone attending the Homecoming Dance. This includes everyone who does not attend CPHS who comes to the dance with a CPHS student. Anyone deemed inappropriately dressed by the Administration/Homecoming sponsors will not be allowed to enter.

### **DRESS TYPE JEANS AND TENNIS SHOES ARE ALLOWED**

**BOYS:** Semi-formal dress pants/slacks with appropriate shoes, belt, attire. Dress shirts with collars (Polo), sweater, or button down shirts are permitted. Shirts designed to be tucked in pants must be tucked in the pants.

**GIRLS:** Semi-formal dress/pants set.

NOTE: All areas from above the breast to at least four (4) inches above the knees must be covered. This means **NO see-through fabrics or cut-out fabric**. Slits in dresses are allowed; however, they must not be more than four inches above the knees. Back openings must not be below the waist. Hemline of dresses/skirts must not be too high, as determined by the sponsors present. Two-piece outfits must overlap at all times. If in doubt, ask before the dance.

## School/Parent Compact

**Church Point High School** and the parents of the students agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve Louisiana's high standards.

### **School Responsibilities**

**Church Point High School** will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet Louisiana Student Standards as follows:**
  - Align instruction with Louisiana Student Standards.
  - Ensure that teachers/staff have acceptable subject matter knowledge and effective instructional strategies.
  - Make certain teachers/staff have the materials necessary for instruction.
  - Respect and address the individual needs of students.
  - Use assessments to make instructional decisions.
2. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:
  - As needed.
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
  - Report cards will be sent home every nine weeks.
  - Progress Reports will be sent home midway between report cards.
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
  - Parent-teacher conferences.
  - Teacher/staff will respond to parents' request for contact within 24 hours, whenever feasible.
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:
  - Parent volunteer/participation sign-up sheets will be available in the front office as well as Student Registration and fall Open House.
  - Classroom activities observations will be arranged through school administrators.

**Parent Responsibilities**

**We, as parents, will support our children’s learning in the following ways:**

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring the amount of television my children watch.
- Participating, as appropriate, in decisions relating to my children’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communicating with the school by promptly reading notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as the school’s School Wide Planning committee, the district wide Parent Advisory Council, or other school advisory or policy groups.

**Student Responsibilities (revise as appropriate to grade level)**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, I will:**

- Do my homework every day and ask for help when I need to.
- Keep up with information regarding grades through the JCampus Parent Portal.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

_____	_____	_____
School	Parent(s)	Student
_____	_____	_____
Date	Date	Date

## Handbook Acknowledgment Form

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

HOMEROOM \_\_\_\_\_

I have received a copy of the Church Point High Parent/Student Handbook and I also have access to a digital copy of the YOUR SCHOOL Parent/Student Handbook found on the school website at <https://www.acadia.k12.la.us/o/cphs>. **I understand that in the event of any health, or other emergency, there may be amendments to existing policies and procedures reflected here in the handbook.** I have read, understand, and agree to abide by the rules and regulations contained in the Church Point High Parent/Student Handbook and/or the amendments attached for the 2024-2025 school year.

I have also received a copy of the Student/Teacher/Parent/Principal Compact as required by Acadia Parish school Board.

In the event of an emergency, the school staff will contact 911 and follow their instructions. Every attempt will be made to contact a parent, guardian, or designated emergency contact. By signing the handbook receipt, I consent for Acadia Parish School District (APSD) to provide accident and injury care to my child.

\_\_\_\_\_/\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_/\_\_\_\_\_  
Parent Signature Date

(Hand Book Copy-Do not sign this form)