VERMILION PARISH SCHOOL BOARD

STUDENT & PARENT HANDBOOK
2026-2027

The Vermilion Parish Handbook can be found at: http://www.vpsb.net

Vermilion Parish School Board
220 S. Jefferson Street
Abbeville, LA 70510

Adopted 5/21/26
Red indicates 26-27 Changes

MESSAGE FROM THE SUPERINTENDENT

As you take the time to read through this document, it is my hope that we have created a document that is easy to understand and allows all of our stakeholders an opportunity to understand our vision and mission and play a role in meeting the expectations that we set as a school system.

This handbook strives to serve as a guide for all stakeholders to play a role in making our system effective. A new format will hopefully put things in place that will be easier for all to follow.

I ask that you please take time to carefully read and take note of sections dealing with attendance. Many of the laws and rules in place for attendance have been waived over the past few years, and it is important that we understand the expectations and consequences that go along with the state law that will be back in place.

I also ask you to take time to digest the discipline matrix that can be found in this handbook. Considerable time and effort by many went into developing a matrix that is easier to understand and will create consistency in discipline across the district. In addition, many discipline policies and consequences have been adjusted based on state laws and intervention guidance. . Because of this, I ask that you please take time to carefully understand the material in the matrix.

Finally I ask that you please take time to look over the expectations for devices and the proper use of technology. As we continue to move into a digital world, it is crucial that we take time to properly care for the investment we have made in these devices. More importantly, we must all play a role in making sure that our students understand acceptable uses of technology. I also ask that we all make a conscious effort in protecting our devices as the cost of sustaining 1:1 technology will become crucial for us to manage in the future.

Again we thank you for taking time to read through this handbook, and we hope that you can use it as a guide to play your role in making our school system successful for all stakeholders.

As always, I thank you for the opportunity to serve as your system leader and look forward to having a great 2026-2027 school year.

Thomas J. Byler
Superintendent
Vermilion Parish School System

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VERMILION PARISH SCHOOL SYSTEM CONTACTS

Administration			
Title	**Contact**	**Email**	**Phone**
Superintendent	Thomas J. Byler	superintendent@vpsb.net	337-740-5910
Assistant Superintendent: Curriculum, Instruction & Federal Programs	Kimberly C. Etie	kimberly.etie@vpsb.net	337-898-5755
Assistant Superintendent: Personnel & Operations/District Athletic Director/Title IX Coordinator	Marc Turner	marc.turner@vpsb.net	337-898-5744
School Board Members			
President of VPSB School Board (District I)	Nick Touchet	nick.touchet@vpsb.net	337-789-1742
Vice President of VPSB School Board (District A)	Dr. David Dupuis	david.dupuis@vpsb.net	337-652-4775
School Board Member District B	Kevin Meyers	kevin.meyers@vpsb.net	337-781-0007
School Board Member District C	Gregg Meaux	gregg.meaux@vpsb.net	713-501-3614
School Board Member District D	Dale Stelly	dale.stelly@vpsb.net	337-652-8964
School Board Member District E	Charlotte Detraz	charlotte.detraz@vpsb.net	337591-1764
School Board Member District F	Kibbie Pillette	kibbie.pillette@vpsb.net	337-257-0473
School Board Member District G	Jason Roy	jason.roy@vpsb.net	337-523-1989
School Board Member District H	Chris Hebert	chris.hebert@vpsb.net	337-319-1300
Central Office			
Chief Financial Officer	Eric Johnson	eric.johnson@vpsb.net	337-898-5705
Risk Manager	Scott Myers	kirby.myers@vpsb.net	337-898-5777
District Safety Officer	Brooks David	brooks.david@vpsb.net	337-522-1732
Child Welfare & Attendance Supervisor	Alonzo Lewis	alonzo.lewise@vpsb.net	337-898-5708
Child Nutrition Supervisor	Amy Fremin	amy.fremin@vpsb.net	337-898-5802
Office of Distance Learning & Homebound Supervisor	Sharron Pillette	sharron.pillette@vpsb.net	337-898-5808
High School Supervisor	Brandy Broussard	brandyt.broussard@vpsb.net	337-898-5756
High School CTE & Career Campus Supervisor	Lonnie Richard	lonnie.richard@vpsb.net	337-898-5849
Early Childhood - Birth to 4 Supervisor	Delia Girouard	delia.girouard@vpsb.net	337-740-5905
Elementary K-4 Supervisor of Instruction	Shawri Landry	shawri.landry@vpsb.net	337-898-5757
Middle School 5-8 Supervisor of Instruction	Adrienne Theriot	adrienne.theriot@vpsb.net	337-898-5711
Music, Fine Arts and French Immersion Supervisor	Rachelle Brown	rachelle.brown@vpsb.net	337-898-5807
Special Education and Nurses Supervisor	Scot Hebert	scot.hebert@vpsb.net	337-898-5719
Maintenance Facilities Manager	Kerry Richard	kerry.richard@vpsb.net	337-898-5803
Transportation Supervisor	Ken Small	ken.small@vpsb.net	337-898-5709
District Technology Manager	Mandy McQuade	mandy.mcquade@vpsb.net	337-898-5773
District Technology Facilitator	Brittany L. Broussard	brittanylandry.broussard@vpsb.net	337-740-5915
Section 504, Dyslexia	Melanie Waskom	melanie.waskom@vpsb.net	337-740-5907
District Test Coordinator & Counselor Facilitator	Natalie Hebert	natalie.hebert@vpsb.net	337-898-5814
Alternative/MDRs/Special Education Transportation	Keesha Suggs	keesha.suggs@vpsb.net	337-898-5815
Student Information System Facilitator	Lois Boulet	lois.boulet@vpsb.net	337-898-5739

VERMILION PARISH SCHOOL CONTACT LIST

School	Grades	Principal/Email	Phone	Address
Abbeville High	9-12	Jenni Frick jennifer.frick@vpsb.net	337-893-1874	1305 Wildcat Drive, Abbeville, LA 70510
Cecil Picard Elementary	PK-5	Jessica Broussard jessica.broussard@vpsb.net	337-893-3887	203 E. Albert Avenue, Maurice, LA 70555
Dozier Elementary	PK-5	Andrea Ford andrea.ford@vpsb.net	337-937-6915	415 West Primeaux, Erath, LA 70533
Eaton Park Elementary	PK-2	Christina Badeaux christina.badeaux@vpsb.net	337-893-4978	1502 Sylvester Street, Abbeville, LA 70510
Erath High	9-12	Dr. Belisa Smith belisa.smith@vpsb.net	337-937-8451	808 South Broadway, Erath, LA 70533
Erath Middle	6-8	Dana Primeaux dana.primeaux@vpsb.net	337-937-4441	800 South Broadway, Erath, LA 70533
Forked Island E. Broussard	PK-8	Tara Frick tara.frick@vpsb.net	337-642-9100	19635 Columbus Road, Abbeville, LA 70510
Gueydan High	6-12	Phillip Freeman phillip.freeman@vpsb.net	337-536-6938	901 Main Street, Gueydan, LA 70542
Herod Elementary	3-5	Lysonia Robertson lysonia.robertson@vpsb.net	337-893-4258	120 Odea Street, Abbeville, LA 70510
Indian Bayou Elementary	PK-5	Shelanne Richard shelanne.richard@vpsb.net	337-334-4070	1603 LA Hwy 700, Rayne, LA 70578
Jesse Owens Elementary	PK-5	Anita Dupuis anita.dupuis@vpsb.net	337-536-6541	203 13th Street, Gueydan, LA 70542
J.H. Williams Middle	6-8	Ryan Abshire ryan.abshire@vpsb.net	337-893-3943	1105 Prairie Avenue, Abbeville, LA 70510
Kaplan Elementary	PK-4	Lisa Broussard lisa.broussard@vpsb.net	337-643-7965	608 Eleazar Avenue, Kaplan, LA 70548
Kaplan High	9-12	Shay Herpin shay.herpin@vpsb.net	337-643-6385	200 East Pirate Lane, Kaplan, LA 70548
LeBlanc Elementary	PK-5	DeEtte Bigot deette.bigot@vpsb.net	337-937-8110	4511 E. LA Hwy 338, Abbeville, LA 70510
Meaux Elementary	PK-5	Dawn Amy dawn.amy@vpsb.net	337-893-3901	12419 LA Hwy. 696, Abbeville, LA 70510
North Vermilion High	9-12	Casey Meador casey.meador@vpsb.net	337-898-1491	11609 LA Hwy 699, Maurice, LA 70555
North Vermilion Middle	6-12	Kandice Broussard kandice.broussard@vpsb.net	337-893-1583	11609-A LA Hwy 699, Maurice, LA 70555
Rene Rost Middle	5-8	Brett LeBeouf brett.lebeouf@vpsb.net	337-643-8545	112 West Sixth Street, Kaplan, LA 70548
Seventh Ward Elementary	PK-5	Marlene Primeaux marlene.primeaux@vpsb.net	337-893-5875	12012 Audubon Road, Abbeville, LA 70510

GUIDE FOR PARENTS WITH QUESTIONS & GRIEVANCES

A parent is always welcome to "go to the top" with a question, but the most efficient way to get an answer is to ask the person closest to the problem. Please adhere to the following time-saving steps:

1. If the concern is about your child, call the school and make an appointment with the persons directly involved with the specific concern.
2. If the concern is about the school, call the school secretary who will either answer your questions or direct you to the principal for a direct answer or an appointment. Any parent or visitor is encouraged to visit the schools; however, he/she must report to the principal's office and upon arrival must verify who they are and the purpose of their visit. Noncompliance with school policy shall be considered trespassing, and trespassers will be subject to arrest.
3. If the concern is about the school system in general, or if you feel that one of the departments listed is closely related to your concern, call the School Board Office. The phone number is 893-3973.

Calendar 2026-2027



GRADING PERIODS

9 Weeks	Begins	Ends	# of Days
1st 9 Weeks	8/13	10/13	43
2nd 9 Weeks	10/14	1/8	43
3rd 9 Weeks	1/11	3/19	44
4th 9 Weeks	3/22	5/28	44
		Total Days	174
Final Exam Window			5/20-5/28

DATES TO REMEMBER

Denotes 10-Month Employee Days	
Teachers Report	8/10, 8/11, 8/12, 10/21, 1/4
Students Report to School	8/13
Mandatory Pre-K Screening	8/13, 8/14, 8/17
Pre-K Students Report to School	8/18, 8/19, 8/20
Kindergarten Students Report	8/13, 8/14, 8/17
Parent-Teacher Conference	10/21
Graduation for GHS	5/13
Graduation for AHS & KHS	5/14
Graduation for EHS & NVHS	5/15

HOLIDAYS

(Denoted on the Calendar in Black)

Independence Day (observed)	7/3
Labor Day	9/7
Fall Break	10/19-20
Election Day	11/3
Thanksgiving Break	11/23-27
Christmas Break	12/21-1/1
MLK Day	1/18
Mardi Gras Break	2/8-12
Easter/Spring Break	3/26-4/2
Memorial Day	5/31
Juneteenth (observed)	6/18

District-Wide Professional Development Dates (Students do not report to school):

*Friday, October 9th, 2026

*Monday, January 4th, 2027

*Monday, March 8th, 2027

SECTION I: ATTENDANCE

COMPULSORY ATTENDANCE *(JBA, JB, JBD)*

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

Beginning with the 2022-2023, students who have attained the age of five years by September 30th of the calendar year in which the school year begins shall attend a public or nonpublic day school or participate in an approved home study program until they reach the age of 18 years. Any child below the age of seven who legally enrolls in school shall also be subject to compulsory attendance (Act 386 (Senate Bill 10) R.S. 17:151.3 221).

Compulsory attendance does not apply to any child who is under the age of eighteen(18) and is attending a National Guard Youth Challenge Program in Louisiana.

The compulsory attendance law does not prohibit a student who is at least 16 years of age and who meets the criteria established by BESE from attending an adult education program approved by BESE. A parent or legal guardian responsible for the school attendance of a child who is at least 16 years of age but under age 18 and who is enrolled in and is fulfilling the attendance requirements of an adult education program that is approved by BESE shall be considered to be in compliance with the compulsory attendance law. Please see your school counselor for information regarding Adult Education and the process for withdrawing.

MINIMUM ATTENDANCE REQUIREMENTS *(JB)*

Elementary and secondary students shall be present a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year, as required by the Louisiana Board of Elementary and Secondary Education and enumerated in the *Louisiana Handbook for School Administrators*, Bulletin 741, to receive credit for courses taken. A student is considered to be in attendance when he/she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This includes students who are homebound, assigned to and participating in drug rehabilitation programs or participating in school-authorized field trips. A student is considered to be in attendance based on the following percentage of attendance at school during an instructional day: 25% or less than or equal to 50% (26% to 50%) = ½ day attendance; more than 50% (51% to 100%) = full day attendance.

Elementary and Middle School students may not miss more than **twelve (12) days** per year in order to be eligible for promotion. High School students on a 7 period schedule may not be absent for more than twelve (12) days in a year- long course or six (6) days in a semester course in order to be eligible to earn a Carnegie Unit.

High School students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per hours per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis. These minimum attendance requirements are required to receive credit for courses taken.

TYPES OF ABSENCES *(JBD)* Bulletin 741 (Revised 7/20/24) / La. Admin. Code tit. 28 § CXV-1105

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

Students have five (5) SCHOOL DAYS to submit an excuse for their absence. A student should not miss school unless they are able to provide one of the following types of documents to verify the reason for the absence. Excuses returned after five (5) school days will not be accepted and will be considered unexcused.

1. **Excused Absences**
    - Absences verified by a doctor, licensed nurse practitioner or dentist
    - **Are not** considered for the purpose of truancy
    - Parents may submit up to 5 parent-written excuses per year for illnesses that would not warrant going to the doctor (Example: headache, virus, etc). The 6th parent note received in a school year will be considered unexcused.
    - Include absences incurred due to **Extenuating Circumstances (JBD)**:
        - Extended personal physical or emotional illness as verified by a physician or licensed nurse practitioner
        - Extended hospital stay in which a student is absent as verified by a physician or dentist
        - Extended recuperation from an accident in which a student is absent as verified by a physician, dentist or licensed nurse practitioner
        - Extended contagious disease within a family in which a student is absent as verified by a physician or dentist
        - 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.

- Observance of special and recognized holidays of the student's own faith
- Visitation with a parent who is a member of the US Armed Forces or the National Guard (shall not exceed five (5) days per school year
- Absences verified and approved by the school principal or designee:
- Prior school system approved travel for education
- Death in the immediate family (not to exceed one (1) week
- Natural catastrophe and/or disaster
- Student personal illness or serious illness in the family
- Pregnant and parenting students at a minimum of 10 days after the birth of a child.
- A student may be absent related to the student's mental health for up to three (3) days in any school year.,
- For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system. For example, a family educational trip would qualify. The parent may request and complete a *Formal Appeal for Absences Due to Extenuating Circumstances* and submit it to the Child Welfare and Attendance Office. Students who are verified as meeting extenuating circumstances are therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

- Students may make up work and receive credit

2. **Unexcused Absences**
   - Any absence not meeting the requirements set forth in the excused absence definition, including job related absences, unless it is part of an approved instructional program.
   - Absences **are** considered for the purpose of truancy
   - Students may make up work and receive credit
   - Parent notes received *after* the 5th absence for illnesses that would not warrant going to the doctor (Example: headache, virus, etc).

3. **Suspension/Expulsion**
   - Absences in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school.
   - The absences **are not** considered for the purposes of truancy unless the student is assigned to an alternative site and is not in attendance at the assigned alternative site.
   - Students may make up work and receive credit

A student under out-of-school suspension or expulsion is not allowed on any school campus without permission of the principal nor can he/she attend or participate in any school sponsored activity/function, including graduation, or extracurricular activity on or off the school campus.

FAILURE TO COMPLY *(JBA)*

- **Upon the 3rd Unexcused Absence:**
  - The principal of a school, or his designee, shall notify the parent or legal guardian in writing upon the student's 3rd unexcused absence or unexcused occurrence being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.
- **After the 5th Unexcused Absence:**
  - As defined by state law, a student is considered habitually absent after the 5th Unexcused Absence or 5th tardy in a semester.
  - After the 5th Unexcused Absence, the student will be referred to **TASC (grades K-5) or FINS (grades 6-12)** in accordance with LSA R.S. 17:221.
    - TASC (Truancy Assessment and Service Center) is an early intervention program that addresses habitual unexcused absences from school, or truancy, in K-5th grade in order to increase attendance and prevent juvenile delinquency.
    - FINS (Families In Need of Services) goals are to reduce formal juvenile court involvement while generating appropriate community services to benefit the child and improve family relations. Once a complaint is filed with FINS, recommendations to correct the identified problems, usually in the form of a service plan, are made to the family; the family must follow the directives given. The FINS Officer is responsible for monitoring compliance. If recommendations are not followed, the family may be referred to court, a FINS conference, and/or a hearing before a judge.
- **After the 10th Unexcused Absences:**
  - The school will refer to the CWA truancy officer after the 10th unexcused day/tardy.
- **Loss of Driving Privileges *(JBH)***
  - Any student between the ages of fifteen and eighteen who does not meet the required minimum school attendance provisions may be denied driving privileges by the State of Louisiana. (Act 688 of 2008).
- (JBE) Parents of truant students shall enforce the attendance of the student at school to which the student is assigned. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities,as determined by the School Board, until the student has caught up with his or her school work.

MAKE-UP-WORK *(JBD)*

- After each absence from school, it is the **responsibility of the student** to make arrangements to make-up work missed during any type of absence with his/her teacher, following his/her return. Assignments may be given prior to absences.
- Student misses day of test/quiz and/or day of assignment due:
  - The student will take the test and/or turn in the assignment due on the day he returns. The grade will be officially recorded within three (3) days of the student's return to school.
- The student misses more than one (1) day of school:
  - The student will have a corresponding number of days to make-up tests/quizzes. Example: student is absent for two (2) days, student will have two (2) days to make-up tests/quizzes from the day he returns to school. Assignments assigned prior to the absence are due the day the student returns to school. Prior assignments do not include tests/quizzes. Grades will be officially recorded within three (3) days of the student's completion of the test/quiz.
- Penalty for an assignment not submitted by due date - For any assignment which is not turned in on the day that the assignment is due, a 10% maximum penalty per day may be imposed with a maximum of **5 school days** allowed to submit the late assignment. Any assignment not submitted within the **5 school days** will receive a grade of "0". Assignments include research papers, essays, presentations, projects, etc. but exclude homework.
- Students and parents have the right to appeal the schedule in extreme circumstances, and those would be handled by the School Building Level Committee. (There may be exceptions for students with IAP's and IEP's).
- Extended time for make-up tests and/or assignments will be at the discretion of the principal in collaboration with the teacher and counselor.
- Gifted students attending enrichment classes should not be marked absent, and their regular education teachers shall assist the students with make-up work as needed.
  - Gifted or talented students should in no way be penalized for incomplete assignments on the day following special education enrichment classes, unless the assignment was directly given to the student by the teacher. These students should be encouraged to participate in enrichment sessions as specified on their IEP. An extension of time to complete missed work may be warranted and is appropriate, if needed. Some or all of the makeup work can be excused if the student has apparently already mastered the skills addressed the day they attend their special education enrichment session.
  - In the event that circumstances prevent the above procedures from being implemented, the use of a student peer as a source of assignments is acceptable with the condition that the gifted student not be penalized for inaccuracies in the reporting of assignments by another student.
- For a student to make up a missed midterm or final exam, a doctor or parent note must be submitted by the parent/legal guardian that verifies and documents the necessity for the absence/s.
- Any work missed because of suspension or recommended expulsion can be made up for the same credit originally available. The student must make up all work within five (5) days of returning to school. (There may be exceptions for students with IAP's and IEPs.)
- A student attending school sponsored or endorsed activities including VPSB pullout programs, sporting events, field trips, and college or military visitation has the responsibility of obtaining all assignments and completing the work as scheduled for the classes missed. For extended absences, teachers may grant exceptions, prior to the absence, for work due in his/her class.
- Extended time to make-up tests and/or assignments will be at the discretion of the principal in collaboration with the teacher and guidance counselor.
- In the case of performance based classes for co-curricular courses, students who have an unexcused absence for performances may earn up to 80% of the original grade through a make-up assignment developed by the teacher.

PRE-K ATTENDANCE

A. In order to be counted as present for attendance purposes, a student enrolled in Pre-K must be present a minimum of four (4) hours of the six (6) hour instructional period.
B. Upon the third late entry to school, or tardy, the child will accumulate a full day absence.
C. If a child has an approvable documented absence (doctor's notes, funeral notices, etc.), the absence is excused and should not be calculated against a child's monthly attendance percentage.
D. Upon the child's return to school, the parent or guardian will have 3 school days to submit proper documentation for an absence. Approved documentation submitted after the three school days will result in an unexcused absence.
E. A child may be disenrolled from the program, at the discretion of the school system, if he/she fails to meet the 74% attendance requirement for two consecutive months due to unexcused absences. Suspensions or expulsions of children should be an action of last resort, and ONLY after the program has exhausted every means possible (counseling, mental health evaluation, SBLC meeting, etc.) to address challenges exhibited.
F. No new students will be added to the current year roster or transferred to another school in the parish after March 31st. Extenuating circumstances (DCFS placement, homeless) will be considered by the Supervisor of Early Childhood & Pre-K on a case by case basis.

APPEAL OF ABSENCES *(JBD)*

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

SECTION II: DRESS CODE *(JCDB)*

The Vermilion Parish School Board has set forth the following guidelines for grades Pre-K through 12 concerning mandatory uniforms, student dress, and appearance. These guidelines seek to foster an environment which promotes respect for authority, increased safety for students and staff, and preparation for students to enter into the workforce.

The final decision as to the appropriateness of attire and appearance will be made by the principal. Therefore, prior to purchasing a particular style of attire which is neither specifically prohibited in these guidelines, contact the principal's office of the school where your child attends in order to ensure that the particular style of attire you plan to purchase meets the approval of the school's principal. Any student who violates the dress code will be subject to disciplinary action. The principal may designate certain days throughout the year as school spirit days celebrating school sports or school-sponsored days when a spirit or club shirt may be worn with the mandatory uniform bottoms or jeans. On special occasion days such as Parish Government Day, Elocution Contest, etc., the school uniform does not have to be worn, but the clothing must meet the approval of the principal and the guidelines for student dress.

Any clothing or apparel that is unsafe, dangerous, and distracting to the educational process, or a health hazard is unacceptable.

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.

Students who transfer into Vermilion Parish will be allowed **two weeks** to purchase uniforms and comply with the policy.

GUIDELINES FOR STUDENT UNIFORMS (GRADES PreK - 12)

A. Pants
   1. Color must be designated khaki, navy or black.
   2. Pants may have pleats or straight fronts. Denim, corduroy, spandex or blue jean materials are not allowed.
   3. All pants must have belt loops except Pre-K and Kindergarten students who may wear pull-on pants.
   4. No pockets are allowed on legs.
   5. Pants cannot be worn lower than the top of the hipbone.
   6. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on pants which can be no larger than 1 ½ inch by 1 ½ inch.
   7. Slabbing, baggy pants, distressed jeans, knickers, biker pants, leggings, bell bottoms, patch pockets, hip huggers, low riders, bottom slits, or boxers are prohibited.

B. Shorts
   1. Color must be designated khaki, navy or black.
   2. Shorts may have pleats or straight fronts. Denim, corduroy, spandex or blue jean materials are not allowed.
   3. All shorts must have belt loops except Pre-K and Kindergarten students who may wear pull-on shorts.
   4. Only inset pockets are allowed. No pockets are allowed on legs.
   5. Shorts cannot be worn lower than top of the hipbone.
   6. Length must not exceed ~~six inches above the floor when in a kneeling position nor two~~ four inches ~~below~~ above the top of the knee when in a standing position.
   7. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on shorts which can be no larger than 1 ½ inch by 1 ½ inch.

C. Skorts
   1. Color must be designated khaki, navy ~~or black~~.
   2. Skorts may be pleated or straight. Denim, corduroy, spandex or blue jean materials are not allowed.
   3. Skorts cannot be worn lower than the top of the hipbone.
   4. Length must not exceed ~~six inches above the floor when in a kneeling position nor two~~ four inches ~~below~~ above the top of the knee when in a standing position.
   5. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on skorts which can be no larger than 1 ½ inch by 1 ½ inch.

D. Skirts
   1. Color must be designated khaki, navy ~~or black~~.
   2. Skirts may be pleated, straight, or A-line. Denim, corduroy, spandex or blue jean materials are not allowed.
   3. Length must not exceed ~~six inches above the floor when in a kneeling position nor two~~ four inches ~~below~~ above the top of the knee when in a standing position, but skirts may be worn to the ankle.
   4. Any color shorts may be worn under skirts as long as the shorts are not visible.
   5. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on skirts which can be no larger than 1 ½ inch by 1 ½ inch.

E. Dresses (Polo style dresses & woven belted safari style)**—Elementary students only.**
   1. Color must be designated khaki or navy.
   2. Dresses may be pleated or straight ~~or bid~~. Denim, corduroy, spandex or blue jean materials are not allowed.

3. Length must not exceed ~~six four inches above the floor when in a kneeling position~~ four inches ~~below~~ above the top of the knee when in a standing position, but dresses may be worn to the ankle.
4. Any color shorts may be worn under dresses as long as the shorts are not visible.
5. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on dresses which can be no larger than 1 ½ inch by 1 ½ inch.

F. Jumpers
1. Color must be designated khaki or navy.
2. Jumpers may be pleated or straight ~~or bid~~. Denim, corduroy, spandex or blue jean materials are not allowed.
3. Length must not exceed ~~six inches above the floor when in a kneeling position nor two~~ four inches ~~below~~ above the top of the knee when in a standing position, but jumpers may be worn to the ankle.
4. Uniform shirts must be worn under the jumpers.
5. Any color shorts may be worn under jumpers as long as the shorts are not visible.
6. No emblems, monograms, or contrasting stitching are allowed except for the manufacturer's logo patch on jumpers which can be no larger than 1 ½ inch by 1 ½ inch.

G. Shirts
1. Color must be navy, white, red or black.
2. Shirts are to be polo style (short or long sleeve) with 2 or 3 buttons and a collar or oxford type (short or long sleeve). Denim, corduroy, or blue jean material is not allowed.
3. Shirts must be tucked in at all times.
4. No emblems, monograms, and contrasting stitching are allowed.
5. Polo style shirts that include the school logo shall be purchased from the school/school organization.

H. Uniform T-shirts (Only applies to high school and at the discretion of middle school principals)
1. Color must be navy, white, red, black, or school colors.
2. Shirts shall be purchased from the school and shall include any combination of the following: school logo, school name, school initials, or school mascot.
3. Shirts may have the P. B. I. S. behavioral expectations.
4. Uniform T-shirts that include school logo shall be purchased from the school/school organization.

I. Undershirts
1. Color must be solid navy, gray, white, red, or black.
2. Undershirts must be tucked into the uniform bottom.

J. Sweatshirts, full zip and ¼ zip pullovers or jackets
1. Color must be solid navy, white, red, gray, black, or spirit/school team sweatshirts.
2. No emblems, or contrasting stitching are allowed except for logos/emblems approved by school.
3. Sweatshirts may be worn over polo or oxford during cold weather. It may be worn out of the pants.
4. The above policy for sweatshirts, jackets, etc. that contain a hood may be worn. The hood MUST be removed in the school building upon entrance.

K. Coats
1. No trench coats are allowed on campus.
2. Final decision as to appropriateness of coat is determined by principal.

L. Belts
1. Color must be black, brown, khaki or navy.
2. Belts must be worn at all times in grades 1-12. The entire belt must be worn within the loops.

GUIDELINES FOR STUDENT DRESS AND APPEARANCE (GRADES PreK – 12)

A. Tops – See-through, tight fitting, or that which exposes the mid-section are prohibited. This shall include, but not be limited to halter tops, crop tops, tank tops, sun dresses, spaghetti straps, noodle straps, and mesh tops, etc.

B. Pants – Slabbing, baggy pants, distressed jeans, knickers, biker pants, leggings, bell bottoms, patch pockets, hip huggers, low riders, bottom slits, boxers, spandex material, jeggings and joggers are prohibited.

C. Emblems and/or insignias – The promotion of profanity, obscenity, drugs, alcohol, tobacco, gang, wrestling related symbols, or hate type slogans, etc. are prohibited.

D. Shoes – Flip-flops, slippers, thongs, backless shoes, and beach shoes are not permitted. Shoes requiring laces must have the laces, and they must be kept tied. Shoes are required to have a full back**.** Any other shoes deemed unsafe or a distraction, such as light up shoes, as recommended by the Vermilion Parish Principals' Association and approved by the Vermilion Parish School Board, are not permitted.

E. Headdress – Hats, caps, wave caps, hoods, or any other headdress worn in school buildings during the school day are prohibited.

F. Sunglasses – Sunglasses/contact lenses, of extreme style or color may not be worn on school campuses during the school day.

G. Tattoos – Inappropriate visible tattoos are prohibited.

H. Hair – Extremes in hair style that are disruptive to the educational process are prohibited. Hair should be clean and well groomed. Facial hair should be neatly groomed. The fashion of some symbols cut into short haircuts are allowed at the discretion of the principal using (C) as a guideline.

I. Jewelry – Spiked choke collars, chains on pants, occult type jewelry, or anything distracting to the educational process are prohibited. Earrings are allowed in the ears only. However, distracting or dangling earrings are not allowed. No visible body piercing jewelry is allowed anywhere on the body. All ear gauges must be solid and not to exceed 5/8 of an inch. No hollow plugs, hanging gauges, spirals, earlets, tunnels, tapers, pinchers and tusks are allowed**.**

J. Law Enforcement Ankle Monitoring Systems- Ankle bracelets and/or electronic monitoring devices must be concealed.

K. Smart glasses and smart watches are prohibited.

Guidelines for Student Dress and Appearance - Virtual Learning

Students are to wear school appropriate dress that does not distract from the virtual learning process. Inappropriate attire including but not limited to the following are prohibited: Pajamas or clothing that is transparent or overly revealing, clothing with profanity, derogatory terms; racial slurs; or sexual content. School uniforms will not be required for virtual classes.

Guidelines for Cold Weather Days

Free dress for cold weather days may be worn, at the discretion of the Superintendent, when extenuating weather circumstances arise. The Superintendent will make the determination of such extenuating circumstances where free dress for cold weather is allowable.

STUDENT DRESS CODES FOR SPECIAL EVENTS

High School Prom and Homecoming

Prom is a formal event and only formal attire will be allowed. While the Vermilion Parish School Board will be reasonable in its interpretation, students should know they will not be allowed into the dance if they are not dressed properly. If students are uncertain whether or not the attire is acceptable, they should turn in a picture of themselves in the dress or other attire to an administrator at least seven days prior to the event for approval. Students can request an appeal to CWA no later than five days before the event.

A. Girls:
   1. Dresses may be strapless; however, they may not be cut below the bust-line in the front. (This includes cut outs below the bust line.) No excessive cleavage will be permitted.
   2. Appropriate undergarments must be worn with your dress or top (built-in or separate).
   3. Dresses must cover a girl's mid-section fully. Netting, mesh, illusion, chiffon or any other see-through material in the bodice of the dress is not acceptable. Two-piece dresses/outfits must not expose any flesh at the mid-section of the body (front and side).
   4. Dresses may not have a slit that exceeds mid-thigh. This includes side, front, and back slits.
   5. Dresses may be backless as long as they are not cut below the height of the navel.
   6. The hemline must not exceed ~~seven inches above the floor when in a kneeling position~~ six inches above the top of the knee when in a standing position
   7. Shawls, boleros, cardigans or wraps are acceptable.
   8. In the event of an inappropriate dress, administration can require the student to wear a cover-up before entering the event.
   9. Dress shoes are recommended. Sandals, cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.

B. Boys:
   1. Young men are expected to wear formal evening attire such as a tuxedo, suit with tie/bow-tie, or sport coat with slacks and a tie/bow-tie.
   2. Shirts must be long-sleeved, dress shirts with a collar.
   3. Top hats, canes, and gloves are allowed.
   4. Appropriate dress shoes must be worn. Cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
   5. Jackets and vests may be removed, but shirts may not be removed.
   6. For HOMECOMING ONLY – Tuxedos, suits, sports coats, jackets, and ties/bow-ties are appropriate but not mandatory.

C. Unacceptable Items:
   1. Bandannas or sweat bands
   2. Baseball caps
   3. Transparent attire (see-through clothing)
   4. T-shirts, jeans, cargo pants, or shorts
   5. Attire that in any way portrays alcohol, tobacco, gang insignia, violence, guns/weapons, drug/drug use.
   6. Any other item declared unacceptable by administration

Awards Night, Ring Ceremony, Senior Night, Athletic Banquet, Band Night:

While the Vermilion Parish School Board will be reasonable in its interpretation, students should know they will not be allowed into the event if they are not dressed properly. If students are uncertain whether or not their attire is acceptable, they should turn in a picture of themselves in the outfit or bring the clothing in to an administrator at least seven days prior to the event for approval. Students can request an appeal to CWA no later than five days before the event.

A. Girls:
   1. Ladies are expected to wear slacks and a blouse, a dress, or a skirt and a blouse.
   2. The hemline must not exceed ~~seven inches above the floor when in a kneeling position~~ six inches above the top of the knee when in a standing position
   3. Tops may not be cut below the bust-line in the front. No excessive cleavage will be permitted.
   4. Appropriate undergarments must be worn with your dress or top (built-in or separate).
   5. The back of the top should scoop no lower than the bra line.

6. Straps must be at least one and a half inches on the shoulder. One shoulder strap tops are allowed. Spaghetti straps are not permitted.
7. Shawls, boleros, cardigans or wraps are acceptable.
8. Outfits should not be see-through or made of illusion material.
9. Dresses must be lined or worn with a slip.
10. Dress shoes are recommended. Sandals, cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
11. For ATHLETIC BANQUET ONLY – Jeans are allowed.

B. Boys:

1. Young men are expected to wear a dress shirt and dress pants or slacks.
2. Shirts must be a dress shirt with a collar.
3. Suits, sport coats and ties/bow-ties are optional.
4. Appropriate dress shoes must be worn. Cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
5. For ATHLETIC BANQUET ONLY – Jeans are allowed.

C. Unacceptable Items:

1. Bandannas or sweat bands
2. Baseball caps
3. Transparent attire (see-through clothing)
4. T-shirts, jeans, cargo pants, or shorts
5. Attire that in any way portrays alcohol, tobacco, gang insignia, violence, guns/weapons, drug/drug use.
6. Any other item declared unacceptable by administration

Eighth Grade Social, Awards Night, Band Night:

While the Vermilion Parish School Board will be reasonable in its interpretation, students should know they will not be allowed into the event if they are not dressed properly. If students are uncertain whether or not their attire is acceptable, they should turn in a picture of themselves in the outfit or bring the clothing in to an administrator at least seven days prior to the event for approval. Students can request an appeal to CWA no later than five days before the event.

A. Girls:

1. Dresses may have sleeves or at least one and a half inch straps on the shoulder. One shoulder strap tops are allowed. Spaghetti straps are not permitted.
2. Long formal dresses are not permitted.
3. Jeans are not permitted.
4. The hemline must not exceed ~~seven inches above the floor when in a kneeling position~~ six inches above the top of the knee when in a standing position
5. Tops may not be cut below the bust-line in the front. No excessive cleavage will be permitted.
6. Appropriate undergarments must be worn with your dress or top (built-in or separate).
7. The back of the top should scoop no lower than the bra line.
8. Shawls, boleros, cardigans or wraps are acceptable.
9. Outfits should not be see-through or illusion material.
10. Dresses must be lined or worn with a slip.
11. Dress shoes are recommended. Sandals, cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.

B. Boys:

1. Young men are expected to wear a dress shirt with a collar and dress pants or slacks.
2. Jeans are not permitted.
3. Appropriate dress shoes must be worn. Cowboy boots, dress boots and athletic shoes are allowed. Flip flops are not permitted.
4. Suits, sport coats and ties/bow-ties are optional.

C. Unacceptable Items:

1. Bandannas or sweat bands
2. Baseball caps
3. Transparent attire (see-through clothing)
4. T-shirts, jeans, cargo pants, or shorts
5. Attire that in any way portrays alcohol, tobacco, gang insignia, violence, guns/weapons, drug/drug use.
6. Any other item declared unacceptable by administration

GUIDELINES FOR NON-COMPLIANCE

Failure to comply with the guidelines for dress, appearance, or uniforms will result in parental contact by the school. Further non-compliance may result in one or all of the following: detention or in-school suspension.

SECTION III: DISCIPLINE CODE OF CONDUCT *(JD, JCD)*

Because the Vermilion Parish School Board is legally responsible to maintain a proper learning environment, it has adopted disciplinary guidelines for students. It is also the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students. It is the final responsibility of the principal to maintain discipline at each school or at any school function.

The Vermilion 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 instruction time.

CORPORAL PUNISHMENT *(JDA)*

The use of corporal punishment by administrators and teachers is authorized when such punishment is administered in a reasonable manner. No corporal punishment shall be administered without written consent of a parent.

The following guidelines are to be followed when administering corporal punishment:

1. Corporal punishment should be used after other methods of discipline have failed.
2. Procedural due process must be used before administering corporal punishment.
3. An adult witness must be present when corporal punishment is administered.
4. Corporal punishment shall be limited to paddling. Any paddle to be used in administering corporal punishment should be made of wood fourteen (14) to fifteen (15) inches long, six (6) inches wide and one-half (1/2) inch thick.
5. Any paddling must be applied to a student's posterior for a maximum of five (5) times.
6. No form of demeaning language or corporal punishment, including but not limited to paddling, striking, or hitting, shall be used with any child enrolled in a Pre-K class or an enrichment class.
1. Corporal punishment shall not be administered to any student with an Individual Education Plan (IEP) or an Individual Accommodation Plan (IAP).
2. Prohibits taping a mouth shut or restricting the airway, even with parent consent. (Act 780)

DISCIPLINE FOR PRE-K

The Vermilion Parish school system will not deem a child ineligible for a pre-K seat for reasons other than income and age. This includes medical issues (including toilet training), guardianship, clothing, transportation, religion, ethnicity, cultural practices, and/or language barriers. Should a school/LEA consider it necessary to prevent a child from enrolling or consider disenrolling a child for any reason, the school/LEA must have exhausted all possible options to keep a child enrolled. Before a child is disenrolled or expelled, there should be documentation of multiple conversations with families to develop a plan that would help a child be successful in their educational experiences. This plan must be kept on file at the site and updated with the family at each parent-teacher conference. The Supervisor of Early Childhood and Pre-K must be involved in all removal decisions.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS/PBIS)

It is the purpose of the Vermilion 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 disrupts the learning environment or 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 Vermilion 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. 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.

AUTHORITY OF SCHOOL PRINCIPALS

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. Depending on the severity of the offense committed by the student, the principal retains the right and the responsibility to use any appropriate form of discipline available including suspension, recommending expulsion, and/or law enforcement. However, no student shall be disciplined in any manner by the School Board or school principal, 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 probable 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 him/herself.

AUTHORITY OF SCHOOL TEACHERS

A. Teaching Behavioral Expectations and Remediation of Deficits
Each teacher shall in the beginning of each school year and periodically throughout the school year provide his or her students with the rules of the school and how those apply in their particular classroom. The teacher should teach the behavioral expectation and provide a

system to acknowledge appropriate behavior and remediate behavioral deficits.

B. In-School Alternatives and Preservation of Instructional Time
Since academic achievement is associated with the amount of instructional time received by a student, the use of alternatives (re-teaching, remediation, brief time-out from the classroom, calls to parents, notes home, behavior plans) to removal from class is encouraged. In addition, counseling alternatives (school counselors and/or other appropriate mental health professionals employed by the district or a contracted outside agency) are encouraged.

C. Each teacher may take disciplinary action (no state form required) 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.

D. 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 electronic communication or by sending a certified letter to the address shown on the student's registration card.

STUDENT DISCIPLINE, SUSPENSION, EXPULSION *(JDD, JDE, JCD)*

The Vermilion Parish School Board and its employees feel that this discipline plan will provide a safer, healthier, and happier atmosphere for children to learn. Every teacher and other school employee shall 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.

In accordance with R. S. 17:416 A (2), any teacher or other school employee is permitted to report to the appropriate principal/administrator any alleged student discipline violation on the School Behavior Report/School Bus Behavior Report form as provided by the State Department of Education. The principal shall return a completed copy of this form to the teacher or other school employee who initiated the referral indicating corrective action taken within **48 hours** (excluding non-work days) of the time it was submitted to the principal.

- This policy shall apply to all school campuses, school buses, or during any school-sponsored function or activity.
- During the period of an out-of-school suspension the student shall complete assignments and shall receive credit for that work which was completed satisfactorily and timely as determined by the principal or his designee, upon the recommendation of the *student's* teacher; however, the teacher shall not be required to interrupt class instruction time to prepare any such assignments.
- During the period of an expulsion, the student cannot participate in or attend any school activity and receives no credit for work pursued or tests given.
- In accordance with R. S. 17:416.12, students in grades K-5, who violate the "Yes, Ma'am", No, Ma'am" law cannot be suspended or expelled but can be disciplined following existing school policy.
- Failure to sign the annual statement of compliance by a parent/guardian will result in documentation of the refusal by the principal, and a copy of it will be sent to the Supervisor of Child Welfare and Attendance.
- Failure to sign the annual statement of compliance by a student may result in disciplinary measures according to current school policy.

GRADUATION PARTICIPATION

Any student who has been expelled from school and whose term of expulsion has not been completed shall not be allowed to participate in graduation exercises. Provided, however, that any such student may petition the School Board, in writing, for a waiver of this rule. This petition will be filed with the Superintendent **at least thirty (30) days prior** to graduation or within ten days of the expulsion decision, whichever occurs later. The School Board shall conduct a waiver hearing in executive session.

TEACHER/STAFF/BUS OPERATOR SPECIFIC INTERVENTIONS

1. Each school is required to have a documented Minor Infraction procedure in accordance with their School Wide Multi-Tiered Systems of Support Implementation Plan (MTSS)/PBIS.
2. The following is a list of school-based interventions that may be utilized with due diligence to correct student behavior: (*Possible interventions are not limited to this list.)
    a. Parent conference
    b. Re-teaching desired behavior; student-teacher conference
    c. Student conference with Administration
    d. Establishing a verbal or non-verbal warning, cue, signal
    e. Written warning, phone call/note home to parent
    f. Change of seats
    g. Behavioral contract
    h. Stay-Away agreements
    i. Individual Behavior Management plan
    j. Referral to School Building Level Committee (SBLC) or Multi-Tiered Systems of Support (MTSS)/PBIS Committee
    k. VAPE, Alcohol, Bully Education lessons
    l. Zones of Regulation lessons
    m. TeachTown lessons
    n. Second Steps lessons (K-8)
    o. Social Story lessons
    p. Scheduling of intentional breaks
    q. Check in/Check Out
    r. 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
    s. Referral to TASC/FINS for any student who accumulates 3 In or Out of School Suspensions and/or is found guilty of repeated behavior problems/disciplinary infractions.
    t. Peer mediation/conflict resolution
    u. Additional interventions: https://www.pbisworld.com/

STUDENT REMOVAL FROM CLASSROOM *(RS 17.416)*

1. A student shall be immediately removed from a classroom by the teacher and placed in custody of the principal or his/her designee if the 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. If removed, the student shall receive the same credit originally available for schoolwork missed when it is completed by the student based on its accuracy. Students who are not preventing instruction may be referred to the office but do not warrant immediate removal.
2. Any student removed from class in kindergarten through grade 5, 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 6 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action. A parent conference must be conducted after the third removal from the classroom (Act 400)
3. A student in kindergarten through grade 5 removed from a class pursuant to this Subparagraph shall not be permitted to return to the class for at least thirty minutes unless agreed to by the teacher initiating the disciplinary action. A student in grades six through twelve removed from a class pursuant to this Subparagraph shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action.
4. Upon the student being removed from class and sent to the principal's office, the principal or his/her 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 and documented** at least one of the following disciplinary measures:

    a. Conference with principal or his designee
    b. Referral to counseling
    c. Peer Mediation
    d. Referral to School Building Level Committee
    e. Restorative Justice Practices
    f. Schedule revision
    g. Loss of Privileges
    h. Detention
    i. In-school Suspension
    j. Out-of-School Suspension
    k. Denial of driving privileges on school property
    l. Initiation of expulsion hearings
    m. Referral for assignment to an alternative placement
    n. Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension
    o. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or School Building Level Committee (School-wide Discipline Plan)

5. The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.
6. When a student has been removed from a classroom, the teacher/principal/principal's 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. 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 measure. 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/her 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.
7. Whenever a teacher is struck by a student, the student, in addition to any other discipline given, may be returned to the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the school building level committee, finds the striking incident to be entirely inadvertent. The administration of school level discipline does not supersede the right of the employee to pursue civil or criminal charges. Any student found guilty by a court of competent jurisdiction or in a school system suspension hearing (with a District Hearing Officer) of battery on any school employee shall not be allowed to attend the school where the employee battered is assigned. The school system is not responsible for transportation of any reassigned students.
8. Generally, a student with disabilities (IEPs and IAPs) may not be removed from his or her current placement for more than ten (10) school days, consecutively or cumulatively, or violations of the Student Code of Conduct without a determination of whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability (a Manifestation Determination Review). Other circumstances may exist where the removal is for fewer than ten (10) days, but the student has been subjected to a series of removals that constitutes a pattern which exceeds ten (10) days in a school year. In such a case, a Manifestation Determination Review shall be conducted.
9. Students who are Out-of-School Suspended and/or expelled from school may not be on any school campus, school bus, or school event during the term of the suspension and/or expulsion.
10. Discipline assignments take precedence over all school activities (athletic events, band practice, field trips, etc.) Students suspended and/or expelled may not attend, participate or represent the school in any school activity during the terms of that exclusion or removal. Students returned to campus after a recommended expulsion may continue to be prohibited from extracurricular activities.
11. When a student transfers from one school to another within the Vermilion Parish School System, the student's discipline/attendance records for that school year will also be transferred. The student will continue at the appropriate step in the discipline process at the new school. Additionally, if a student exits to another school or district or enters from another school or district discipline reports will be requested and reviewed.

VPSB BEHAVIOR MATRIX
Level of Consequences

Level 1 Infractions **Offenses which are considered less serious or harmful to others**	Level 2 Infractions **Offenses which may seriously disrupt the learning environment and compromise safety of the school community**	Level 3 Infractions **Serious offenses which *may* involve law enforcement intervention and has specific consequence for specific offenses**	Level 4 Infractions **Serious offenses which involve law enforcement intervention**
NOTE: Must follow Classroom Management Plans, MTSS/PBIS or Leader in Me or school specific Interventions. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students. ***Parent contact** is defined as an in-person, verbal, or written communication that **produces a response from the parent**. Parent contact (both successful and unsuccessful attempts) must be documented. Assign consequences appropriate for the type and number of infractions that will include: ● Parent Contact - Required ● Detention(s) – Multiples may be assigned ○ Administrative Conference with Student ○ Parental contact ● In school suspension(s) – Multiples may be assigned ○ Administrative Conference with student ○ Parental contact ● Refer to the school counselor/ School Building Level Committee as deemed appropriate. *Every effort should be made to return the student to the classroom to avoid missing instructional time.* **NOTE**: Repeated violations (3) of these infractions will be coded as Level 2 infraction – (#10) Disturbs the school/habitually violates rules	**1st Step**: (NOTE: Step 1 may be repeated) *Maximum of 3 incidents ● Assign Detention, In-School Suspension (1 class period, ½ day or 1 full day) ● Parent contact - Required* ● Refer to counselor ● Assign/Document Intervention Curriculum or other school specific interventions **2nd Step**: ● Assign In-School Suspension or Out-of-School Suspension for 1-3 days ● Parent Contact - Required ● Assign/Document Intervention Curriculum or other school specific interventions ● Refer to counselor ● Conduct parent conference on student's return from 2nd OSS **3rd Step**: ● Assign In-School Suspension or Out-of-School Suspension for 1-3 days ● Parent Contact - Required ● Assign/Document Intervention Curriculum or other school specific interventions ● Initiate RTI Interventions ● Conduct parent conference on student's return from 2nd OSS **4th Step**: ● Repeat Step 3 until student reaches 4th out-of-school suspension ● Revisit behavior plan & make adjustments **On 4th Out-of-School Suspension – Principal may recommended expulsion or change of placement**	Consequences for Level 3 infractions vary for specific offenses.	**NOTE:** Infractions in Level 4 will result in automatic Out-of-School Suspension with the Recommended Expulsion or Change of Placement pending hearing results. In the case of a Recommended Expulsion or Change of Placement, a hearing will be conducted at the student's school by an VPSB Hearing Officer and the school's principal or his/her designee. At the time of the hearing, the Hearing Officer will determine, according to VPSB policy, if the student is readmitted to his school or will be transferred to an Alternative Placement until the student has successfully completed their intervention plan. When prescription medication is labeled by a pharmacy or medical provider as prescribed for the student who is in the possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, the administrator may take action but must hold a parent conference to discuss the violation. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose) a lesser penalty is suggested. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.

VPSB BEHAVIOR MATRIX

Infraction Codes/Levels

Code	Infraction	Level
01	Willful disobedience	2
02	Treats an authority with disrespect	2
03	Makes an unfounded charge against authority	2
04	Uses Profane or Obscene Language towards to Student (Level 1) to Adult (Level 2)	1 or 2
05	Commits/Is guilty of immoral or vicious practices	2
06	Conduct or habits injurious to his associates *(intent or no intent)	2
07	Uses or possesses any controlled and/or dangerous substances	4
08	Possession and/or use of tobacco or any electronic smoking object/device	3
09	Alcohol – possession, distribution, or a student under the influence of alcohol	3
10	Disturbs the school/habitually violates rules	2
11	Cuts, defaces, or injures any part of public school buildings/property - Vandalism	2
12	Writes profane and/or obscene language or draws obscene pictures	1
13*	Possesses weapon prohibited under federal law *Threat Assessment	4
14*	Possesses weapons not federally prohibited *Threat Assessment	4
15	Throws missiles liable to injure others	2
17	Violates traffic and safety regulations	2
18	Leaves classroom without permission	2
19	Is habitually tardy	1
20	Takes another's property or possession without permission	2
21	Commits any other serious offense	2
26	Skipping class or school	2
28	Gambling	2
29	Possession or use of any explosive device, including fireworks	3
32	Dress Code Violation: Improper dress, or ID violation	1
33	Failure to serve assigned consequence	2
36	Treats Student with Disrespect	2
37	Public display of affection	2
38*	Sexual harassment *Complete Bullying Form	3
41	Dishonesty/Forgery	2
44	Cellphone Violation	3
45*	Bullying/Harassment *Complete Bullying Form	3

Code	Infraction	Level
51	Unauthorized or misuse of technology, internet or electronic devices that are prohibited on campus	2
56	Crime of Violence - Rape/sexual assault/battery	4
57	Crime of Violence - Arson (starting a fire)	4
59	False alarm (PK-5 Level 2) (6-12 Level 3)	2 or 3
60	Extortion	4
61	Crime of Violence - Burglary	4
63	Group Fight/Riot - Instigating or Participating	4
66	Possession/Use of OTC medication in a manner other than prescribed or authorized	2
67	Possession of Body Armor	4
69	Crime of Violence - Murder	4
70*	Crime of Violence - Assault and Battery *Threat Assessment	4
71	Crime of Violence - Kidnapping	4
72	Crime of Violence - Criminal Damage to Property	4
73	Crime of Violence - Misappropriation with violence to the person (Robbery)	4
74	Illegal carrying and discharge or use of weapon(s) prohibited by federal law	4
75	Crime of Violence - Serious Bodily Injury	4
77*	Cyberbullying *Complete Bullying Form	3
79	Public indecency (PK-3 Level 2) (4-12 Level 3)	2 or 3
80	Obscene behavior or Possession of obscene/pornographic material	4
81	Trespassing Violation	2
89*	Threatening another student *Threat Assessment	2
90	Instigates a fight	2
91	Participates in a fight	3
100	False Report	2
102*	Threatening VPSB employee *Threat Assessment	4
104	Academic Dishonesty	2
106*	Crime of Violence - Assault of VPSB Employee *Threat Assessment	4
107	Crime of Violence - Battery of VPSB Employee	4
109	Leaves school premises without permission	2
110*	Possesses knife with a blade *Threat Assessment	4
114*	Threat of Terrorism or Violence *Threat Assessment	4

Level 1 Infractions - Offenses which are considered less serious or harmful to others		
Level 1 Infractions	**Definition of Infraction**	**Consequences**
04 - Uses Profane or Obscene language to another *<u>student</u> ***(To adult, see Level 2)***	Vulgar verbal messages, words or gestures that include swearing/cursing used towards another **<u>student</u>**.	NOTE: Must follow Classroom Management Plans, MTSS/PBIS or Leader in Me or school specific Interventions. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students. ***Parent contact** is defined as an in-person, verbal, or written communication that **produces a response from the parent**. Parent contact (both successful and unsuccessful attempts) must be documented. Assign consequences appropriate for the type and number of infractions that will include: ● Parent Contact - Required ● Detention(s) – Multiples may be assigned ○ Administrative Conference with Student ○ Parental contact ● In school suspension(s), Bus Suspensions – Multiples may be assigned ○ Administrative Conference with student ○ Parental contact ● Refer to the school counselor/ School Building Level Committee as deemed appropriate. *Every effort should be made to return the student to the classroom to avoid missing instructional time.* **NOTE**: Upon the 4th violation of these Level 1 infractions the incident will be coded as a Level 2 infraction – (#10) Disturbs the school/habitually violates rules.
12 - Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words, or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, etc. Acceptable provisions for **restitution**, repair or replacement of damaged property by the student's parents /adult student (18 yrs. or older).	
19 - Is Habitually Tardy	Reporting late to class after the bell when the day begins without permission from school staff. Also reporting to class after the tardy bell rings without permission from a school staff member.	
32 - Dress code violation - Including dress and ID Violation	Improper and/or out-of-dress code or not visibly wearing a school ID. Violation of school dress code, provided that no student enrolled in grades Pre-K through 5th shall be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.	

Level 2 Infractions - Offenses which may seriously disrupt the learning environment and compromise safety of the school community

Level 2 Infractions	Definition of Infraction	Consequences Follow these steps for any combination of Level 2 infractions
01 - Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority and/or violates Stay Away Agreement. Students who refuse to cooperate fully with a search will be recommended for expulsion (see policy JCD, JDD, JDE) and law enforcement will be notified.	*__Parent contact__ is defined as an in-person, verbal, or written communication that **produces a response from the parent**. Parent contact (both successful and unsuccessful attempts) must be documented. **1st Step**: (NOTE: Step 1 may be repeated) *Maximum of 3 incidents ● Assign Detention, In-School Suspension (1 class period, ½ day or 1 full day) ● Parent contact - Required ● Refer to counselor ● Assign/Document Intervention Curriculum or other school specific interventions **2nd Step**: ● Assign In-School Suspension or Out-of-School Suspension for 1-3 days ● Parent Contact - Required ● Assign/Document Intervention Curriculum or other school specific interventions ● Refer to counselor ● Required - Conduct parent conference on student's return from 2nd OSS - This conference must facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324) **3rd Step**: ● Assign In-School Suspension or Out-of-School Suspension for 1-3 days ● Parent Contact - Required ● Assign/Document Intervention Curriculum or other school specific interventions ● Initiate RTI Interventions ● Conduct parent conference - Required **4th Step**: ● Repeat Step 3 until student reaches 4th out-of-school suspension ● Revisit behavior plan & make adjustments *__Upon return from all Out-of-School Suspensions administration or designee must conduct a student re-entry conference.__ ***On the 3rd Out-of-School Suspension – Principal may recommended expulsion or change of placement (*Policy JDE*), (All expulsions are assigned a 5 day OSS pending hearing results)** ***For Bus incidents - Bus Suspension in place of ISS/OSS** *__Upon the 4th Bus Suspension, students may be recommended for removal from the bus.__
02 - Treats an authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel.	
03 - Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from associating or dealing with them.	
04 - Uses profane or obscene language to another/*__adult__ *(To Student, See Level 1)*	Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used towards an **__adult__**. Start at Step 2.	
05 - Commits/Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating, or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing. ***1st offense - Start at 2nd Step** *Repeated incidents warrant a Bullying/Harassment Investigation (Code 45).	
06 - Conduct or habits injurious to his associates *(intent or no intent)	Any intentional or unintentional but not malicious act, for example but not limited to play fighting, **horseplaying**, pushing, shoving, slapping that causes injury, damage, or pain to another.	
10 - Disturbs school/ habitually violates rules	Behavior causing major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noise with materials, and/or sustained out-of-seat behavior **and/or** the student has had repeated (4 or more) infractions in Level 1 and/or continues to violate the same rule.	
11 - Cuts, defaces, or injures any part of public school buildings/ property (Vandalism)	Damage, destruction or defacement of property belonging to the school or others. Including but not limited to chromebooks, computers, desks, equipment, textbooks, seats on a bus. **(Requires restitution)**	
15 - Throwing missiles liable to injure others	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.	
17 - Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.	
18 - Leaves classroom without permission	Exiting a classroom or instructional area, without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any school official and/or failure to return to class	

Level 2 Infractions	Definition of Infraction
20 - Takes another's property or possession without permission	Taking, obtaining, or gaining the property of another without permission or knowledge of the owner. **(Requires restitution)**
21 - Commits any other serious offense	Commits any other serious offense, Any serious, harmful incident not covered by any other of these codes, but by the nature of the offense would be commonly considered an unacceptable behavior in a school environment. *For serious offenses not specifically listed in this matrix, students *may* be recommended for expulsion.
26 - Skipping class or school	Student fails to report to class or his/her assigned area after the bell or stays out of class or his/her assigned area without permission of a school staff member.
28 - Gambling	Wagering money or property.
33 - Failure to serve assigned consequence	Failure to serve administrative issued consequences such as: detention, in school suspension or other assigned consequences.
36 - Treats Student with Disrespect	To treat another student with contempt or rudeness.
37 - Public display of affection	Participating in kissing, touching or other acts of inappropriate public affection.
41 - Dishonesty/Forgery	Dishonesty, forging signature, deception, and/or forging signature or grades, and/or lying to a school official
51 - Unauthorized or misuse of technology, internet network, or electronic devices that are prohibited on campus	Use of (as seen or heard by a school official) of any electronic device (texting, talking, accessing internet, recording, taking/looking at pictures, or used as a music device) prohibited by district policy, MP3 players, iPods, any sort of listening devices (headphones/ earbuds/ Bluetooth devices/ Airpods), cameras, video devices, tablets, laptops, or book readers, etc., in prohibited areas or times without explicit permission of a school official, this includes violating the VPSB Internet Use Policy including bypassing the VPSB Internet filter. NOTE: Use of cell phone/smartwatch - See Level 3 Code 44
59 - False alarm (PK-5th grades)	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher. ***1st offense - Start at 2nd Step**
66 - Possession/use of OTC medication in a manner other than prescribed or authorized	The possession/use and/or distribution of any over-the-counter medicine, whether prescribed or not, without permission from school officials.
79 - Public indecency PK-3rd	Exposure of body parts such as genital/buttock areas or female breasts in view of public.

Follow these steps for any combination of Level 2 infractions:

***Parent contact** is defined as an in-person, verbal, or written communication that **produces a response from the parent**. Parent contact (both successful and unsuccessful attempts) must be documented.

1st Step: (NOTE: Step 1 may be repeated) *Maximum of 3 incidents
- Assign Detention, In-School Suspension (1 class period, ½ day or 1 full day)
- Parent contact - Required
- Refer to counselor
- Assign/Document Intervention Curriculum or other school specific interventions

2nd Step:
- Assign In-School Suspension or Out-of-School Suspension for 1-3 days
- Parent Contact - Required
- Assign/Document Intervention Curriculum or other school specific interventions
- Refer to counselor
- Required - Conduct parent conference on student's return from 2nd OSS - This conference must facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324)

3rd Step:
- Assign In-School Suspension or Out-of-School Suspension for 1-3 days
- Parent Contact - Required
- Assign/Document Intervention Curriculum or other school specific interventions
- Initiate RTI Interventions
- Conduct parent conference - Required

4th Step:
- Repeat Step 3 until student reaches 4th out-of-school suspension
- Revisit behavior plan & make adjustments

<u>*Upon return from all Out-of-School Suspensions administration or designee must conduct a student re-entry conference.</u>

***On the 3rd Out-of-School Suspension – Principal may recommended expulsion or change of placement (*Policy JDE*), (All expulsions are assigned a 5 day OSS pending hearing results)**

***For Bus incidents - Bus Suspension in place of ISS/OSS**
<u>*Upon the 4th Bus Suspension, students may be recommended for removal from the bus.</u>

Level 2 Infractions	Definition of Infraction
81 - Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property and/or school-related events while on a restrictive access, suspension, or expulsion.
89 * - Threatening another student	A statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done. ***Must conduct a Threat Assessment**
90 - Instigates a Fight	A hostile confrontation not resulting in physical contact or an attempt at physical contact involving two or more individuals. Also includes all spectator students who incite, instigate, or encourage fighting before, during, or after the incident. *If a student participates in a fight, see Level 3 code 91.*
100 - False Report	It is determined through investigation that a student provided a false report to school administrators during the course of an incident.
104 - Academic Dishonesty*	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception. *Students guilty of cheating **will not** receive a zero on the assignment or test. They will be re-assessed and/or complete a similar assignment to determine mastery of the content. The assignment or test may be a different version of the original.
109 - Leaves school premises without permission	Exiting a school campus without explicit permission from the Administrator, his/her designee, and/or failure to return to class. ***1st offense - Start at 2nd Step**

Follow these steps for any combination of Level 2 infractions:

***Parent contact** is defined as an in-person, verbal, or written communication that **produces a response from the parent**. Parent contact (both successful and unsuccessful attempts) must be documented.

1st Step: (NOTE: Step 1 may be repeated) *Maximum of 3 incidents
- Assign Detention, In-School Suspension (1 class period, ½ day or 1 full day)
- Parent contact - Required
- Refer to counselor
- Assign/Document Intervention Curriculum or other school specific interventions

2nd Step:
- Assign In-School Suspension or Out-of-School Suspension for 1-3 days
- Parent Contact - Required
- Assign/Document Intervention Curriculum or other school specific interventions
- Refer to counselor
- Required - Conduct parent conference on student's return from 2nd OSS - This conference must facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324)

3rd Step:
- Assign In-School Suspension or Out-of-School Suspension for 1-3 days
- Parent Contact - Required
- Assign/Document Intervention Curriculum or other school specific interventions
- Initiate RTI Interventions
- Conduct parent conference - Required

4th Step:
- Repeat Step 3 until student reaches 4th out-of-school suspension
- Revisit behavior plan & make adjustments

***Upon return from all Out-of-School Suspensions administration or designee must conduct a student re-entry conference.**

***On the 3rd Out-of-School Suspension – Principal may recommended expulsion or change of placement (*Policy JDE*), (All expulsions are assigned a 5 day OSS pending hearing results)**

***For Bus incidents - Bus Suspension in place of ISS/OSS**
***Upon the 4th Bus Suspension, students may be recommended for removal from the bus.**

Level 3 Infractions - Serious offenses which *may* involve law enforcement and have specific consequences for specific offenses		
Level 3 Infractions	**Definition of Infraction**	**Consequences**
08 - Possession and/or use of tobacco or any electronic smoking object/device	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, dip; any electronic smoking device, electronic cigarettes, and ALL nicotine delivery systems including Vaping and herbal delivery systems, or any paraphernalia (including but not limited to lighter, matches, etc.). NOTE: All pods will be tested for illegal or dangerous substances. In the event the device tests positive for illegal substances, Code 07 in Level 4 shall be used and student will automatically be recommended for expulsion.	**1st Offense** ● 30 days Long Term Suspension at Alternative ● Assign 3 day OSS for transition to Alternative ● If VAPE tests positive for any form of marijuana, the long term suspension shall move to Step 2 ● Parent Conference Required for long term suspension intake ● **Law enforcement must be notified.** **2nd Offense** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● **Law enforcement must be notified.** ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324)
09 - Alcohol – possession, distribution, or a student under the influence of alcohol	The possession, use, purchase, intent to distribute, concealment, distribution, sale, or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles. NOTE: If breathalyzer indicates any level of intoxication, the student is removed from campus immediately and consequences begin at 2nd Step.	**1st Offense** ● Out-of-School Suspension (2 days) ● Intervention: Student participates in **Alcohol Awareness Education** ● Parent Conference Required ● **Law enforcement must be notified.** **2nd Offense** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● **Law enforcement must be notified.** ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324)
29 - Possession/shooting fireworks	Possession and/or use of any explosive device, including fireworks.	**1st Step** ● Out-of-School Suspension (2 days) **2nd Step** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324)

Level 3 Infractions	Definition of Infraction	Consequences
38 * - Sexual harassment	***Apply Code 38 upon CONFIRMATION of sexual harassment. If unconfirmed use different code(s) as warranted.*** Intimidation, bullying, or coercion of a sexual nature ***LDOE Bullying Form must be completed** Reporting Procedure Any student who believes he or she has been a victim of threats, harassment, bullying, cyberbullying or intimidation by another student is encouraged to immediately report the incident to the principal or his/her designee. During the course of the investigation the student shall provide a written statement to the principal or designee.	**1st Step** ● Out-of-School Suspension (2 days) ● Intervention: Student participates in **Anti-Bullying Education** ● Stay Away Contract is initiated ● Counseling **2nd Step** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324)
44 - Cell Phone/ Smartwatch Violation	Use of a cell phone or smartwatch. NOTE: Phones/Smartwatches in the on position are considered in use. Phone/Smartwatch must be in the off position and secured in the student's purse/backpack. Students can not wear smartwatches during the school day. NOTE: Student possession of a cell phone/smartwatch is deemed as ownership.	**Cell Phone Consequences:** **1st Step** ● Before, During, After School Detention, or ISS (1 day) ● Parent/Person on the contact list is contacted to come to the school to retrieve the device. **2nd Step** ● In-school-Suspension (2 days) ● Parent/Person on the contact list is contacted to come to the school to retrieve the device. **3rd Step** ● Out-of-School Suspension (1 day) ● Parent/Person on the contact list is contacted to come to the school to retrieve the device. **4th Step** ● Out-of-School Suspension (2 days) ● Keep phone 5 days ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324) **5th Step** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● Phone will be returned after hearing *Failure to comply with administration during confiscation results in a recommendation for expulsion *When cell phones are confiscated all of the working parts of the phone must be submitted (including the SIM card.)

Level 3 Infractions	Definition of Infraction	Consequences
45 * - Bullying/Harassment	***Apply Code 45 upon CONFIRMATION of Bullying/Harassment, as per definition below. If unconfirmed use different code(s) as warranted.*** *** LDOE Bullying Form must be completed** Unwanted and repeated written, verbal, or physical behavior, including any threats, insulting, harassment, intimidation or dehumanizing gesture by an adult or student. This includes any acts that may occur off school campus but cause a school disruption. Threats, harassment, bullying and intimidation means: 1. A pattern of any one or more of the following: a. Gestures, including but not limited to obscene gestures and making faces, written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. b. Electronic communications or images 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. **See Cyberbullying* 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: a. Is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event. b. Must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.	**1st Step** ● Out-of-School Suspension (2 days) ● Intervention: Student participates in **Anti-Bullying Education** ● Stay Away Contract is initiated ● Counseling **2nd Step** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324) Reporting Procedure Any student who believes he or she has been a victim of threats, harassment, bullying, cyberbullying or intimidation by another student is encouraged to immediately report the incident to the principal or his/her designee. During the course of the investigation the student shall provide a written statement to the principal or designee.
59 - False alarm (6th - 12th grades)	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.	**1st Step** ● Out-of-School Suspension (2 days) **2nd Step** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324)

Level 3 Infractions	Definition of Infraction	Consequences
77 * - Cyberbullying ***Continued on next page***	***Apply Code 45 upon CONFIRMATION of Cyberbullying, as per definition below. If unconfirmed use different code(s) as warranted.*** ***LDOE Bullying Form must be completed** Harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property. Threats, harassment, bullying and intimidation means: 1. A pattern of any one or more of the following: a. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communications or images 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. 2. Where the pattern of behavior: i. Is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event. ii. Must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school	**1st Step** ● Out-of-School Suspension (2 days) ● Intervention: Student participates in **Anti-Bullying Program** ● Stay Away Contract is initiated ● Counseling **2nd Step** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324) <u>Reporting Procedure</u> Any student who believes he or she has been a victim of threats, harassment, bullying, cyberbullying or intimidation by another student is encouraged to immediately report the incident to the principal or his/her designee. During the course of the investigation the student shall provide a written statement to the principal or designee.
79 - Public indecency (4th – 12th grades)	Exposure of body parts such as genital/buttock areas or female breasts in view of public	**1st Step** ● Out-of-School Suspension (1-3 days) **2nd Step** ● Recommendation for Expulsion ● Assign 5 day OSS pending hearing results ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324)

Level 3 Infractions	Definition of Infraction	Consequences
91 - Participates in a fight	A hostile confrontation resulting in physical contact for example but not limited to blows with fists, shoving, slapping, kicking, biting, pulling hair, or an attempt at physical contact involving two or more individuals. A principal would automatically recommend the expulsion of a student for fighting when one or more of the following criteria occur: ● A school employee is intentionally injured as a result of attempting to disengage two or more students from physical confrontation. ● Any student involved in the fight requires medical attention. ● The fight is determined to be premeditated and/or scheduled. ● The fight is the student's second fight during an academic year. ● Any instrument utilized as a weapon is used. **K- 5 may start at 1st Step. **6-12 starts at 2nd Step. ● Any student jumping into a fight that is occurring may be recommended for expulsion on the **first offense**. ● Any student seen on camera videoing a fight or any student who transmits fight footage from their phones may be recommended for expulsion on the **first offense**. ● Any student who hinders adults, (Teachers, support staff, or resource officers) or who create barriers around an ongoing fight may be recommended for expulsion on a **first offense.** ● Any student who has been disengaged from an altercation by adults or other students and resumes the alteration may be recommended for expulsion on the **first offense**.	**1st Step** ● Assign In-School Suspension or Out-of-School Suspension for 1-2 days ● Initiate a Stay-Away Contract ● Counseling/Conflict Resolution ● **Law enforcement must be notified for age 10 and older** **2nd Step (6th-12th starts at 2nd step)** ● Out-of School Suspension (2 days) ● Initiate/Revisit a Stay-Away Contract ● Counseling/Conflict Resolution ● **Law enforcement must be notified for age 10 and older** ● Upon a student's return from 2nd OSS - Admin must conduct a parent conference to facilitate a behavioral health intervention (Must use codes 87-90 to document Act 324) **3rd Step** ● Recommended Expulsion (2nd fight for grades 6th-12th) ● Assign 5 day OSS pending hearing results Note: All expulsions that occur from fighting code (91), will be expelled and offered education via virtual alternative programming. They will not be allowed back on our campuses in any capacity until the completion of their expulsion. ***Self Defense****-The doctrine of self-defense is defined as the right of an individual to respond to force with reasonable force, only so long as it is necessary to protect oneself; when the danger is past, resorting to violence is no longer sanctioned. Thus, the school only recognizes self-protection, not retaliation. This principal/designee shall determine the applicability of self-defense in each incident and shall apply it in accordance with this definition.* ***Note: If his/her actions are determined to be consistent with the definition of self-defense the student shall not be disciplined.***

Level 4 Infractions - Serious offenses which involve law enforcement intervention

Level 4 Infractions	Definition of Infraction	Consequences
07 - Uses or possesses any controlled and/or dangerous substances	The possession, use, cultivation, manufacturing, marketing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled and/or dangerous substance (governed by the Uniform Controlled Dangerous Substances Law, in any form) or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles.	**Level 4 Infractions will result in the following:** ● **5 day Out-of-School Suspension with Recommended Expulsion or Change of Placement pending hearing results** ● **Law enforcement must be notified for all Level 4 infractions.** In the case of a Recommended Expulsion or Change of Placement, a hearing will be conducted at the student's school by an VPSB Hearing Officer and the school's principal or his/her designee. At the time of the hearing, the Hearing Officer will determine, according to VPSB policy *(JDE)*, if the student is readmitted to his school or will be transferred to an Alternative Placement until the student has successfully completed their intervention plan. When prescription medication is labeled by a pharmacy or medical provider as prescribed for the student who is in the possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, the administrator may take action but must hold a parent conference to discuss the violation. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose) a lesser penalty is suggested. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate. **Level 4 Infractions will result in the following:** ● **5 day Out-of-School Suspension Out-of-School Suspension with Recommended Expulsion or Change of Placement pending hearing results** ● **Law enforcement must be notified for all Level 4 infractions.** In the case of a Recommended Expulsion or Change of Placement, a hearing will be conducted at the student's school by an VPSB Hearing Officer and the school's principal or his/her designee. At the time of the hearing, the Hearing Officer will
13 * - Possesses weapon(s) prohibited under federal law	Possessing weapon(s) (as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type) designed to expel a projectile by action of an explosive, for example but not limited to firearms-loaded or unloaded, parts of a firearm, bullets, explosives. ***Must conduct a Threat Assessment**	
14 * - Possesses weapon(s) NOT federally prohibited	Possesses firearms, dangerous weapons, which may or may not be used to inflict bodily injury or damage to property. This includes any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker, and/or storage space. This includes ANY item that could be deemed dangerous and does not belong at school, for example but not limited to mace, pepper spray, BB guns, pellet guns, airsoft guns, tasers, look-alike weapons, sharp objects. ***Must conduct a Threat Assessment**	
56 - Crime of Violence - Rape	Forced attempt or actual anal, oral, or vaginal penetration by using sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object. (As defined in Title 14 of the LA Revised Statutes)	
57 - Crime of Violence - Arson (starting a fire)	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner. Acceptable provisions for restitution, repair or replacement of damaged property by the student's parent/adult student (18 yrs. or older).	
60 - Extortion	The communication of threats to another with the intention thereby to obtain anything of value or advantage.	
61 - Burglary	The unlawful entry into VPSB property with the intent to commit any crime inside.	
63 - Group Fight/Riot	A riot is a public disturbance involving an assemblage of three or more persons acting together which by violent conduct, or the imminent threat of violent conduct, results in injury or damage to persons or property or creates a clear and present danger of injury or damage to persons or property. Note: All expulsions that occur from fighting code (63), will be expelled and offered education via virtual alternative programming. They will not be allowed back on our campuses in any capacity until the completion of their expulsion.	
67 - Possession of Body Armor	Possession, including the wearing of any type of gear that protects the person from attack by another.	

Level 4 Infractions	Definition of Infraction
69 - Crime of Violence – Murder	Unlawful killing of another human being.
70 * - Crime of Violence - Assault and Battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity. **Assault** – an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. **Battery** – the intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. ***Must conduct a Threat Assessment**
71 - Crime of Violence – Kidnapping	Intentional, forcible seizing and carrying of any person from one place to another without his consent
72 - Crime of Violence - Criminal Damage to Property	Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations).
73 - Crime of Violence - Misappropriation with violence to the person	Taking something of value using force, intimidation or weapons (Robbery)
74 - Illegal carrying and discharge or use of weapons prohibited by federal law	Discharge or use of weapons as described under "Weapon Type Code" in SIS user guide.
75 - Crime of Violence - Serious Bodily Injury	An injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or faculty.
80 - Obscene behavior or Possession of obscene/ pornographic material	Engaging in behavior of a sexual nature including consensual sexual activity. Possession of sexual images in any form, for example but not limited to electronic tablet, computer, flash drive/phone, video, book, magazine, photo, drawing.
102 - Threatening Faculty	Threatening faculty, an expression of intent to do harm or act out violently against a school employee. Can be spoken, written or symbolic. ***Must conduct a Threat Assessment**

determine, according to VPSB policy *(JDE)*, if the student is readmitted to his school or will be transferred to an Alternative Placement until the student has successfully completed their intervention plan.

When prescription medication is labeled by a pharmacy or medical provider as prescribed for the student who is in the possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, the administrator may take action but must hold a parent conference to discuss the violation. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose) a lesser penalty is suggested.

At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.

Level 4 Infractions will result in the following:

- **5 day Out-of-School Suspension Out-of-School Suspension with Recommended Expulsion or Change of Placement pending hearing results**
- **Law enforcement must be notified for all Level 4 infractions.**

In the case of a Recommended Expulsion or Change of Placement, a hearing will be conducted at the student's school by an VPSB Hearing Officer and the school's principal or his/her designee. At the time of the hearing, the Hearing Officer will determine, according to VPSB policy *(JDE)*, if the student is readmitted to his school or will be transferred to an Alternative Placement until the student has successfully completed their intervention plan.

When prescription medication is labeled by a pharmacy or medical provider as prescribed for the student who is in the possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, the administrator may take action but must hold a parent conference to discuss the violation. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose) a lesser penalty

106 * - Crime of Violence - Assault of VPSB Employee	Intentionally engaging in conduct (without physical contact) that places an VPSB Employee in reasonable apprehension of bodily harm; includes assault and/ or written or verbal **threat** to cause physical harm to a staff member with or without the use of a weapon that includes all of the following elements: **INTENT** - an intention that the threat is written, posted, heard, or seen by anyone. **FEAR** – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out. **CAPABILITY** – The ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained. ***Assault*** – an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. When a student is formally accused of committing assault or battery on any school employee, the principal shall suspend and remove the student from school premises immediately. The necessary notifications and other procedures shall be implemented as soon as practicable ***Must conduct a Threat Assessment**	is suggested. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.
107 - Crime of Violence - Battery of VPSB Employee	The unlawful use of any physical force on an VPSB employee including hitting, beating, or offensive touching without the Employee's consent where police charges may or may not be filed and could result in serious harm or bodily injury results, including a situation where a staff member is intervening in a fight or other disruptive activity. ***Battery*** – the intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. When a student is formally accused of committing assault or battery on any school employee, the principal shall suspend and remove the student from school premises immediately. The necessary notifications and other procedures shall be implemented as soon as practicable.	
110 * - Possesses knife with a blade	Student is in possession of a pocket knife with a blade on a school campus, bus, or at a school related event. ***Must conduct a Threat Assessment**	
114 * - Threat of Terrorism or Violence	Threatening, conspiring or attempting to commit acts of violence. This includes but is not limited to initiating or making a bomb threat or communicating false threats to a school via any means, for example but not limited to written, verbal, electronic, phone, social media, texts, chat groups, etc. ***Must conduct a Threat Assessment** ***PreK-3 based on threat assessment results, administration may elect out-of-school suspension in lieu of 1st time recommended expulsion.**	

School Bus Conduct *(JCDAD)*

Louisiana State Law states that only a principal has the authority to take any disciplinary action against a student. Therefore, regular and substitute drivers may not assign disciplinary action or deny normal service to any student.

Bus Operators do not have the authority to suspend students from riding a school bus. Discipline issues are to be handled by the principal. If no solution has been resolved, the Transportation Department should be notified. Problems should be resolved at the school level. This problem may be brought to the board level if the central staff has not resolved it.

SCHOOL BUS CONDUCT RULES

1. Students must be on time at designated stops and must stay off the roadway at all times while waiting for the bus. Drivers will not wait for late students. Exceptions will be made for inclement weather.
2. Students must obey the driver.
3. Students must cross the road in front of the bus, never in the rear.
4. Students must sit upright in their seats and face the front.
5. Be courteous to one another.
6. Help to keep the bus clean and sanitary.
7. Anyone purposely damaging, cutting or breaking school property will be disciplined and be required to pay damages (vandalism).**
8. Avoid causing trouble by teasing, bullying*, fighting **.
9. Avoid using profane, obscene or abusive language.*
10. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of windows.
11. There should be no moving around while the bus is in motion. If assigned to a seat by the driver, stay in that seat.
12. Loud talking will not be tolerated. Conversation in normal tones is permissible.
13. Obtain permission from the driver before opening windows when it is cold or raining.
14. The emergency door is to be used only in cases of an accident or emergency.
15. The middle aisle should not be blocked by students.
16. No student will be allowed to ride another bus other than the one to which they are normally assigned. Exceptions are as follows:
    a. **SHORT TERM REQUESTS:** A written request must be presented to the driver before the child boards for an afternoon or overnight privilege. Drivers will have a copy of this form to file in their personal folder.
    b. **LONG TERM REQUESTS:** Parental requests for a child to be picked up, dropped off or both on a long term basis to a daycare center, babysitter or relative may be approved. The driver must be contacted first and a signed statement from parents must be obtained. If the bus driver's route is overcrowded, these special privileges will not be approved. Parents are to understand that if a new student(s) moves to the driver's regular route; this special privilege may be revoked. Parents will have to find other means to meet these needs. Drivers are not to change their routes for either of these special privileges. **Forms are available at the Transportation Department.**
17. The following items are not allowed on the bus: glass objects (except eye glasses), pets, radio, weapons, alcohol, drugs, tobacco, matches, cigarette lighter, or obscene materials.
18. Objects too large to be held in the student's lap or placed under the bus seat will not be allowed on the bus.
19. Students will obey all school rules while on field trips or school-related activities.
20. Students do not have permission to wander on or off the campus upon arrival in the morning or upon dismissal in the afternoon without permission from the principal.

STUDENT RESPONSIBILITIES

Proper student behavior is important. The distraction of the driver can contribute to accidents. Students and parents should be made aware of and abide by reasonable regulations to enhance safety. The consequences of unacceptable behavior should be clearly understood. The following procedures will protect the student's rights and maintain order on the bus:

1. Students must be aware that they are responsible for their actions and behavior.
2. Students must know what the rules and procedures are and abide by them.
3. Students must display proper respect for the rights and comfort of others.
4. Students should realize that school bus transportation can be denied if they do not conduct themselves properly. Students will not be allowed to ride a different bus while under suspension for their assigned bus.
5. Students should be aware that any driver distraction is potentially hazardous to their safety.

School Bus Conduct *(JCDAD) Continued*

Bus Consequences for Minor Infractions- All minor Infractions should be documented on the Bus Discipline Card

1st offense - Documented verbal reprimand

2nd offense - Documented written warning and parent called by bus driver

3rd offense - Move student to the front seat of the bus or assigned seat for a minimum of two (2) weeks - Parent called by driver - Documented by driver

4th offense - Student conference with administration - Parent contacted by school Administration

5th offense - Refer to school administration - Administrator will follow the VPSB Behavior Matrix according to behavior incident

Upon the 4th Bus Suspension, students may be recommended for removal from the bus.

Examples of Minor Behaviors include, but are not limited to:

- Moving Seats
- Blocking aisle
- Eating/Drinking on Bus
- Minor/Reparable Vandalism
- Not following safety protocols
- Minor disruptive behavior (yelling, shouting)

*The bus is an extension of the school. All infractions from the VPSB Behavior Matrix will be enforced according to the consequences outlined.

BUS STOPS

- **TOWN STOPS:** Stops in town must not be created within two blocks of another stop and must be assigned by the Coordinator of Transportation. It is also important that the "in and out" pickup distances be strictly followed.
- **RURAL STOPS WHICH WILL BE TRANSPORTED ARE AS FOLLOWS:** K-3 grade students residing **OVER** .05 mile from main highway; 4-6 grade students residing **OVER** .10 mile from main highway; 7-12 grades students residing **OVER** .15 mile from main highway.
- Students should be waiting at their stop at the designated time specified by the driver with the understanding that there is a 10-minute range before and after the time given by the driver.

CAR RIDER

Parents who choose to transport the student to/from school must adhere to the school's car rider policies regarding procedures and time of drop off and/or pick up. The policies and procedures are in place for the safety of the student. Failure to adhere to the policy may result in requiring the student to ride the bus.

DISCIPLINE FOR VIRTUAL LEARNERS *(JD)*

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 families' right to privacy and constitutional rights while at home or in a location that is not school property.

A student and his/her 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.

CONSEQUENCES FOR DISRUPTIVE/UNACCEPTABLE BEHAVIOR FOR VIRTUAL

Student conduct that occurs in the virtual classroom may be subject to progressive discipline which will depend upon the age of the student and the seriousness of the conduct committed. Serious disruptions and misconduct may violate local, state, or federal laws and can be referred to law enforcement.

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.

Any parent of a student suspended shall have the right to appeal to the parish Superintendent of Schools who shall conduct a hearing on the merits. The decision of the Superintendent of Schools on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the Superintendent of Schools to remit any portion of the time of suspension. During the period of out-of-school Suspension, out-of-school Expulsion, in-school Expulsion or assignment to the alternative program no students may participate in or attend any event involving a Vermilion Parish School or conducted upon Vermilion Parish School Board property.

PROCEDURAL DUE PROCESS IN THE INVESTIGATION OF DISCIPLINE REFERRALS

Every student must be afforded due process in the disciplinary process. Procedural due process is essentially based on the concept of "fundamental fairness". It includes an individual's right to be adequately notified of charges or proceedings, and the opportunity to be heard at these proceedings. When a student has been written up and the disciplinary process begins the following **must** occur:

1. The student must be told what he is accused of and by whom (faculty member).
2. The student must be given an opportunity to tell his version of the facts.
3. Students must be allowed to provide any witnesses to the event.
4. The student must be informed of the administrator's action on the infraction (consequence).
5. Parents must be notified by personal phone call at the numbers provided, electronic communication, or by mail if the decision is one of the following: Recess, Before, During or After School Detention, In-School Suspension, Out-of-School Suspension or Recommended Expulsion
6. Parents will not be present during the principal's investigation or interviewing of the student.

DUE PROCESS FOR SUSPENSIONS, EXPULSION, AND TRANSFERS (*JCAA-R*)

Each school has the obligation of informing students of the applicable school board policies and of rules and regulations of that particular school. The method of informing students shall be appropriate for the student's age and understanding. Whenever a student is accused of an infraction and a suspension of ten school days or less is being considered, the principal or his/her designee shall:

1. **Investigate the incident:**
    a. Listen to all versions of the facts from accuser(s,) and other pertinent individuals
    b. Give student notice of alleged infraction and an opportunity to give his/her side of the story
    c. Give student(s) an opportunity to write his/her statement
2. **Make a decision:**
    a. Decide if the student is guilty
    b. Determine if school based interventions are in place
    c. decide if a suspension is the proper punishment d) decide is an expulsion is warranted
3. **Immediately inform the student and parent(s) in writing of:**
    a. The reason for suspension
    b. The length of suspension, including date and time of commencement and termination

c. Student's rights of appeal

Any parent or legal guardian of a student suspended for 10 school days or less may appeal to the parish Superintendent of Schools within 5 school days of imposition of suspension. The appeal shall be made to the Superintendent in writing. The decision of the Superintendent of Schools on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the Superintendent of Schools to remit any portion of the time of suspension.

If expulsion is recommended with the suspension, the following steps shall be followed in addition to the above procedures:

1. A notice in writing of the expulsion hearing and the reasons therefore shall be given to the parents or legal guardians of the student suspended if the student is under eighteen (18) years of age. This notice shall be provided in sufficient time (minimum of three days ahead) to give the student a chance to prepare his/her defense.
2. The student (and parents or guardians if he/she is under 18) shall be provided with a copy of the board's policy and administrative procedures of suspension and expulsion.
3. The student shall be permitted to obtain legal counsel.
4. The student shall be allowed to present his/her own evidence or witness(es).
5. Upon the recommendation of 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. 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 Statue 17:416
6. The parent(s)/legal guardian(s) of the student shall have such right of review even if the recommendation for expulsion is reduced to a suspension.

Unless there is an emergency, hearings shall precede the imposition of any suspension in excess of 10 days or expulsion.

Should any student whose continued presence in the school pose a danger to persons or property or an ongoing threat or disruption to the academic process, the student shall be immediately removed from the school premises without benefit of the above procedures. The necessary due process safeguards shall follow as soon as practicable.

During a period of out of school suspension, expulsion, or assignment to VPAP (Vermilion Parish Alternative Program), a student cannot participate in or attend any school activity.

Any parent, tutor or legal guardian of a pupil suspended for 10 school days or less may appeal to the parish Superintendent of Schools within 5 school days of imposition of suspension. The appeal shall be made to the Superintendent in writing. The decision of the Superintendent of Schools on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the Superintendent of Schools to remit any portion of the time of suspension.

In accordance with LSA-R. S. 17:416 Sub section (C)(4) The parent or tutor of the pupil may within five days after the decision is rendered, may request the city or parish school board to review the findings of the superintendent or his designee at a time set by the school board; otherwise, the decision of the superintendent shall be final. In accordance with LSA-R. S. 17:416 Sub section (C)(5) The parent or tutor of the pupil may, within ten days, appeal to the district court for the parish in which the student's school is located.

In the event an expulsion and/or suspension is not upheld, the student shall be allowed to make up any missed assignments and/or tests with no penalty.

DISCIPLINARY TRANSFER OF STUDENTS *(R.S.17:224B)*

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

1. Seventeen years of age or older with less than five units of credit toward graduation;
2. Eighteen years of age or older with less than ten units of credit toward graduation; or
3. Nineteen years or age or older with less than fifteen units of credit toward graduation.

SEARCHES *(JCAC)*

For purpose of deterring the use of alcohol, drugs and contraband in the school system, the Vermilion Parish School Board may use the services of a drug-detecting dog and/or metal detectors whose use shall be in accordance with the policy outlined below:

I. Searches of Student's Persons, Desks, Lockers, and Other Areas

A. The parish and city school systems of the state are the exclusive owners of all public school buildings and all desks and lockers within the building assigned to any student and any other area of any public school buildings or grounds set aside specifically for the personal use of the students. Any teacher, principal, school security guard, or administrator in any parish or city school system of the state may search any building, desk, locker, area, or grounds for evidence that the law, a school rule, or parish or city school board policy has been violated.

B. The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a

manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

II. Search of Persons Entering Public School Buildings or Grounds

Notwithstanding any other provision of law to the contrary, any school principal, administrator, or school security guard may search the person, handbag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school, or a school employee while in any school building or on school grounds either by conducting a random search with a metal detector or when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of the parish or city school board's policy.

III. Random Searches

A. The dog will be used to make random searches of the following areas: 1) classroom facilities, 2) school lockers, 3) automobiles, 4) school buses, 5) school equipment, 6) bathroom facilities, 7) any and all other school facilities, 8) books, and 9) school-related supplies carried and used by students.

B. When reasonable belief exists, the dog may be used to search student's clothing and personal objects when these are separated from the student. At no time shall a student be asked to strip nude for purpose of a random search.

C. Random searches on school campuses shall be conducted according to a schedule agreed upon by the principal and risk manager or CWA.

D. The use of the dog at any particular school campus shall be unannounced. The law enforcement official in charge of the operation shall, however, report to the principal's office, properly identify himself, and state his purpose prior to any use of the dog on campus.

E. The principal, or his designee, shall accompany the search team at any time the search is being conducted within the school campus for which he is responsible

IV. Procedure When Alcohol, Drugs or Contraband is Discovered During Search

A. Search of School Property if the dog alerts on a school locker or other property belonging to the school board, such property shall be searched.

B. Search of Property not Belonging to the School but Located on School Board Property if alcohol, drugs or contraband is discovered, it will be confiscated, and the student's parents will be notified. Any offender will be disciplined by school personnel in accordance with "Student Alcohol and Drug Use" and file JCAB "Search and Seizure"

V. Searches with Metal Detectors

L.S.A.-R.S. 14:95.2 prohibits the possession or carrying of weapons (firearms, knives or other implements or instrumentalities which can be used as weapons) on school board property or at school–sponsored activities. In light of the rise of such incidences and in furtherance of the law, and in order to provide a safer environment for student and employees, the Vermilion Parish School Board authorizes searches with a hand-held or stationary metal detector of school board property, of students, employees, and non-employees, and of any bags, parcels, containers, etc., that any person brings on the school board property or to school-sponsored activities as provisions set forth in R.S. 17:416.3 and 17:416.6. Activation of the metal detector shall authorize the conduct of a search of the subject's person by authorized school personnel, in the manner described in section E below. The nature and extent of a search shall not go beyond what is necessary to allow authorized personnel to discharge their responsibilities in this area.

IMPLEMENTATION OF SEARCH PROCEDURES *(JCAC)*

A. Notification

1. Annual Written Notification: At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct, in the manner specified here and below, unannounced searches of students and non-employees on school board property and at school-sponsored events throughout the remainder of that school year. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.
2. Posted Notices: Signs shall be posted outside entrances to school board facilities, on school buses and at entrances to school-sponsored events to serve as notice to students and non-employees that they are subject to a search with a metal detector or by other means authorized by this policy, as a condition of entry, and that by the fact of their entry they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions, for weapons and prohibited telecommunication devices.

B. Refusal to Cooperate with the Search

1. Refusal by non-employees to cooperate fully with a search shall result in their removal from school board property or school-sponsored activities.
2. Students entering school board property or school-sponsored activities who refuse to cooperate fully with a search shall be denied entry to school board property and shall be removed from school-sponsored activities.
3. Students on school board property (e.g., P. E. areas, classrooms, cafeteria, etc.) who refuse to cooperate fully with a search will be suspended for "disrespect for authority/willful disobedience," pending an expulsion as provided for in Policy File JCD, JDD, JDE.

C. Supervision

Searches will be initiated by authorized school personnel. However, the police shall be notified if a subject is found to be in possession of contraband (such as a weapon, illegal drug, or other prohibited objects), as required by law.

D. Selection

Prior to the conduct of any search, authorized school personnel shall determine the method of selecting subjects to be used for the search in question. Once determined, the selection procedure shall be consistently applied throughout the conduct of that particular search. Selection criteria may vary from one search to another.

E. Search Procedures

1. Metal Detectors: Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of students. When metal detectors are used, selected subjects shall be asked to remove all metal objects from their pockets and place the items on a designated tray or surface, along with any bags, parcels or other containers being carried. If the detector activated on a subject, the authorized school official conducting the search

shall request that any remaining metal objects be removed. The subject shall be searched with the metal detector once again. If the detector no longer activates, the search shall be concluded (Reference F-1 and F-2).

2. Personal Searches: Should the metal detector continue to activate, the subject shall be searched by authorized school personnel of the same sex in the presence of at least one other responsible adult. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.

F. Disposition of Subject's Property

1. Return of Property: All property removed from a subject that is not prohibited by board policy, local, state and federal law, or school rules, shall be returned to the subject upon completion of the search. Non-illegal contraband shall be returned to the parent/guardian of the student within the first two weeks after the end of the school year. The parent/guardian shall be responsible for making arrangements with the principal to retrieve the item(s). If the item(s) is not so retrieved, the principal shall convey the item(s) to a charitable entity, unless the item(s) has no practical value, in which case the principal shall dispose of the item(s).
2. Discovery of Contraband: Should a subject be found to be in possession of contraband (such as weapons, illegal drugs, or other prohibited objects), the person conducting the search shall notify the school principal/designee, who shall in turn notify the local police, or the appropriate law enforcement agency (if not present for the search). The law enforcement agent shall take custody of all weapons, other prohibited objects, and illegal drugs.
3. Electronic Communication Device: First offense shall be returned to the student's parent/guardian after five (5) days, upon request. Second offense, school shall keep the device until the end of the school year (must be picked up within two weeks of the last day of school).

BREATHALYZER SCREENING *(JCAC)*

The following policy has been adopted by the Vermilion Parish School Board to insure a safe and trouble-free event. This policy shall apply to all high school proms, homecoming dances, dances, and High School Graduation.

1. All students and escorts entering a school building or the premises where any school-sponsored prom, homecoming dance, or Sadie Hawkins dance is held shall be required to take an alcohol breath test by use of a portable breath alcohol tester. The test will be given by a school administrator/designee. If a student/escort tests positive, then the parent or guardian will be contacted by a school administrator/designee, and the student/escort will be detained until release to the parent or guardian. The student/escort may request a retest. In that event, the tester shall re-administer the test no sooner than ten minutes after the first test was given.
2. If the student/escort has tested positive and the parent or guardian cannot be reached, a school administrator/designee will detain the student at school (or location where the event is taking place) until arrangements can be made to get the student home safely.
3. If a student/escort refuses to take any breath test as provided by this Policy, he or she will not be admitted to the event and the student's/escort's parents will be contacted and requested to take the student/escort home. The student/escort shall be detained until released to the parent or guardian.
4. There is always the possibility that a student/escort may consume alcohol after passing the initial breathalyzer screening. If school personnel observe behavior indicating a student may have consumed alcohol, such as slurred speech; unsteady gait; impaired motor control; flushed face; smell of intoxicating liquor on breath, clothing or person; vomiting; or unruly behavior, or other reasonable indicators, designated school personnel may administer the active breathalyzer test. If the student/escort tests positive on the active breathalyzer, the student's/escort parent or guardian will be contacted, and the student/escort will be detained until released to the parent or guardian.
5. Students are reminded that they are responsible for their guest and that their guests are subject to all rules.
6. If a student tests positive, the student's escort will not be admitted to the function.

Pursuant to a majority vote of the members of the Vermilion Parish School Principals Association, this policy may be applied, uniformly, throughout the parish, to other school or school-related events.

SEXUAL HARASSMENT POLICY FOR STUDENTS *(JCEA)*

In order to maintain a safe environment which is conducive to learning, Vermilion Parish School Board prohibits any form of sexual harassment. Sexual harassment can destroy the advantage a school has to offer and can undermine its goals; therefore, it is totally unacceptable and illegal. Sexual harassment includes unwelcome sexual advances, use of sexual suggestive language, request for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature at school or in a school-sponsored activity. Any student who has a complaint of sexual harassment against another student, employee, or non-employee engaged in business with the school system shall submit in writing the nature of the complaint, including specific act or acts which constitute the harassment complaint, the person or persons who the complaint alleges committed the harassment, witnesses to the act(s) of which the complaint has been filed, and the date(s) and time(s) of the alleged act or acts. The complaint shall be forwarded to the principal/designee as soon as possible following the alleged action. All complaints of sexual harassment shall be investigated thoroughly and promptly, and the complaint's parents/guardian shall be notified immediately. The appropriate designated administrator shall meet with the witness and the persons accused of the act of harassment and shall document the discussions with these individuals. Any student found to have committed sexual harassment shall be subject to disciplinary action and due process under the rules and regulations for student discipline. If either party is dissatisfied with the results of the investigation, he or she may grieve in accordance with the Title IX Grievance Procedure (File JAAA) adopted by the Vermilion Parish School Board.

DATING VIOLENCE

Acts or incidents of dating violence at school whether they are verbal, physical, sexual or emotional will not be tolerated and will be dealt with in accordance of the student code of conduct.

A. Definition

Teen dating violence is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship. Dating violence is a pattern of coercive behavior that one partner exerts over the other for the purpose of establishing and maintaining power and control.

B. Warning signs of teen dating violence include:

- Excessive jealousy.
- Constant checking in with you or making you check in with him or her.
- Attempts to isolate you from friends and family.
- Insulting or putting down people that you care about.
- Is too serious about the relationship too quickly.
- Has had a lot of bad prior relationships - and blames all of the problems on the previous partners.
- Is very controlling. This may include giving you orders, telling you what to wear, and trying to make all of the decisions for you.
- Blames you when he or she treats you badly by telling you all of the ways you provoked him or her.
- Does not take responsibility for own actions.
- Has an explosive temper ("blows up" a lot).
- Pressures you into sexual activity.
- Has a history of fighting, hurting animals, or brags about mistreating other people.
- Believes strongly in stereotypical gender roles for males and females.
- You worry about how your partner will react to the things you say or you are afraid of provoking your partner.
- Refuses to let you end the relationship.

C. Reporting Procedure

Any student who believes he or she has been a victim of dating violence by another student is encouraged to immediately report the incident to the counselor, principal or his or her designee. During the course of an investigation the student shall provide a written statement to the counselor, principal or designee.

Seeking Help Relative to Dating Violence and Other Reporting Options
Speak with your school counselor. If you or someone you know is experiencing dating violence, call the National Domestic Violence **Hotline**: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY).
Louisiana Statewide Hotline for Domestic Violence: 1-888-411-1333
Vermilion Parish Sheriff's Department 337-898-4429
Abbeville City Police 337-893-2511

BULLYING POLICY *(JCDAF)*

Act 861 (Bullying Law) enacted during the 2012 Louisiana Legislative Session requires all school districts in the state to adopt an official policy prohibiting bullying while on school property, at school sponsored or school related activities or events on a school bus or van, at any designated bus stop and in any other school or private vehicle used to transport students to and from school or any school sponsored activity or event. Each homeroom teacher or administrator shall review this information with students annually. Bullying by electronic means is also prohibited.

Bullying is defined as:
Unwanted and repeated written, verbal, or physical behavior, including any threats, insulting, harassment, intimidation or dehumanizing gesture by an adult or student. This includes any acts that may occur off school campus but cause a school disruption.
Threats, harassment, bullying and intimidation means:

1. A pattern of any one or more of the following:
    a. Gestures, including but not limited to obscene gestures and making faces, written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors.
    b. Electronic communications or images 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. *See Cyberbullying
    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:
    a. Is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
    b. Must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Cyberbullying is defined as:
Harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

Depending upon the nature of the "bullying" or "cyberbullying" a violation may be referred to local law enforcement agencies for prosecution.

Procedures for addressing bullying behavior include but are not limited to the following:

- All staff, students and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experiences bullying shall report the incident to a school official.

Reporting Procedures:
Any student who believes he or she has been a victim of threats, harassment, bullying, cyberbullying or intimidation by another student is encouraged to immediately report the incident to the principal or his/her designee. During the course of the investigation, the student shall provide a written statement to the principal or designee.

The Bullying Report form is located in the Appendix of this VPSB Student and Parent Handbook. It is also located online at:
https://www.louisianabelieves.com/docs/public-school/form---report-bullying.pdf?sfvrsn=d3157df7_3

The following actions will be taken when bullying is reported:

1. **Investigation**:
   - Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session.
   - Documented interviews of the reporter, victim, alleged offender, and witnesses must be conducted privately, separately, and confidentially.
   - The investigation of a bullying report must be completed no later than **ten (10)** school days **after the date the written report is received.**
2. **Notification**
   - Parents or legal guardians of the victim, accused student and witnesses will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian shall be notified immediately. The parent will have the opportunity to attend any interviews with his child conducted as part of the investigation.
3. **Discipline**
   - Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences as outlined in the VPSB Behavior Matrix.
4. **Follow-Up**
   - The principal/designee will promptly notify the complainant of the findings of the investigation and that remedial action has been taken, if such release of information does not violate the law.
5. **Documentation**
   - Written documentation containing the findings of the investigation including input from the students' parents or legal guardian and the decision by the school official will be prepared and placed in the school records of the victim and perpetrator.

SECTION IV: TECHNOLOGY *(IFBGA, EFA)*

INTERNET USER AGREEMENT

The Vermilion Parish School Board (District) shall authorize the Superintendent and designated staff to establish appropriate guidelines for using the Vermilion Parish School Network (Network) and Internet resources within the school district to enhance learning, provide innovative educational opportunities and/or perform activities directly related to your employment. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the District. Any user, including students, employees and/or guests, who wish to use the District's computers and network, including internet, email and/or district-approved apps and services must agree to abide by all district regulations. Terms and Conditions are provided so that Network users are aware of the responsibilities they will assume when using this VPSB resource. Responsibilities include efficient, ethical and legal utilization of the network resources. The student/employee signature on the VPSB policy is legally binding and indicates that he/she has read the Terms and Conditions carefully and agrees to abide by them.

TERMS AND CONDITIONS

1. Personal Safety and Privacy

A. Users will not publish online any personal contact information (e.g. address, phone number) about themselves or any other person.
B. Users will not agree to meet with someone they have met online. Inappropriate contacts should be reported to supervising personnel immediately.
C. It is expected that all students will be appropriately supervised and monitored during any online activities to ensure proper use.

2. Illegal Activities

A. Users will not attempt to circumvent the Network or gain unauthorized access to the Network, any computer system or another person's account or files.
B. Users will not intentionally attempt to disrupt or intentionally disrupt the computer system, the Network or alter/destroy data by spreading computer viruses or by any other means.
C. Users will not engage in any illegal activity, such as, but not limited to, illegal drug activity, fraud, engaging in criminal gang activity or threatening the safety of a person or persons, etc.
D. Users will not attempt to impersonate another individual or organization using VPSB Network or other technology resources for any reason (i.e. phishing).

3. Security

A. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should users give their password to another person nor post the password in written form where others can easily see it.
B. Users will immediately notify supervisors if they have identified a possible security problem. Purposely looking for possible security problems may be considered as an illegal attempt to gain access. Any security concerns should be addressed to the VPSB Tech Support Center.
C. Users will log off or lock their accounts when away from the computer for an extended period to prevent unauthorized access.
D. Users will avoid the spread of computer viruses by ensuring that their district computer has up-to-date antivirus software provided by the district. The user may not remove, disable or replace the district antivirus software solution for any reason.
E. Users will not download and install unnecessary programs from the Internet or external devices since most of this installs spyware/malware on the computer and hinders the performance of the computer (i.e. Toolbar helpers, email add-ons, screensavers, search engine assistants, etc.)
F. Users should be aware that the VPSB Network, Internet use and system email (with associated apps) is maintained and regularly monitored for inappropriate use. If the staff detect any misuse, appropriate disciplinary action will be taken against the person or persons involved.
G. Users are not allowed to install software to capture or monitor the computer activity of other users on the network or network traffic. Only authorized VPSB tech support staff is permitted to do this in the course of administering the network.
H. The use of the Internet, email, and district approved apps is a privilege of employment or student registration with the district. Upon leaving the district as an employee or student, all accounts will be inactivated.

4. Network

A. All computers are to be set up and maintained with connection to the VPSB domain for network administration and security. Removing a computer from the VPSB domain without the permission of a VPSB tech support staff member will be considered an act to circumvent district network security and is strictly prohibited.
B. All wireless devices on the VPSB Network will be set up using official VPSB wireless policies. All wireless devices purchased must be equipment approved by the network department. No unauthorized wireless devices will be attached to the VPSB network. Doing so will be considered a network security breach and dealt with accordingly.
C. Network bandwidth is a limited resource that must be conserved to serve all of the network needs of the district. Users must understand that the use of rich Internet content (i.e. listening to streaming audio, viewing streaming video sites and downloading extremely large files, etc.) should not be abused where it affects network use by others.
D. Important information regarding the VPSB network will be sent out to all employees from time to time during the year addressed from the email account "techbytes@vpsb.net". It is the responsibility of all employees to open and read all emails from this account and then act accordingly. Excuses such as "not reading" or deleting the messages from this account will

not be acceptable.

5. Inappropriate Content

A. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening,unprofessional or disrespectful language in any electronic form using the VPSB Network. This includes personal attacks or harassment of another person.
B. Users will not use the VPSB network to access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional or disrespectful content in any electronic form including audio, images, video and text.
C. Users will not circumvent district content filters using any means in order to access inappropriate content as listed above.
D. Users will immediately report to their supervisors any website they access that has inappropriate content.

6. Resource Limits

A. Users will use the system email, Internet and network resources only for educational, professional development and work-related activities. Using work resources for personal purposes is unacceptable as well as using personal email for work-related purposes. This included using district network resources for email, personal monetary gain (such as operating a personal business) or shopping online for personal needs.
B. Users will not post or forward email chain letters, jokes or send annoying or unnecessary messages to others.
C. Users will not use district email to mass email users (internal and external) with unauthorized communications or solicitations.
D. Users will subscribe only to high-quality discussion groups and information feeds that are relevant to educational or professional activities. Users will not subscribe others to such services without their consent.

7. Access and Use of Materials

A. Users will not plagiarize, defined as taking the ideas or writings of others and presenting them as if they were their own. This includes but is not limited to items on the internet, discussions groups, books, etc.
B. Users will respect copyrighted materials and other intellectual property. Users may not duplicate, copy or distribute electronic resources without the appropriate permissions, documentation or citations.

USER RIGHTS

1. Free Speech

A. The right to free speech applies also to communications on the Internet. The Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict a user's speech for valid educational purposes.

2. Search and Seizure

A. Users should expect only limited privacy in the contents of personal files on the District system.
B. Routine maintenance and monitoring of the Network may lead to a discovery that a user has violated District policy, or regulations, or the law.
C. An individual search will be conducted if there is reasonable suspicion that a user has violated District policy, or regulations, or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

A. The District will cooperate fully with local, state, or federal officials in any investigation related to any misuse of District computers or the Network.
B. In the event there is a claim that someone has violated District policy or regulations in the use of the Network, the user will be provided with written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

CONSEQUENCES OF MISUSE

1. The use of the Network services, Email and Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges and/or other disciplinary action as outlined in the VPSB Behavior Matrix (including disabling account(s) and permission(s), suspension, termination or legal action) as deemed appropriate by administration, faculty, and staff.
2. Users should expect no privacy of the contents of personal files and information on district computers and email on the district system. Messages relating to, or in the support of Illegal activities must and will be reported to the authorities.
3. Misuse of the system can result in possible legal action and/or prosecution and will require restitution for costs associated with the system restoration, hardware or software costs.
4. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software.

Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system, will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, not that defects will be corrected. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals in the system are those of the providers and not necessarily the District. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

VPSS uses analytic tools to track programs students are using for educational purposes. VPSS only collects and analyzes data related to educational programs used on the VPSS network.

STUDENT DEVICE AGREEMENT

The Vermilion Parish School Board (VPSB) is pleased to offer a 1:1 Digital Learning Program that will provide students with a device for use at school and at home in the event a distance learning model is needed. Vermilion Parish School Board recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. Failure to comply with acceptable usage will result in disciplinary action as outlined in the VPSB Behavior Matrix

This opportunity does come with responsibilities and obligations which are outlined below:

- Only use the Device for educational purposes and in a responsible and ethical manner.
- Take care of my Device as outlined in the VPSB Device Agreement.
- Bring a charged Device to school on a daily basis (if applicable).
- Never leave my Device unattended.
- Carry my Chromebook in its case when traveling outside of the classroom.
- Comply with trademark and copyright laws and all license agreements.
- Report to my teacher all inappropriate material that makes me feel uncomfortable or is not respectful.
- Keep my password secret.
- Keep food and beverage away from my Device.
- Promote and communicate online safety and digital citizenship.
- Be responsible for restitution for damages or replacement due to misuse of the Device.
- Return the Device, carrying case, and power cord in good, working condition.

The following are not allowed:

- Disassemble any part of my Device (including district identification), attempt to repair myself or through a third party, and/or place decorations (such as stickers, markers, etc.) on the Device.
- Loan my Device to others.
- Deface, vandalize, destroy, damage, ruin, and/or scratch my Device in any way.
- Use or attempt to use another person's username and/or password.
- Cyberbully and/or post, send, or store information that could endanger others.
- Give out personal information over the Internet.
- Delete district/school installed Device settings.
- Attempt to bypass Internet filters.

DEVICE CARE, DAMAGE, AND FEES

Students are responsible for the care and protection of assigned devices. Failure to properly care for the device, misuse, intentional damage, loss, or failure to follow district procedures may result in disciplinary action as outlined in the VPSB Behavior Matrix and may result in repair or replacement fees. All fees are assessed by the Technology Department and collected through the school.

If a device is damaged, the student must report the issue immediately to school staff. Failure to report damage in a timely manner may result in additional consequences under the VPSB Behavior Matrix. The Technology Department will evaluate the device and determine whether the damage is classified as accidental, negligence, intentional, or normal wear. A temporary loaner device may be issued while repairs are completed.

VPSB uses a tiered fee structure for Chromebook repairs and replacements. Fees are based on the severity of the damage and the frequency of incidents.

NORMAL WEAR

Students will not be charged for normal wear and tear resulting from regular educational use of the device. Examples include: failing battery, worn keyboard, charging issues unrelated to physical damage, or hinge fatigue resulting from normal aging of the device.

ACCIDENTAL DAMAGE

Accidental damage refers to unintentional damage occurring during normal use of the device.

- First incident per school year: may result in a reduced fee or warning
- Second incident per school year: standard repair fee will be assessed
- Third incident per school year: full repair or replacement cost will be assessed and may result in loss of device privileges or additional disciplinary action

INTENTIONAL DAMAGE

Intentional damage, vandalism, misuse, theft, or loss of a device is a violation of district expectations and the VPSB Behavior Matrix.

Intentional damage will result in a fee and may result in disciplinary consequences including but not limited to loss of device privileges, restitution requirements, and administrative action.

TIERED FEE STRUCTURE

Tier 1: Minor Damage

Minor damage includes cosmetic or low-cost repairs that do not significantly affect device functionality.

Repair Type	Fee
Missing asset tag	$10
Missing key/keycap	$15
Lost carrying case	$20
Lost or damaged charger	$25
Minor case/body damage	$25

Tier 2: Moderate Damage

Moderate damage includes repairs requiring replacement parts or additional labor.

Repair Type	Fee
Keyboard replacement	$50
Trackpad replacement	$50
Camera replacement	$50
Screen replacement	$50
Broken hinge	$50
Charging port damage	$75
Cracked screen	$75

Tier 3: Major Damage

Major damage includes severe damage or incidents requiring full device replacement.

Repair Type	Fee
Liquid damage	$250
Intentional damage	$250
Lost device	$250
Damaged beyond repair	$250

REPEATED INCIDENTS

Repeated damage incidents may result in progressive disciplinary consequences, increased fees where applicable, and/or assignment of a day-use-only device in accordance with the VPSB Behavior Matrix.

ADDITIONAL TERMS

Fees may be adjusted based on repair costs, device age, and severity of damage at the time of service.
Failure to report damage promptly or attempts to conceal damage may result in additional fees and disciplinary action under the VPSB Behavior Matrix.

DEVICE & TECHNOLOGY ACCEPTABLE USE ACKNOWLEDGEMENT

By signing the VPSB Student/Parent Handbook Acknowledgement Form, the student and parent/guardian legally acknowledge that they have read, understand, and agree to be bound by all terms and conditions of the Vermilion Parish School Board Internet and Student Device Agreement, including the Acceptable Use Policy (IFBGA, EFA). The parent/guardian accepts full financial responsibility for any damage, neglect, or loss of the District-issued Device/Chromebook and understands that all equipment must be returned at the end of the checkout term. The parent/guardian acknowledges that the device is the property of VPSB, is to be used for educational purposes only, and will be monitored and filtered for inappropriate content, though no filtering system can block 100% of available Internet content. VPSB uses analytic tools to track and collect data solely related to educational programs used on the VPSB network. Any violation of this agreement may result in revocation of device privileges and disciplinary action including, but not limited to, detention, suspension, expulsion, restitution for damages, financial liability, or legal action, as outlined in the VPSB Behavior Matrix.

SECTION V: STUDENT HEALTH

Student Accident Coverage information is located in the Appendix of this VPSB Student & Parent Handbook.

IMMUNIZATION POLICY *(JGCB)*

Statute LA R. S. 17:170

The Vermilion Parish School Board shall require all children entering any school for the first time and upon entering the sixth grade to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the state office of public health, or shall present evidence of an immunization program in progress. In addition, a student who is eleven (11) years old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization (Second varicella vaccine or proof of chickenpox disease, meningitis vaccine, and after age 11 year a booster of TDAP (tetanus, diphtheria acellular and pertussis)). All students entering the eleventh grade or 16 years old in any other grade must provide proof of current immunization for meningococcal conjugate vaccine (MCV) against meningococcal disease. This is the second dose of meningococcal or meningitis vaccine. (as of July 1, 2019). Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

Principals, or their designated representatives, of all schools shall be responsible for checking students' records to see that the provisions of this policy are enforced.

The student's parent, tutor, or legal guardian may be exempt from compliance. The Louisiana Department of Education has a Statement of Dissent from Immunizations for your use on the LDOE website.

~~BREAST SELF-EXAMINATION – ACT 789~~

~~Statute LA R. S. 17:2112, Louisiana State law requires the teaching of "BSE", Breast Self Examination. Also included in the law is the necessity of teaching the importance of the Pap Smear Test.~~

VISION AND HEARING SCREENING PROGRAM

Bulletin 1508, Section II – Screenings are conducted each year. Referrals can be made by any teacher regardless of grade if a problem is suspected at any time of the year.

HEALTH ISSUES

Any documented medical condition and/or symptoms that may indicate a medical problem should be reported to the school nurse. Other concerns (e.g. personal hygiene) which may present a health issue can also be reported to the school nurse for intervention.

COMMUNICABLE DISEASE CONTROL POLICY – *(JGCC)*

When reliable evidence or information from a public health officer or physician confirms that a student or employee is known to have a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether the affected person will remain in the school or employment setting will be addressed on a case by case basis by a review panel to ensure due process. Communicable disease spread by casual contact (e.g. impetigo, scabies, ringworm) will be assessed by a school nurse and referred to parents for assessment by a physician.

POTENTIALLY CONTAGIOUS ILLNESS

Students who are vomiting, have diarrhea (2 or more watery stools) or running fever of 100° F or higher will be sent home from school. Students are not readmitted to school until they are symptom free for 24 hours from the onset of symptoms without the use of symptom alleviating medication. Any student who becomes ill at home must not attend school until the student is free from fever, diarrhea or vomiting for 24 hours.

LICE POLICY – *(JGCC)*

Any student found by appropriate school personnel (designated by the principal) to have positive evidence of head lice shall be excluded from school until he/she has been treated. All students sent home for evidence of head lice shall only return to school with a written note from a parent stating that they have received treatment and shall be examined by appropriate school personnel upon return. School nurses will be available to assist with chronic cases. Any student excluded from school for lice infestation shall have an excused absence for a limited time (not to exceed 3 (three) school days and shall be allowed to make up tests on that basis. The principal may extend this time limit if circumstances warrant.

Lice Occurrence:

- Any child found with head lice, as stated above, must be satisfactorily treated with lice shampoo or alternate method and nit removal performed before returning to school.
- Exclusion is not necessary after initial treatment if there is a noted decrease in the number of nits (eggs) from initial/previous check by school personnel.
- If school personnel checks a student for lice and finds only minimal amounts of nits (eggs) but no live bugs are noted, the student will not be excluded and can remain at school.

- If school personnel checks a student for lice and finds an infestation/numerous amounts of nits (eggs) and/or any live lice (bugs) are noted the student will be sent home. Notification of the parent/guardian will be done.
- If the student is sent home by school personnel due to lice, a parent lice procedure letter will be sent home with the student to assist the parent in treatment, cleaning of household items and also to be used in documenting treatment received prior to school return.
- If a student is checked and sent home for lice by school personnel, a parental notification letter may be sent home with all students in the affected classroom at the discretion of the school administrator and/or school nurse.
- If multiple occurrences (multiple students) are noted within a classroom, in a specific time frame, the determination to perform a full classroom lice check will be decided at the discretion of the school administration and school nurse.

Parent information:

Cleaning tips for household items: Wash any clothing, bed linens, towels in hot soapy water and dry on the hottest setting. Vacuum carpets, upholstered furniture and any cloth or plush objects of affected areas. For any cloth or plush objects that cannot be vacuumed, place in an airtight bag for 10 days. Clean and do not share personal items such as combs, jackets, hoodies, hats, etc.

Tips for head lice: Check all household family members. Check all hair and pull out nits. If needed, treat as directed. Do not treat children younger than 4 or pregnant family members. All household members should be checked for live bugs and nits every 2-3 days with nit removal on each check. This should be continued until no nits are noted (this may take a number of weeks). Any parent questions in the treatment/cleaning process can be directed to the school nurse assigned to the school the student attends.

ADMINISTRATION OF MEDICATION POLICY – Statute LA R. S. 17:436.1 (JGCD)

Policy is subject to change by the school board during the school year. Any changes will be posted to the Vermilion Parish School Board website.
The Board shall regulate the administration of medications during school hours by means of the policy which follows:

A. Medication as defined by Webster's dictionary is 1) substance or preparation used in treating disease 2) substance (as a drug or potion) used to treat something other than disease.
B. Oral school medication orders shall be limited to medication which cannot be administered before or after school hours. Medication will be administered during a time period established by the school at midday. No medication will be administered at any other time unless there are special circumstances which are approved by the school nurse.
C. Except in life threatening situations, trained unlicensed school employees may not administer injectable medications.
D. Other routes of medication administration such as transdermal, topical, *nasal* or rectal may be required in extenuating circumstances. These medications may be administered by trained licensed school personnel as delegated by the school registered nurse.
E. New protocols are to be developed as deemed necessary by the school registered nurse.
F. All medications shall be stored in a secured, locked area or locked drawer with limited access except by authorized personnel.
G. Medication which may be administered by properly trained school employees:
    1. Medication to modify behavior (e.g. Ritalin Methylphenidate (generic Ritalin)
    2. Seizure medication
    3. Asthma medication
    4. Allergic reaction medication
    5. There will be extenuating circumstances requiring medication not listed in the above categories. A determination on the administration of medication not listed above will be made by the school nurse after reviewing medical documentation (e.g. Tylenol, aspirin for migraine headaches.)
    6. Antibiotic and other short term medication **will not** be given at school.
    7. Herbal or all natural OTC substances used to treat something other than disease will not be given at school.
    8. Other routes of medication administered such as eye drops, ear drops, or nasal spray will not be administered by school personnel. ***Unless to be used as emergency rescue medication***.
    9. All aerosol medications shall be delivered to the school in premeasured dosage.
    10. No more than a 35 school day supply of medication shall be kept at school.
H. Each student shall be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
I. During the period when the medication is administered, the person administering the medication shall be relieved of all other duties.
J. Self-medication will be allowed under certain circumstances as determined by the school nurse. Examples are as follows:
    1. Asthma inhaler
    2. Emergency allergy medication (Epi Pen)
    3. Diabetic medication
    4. Ear drops, eye drops, nasal spray

WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS AND INFORMATION

A. Medication shall not be administered to any student without an order from a Louisiana licensed or bordering states physician or dentist who is licensed to practice medicine or dentistry in the state of Louisiana or an adjacent state or any other authorized prescriber authorized in the state of Louisiana to prescribe medications or devices and a letter or request and authorization from the student's parent or guardian will be accepted. Written orders will only be accepted on a state mandated medication administration form *or a physician's order for administration of emergency seizure medication form*.

B. Prescription/Non Prescription medication shall be provided to the school by the parent/guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
    1. Name of pharmacy
    2. Address and telephone number of pharmacy
    3. Prescription number/manufacturer's lot or batch number
    4. Date dispensed
    5. Name of student
    6. Clear directions for use, including the route, frequency, and other as indicated
    7. Drug name and strength
    8. Last name and initial of pharmacist
    9. Cautionary auxiliary labels, if applicable
    10. Physician/dentist's name

PRINCIPAL RESPONSIBILITY

The principal, in conjunction with the school nurse, shall designate at least two (2) employees to receive training for administering medications in each school.

TEACHER RESPONSIBILITY

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medication to students. A teacher may request in writing to volunteer to administer medications to his/her own students.

SCHOOL NURSE RESPONSIBILITY

A. The school nurse in collaboration with the principal shall supervise the implementation of the school policies for the administration of medications in schools to insure the safety, health and welfare of the students.
B. The school nurse shall be responsible for the training of unlicensed school personnel who have been designated by each principal to administer medications in each school. The training shall be at least six hours and include, but not be limited to the following provisions:
    1. Proper procedures for administration of medications including controlled substances
    2. Storage and disposal of medications
    3. Appropriate and correct record keeping
    4. Appropriate actions when unusual circumstances **or** medication reactions occur
C. The school employed registered nurse shall assess the health status of the specific child in his/her specific education setting to determine that the administration of the medication can be safely performed by and delegated to unlicensed trained personnel.
D. According to the Louisiana State Board of Nursing, unlicensed trained school personnel are administering medication under the registered nurses license. The registered nurse retains the accountability and liability of the student who receives medication during the school day.

PARENT/GUARDIAN RESPONSIBILITY

A. The parent/guardian who wishes medication administered to his/her student shall complete the necessary paperwork with the school employed registered nurse.
    1. Written orders are needed for all medications to be given at school, including annual renewals at the beginning of the school year and whenever there is a change in directions for administration of the medication.
    2. Arrangements for the safe delivery of the medication by a responsible adult to and from school in the original labeled container as dispensed by the pharmacist. No student is allowed to transport medication.
B. Administration of nebulizer treatments require nursing judgment and observation, therefore nebulizer treatments will not be administered by school personnel. A parent or guardian may come to administer the treatment to their child.
C. The initial dose of a newly prescribed medication shall be administered by the student's parent/guardian outside the school jurisdiction within no less than twenty-four (24) hours prior to student's appearance at school.
D. The parent/guardian shall also work with those personnel designated to administer medication as follows:
    1. Cooperate in counting the medication with the designated school personnel who receives it and sign the medication log.
    2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning and suggestions for liquids or foods to be given with the medication. The parent or guardian will be responsible for providing liquids or foods as needed.
    3. Assist in the development of the Medication Administration/Emergency plan for each student.
    4. Grant permission for school nurse/physician consultation and communication and for school personnel to call the physician during an emergency involving the student.
    5. Remove or give permission to destroy unused, contaminated, discontinued or out- of- date medications. No medication is to be left at school over the summer vacation and will be destroyed one week following the last day of school.
E. Only medication prescribed by a licensed Louisiana or bordering state physician or dentist will be accepted.
    1. The parent may come to school to administer the medication.
    2. The parent may make arrangements with a member of his/her own family to administer the medication at school.

UNLICENSED TRAINED PERSONNEL

A. An employee shall have the right to request another school board employee to be present while he/she is administering medication to a student in order to serve as a witness.

B. Individuals who are required to administer medication and have been trained according to the provisions of this section may not decline to perform such service at the time indicated except as exempted for reasons as noted in writing by the licensed medical physician or the registered nurse. The reasons for such exemptions shall be documented and certified by the licensed medical physicians or the registered nurse within seventy-two hours (72) of the request for the exemption.

ADMINISTRATION OF MEDICATION ON FIELD TRIPS

A. Unlicensed trained employees will not be routinely scheduled to accompany students on field trips. However, if an unlicensed trained employee is in attendance on the field trip, he/she may administer medication to students. Medications administered during field trips require all of the conditions and documentation that any other medication administered at school requires.
B. For field trips which occur in the absence of an unlicensed trained employee, that parent may meet the group at a specific location and administer the medication, or the parent may decide to have the student skip that dose of medication.

MEDICATION ERRORS/INCIDENTS

A. In the event of a medication error, a medication incident report will be completed.
    1. He/She is to immediately notify the principal and school nurse.
    2. The principal and school nurse will notify the parent.
B. In the event of a needle stick incident, the Department of Health and Hospitals policy will be followed.
    1. The employee involved is to immediately notify the principal and school nurse.

STUDENT CONFIDENTIALITY

A. All student information shall be kept confidential.

CHILD ABUSE *(JGCE)*

The Louisiana Child Abuse Statute (L.R.S. 14:403) mandates that all cases of suspected child abuse and neglect be reported by certain persons having reasonable cause to believe that any child is endangered, and it specifically designates principals, teachers, counselors, nurses, psychologists, social workers, educational consultants, speech and hearing consultants, school resource officers and any other school employees who must report. (Failure to do so may result in a fine or imprisonment.) **To report child abuse, call the DCFS Child Abuse Hotline at 1-855-452-5437.**

Steps to Follow in Case of Suspected Child Abuse

1. When a mandated reporter (as defined in the above paragraph) in the Vermilion Parish School System has reason to believe that a child has been abused or neglected, he/she will immediately notify the Department of Children and Family Services and local law enforcement.
2. As much information as possible will be provided regarding the child, parents, location, and the reason that abuse/neglect is suspected.
3. There will be no attempt on the part of the school staff to prove the allegation of abuse/neglect before reporting. All that is required to report is a reasonable suspicion of abuse/neglect. Investigation and determination of the validity or invalidity of a report is the responsibility of the Department of Children and Family Services (DCFS).
4. School staff will **not** notify the parent or guardian of the abused/neglected child that the Department of Children and Family Services is conducting the investigation. It is the agency's responsibility to notify the parents. No contact by the school will be made with the parent unless requested after the report has been made.
5. School staff will not notify the child subject of the arrival of the child protection worker.
6. When the child protection worker wishes to interview the child in the school, he/she will telephone the principal stating the need to interview the child and verifying that the child is attending school that day. The child protection worker will give the principal his/her name and a phone number which can be used to verify identity.
7. Upon arrival at the school, the child protection worker will present identification and sign the school visitor's register.
8. The principal will send for the child subject and provide a private space for the interview with the child.
9. A school staff person whom the child knows and with whom he/she feels comfortable may be present during the interview if the child is in agreement with this. If the child objects, a school staff person will not sit in for the interview. Although, if a school staff person sits in on any interview, it is understood that they may be subpoenaed to court in any subsequent court proceedings, and their anonymity as a reporter may be challenged.

SECTION VI: SPECIAL EDUCATION AND RELATED SERVICES *(IDDF)*

CHILD FIND

The Vermilion Parish School Board ensures that all children with disabilities within the boundaries of the public agency, including children who are homeless or wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of Special Education and related services are identified, located and evaluated. For further information, please contact the SBLC/RTI Committee Chairperson at the local school or the District Child Find Coordinator at (337) 898-5775.

REGULATIONS GOVERNING THE TEACHING OF HOSPITAL/HOMEBOUND STUDENTS

Hospital/Homebound is a program for a student enrolled in regular education who, as a result of physical illness, accident or the treatment thereof, is not able to be moved from the hospital or home environment for the provision of regular education services. Hospital/Homebound is also an alternative setting for the provision of special education services for students evaluated as exceptional and when specified as a placement in the student's IEP. A student is placed on homebound because he is physically or psychologically unable to attend school; therefore, a student receiving homebound services is not to be out of the home unless absolutely necessary, i.e., doctor appointments. Specifically, a student receiving homebound services is not allowed to work outside the home. This student is also not eligible to participate in extracurricular activities or sports unless a hardship case is filed with the Louisiana High School Athletic Association, Inc., and the LHSAA rules that eligibility is permitted. The parent should contact the **Office of Distance Learning by calling 898-5808** for information on Hospital/Homebound Services.

NOTE: A student is counted absent at school until receipt of the official acceptance into the hospital/homebound program. Approval of absences incurred before the official date is a matter to be handled by the parent, the student and the school principal, and/or the Department of Child Welfare and Attendance.

SECTION 504

The Vermilion Parish School Board assures any eligible individual with a disability under Section 504 of the Rehabilitation Act of 1973, and who the federal laws say should receive service from the Vermilion Parish School Board, that they will be serviced according to the implementing regulations found at 34 C.F.R. Part 104. Questions regarding 504 can be addressed to the 504 Coordinator at 337-740-5907.
Students will be administered a comprehensive screening for dyslexia and related disorders at least once during grades K-3 unless the student's parents object to such screening. Any student shall be assessed at the request of a parent or teacher.

SPECIAL EDUCATION

Special Education is a supportive branch of general education that allows the Vermilion Parish School System to offer a full continuum of educational services to all children. Special education programs and services are governed by legislation and regulations. Generally all regulations, interpretations, and guidelines originate from federal legislation (IDEA >04) and state regulations (Bulletin 1706). In keeping with these mandates, the Vermilion Parish School Board has adopted a policy of free, appropriate public education for children with disabilities residing within its jurisdiction. Through its Child Search Program, the Board continues to place a priority on locating, evaluating, and placing eligible exceptional children.
The Vermilion Parish Special Education Department is mandated to provide special education services to any identified eligible child. Age eligibility is defined as between the ages of three (3) and twenty-one (21) inclusive. An identified child is one who has been evaluated according to the Pupil Appraisal Handbook standards and has met the criteria for exceptionality. Before services can be initiated, a child must have been placed according to IEP/Placement procedures. Students are scheduled for services to begin no later than ten calendar days after the IEP/Placement meeting.

SECLUSION AND RESTRAINT OF STUDENTS WITH EXCEPTIONALITIES (IDDF)

The Vermilion Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to each student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined in the evaluation process that a child has a disability and, by reason thereof, needs special education and related services, then the child is classified in accordance with Louisiana's **Pupil Appraisal Handbook**, Bulletin 1508 and becomes eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in **Regulations for the Implementation of the Children with Exceptionalities Act,** Bulletin 1706.

The Vermilion Parish School Board shall establish and maintain regulations and procedures in accordance with federal and state laws and regulations to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the Vermilion Parish School Board. These procedures specifically address the statutory requirements of La. R.S. 17:416.21 (Louisiana Act 328 of 2011), Act 479, and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools.

SECLUSION AND RESTRAINT

The School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law and regulations to address the behavior of a student with exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's *Individualized Education Program* (IEP) or behavior intervention/management plan.

RESTRAINT/SECLUSION DEFINITIONS

Crisis Intervention - The implementation of an action plan for school personnel to implement when a student exhibits disruptive behaviors that prevent him from participating in classroom or daily activities. Crisis intervention may include the following:

- The use of positive behavioral supports and sensory rooms or other calming spaces intentionally designed to help comfort and stabilize a student so that he may return to the classroom or daily activities.
- In extraordinary circumstances, the use of seclusion and physical restraint as a means to safely de-escalate a situation in which a student poses a risk of imminent risk of harm to self or others.
- Information about a school's use of crisis intervention, including the proper use of seclusion and physical restraint, shall be included in a school's student handbook and made available to the parent and legal guardian of each student with an Individualized Education Program or Behavioral Intervention Plan.

Imminent Risk of Harm - An immediate and impending threat of a person causing substantial physical injury to self or others

Mechanical Restraint -The application of any device or object (i.e. tape, ropes, weights) used to limit an individual's body movement to prevent or manage out-of-control behavior. The term does NOT include the following:

- A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider.
- Any device used by a duly licensed law enforcement officer in the execution of his official duties.

Physical Restraint - The use of manual restraint techniques that involve physical force applied to restrict the movement of all or part of a person's body. The term does NOT include the following:

- Consensual, solicited or unintentional contact.
- Momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person.
- A school employee holding a student for less than three consecutive minutes within any given hour for the protection of the student or others.
- A school employee holding a student for the purpose of calming or comforting the student-provided the student's freedom of movement or normal access to his/her body is not restricted.
- Minimal physical contact for the purpose of safely escorting a student from one area to another.
- Minimal physical contact for the purpose of assisting the student in completing a task or maybe response.

Positive Behavior Interventions and Support - A systematic approach to embed evidence based practices and data-driven decision making when addressing student behavior in order to improve climate and culture.

School Employee - A teacher, paraprofessional, administrator, support staff member, or a provider of related services.

School Health Designee - A school employee designated to assess the use of seclusion and physical restraint in the event that a school nurse is not present on a school campus at the time such measure is used.

Seclusion - A procedure that isolates and confines a student in a designated separate room or area until he/she is no longer an imminent risk of harm to self or others.

Seclusion Room - A room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a safe, secure, and supervised setting and from which the student is involuntarily prevented from leaving until he is no longer at risk of imminent harm to self or others. A seclusion room shall:

- Be free of any object that poses a danger to the student placed in the room.
- Have an observation window and be of a size that is appropriate for the student's size, behavior, and chronological and developmental age.
- Have a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Sensory Room - A room or space that is used for the monitored separation of a student in an unlocked setting in which school personnel may use positive behavioral interventions and support to help to calm or stabilize a student's disruptive behavior. A sensory room may also be referred to as a "calming room", "calming space", "comfort room", "comfort space", "sensory space", "timeout room", or "timeout space". The appropriate use of sensory rooms shall not be considered seclusion, which shall only be used for the limited purpose of responding to a student posing an imminent risk of harm to self or others

Written Guidelines and Procedures - The written guidelines and procedures adopted by a public school governing authority regarding appropriate responses to school behavior that may require immediate intervention.

SECLUSION

Seclusion is permitted only:

1. For student behaviors that involve an imminent risk of harm to self of others,
2. As a LAST resort when de-escalation and other positive behavioral interventions and support attempts have failed and the student continues to pose an imminent ~~threat~~ risk of harm to self or others, ~~or~~

B. A seclusion room is used only:

1. As a last resort, if and when less restrictive crisis intervention measures, such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment, have failed to stop a student's actions that pose an imminent risk of harm to self or others.
2. A student shall be placed in a seclusion room only by a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he or she is in the seclusion room.
3. Only one student may be placed in a seclusion room at any given time, and the school employee supervising the student must be able to see and hear the student the entire time the student is placed in the seclusion room.

C. Seclusion is prohibited:

1. As a routine school safety, discipline, or intervention measure
2. To address behaviors such as general noncompliance, self-stimulation, and academic refusal, and other behaviors that, while disruptive to a classroom setting or other daily school activities, do not present an imminent risk of harm to self or others.
3. School employees shall respond to such behaviors with less stringent and less restrictive techniques, such as those included in a school's or student's crisis intervention plan or a student's Individualized Education Program or Behavioral Intervention Plan.
4. As a form of discipline or punishment,
5. As a threat to control, bully, or obtain behavioral compliance.
6. For the convenience of school personnel
7. When unreasonable, unsafe, or unwarranted
8. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled.

PHYSICAL RESTRAINT

A. Physical Restraint is permitted only under the following conditions:

1. If the student's behavior presents a threat of imminent risk of harm to self or others,
2. As a last resort to protect the safety of self and others,
3. To the degree necessary to stop dangerous behavior,
4. In a manner that causes NO PHYSICAL INJURY
5. Results in the least possible discomfort to the student,
6. Does not interfere in any way with a student's breathing or ability to communicate with others,
7. By trained personnel, except in emergency situations in which there is not sufficient time to have trained personnel respond. Minimum training requirements shall be specified in rules promulgated by the State Board of Elementary and Secondary Education.
8. **Does not involve the use of any form of mechanical restraint,**
9. The student is not physically restrained in a manner that places excessive pressure on the student's chest or back or that causes asphyxia, and
10. Is applied only in a manner that is disproportionate to the circumstances and to the student's size, age, and severity of behavior.

B. Physical Restraint is prohibited:

1. As a form of discipline or punishment,
2. As a threat to control, bully, or obtain behavioral compliance,
3. For the convenience of school personnel,
4. When unreasonable, unsafe, or unwarranted, and
5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled.)

NOTIFICATION

This policy and the guidelines and procedures maintained by the Superintendent, each principal, or the principal's designee shall be provided to all school employees and each each parent or legal guardian of a student enrolled at the school with an Individualized Education Program of the prohibition of the use of seclusion and physical restraint if the student has a condition or is known to have any medical or psychological condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled. Such notification shall be made annually and be incorporated into the student's Individualized Education Program meeting.

- A school employee shall release a student from seclusion and physical restraint as soon as the reasons for justifying such action have subsided. Upon the student's release from seclusion or physical restraint:

    - The school employee who secluded or physically restrained the student shall notify the school principal and the principal or his designee shall notify electronically the director or supervisor of special education as soon as is practicable but no later than one hour following the release of the student, or the end of the same school day, whichever occurs first.
    - The school employee who secluded or physically restrained the student or a school administrator shall notify the parent or legal guardian of the student via a phone call as soon as is practicable, but no later than the end of the same school day.
- A school nurse or school health designee shall visit the student as soon as possible, but no later than the end of the same school day, to look for and document any signs of injury or distress.
- A school employee who secluded or physically restrained a student shall document and report the incident in accordance with the policies adopted by the public school governing authority. The employee shall submit such report to the school principal by the end of the next school day following the incident. The principal or his designee shall submit the report to the parent by the end of the next school day following receipt of the report. At a minimum, the incident report shall include the following:
    - The name, age, grade, gender, race, and disability of the student secluded or restrained.
    - The date, time, location, and duration of the seclusion or physical restraint.
    - The name and title of each school employee involved and who was a witness.
    - A description of the events requiring the use of seclusion or physical restraint, including a description of the procedures and types of restraint used, any actions taken in an attempt to de-escalate the situation, and the student's behavior that suggest the student posed an imminent risk of harm to self or others.
    - A description of any student injuries, visible marks, or medical emergencies that occurred during or after the seclusion or physical restraint.
    - A description of the actions taken immediately following the student's release from seclusion or physical restraint, including actions to notify the student's parent or legal guardian.
    - A description of the student's actions immediately following the student's release from seclusion or restraint.
- A school principal or his designee and the director or supervisor of special education shall review video and audio footage, if available, to ensure policies and proper techniques were followed during the incident.
- If a student is involved in three incidents in a school year involving the use of seclusion or physical restraint as a result of posing an imminent risk of harm to self or others, the special education teacher shall send prior written notice of the intention to call an Individualized Education Program team meeting to the student's parent or legal guardian, and at such meeting, his Individualized Education Program team shall review and revise the student's Behavioral Intervention Plan, including any crisis intervention plans, to include any appropriate and necessary behavioral supports. Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint, the director or supervisor of special education or his designee shall review the student's plans at least once every three weeks.
- Incidents will be reported in JCAMPUS and SER.

GUIDELINES AND PROCEDURES

The School Board shall require the Superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to the state Department of Education, all school employees, and every parent or legal guardian of a student with an exceptionality and shall include:

- Proper use of crisis intervention plans, including the use of positive behavioral interventions and support, sensory rooms, seclusion, and physical restraint, and how these strategies differ.
- All seclusion and physical restraint safety, reporting, and notification requirements, including any follow-up procedures.
- An explanation of the methods of physical restraint and the school employee training requirements relative to the use of restraint.
- Reporting of seclusion and restraint incidents to the Louisiana Department of Education.

EMPLOYEE TRAINING REQUIREMENTS

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

CHARTER SCHOOLS

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities.

GIFTED/TALENTED EDUCATION

Gifted and/or talented students are served in enrichment programs where they are pulled out of their regular classrooms for part of the day. Students are responsible for concepts that are presented while they are out of class. The regular classroom teacher should give only the portion of the assignments necessary to ascertain that students have grasped the new concepts presented while they were in the gifted and/or talented class.
Cooperation and communication between the gifted and/or talented programs and other aspects of the school are greatly encouraged.

SECTION VII: CHILD NUTRITION *(EE)*

The Child Nutrition Program is a national program that is mandated by state and federal regulations. The policies and procedures of the program reflect these regulations along with the short term and long term goals of the Vermilion Parish School Board (VPSB). The Child Nutrition Program is an essential part in promoting student health, and is dedicated to the overall well-being of the students within the Vermilion Parish School Board.

Meal Service – Every student in the Vermilion Parish School Board is provided with a school breakfast and school lunch in accordance with the Healthy, Hunger-Free Kids Act of 2010. All meals and snacks served in the district are high in quality and nutritionally balanced. All students up to but not including grades 9 – 12 (high school) are required to eat lunch during meal times as set forth by each school principal. Students not wanting to eat or purchase a lunch at school must bring a lunch from home. It is highly encouraged that all lunches brought from home meet the VPSB Policy for Nutrition Standards for food and beverages.
All students are highly encouraged to eat breakfast at school to ensure adequate preparation for the school day academic schedule. Commercial fast foods, carbonated beverages, and concentrated sweets are not allowed in the cafeteria dining areas.

Meal Payments – The meal paying status of a student is determined through the Meal Benefits Application process. Students who are not eligible for free or reduced price meal benefits will be responsible for the payment of their meals at the established prices. All meals served must be paid for daily to the school's Cafeteria Manager or in advance through the online payment system at www.myschoolbucks.com. A check or money order made payable to the school's cafeteria is acceptable. All non-sufficient funds (NSF) checks will be charged a fee. Meal account refunds/transfers may be requested through the school's Cafeteria Manager. All student account balances are documented as long as they are enrolled with the Vermilion Parish School Board, and collection procedures will apply as necessary. Please contact 337-898-5714 with any questions or concerns dealing with student accounts or meal payments.

Meal Charge Policy - Students in grades PK – 8 will be allowed to eat a full breakfast or lunch at school if they do not have the adequate payment needed. Students in grades 9 – 12 must be able to pay for the meal they are purchasing. School sanctions will be applied at the school site for all unpaid debts which includes denial in participation in non-academic activities (field trips, school fun days, dances, etc.), including graduation ceremonies. Payments can be made through the online payment system at www.myschoolbucks or a payment plan can be established through the Child Nutrition Program Office. Student meal balances will be communicated to the parent or guardian through statements that will be sent home two (2) times per month through the student. Statements are printed, sealed, and given to the homeroom teacher for distribution to the student. Students are responsible for giving statements to the parent or guardian. The meal charge policy guidelines are the same for students that have balances but are now attending a CEP school.

Meal Benefits – Every child enrolled in the district is eligible to apply for meal benefits, which is based on the current eligibility guidelines. To receive meal benefits, an application MUST be completed EVERY school year. Meal Benefit Applications are available online at www.applyforlunch.com. A multi-child application is also provided at the beginning of each school year in which all students in the same household should be listed on the same application. Meal Benefit Applications are accepted all year long. Parents/guardians are responsible for meal payments until the Meal Benefits Application is approved by the Child Nutrition Program Office. Meal benefit statuses (free or reduced) from the prior school year remain effective only for the first thirty (30) operating days of the new school year. If a new application is not completed and approved within this time period, the student will be placed on full-price status.

CEP Program - If a school site is participating in the CEP program, meal benefit applications are not required. While at school, all students attending a CEP school will be offered a healthy breakfast and lunch at no charge to the household. If a student transfers during the school year from a CEP school to a non-CEP school, the student will keep their status for ten (10) days only. A meal benefits application will need to be completed for the current school year. Parents or guardians are responsible for all meal payments until the approval of the application at the Child Nutrition Program Office. Parents or guardians are still responsible for all previous meal charges incurred by the student prior to the implementation of the CEP program. All collections procedures will apply as necessary.

Wellness – The Vermilion Parish School Board Wellness Policy can be accessed through the district's website. This policy addresses overall wellness for students which include nutrition education, physical activity, nutrition standards for meals, and student wellness (eating in the cafeteria, lunches from home, classroom snacks, etc.). This policy is a multi-disciplinary effort and is continually addressed, measured, and evaluated.

SECTION VIII: PARENTAL INVOLVEMENT (Title I Part A) *(IFD)*

Vermilion Parish recognizes that in order for students to succeed in school and later in life, schools, families, and the community must work together. The Vermilion Parish School System actively fosters effective partnerships between families, the schools and the community. Research shows that when each of these entities is involved in children's education, their attitude, behavior and achievement is positively enhanced. Providing the children of all Vermilion Parish schools equal access to a quality education is our top priority. At the start of each school year, a school-parent compact, which outlines how the school, the teacher, the parent and the student will share in the responsibility for improved student achievement is signed, binding the commitment by all involved.

Parent/family engagement is the interaction between schools and families and their engagement in the educational lives of their children. It is relationships built on mutual trust and meaningful two-way communication. The district helps schools plan for their parent/family engagement component. Parent refers to any caregiver who assumes responsibility for nurturing and supporting children, including biological parents, grandparents, aunts, uncles, foster parents, stepparents, etc.

The Every Student Succeeds Act (ESSA) of 2015 addresses the educational challenges facing high-poverty communities. The federal Title I program was designed to ensure that all students have a fair and significant opportunity to obtain a high quality education and master state academic achievement standards and assessments.

Currently, 14 schools serving grades kindergarten to twelve receive Title I funding. A percentage of funding is allocated towards parental involvement in 20 schools. Before the start of each school year, the accountant informs each school of their budget and all accounting procedures. Schools are also given information on allowable expenditures for the budget. The district federal programs department helps by providing coordination, support and assistance to each school in building the capacity for strong family involvement.

The Vermilion Parish District Title I Parent/Family Engagement Policy sets the expectations and establishes the framework for parental participation in all Title I schools. The following are assurances and guidelines:

- The district policy is developed and implemented with the inclusion of all families and reaches beyond barriers of culture, language, disabilities and poverty. It is included in all student-parent handbooks to ensure that every parent receives a copy. The district parent/family engagement committee members meet annually to review the plan as well as their child's school activities, strategies, and programs that align to the school's goals. All schools include parents in decision making on the Schoolwide Plan, Master Discipline Plan, Multi-Tiered System of Supports Team, etc.
- The district will assist schools in designing presentations and information to parents on understanding student achievement topics such as state testing, accountability topics, how to monitor their child's progress and how to work with educators to improve the achievement of their children. Schools will increase family engagement by providing workshops and trainings at a variety of times along with multimedia communications sent home throughout the year to educate families on ways to support their child's education through a better understanding of:
    - the importance of ongoing, proactive communication with the school staff
    - understanding the curriculum for core subjects of reading, mathematics, science and social studies
    - assisting with homework
    - monitoring their child's school progress (Student Progress Center, progress reports, report cards)
    - understanding assessments, both local and state, that are used to measure student progress, as well as proficiency levels students are expected to meet
    - scheduling and participating in effective annual parent/teacher conferences
    - understanding *The Every Student Succeeds Act* (ESSA) of 2015.
- The Louisiana Believes website (www.louisianabelieves.com) has numerous resources for all families, as well as the Vermilion Parish School System's website (www.vpsb.net). Every school has a website which includes timely and relevant information for families.
- The district will assist schools with an annual meeting which is held at the beginning of the school year. The school will identify itself as a Title I school, explain the rights of parents and inform parents of school requirements associated with Title I. Throughout the school year, many opportunities are offered for parents to participate in their child's education. Some activities include Meet and Greet, Open House, AR Day, Standardized Testing Night, Read Across America, Pancakes with Parents, Math Day, Reading Day, 100th Day of School and Family Reading Night.
- The district helps to assure that each Title I school, when carrying out the parent/family engagement requirements, provides full opportunities for the participation of parents with limited English proficiency or with disabilities. All English Learner parents will be provided translation upon request.
- Schools in Vermilion Parish offer LA4, Title 1, and 8(g) preschool classes throughout the parish. There are 3 parent-teacher conferences held throughout the year.. Parents of Head Start programs are invited to attend all workshops and seminars.
- Activities and meetings are held both during the day and at night to allow attendance by many families. Schools are encouraged to offer child care to enable parents to attend school activities. Reasonable and necessary expenses associated with parent engagement activities such as transportation will be provided when needed.
- District and school staff provide families with helpful community resources as needed.
- District and school staff make home visits as necessary to further assist/communicate with families.

This district policy was developed jointly with, and agreed upon with, parents of children participating in Title I schools, who serve as members of the District Parent/Family Engagement Committee.

PARENT/GUARDIAN INTERNET RESOURCES

The Vermilion Parish School Board is pleased to provide Internet-based resources for parents or guardians. These websites can help a parent or guardian keep track of their child's homework assignments, teacher calendars, teacher web sites, grades, discipline, attendance, and transcript information. These are two primary websites for parents or guardians to use:

A. Teacher Websites and Homework through OnCourse - shows information in the following areas:
- Student Homework
- School & Teacher Calendars
- Teacher Web Sites

B. *Student Progress Center* - shows information only for the parent or guardian's child in the following areas:
- Student Attendance
- Student Discipline
- Student Grades
- Student Transcripts
- *Student Test Scores*
- Student Call-Out Communications

TITLE I PARENTAL NOTIFICATION

The *Every Student Succeeds Act (ESSA)* was passed by the U.S. Congress and signed into law on December 10, 2015. The *ESSA* replaces the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*.

Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Fourteen Vermilion Parish schools receive Title I funding and we are happy to share this information with you upon your request.

The following schools receive Title I funds:

Abbeville High School
Dozier Elementary
Eaton Park Elementary
Forked Island E. Broussard
Herod Elementary
Kaplan Elementary
Cecil Picard Elementary
Meaux Elementary
Jesse Owens Elementary
Rene Rost Middle School
Seventh Ward Elementary
J.H. William Middle School
Indian Bayou Elementary
LeBlanc Elementary

We are extremely proud of the quality of the teaching staff in the Vermilion Parish School District. Our teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level.

We encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on *ESSA*, and the role of parents, please visit the United States Department of Education's (USDE) website at http://www.ed.gov/essa.

By partnering, families and educators can provide your child with the best education possible.

SECTION IX: MISCELLANEOUS

WORK PERMITS

Louisiana Minor Law requires minors (under the age of 18) to obtain a work permit prior to employment. Vermilion Parish **public high school students are to obtain a work permit from the high school that they attend while school is in session** (approximately mid-August through mid-June). During the summer months, work permits may be obtained at the Vermilion Parish School Board at 220 South Jefferson Street, Abbeville, LA. A minor must get a job before obtaining a work permit. After the job is secured, the minor must provide at the time of application, in person, the following: 1) a completed Application to Employ a Minor form obtained from their prospective employer (with parent/guardian signature), and 2) proof of age (birth certificate, driver's license, state I.D., school records, etc.)

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Vermilion Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this board. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Americans with Disabilities Act), or exceptional condition (Section 504 of the Rehabilitation Act of 1973) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures. Questions regarding Section 504 can be addressed to the 504 Coordinator at (337) 740-5907 and questions regarding Title IX can be addressed to the Title IX Coordinator at (337) 898-5744.

AVAILABILITY OF STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (Public Law 93-380) states in part that "all pertinent academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, legal guardians, and school officials." The act also states that schools must provide parents of students the opportunity to inspect these records and challenge any records that may be misleading, inaccurate, or otherwise inappropriate. LA RS 9:351 states in part "Notwithstanding any provision of law to the contrary, access to student records shall not be denied to a parent solely because he is not the child's custodial or domiciliary parent." The school may charge a fee for the copying of records. Refer to Vermilion Parish School Board Policy JR for more information.

NOTE: RS 17:416 B (3) (c) states in part ….."any student who has been suspended and/or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide to any public school or school system in the state to which the student is seeking admission information on the dates of any suspensions and/or expulsions and the reason or reasons for which the student was suspended and/or expelled. Additionally, the transfer of a student's records by any public school or school system in the state to any other public or nonpublic school or school system shall include information on the dates of any suspensions and/or expulsions and the reason or reasons for which the student was suspended and/or expelled."

CLASS RANKING (IHC)

Final grades are used to calculate grade point averages for transcripts and to determine class ranking, including valedictorian and salutatorian.

FEES AND OTHER DEBTS (JS)

Every student shall be accountable for unpaid fees or debts owed to the school for such things as, but not limited to lost textbooks, library books, unpaid lunch money, school pictures, locker fees, student i.d. fees, fundraiser money/products not returned, etc. by denying participation in non-academic activities, including graduation ceremonies. Principals are encouraged to contact parents for cooperation in clearing debts. If an attempt to clear debt through parental contact is not successful, the school may take the above mentioned steps or combination thereof to ensure payment of unpaid debts, as well as appropriate legal action against an adult student or the parent/guardian of a minor student.

1. A school shall not charge or assess a fee unless the fee has been set and included in the School Board's approved Schedule of Fees.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the district website, *www.vpsb.net.*

EMERGENCY DISMISSAL PROCEDURE

In times of emergency, (i.e. inclement weather, electrical failure), parents are asked to monitor the local media, specifically KATC Channel 3 and KLFY Channel 10 for more information. In order to keep phone lines open, please **do not call the school**. *Emergency information may be found on the Vermilion Parish School Board Facebook page and the district website, www.vpsb.net.*

ASBESTOS MANAGEMENT PLAN

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the Vermilion Parish School Board contracted an accredited Management Planner to develop an **Asbestos Management Plan** for each school in the parish and submit it to the Department of Environmental Quality. All provisions required to be included in a management plan are part of this plan, as well as any information that has been revised to bring the plan up-to-date. The Vermilion Parish School Board maintains and updates the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. **A copy of this school's Management Plan is on file in the administrative office and is available without cost or restriction, for inspection during regular school hours.** Should there be any questions, please contact the Vermilion Parish School Board Office at 337-893-3973.

SECTION XI: APPENDIX

- ☐ Integrated Pest Management (IPM) Notice
- ☐ Student Accident Insurance
- ☐ Bullying Form
- ☐ Louisiana Annual Notice for Consent to Allow the School District To Access Louisiana Medicaid Benefits
- ☐ LDOE School-Based Medicaid Parent FAQ

VERMILION PARISH SCHOOLS

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Board Members:
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District A
Kevin Meyers
District B
Gregg Meaux
District C
Dale Stelly
District D
Charlotte Detraz
District E
Kibbie Pillette
District F
Jason Roy
District G
Chris Hebert
District H
Nick Touchet
District I

August 13, 2026

To whom it may concern:

We would like to inform you that an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds is used throughout all of the Vermilion Parish School Board schools and office buildings. The IPM approach we will be using focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources, and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some IPM techniques we will employ include monitoring, increased sanitation, sealing entry points, physically removing the pest, and modifying storage practices.

From time to time, it may be necessary to use chemicals to control a pest problem. The Louisiana Department of Agriculture & Forestry requires that all parents of students be notified of their ability to place their child's name on the Registry of Pesticide Hypersensitive Individuals. Only children who have a known hypersensitivity of pesticides will be placed on the registry. If your child needs to be placed on this registry please complete the necessary form, which may be obtained from the school secretary, and return it to your school. **The form must be completed and signed by a physician.** Forms that are turned in and ARE NOT signed by a physician will be returned to the parent/guardian and will not be forwarded to the Louisiana Department of Agriculture. Again, if your child DOES NOT have a hypersensitivity to pesticides you DO NOT need to fill out this form.

As always, the Vermilion Parish School Board continues to strive to make the safest and healthiest environment for our students, faculty and staff. If you have any questions regarding our IPM or this form you may contact our Maintenance Department at (337) 918-1017. You can also contact the Louisiana Department of Agriculture & Forestry at (225) 925-3763.

Sincerely,

Kerry Richard
Maintenance Supervisor
Vermilion Parish Schools

KR/k

Student Accident Insurance

K–12 Student Accident Insurance

Enroll Online



www.studentinsurance-kk.com

Worried about paying for your child's medical care if an accident should happen? K&K's student accident insurance can help.

K-12 Accident Plans available through your school:

- *At-School Accident Only*
- *24-Hour Accident Only*
- *Extended Dental*
- *Football*

How to Enroll Online

Enrolling online is easy and should take only a few minutes. Go to **www.studentinsurance-kk.com** and click the **"Enroll Now"** button.

1. Start by telling us the name of the school district and state where your child attends school.
2. We'll request each student's name and grade level.
3. You'll see the available plans and their rates. Select your coverage and continue to the next step.
4. We'll request information about you, like your name and email address.
5. Next, you'll enter information about the child or children to be covered.
6. Enter your credit card or eCheck payment information.
7. Finally, print out a copy of the confirmation for your records.

For further details of the coverage including costs, benefits, exclusions, any reductions or limitations and the terms under which the policy may be continued in force, please refer to www.studentinsurance-kk.com. Student is able to purchase the coverage only if his/her school district is a policyholder with the insurance company.

1709_WV_WY (04/17_K12)

¿Le preocupa tener que pagar la atención médica de su hijo si ocurre un accidente? El seguro contra accidentes para estudiantes de K&K puede ayudarlo.

Planes de cobertura en caso de accidente para K-12 disponibles a través de su escuela:

- *Sólo accidentes en la escuela*
- *Sólo accidentes, 24 horas*
- *Dental extendido*
- *Fútbol*

Cómo inscribirse en línea

Inscribirse en línea es fácil y sólo le tomará unos pocos minutos. Visite **www.studentinsurance-kk.com** y haga clic en el botón **"Enroll Now"** ("Inscribirse ahora").

1. Comience por decirnos el nombre del distrito escolar y el estado en el que su hijo(a) va a la escuela.
2. Solicitaremos el nombre y el grado de cada uno de los estudiantes.
3. Verá los planes disponibles y sus tarifas. Seleccione su cobertura y continúe con el siguiente paso.
4. Le solicitaremos información sobre usted, como su nombre y dirección de correo electrónico.
5. Después, ingresará la información acerca del niño o niños que recibirá(n) cobertura.
6. Ingrese la información de pago de su tarjeta de crédito o eCheck.
7. Finalmente, imprima una copia de la confirmación para sus registros.

Para obtener más detalles sobre la cobertura, incluidos costos, beneficios, exclusiones y reducciones o limitaciones y los términos en virtud de los cuales esta póliza podría continuar en vigencia, consulte www.studentinsurance-kk.com. Los estudiantes pueden comprar la cobertura únicamente si su distrito escolar es titular de una póliza con la compañía de seguros.

DEPARTMENT of EDUCATION
Louisiana Believes

BULLYING REPORT FORM

Instructions: Complete this form, responding only to the questions that you feel comfortable answering and are able to report accurately. Submit this form to the principal or other school employee. This form may be completed by the person reporting the incident or by the school employee to whom the incident is being reported.

Person Reporting the Incident:	**Date of the Report:**

Person Report the Incident:
☐ **Student** ☐ **Parent/Guardian** ☐ **School Employee** ☐ **Chaperone**

Description of the Incident: (Include the names of those involved and as much detail as possible: what, where, when, how, etc.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

List the name(s) of any witnesses to the incident.

_____
_____
_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Person Filing Report:	**Date of the Report:**

Received by:

Name:	**Position:**	**Date:**

Louisiana Annual Notice for Consent to Allow the School District To Access Louisiana Medicaid Benefits

School District Name: Vermilion Parish School System
School District Contact Information: Special Education Department (337) 898-5775

Dear Parent/Guardian:

The purpose of this letter is to remind you that you have given your permission (also known as consent) to share information about your child with the Louisiana Department of Health Medicaid program. Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the district to your child. In order for your child's school to get back some of the money spent on services, the school district needed to share with Louisiana Medicaid the following types of information about your child: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid.

With your permission, the school district seeks partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services.

The school district needed your consent to share information about your child with Louisiana Medicaid. Please be advised of the following:

1. The school district cannot require you to sign up for Louisiana Medicaid in order for your child to receive the health related and/or special education services to which your child is entitled.
2. The school district cannot require you to pay anything towards the cost of your child's health-related and/or special education services.
3. If you give the school district permission to share information with and request reimbursement from Louisiana Medicaid:
    a. This will not affect your child's available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit your own family's use of Louisiana Medicaid benefits outside of school.
    b. Your permission will not affect your child's special education services or IEP rights in any way, if your child is eligible to receive them.
    c. Your permission will not lead to any changes in your child's Louisiana Medicaid rights; and
    d. Your permission will not lead to any risk of losing eligibility for other Medicaid funded programs.
4. If you give permission, you have the right to change your mind and withdraw your permission at any time.
5. If you withdraw your permission or refuse to allow the school district to share your child's records and information with Louisiana Medicaid for the purpose of seeking reimbursement for the cost of services, the school district will continue to be responsible for providing your child with the services, at no cost to you.

Please contact the Special Education Department at (337) 898-5775 with any questions.

LDOE School-Based Medicaid Parent FAQ

Why do schools bill Medicaid?
Louisiana Medicaid allows schools to be reimbursed for certain health services they provide in schools. By getting a partial reimbursement from Medicaid, the school is able to add additional health services for students.

What types of services can a school bill Medicaid for?
Schools can bill for: speech therapy, occupational therapy, physical therapy, some nursing services, counseling services, personal care services and special transportation.

Does the school need my permission to bill Medicaid?
Yes. The school needs one-time, written consent from you to bill Medicaid for services provided to your child during the school day. After that consent is given, schools will also provide you with an annual reminder – either in a letter or the school handbook.

If I give my permission, can I take it back later?
Yes. Once you give your written permission for the school to bill Medicaid, you can revoke it at any time by notifying the school in writing.

If the school bills Medicaid for services, will it affect the services my child can receive outside of school?
No. Students are allowed to receive services both during the school day and after school. Giving this consent will have no affect on their ability to receive other services.

My child's service provider outside of school says that if the school bills Medicaid, the outside provider can't bill the same day. Is that true?
No. Many providers are confused by the school-based program because it operates differently than the rest of Medicaid. The school billing for services will have no impact on an outside provider being able to bill for services. Students can even receive services at school and from an outside provider on the same day. If they run into any issues, they can email sbmp@la.gov for help.

If I do not give consent to bill Medicaid, will my child still receive IEP services?
Yes. School districts are required to provide all IEP services even if they cannot bill Medicaid. But remember, your consent provides the school with additional monies to enhance health services to students.

Will I have to pay any money for these services?
No. All necessary services are provided to students for free by the school.

If my child receives healthcare services such as speech therapy from a private provider, can he receive speech therapy from the school system also?
Yes. Parents are encouraged to seek services within the school system because therapeutic interventions that are set in natural environments and embedded in the instructional program increase the effectiveness of intervention and the achievement goals.

Does giving this consent have any impact on me, my child or our families Medicaid benefits?
No. When the school bills Medicaid for services, it has no impact on your child, you or your families Medicaid benefits.

I still have more questions. Who can I talk to?
You can talk to officials at the Special Education Department by calling (337) 898-5775 or you can email the Louisiana Department of Education at sbmp@la.gov.