

**2015-2016**

**Richland Parish School Board**

**Administrators' Handbook**



**Sheldon Jones**  
**Superintendent**

**Richland Parish School Board  
2014-2015 School Board Members**

<b>Name</b>	<b>Title</b>
Kevin Eppinette – District 8	President
Keith Pruitt – District 9	Vice President
Billy Calvert – District 1	Member
Eugene Young – District 2	Member
Moses Wilkins – District 3	Member
Connie Dove – District 4	Member
Alece Copeland – District 5	Member
Joe Chapman – District 7	Member
Marie Lewis – District 6	Member

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## **Superintendent's Message**

I'd like to take this opportunity to welcome all administrators to the 2015-2016 academic school year in Richland Parish. Your role as a building level administrator and instructional leader is extremely important to the success of your school and our district. I expect each of you to carry out the duties outlined in your job description. Richland Parish School Board's (RPSB) policies and procedures are currently posted on our district website and can also be found in your RPSB's Policy Manual. I will continue to support administrative decisions that follow board policy. Please be sure to check your email at least once in the morning and prior to your leaving at the end of the day. You will be held responsible for turning in requested information in a timely manner. If you are not at your school for some reason, email me at [srjones@richland.k12.la.us](mailto:srjones@richland.k12.la.us) or Secretary Becky Free at [bfree@richland.k12.la.us](mailto:bfree@richland.k12.la.us).

Considering our adjustments to education reform, the average percent of students who were proficient for the previous school year held steady. We must use relevant and reliable data to drive planning and daily classroom instruction. Please be sure to observe your teachers in accordance with the RPSB Personnel Evaluation Plan; each teacher should receive one or two observations during the school year. This information should be posted in TalentED Perform. The district will upload the information to Compass Information System (CIS).

Please use the appropriate forms when necessary. Use Form 800 or 800A (Additional Comments) for documentation purposes. District forms are posted on the RPSB website for your convenience. The cutoff date for interparish employee transfers is June 30.

It is imperative that you know how to analyze test data in order to make sound curricular decisions. We have developed and used student snapshots for the past few years. If we are truly dedicated to providing a world-class 21<sup>st</sup> Century education for our students, data-driven instruction must be provided to our students near daily. Bell-to-bell instruction is not negotiable. No students should be left unsupervised at any time. Every person who is employed as a teacher including coaches should be considered a teacher of reading in their content area. Student safety and academic achievement must be top priorities.

Call or email the superintendent anytime a situation arises that needs to be identified. You are held accountable for your school; the superintendent is held accountable for all events in the district.

It is indeed an honor and privilege to serve as superintendent of the Richland Parish School Board. It is my belief that our district will continue to move forward in an effort to lead our state in raising student achievement.

### **SCHOOL CALENDAR - 2015-2016**

August 11, 2015 - School Opens – All personnel report - TUESDAY  
 August 13, 2015 – First day for Students – THURSDAY  
 May 5, 2016-Last Day for Seniors-THURSDAY  
 May 19, 2016 - Last Day for Students –THURSDAY  
 May 20, 2016 - Regular School Year Ends – FRIDAY  
 # of Instructional Minutes to place in schedule: 379 or more

**NON-STUDENT DAYS:**

August 11-12- 2015- Staff Development/All employees	2 days
September 25, 2015 – Parent Teacher Conference Day	1 day
October 12, 2015 Staff Development/All employees	1 day
February 16, 2016– Staff Development/All employees	1 day
Feb. 26, 2016-Parent Teacher Conferences & Testing training	1 day
May 20, 2016 – Staff Development/End of School Year/All employees	<u>1 day</u>
	7 days

(Sept. 25 and Feb. 26- Parent Teacher Conference Days- 9 month custodians, lunchroom technicians, paraprofessionals, bus drivers do not work)

HOLIDAYS -- NON-TEACHING DAYS: (26)

September 7 - Labor Day  
November 11 -Veteran's Day  
November 23-27 - Thanksgiving Holidays  
December 21-Jan. 1 - Christmas/New Year's Holidays  
January 18 - Martin L. King Holiday  
February 5 -Stockshow Day  
February 15 - Presidents' Day  
March 25-April 1 -Spring break/Easter holidays

#### TESTING DATES

Feb. 1- March 11 LAA 1 & ELDA Window (small population)  
Feb. 29- Mar. 24 English and Math Phase 1 PBA window for CBT grades  
March 1 Grade 11 ACT  
March 14-18 English and Math Phase 1 PBA for PBT grades (ELA and Math)  
April 4-15 Grades 8, 9,10 ACT series window  
April 5-6 Grades 3-8 Science and Social Studies PBT  
April 25-May 13 ELA and Math Phase II EOY Window for CBT grades  
April 25-May 20 EOC Window (High School)  
April 25-29 ELA and Math Phase II EOY for PBT grades

(PBT=paper based test, CBT=computer based test, PBA=performance based assessment, EOY=End of Year, EOC=End of Course)

#### MARKING PERIOD ENDS

September 23, 2015  
November 4, 2015  
January 7, 2016  
February 22, 2016  
April 11, 2016  
May 19, 2016

#### REPORT CARD DISTRIBUTION DATES

September 25, 2015(Parent/Teacher Conferences)  
November 9, 2015  
January 11, 2016  
February 26, 2016 (Parent/Teacher Conferences)  
April 13, 2016  
May 19, 2016

### **Acceptable Use Policy (AUP) {IFBA-R, IFBGFA}**

See RPSB Policy Manual online

### **Attendance (RPSBPM: JB)**

See RPSB Policy Manual online

#### Elementary and Middle School Students

Elementary and middle school students must be present a minimum of one hundred sixty days per school year to receive credit for the school year. Students with more than ten (10) unexcused absences may be retained.

#### High School Students

High School principals should be aware that even 18 year old students need written parent permission to leave the school premises during school hours. Students should not be allowed to leave campus to purchase food.

Students (middle or high school) should not be told to just leave the campus after disciplinary measures. Parents should be notified.

Students must attend school 94% of the 63,720 required minutes according to *Bulletin 741*.  
***Richland Parish policies/ Pupil Progression are in the process of being revised and approved.***

#### All Students

State requirements allow a student to be excused from school for the following reasons only:

- Personal illness (with a physician's excuse).
- Serious illness in the family.
- Death in the family (not to exceed one week).
- Recognized religious holiday (with prior approval of the principal).
- Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance.

Written documentation from a physician is required for all excused absences and must be presented within ten (10) days upon a student's return to school. A student must request missed assignments within three (3) days of return from an excused absence. A physician's statement is required by the State to determine if a student has exceeded absences. Parents are notified in writing of excessive unexcused absences. Extenuating circumstances must be verified and approved by the Supervisor of Child Welfare and Attendance or the principal. Students with an excused absence are allowed to make up work missed. Students with unexcused absences may not be allowed to make up work and may receive a "0" for work missed.

The **Truancy Officer** assists the Richland Parish School System in enforcing compliance of all attendance laws. This may include:

- A home visit by an attendance officer.
- An attendance hearing.
- A petition to Juvenile Court filed with the District Attorney's Office.

RPSB's Jpam's Early Warning System notifies principals of students' excessive absences. Please review these reports. Send certified letters to students with 5 or more unexcused absences. Keep a list of persons who you have sent these letters. Each six weeks the RPSB Truancy Officer will report these students to the District Attorney's office. Do not count suspensions in this count. The principal/designee is to attend truancy court when a student from his or her school is subpoenaed to appear in court.

### **Chain of Command**

Issues will arise where you will need to seek assistance. The proper chain of command is to report an area of concern to the superintendent prior to contacting a board member. RPSB is fortunate to have great board members. They care about our school and our students. Please send your board members a schedule of events at your school. I would like this schedule, also. I can not attend everything but I do like to attend events as my schedule allows.

Encourage parents to communicate their concerns to you prior to contacting me. I send them back to the school or call you to meet with them and me. I do appreciate you contacting me if you have a parent who expresses that he/she is not satisfied with your decisions. Remember, if you follow policy, I will support your decision.

If you have an incident where you call law enforcement or medical personnel, contact me immediately. It is very distressing to hear of such events "on the street."

### **Weather and Recess**

Every attempt should be made to avoid conditions which would contribute to student illness. We ask parents to provide warm clothing and appropriate winter outer wear during cold weather. Students are to remove coats and jackets while in the classroom but may wear them when needed for recess. Students should not be sent outside for recess in rainy weather or when the grounds are too wet for play. Students should not be sent outside for recess in cold weather (below 40 degrees with wind chill factor).

Louisiana weather is very unpredictable. In warm seasons, temperature soars to over 100 degrees. Students can become dehydrated in a short period of time. Student safety should be a primary concern during these conditions.

### **Emergency Dismissal of School (School Closing)**

The Board authorizes the Superintendent/designee to close any and all schools when prevailing or potential hazards threaten the safety and well-being of students, staff, or school property. Whenever practical, the Superintendent makes the decision to close school(s) after consulting with appropriate community agencies. Announcements and news releases to the media concerning such closing(s) are made by the Superintendent/designee. During severe weather, keep your weather alert

radios on and equipped with working batteries. (Replace batteries as needed). Weather radios need to be checked frequently to keep them in working order.

Do not dismiss students after testing or at the end of the school year. Students who leave the campus prior to the end of the school day are to sign out at the school.

**If schools are dismissed for emergency reasons:**

- Parents/emergency numbers that are on file at the school shall be called. This would be an excellent opportunity to use your automated call-out system if you have one.
- Small children (ages less than 10-12 who are usually considered not legal to stay by him/herself) are not to be left alone at homes. They will be returned to the school. The sheriff's office will be called if the emergency number cannot be contacted.
- Bus Drivers will call Transportation Supervisor after the completion of the route to report that all students have been safely transported home. This is for emergency situations only.
- Bus Drivers are to walk down the aisle of the bus each AM and PM to observe and ensure that no child is left on the bus.
- Teachers/principal should not leave the school until all students' safety has been ensured.

***Emergency Drills***

Special drill activities shall be planned and practiced by the principal and faculty of each school to ensure the orderly movement/evacuation of students and staff to the safest area, in the event of an emergency. Students and staff are informed of escape routes. A map is to be displayed in each room specifying the routes and procedures for evacuating the building. A report of the drills should be submitted monthly to Transportation secretary. Random drills will be conducted upon request of the superintendent or her designee.

At possible unannounced times, the school may be alerted to go into LOCKDOWN. This is a drill procedure to help students and staff to be prepared in the event of an intruder in the building or other similar threatening situations.

**Evacuation of Schools**

The Richland Parish School Board provides a comprehensive plan for evacuation of schools in the event of a disaster. Disaster may come in many forms such as chemical spills, bomb threats, and/or a state of National Emergency. In cooperation with the local police and fire departments, 911 Call Center, and the Richland Office of Emergency Preparedness, the plan includes all centers and schools located in Richland Parish.

All Principals and Center Directors are responsible for informing their teachers and staff of the details and procedures of the evacuation plans. A map and details of the evacuation plan are kept in the office of the Principal and/or Center Director, and a copy is given to the law enforcement officer that arrives for the escort of the evacuation. Also, the administrator assigned to the lead bus will have on board a copy of the plan.

All teachers should have an updated copy of the school's crisis plan.

**Facilities**

RPSB's facilities should be clean and grounds well kept---free of litter. It is the responsibility of custodians to clean the buildings and maintain grounds, however, they must have the proper equipment and materials to use. It is your responsibility to supervise that this task is done. When you have numerous students with a virus, flu or any other contagious issues then after students are dismissed, custodians are to clean with a disinfectant. Restrooms should be monitored for being cleaned several times per day. Soap and toilet tissue should be available in all restrooms. Graffiti should be removed immediately. Please write work orders to request items to be repaired that your custodian is not able to repair. Dust should not be sighted in any room of a RPSB facility. Desktops should be clean. Corners should be clean.

There will be an increase in the cost of utilities during this school year. Your help is needed to conserve utilities. Cut off lights when there is no need for them to be on. When building is not



occupied, the temperature should be set at the degree identified by the maintenance supervisor. If AC is on then the windows and exterior doors should be shut. Water leaks should be repaired immediately.

### **Field Trips/Use of Buses**

The price of fuel is increasing and unpredictable. You should review all field trip requests prior to submission to the Central Office. Use of buses for end-of-year trips is to be requested by the end of the first six-weeks. Trips to the mall, movies, or restaurants **will be denied**. Exclusive movie viewings, incentive trips to restaurants for school wide positive behavior, restaurant stops for extended trips, and fundraisers at restaurants may be considered as an exception. Please note that our insurance does not cover students being transported in cars. Swim related activities are not permitted due to risk and liability. Out-of-state trips for cheerleading and drill team camps are discouraged.

### **Fiscal Management**

Money can be the root of all evil. It is imperative that you follow sound fiscal procedures.

- A minimum of a two-person team should receive and count money at school events.
- Daily deposits should be made.
- Money taken from students should be receipted except for concessions. However, concession items are to be inventoried prior to and after sales.  
Federal law prohibits the sale of concession items while students are in line being served a meal.
- Field trip permission forms should include a detailed explanation of any fees that are requested.
- Check your bank statements monthly.
- Unaccounted funds will result in a written reprimand and possible dismissal.
- Never sign blank checks.
- Credit cards are discouraged other than those approved by the business manager.
- Gifts from vendors (clothing, meals, etc) are not to be accepted by employees.

### **Fiscal Management Internal Controls**

#### **Admission fees:**

- Admission fees should be reconciled by use of pre-numbered tickets. Unsold tickets should be turned in with reconciliation.
- Ticket reconciliation must be prepared and kept as documentation with deposit.

#### **Bus Driver Extra Pay**

- Must be paid from Central Office.
- Use Transportation Schedule in Student Activity Fund Handbook.

#### **Cash and cash equivalents:**

- Money is to be deposited daily.
- Bank reconciliations are to be prepared promptly when bank statement arrives.
- Only one checking account is allowed.
- Pre-numbered receipts should be issued for all monies received.
- Monies should be traceable from initial receipt by School Board employee to deposit in bank.
- Money from vending machines should be collected and counted by two people. Both people are to sign receipt.
- Personal checks should not be cashed.
- Dual custody is the best internal control.

#### **Concessions:**

- Inventory should be taken before and after each day's sales and reconciled to purchase of items being sold and to deposits from sales made on a daily basis.
- The only alternative to daily inventory is a third party vendor, this applies to vending machines as well as over the counter concessions.
- Students must have adult supervision.

**Disbursements:**

- All disbursements must be accompanied by original documentation.
- Payments should be made from invoice only, no statements.
- Disbursements should be made by check only.
- Checks should never be written to cash.
- Checks should always be made to person receiving the check.
- Documentation should be cancelled once payment is made.
- Payments must be made timely, within 30 days.
- Checks must have two signatures, one being the principal.
- Student activity funds must follow same guidelines as any other School Board money.
- Sponsor must approve disbursements from club accounts.
- No payments should be made to any School Board employees directly from school except for reimbursement of expenses.
- Charge accounts should be monitored closely. Original receipt must accompany payment.
- Gifts, flowers, etc. can only be purchased from money collected exclusively from teachers. This money must be accounted for in a fund separate from other school accounts.

**Fixed assets:**

- Tags must be requested when purchase is made. Becky Neathery will provide the tags.
- Any asset for which cost exceeds \$1,000 must be reported to Central Office.
- Report is to be filed monthly with financial statements.
- Deletion forms must be completed for assets which have been lost, stolen, or disposed of.
- Change form must be completed and turned in to Becky Neathery whenever fixed assets are moved from one location to another.
- Any lost or stolen items must be reported immediately, police report must accompany stolen items.

**Payroll**

- Timesheets for extra pay and substitutes must be turned in by deadline.
- Substitutes must be on the approved list BEFORE being allowed to work.
- Check with Dana Mills or Kelly Fife before allowing a retiree to work.

**Principal Travel**

- Must have Out of Parish Travel Request approved by Superintendent prior to travel.
- All regular travel for principal and teachers is paid at each school, unless there is prior approval by a Supervisor and/or Superintendent to pay travel out of special funds from the Central Office.

**Sales Tax Reimbursements**

- To be used for maintaining and operating schools.
- Must be accompanied by copy of invoice and check.
- Submit monthly (due on the 15<sup>th</sup> of the following month)

## **Food Service**

**HB 767/Act 306** identifies beverages and snacks that can be sold for profit on school campuses. Please refer to the RPSB website under Administrators' icon to identify recommended snacks. *Richland Parish Schools Food Service Handbook* identifies procedures to be used in the operation of the cafeteria.

## **IDEA/SBLC**

IDEA provides that every student with an exceptionality receive a free and appropriate public education. A 504 child is not necessarily a student who receives benefit from IDEA. However, all IDEA students are 504. A 504 student may have accommodations. Accommodations include:

- shortened assignments.
- tests read aloud.
- increased print size.
- extended time to complete assignments/exams.

Modifications can be defined as students performing a different academic target than other students in the classroom. If accommodations/modifications are agreed upon by an IEP committee or 504 plan then they are not optional for us to perform. They are mandatory. Teachers should not sign an IEP if they do not fully understand that they are agreeing that the student needs the accommodation/modification and will ensure that it is provided.

The SBLC is a group of knowledgeable educators who makes sound decisions regarding students' academic, behavioral or social issues. The principal should serve on the committee but should not serve as chair. This committee should meet a minimum of once per month but on an as-needed basis. Copies of agendas and minutes of meetings should be sent to Pupil Appraisal monthly. Students who have excessive behavioral issues should be referred to the SBLC.

## ***Immunization (RPSBPM: JGCB)/Communicable Diseases (RPSBPM: JGCC)***

See RPSB Policy Manual online

## ***Inventory of Equipment/textbooks***

Each year, we are plagued with theft and damage to equipment/textbooks. When equipment is stolen or damaged, report the incident to Becky Neathery. Submit a police report if law enforcement conducted an investigation. This report should be made as soon as you are aware of equipment being missed. Custodians should be instructed to secure windows and doors prior to leaving the school.

Please assign documentation of your inventory of equipment and textbooks to a very responsible person. This inventory should be updated frequently.

## ***Medications at School (RPSBPM: JGCB)***

See RPSB Policy Manual online

## **Newsletter**

Each school should publish a newsletter that reports progress toward SIP, school activities, and SWPB activities. This newsletter should be sent home a minimum of twice per semester. It would be wise to rotate this responsibility to different grade levels/ELA classes.

## ***Observation Protocol***

There may be times that parents would like to observe in their child's classroom. This is permissible with the following stipulations:

- Schedule the conference at least three (3) days prior to the observation with the teacher and the principal. During the scheduling of the conference, discuss where to sit, and ask

questions about what you can and cannot do during a lesson observation to prevent any misunderstandings.

- Do not interrupt the lesson. Please make arrangements for childcare for preschool children.
- Dress appropriately.
- Do not be under the influence of illegal drugs or alcohol.
- Complete the Observation Feedback form included in this handbook. Copies of this form will be available at the school.
- FERPA regulations apply to classroom visitors.

If a parent asks to observe in a classroom then have him/her complete the following form:

### **Observation Feedback Form**

School: \_\_\_\_\_ Teacher/Activity Observed: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Good Things Observed: \_\_\_\_\_

Areas of Concern: \_\_\_\_\_

Possible Solution for Areas of Concern: \_\_\_\_\_

### **Parent Teacher Organizations and Other Support Groups**

Support groups are valued in Richland Parish. Any organization associated with a school should have bylaws, meeting agendas, and minutes of meetings. These organizations should not have a bank account operating under the school name without following Richland Parish internal controls.

### **Promotion/Retention**

The student must have been present the required number of days/minutes (see Attendance) in order to promote. The Early Warning System will issue you a report each six weeks of students whose grades indicate the student is in danger of failing a course or grade. A good faith effort should be made to contact parents/guardians on this matter.

### **Student Dress Code (RPSBPM: JCDB)**

See RPSB Policy Manual online

### **Student Progress/Report Cards**

Report cards are issued at the end of each six weeks for grades K-12. One copy is issued to each student. Progress reports may be obtained upon parent request to inform students and parents of progress between report cards. Percentage grades (representing total points earned out of total points possible) are recorded to indicate student progress. The report issued at the end of a course reflects a final percentage grade and a final letter grade. Using JPams, you can print a teacher grading report. Close monitoring could prevent student failures. You/designee will be requested to complete a student "snapshot" for ELA and Mathematics (use most updated data) by August 31 for students in grades 3-12. Encourage teachers to have students develop their own snapshots to create ownership.

### **Technology**

Much of the technology at your schools has been purchased by grants or federal programs with strict guidelines. Several times last school year, some of you had to be reminded that this equipment had to be used as was its identified purpose, in several instances, just reminded to USE the equipment/software. Other issues were dismantling and removal of equipment after our technology team installed and set the equipment up.

Software programs that we are using in Richland to enhance instruction have reports that we should be using periodically to determine students' improvement or lack of progress. Learn how to gather these reports so that you are knowledgeable of your students' academic progress.

### ***Telecommunication Devices (RPSBPM: JCDAE)***

See RPSB Policy Manual online

### ***Testing Programs***

The State testing program includes the criterion-referenced tests (CRT), LEAP and the iLEAP (an augmented NRT), administered to students in grades 3, 5, 6, and 7. LEAP tests, which include tests in English language arts, mathematics, science, and social studies, are administered to students in grades 4 and 8. End of Course (EOC) tests will be administered to high school students in core subjects according to the state schedule. Appropriate high school courses will be field tested according to the state schedule and then considered operational tests. The district and school will make notice to parents about the testing schedule prior to testing sessions.

### ***Visitors to Schools***

Parents and others are welcomed and encouraged to visit schools at appropriate times. Special programs and visiting days may be planned throughout each school year to provide opportunities for such visits. All visitors must report to the principal's office immediately upon coming onto school grounds. They must sign in and out, indicate the purpose of the visit, and wear the visitor's badge issued to them.

Principals are responsible for establishing procedures within their schools that will ensure the proper protection of instructional time and the welfare of students and staff. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

## Suggested Compact For Student Success

### A Parent/Student/Teacher/Agreement

In order to ensure all students' success in Louisiana's Reaching for Results program and to help all students at grades 4 and 8 score at or above Basic level on *LEAP 21<sup>st</sup> Century* test in the areas of Language

Arts and Math, all parties agree to the following:

School	Teacher	Parent/Guardian	Student
<ol style="list-style-type: none"> <li>1. Provide high quality curricula and instruction aligned with Louisiana Content Standards and student performance expectations.</li> <li>2. Provide a minimum of one parent/teacher conference.</li> <li>3. Report on an ongoing about a child's progress (weekly folders, progress reports, report cards, etc.).</li> <li>4. Provide opportunities for parental involvement (volunteers, parent center, Technology Day, Family Nights, weekly student folders, evaluations, surveys, etc.) and assistance to parents to help child/children at home.</li> <li>5. Provide a safe, orderly environment in which children can learn.</li> <li>6. Review, revise, and update the student handbook and parent policy of the current school year.</li> <li>7. At the beginning of school, provide the student and parent/guardian with a copy of the student handbook.</li> <li>8. Inform parents in regards to the changes of the Pupil Progression Plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide rigorous activities and lessons aligned with Louisiana Content Standard and student performance expectations.</li> <li>2. Provide high expectation for all students in an encouraging and supportive manner.</li> <li>3. Provide a well-disciplined and managed classroom so all students have the opportunity to learn.</li> <li>4. Provide an open line of communication with parents, (via email, phone calls, notes, weekly folders)</li> <li>5. Provide remediation in all subject areas in which students have performed at the unsatisfactory level.</li> <li>6. For at risk students: teach to a variety of learning styles, provide LEAP tutoring to 4<sup>th</sup> graders, And provide extended time to those students who need this modification.</li> <li>7. Thoroughly discuss the student handbook with the students.</li> <li>8. Give a copy of handbook each student at the beginning of the school year and as new students enroll.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make sure my child is on time and at tends school a regular basis.</li> <li>2. Supervise homework and study time using weekly folders/homework sheets.</li> <li>3. Provide a quiet place for my child to work, study, read, etc.</li> <li>4. Provide necessary my child needs for his/her success.</li> <li>5. Keep an open line of communication with my child's teacher(s) including parent/teacher written communications, Etc.</li> <li>6. Support the school and all teachers in maintaining a disciplined environment.</li> <li>7. Encourage my child to do His/her best.</li> <li>8. Read and discuss the student handbook with his/her child.</li> </ol>	<ol style="list-style-type: none"> <li>1. Go to school on time everyday.</li> <li>2. Go to school on a regular basis.</li> <li>3. Go to school ready to work with materials needed and homework assignments completed.</li> <li>4. Stay attentive and actively participate in classroom activities.</li> <li>5. Follow school and classroom rules and regulations.</li> <li>6. Respect classmates, teachers, administrators, and other staff.</li> <li>7. Be a positive role model for other students.</li> <li>8. Read and discuss the student handbook with your parent/guardian.</li> </ol>
Principal's Signature	Teacher's Signature	Parent's Signature	Student's Signature

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to restrict the release of directory information which includes the student's name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. If parents do not want this information released, they are requested to complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes.
2. The right to restrict the release of a student's name, address, and telephone listing to military recruiters and institutions of higher education as required by federal law. This request applies to our students in the senior high schools. Richland Parish Public Schools are

required to advise you of this requirement and afford you the opportunity to notify the school, if you do not want this information disclosed to the military recruiters and institutions of higher learning. If parents do not want this information released, they should complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes.

3. The right to inspect and review the student's educational records upon request. Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of records may be requested and obtained.
4. The right to request the amendment of the student's educational record that the parents or eligible students believe are inaccurate, misleading, or inappropriate. Parents or eligible students may ask Richland Parish Public Schools to amend a record that they believe is inaccurate, misleading, or inappropriate. A written request to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the records as requested, the parents or eligible students will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students with notification of the right to a hearing.
5. The right to consent to disclosures of personally identified information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Richland Parish Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, Richland Parish Public Schools discloses educational records without consent to the officials of another school district or postsecondary institution in which a student seeks or intends to enroll.
6. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Richland Parish Public Schools to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:**

**Family Policy Compliance  
Office U.S. Department of  
Education 400 Maryland  
Avenue, SW Washington, DC  
20202-4605**

## Discipline in Richland Parish Schools

A safe and orderly environment is necessary for students to learn to their full potential. Students will be expected to maintain appropriate behavior in classes, on school grounds, and at any school-related event. All school personnel have the right and the responsibility to expect such behavior for students. Teachers will employ sound classroom management techniques to enable students to modify their behavior. Frequent and more serious infractions of the school rules will warrant disciplinary measures such as the following:

1. Detention
2. In-school suspension
3. Suspension
4. Corporal punishment-legally administered
5. Other disciplinary measures considered necessary<sup>7</sup>

### **Principals may suspend from school or suspend from riding on any bus pupils who**

1. are guilty of willful disobedience
2. treat with intentional disrespect any school personnel
3. make against any school personnel an unfounded charge
4. use profane language
5. are guilty of unmoral or vicious practices or of conduct injurious to their associates
6. use tobacco, tobacco products, or who possess or use alcoholic beverages or drugs
7. disturb the school and habitually violate any rule
8. cut, deface, or injure any part of public school buildings, any property belonging to the buildings or any school buses
9. write profane or obscene language or draw obscene pictures on school property
10. throw objects liable to injure others
11. instigate or participate in fights while under school supervision
12. violate traffic and safety regulations
13. leave the classroom during class hours or detention without permission
14. leave the school grounds without permission
15. are habitually tardy or absent
16. violate school policies on grooming and dressing
17. steal from classmates or from school personnel
18. attend a school function when intoxicated
19. are convicted of a violation of any city, parish, or state law
20. possess, use or operate any electronic telecommunication device, such as pagers or beepers
21. commit any other serious offense

### **Automatic recommendation for expulsion from school will occur after the following:**

1. The fourth suspension
2. Possession of a weapon, such as a knife or gun
3. Possession with intent to distribute drugs

This document is condensed from File: JD in the Richland Parish School Board Policy Manual.



## **Routines and Procedures**

Most of the disciplinary problems encountered in schools are caused by a lack of routines and procedures. The first day of school should be used to communicate and ensure that all students know the routines and procedures of teacher(s) and the school. The learning climate of a school is more effective when there are school-wide classroom rules and consequences. Teachers should be aware that unless the incident involves fighting, drugs or weapons then there should be a good faith effort to contact parents prior to sending students to the office.

### **Suggested Classroom Rules and Consequences**

- Be respectful to others and their property.
- Follow the teacher's directions.
- Complete all assignments.
- Keep hands, feet, body, and objects within assigned space.
- Follow classroom, hallway, cafeteria, restroom, and campus rules.

Possible Consequences for failure to follow rules:

1<sup>st</sup> Offense - Warning

2<sup>nd</sup> Offense – Parent communication

3<sup>rd</sup> Offense – Removal of privilege

4<sup>th</sup> Offense - Parent Conference

\*\*\*Severe Disruption- Immediate Parent Conference, or Office Referral, (Skip to 5<sup>th</sup> Offense punishment) Examples: Fighting, drugs, or weapons

Corporal punishment is legal in Richland Parish and Louisiana. Please be aware that corporal punishment is very controversial. If corporal punishment is administered to a student, please ensure that the proper documentation is completed (witness, why corporal punishment was used, number of licks, signature of person administering the licks and the witness, date and time of punishment). Principals are to compile a list of students who have been given corporal punishment, person who administered punishment, and name of witness and submit this list to the superintendent at the end of each six weeks. No student should receive more than one paddling per day or two times in a week. If a student is repeatedly being spanked then clearly the punishment is not effective. Be sure that if an educator uses corporal punishment that he/she is aware of RPSB's corporal punishment policy and the legal size of the instrument used to administer corporal punishment.

While teachers are required to document attempts to contact parents when students commit minor infractions, please be aware that you have an obligation to notify, in writing, the teacher of the actions that you took with the student. All office referrals are to be handled within 48 hours (school days). Additionally, monitor teachers' referrals to ensure they are written in a professional manner. Do not accept "student cursed." Instruct the teacher to write exactly what the student said in quotes. Teachers should clearly explain how a student is disrespectful. If unprofessional remarks are written on a referral-please have the referring educator rewrite the referral until it is written in a professional manner.

You are encouraged to compile and publish a disciplinary report that indicates the number of office referrals by each teacher. This report should be reviewed at faculty meetings in order to brainstorm effective methods for knowledgeable educators to solve problems at the campus level.

## **Safe School Planning**

An important part of safe schools is student supervision. Principals will be held to a strict accountability for ensuring duty personnel are in place and actively supervising students. Additionally, principals are responsible for student safety during extracurricular events whether the activity occurs on or off campus.

Richland Parish School Board has established and shall maintain grade-appropriate programs of alcohol, drug and substance prevention, education, information and counseling as provided in R.S. 17:404.

Richland Parish School Board has established a plan, in accordance with Sec. 4114, of the No Child Left Behind Act of 2001, for keeping the school safe and drug-free that includes appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and/or other drugs; has established security procedures at school and while students are on the way to and from school; has established prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments; has established a crisis management plan for responding to violent or traumatic incidents on school grounds; and has established a Code of Student Conduct (and as also required by R.S. 17:416.12 and R.S. 17:416.13) for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that allow a teacher to communicate effectively with all students in the class; allows all students in the class to learn; allows all students and school employees to be treated respectfully; has consequences that are fair and developmentally appropriate; considers the student and the circumstances of the situation; and, is enforced accordingly.

## **Parental and Community Involvement**

Richland Parish School Board is committed to parental involvement and family strengthening. Per R.S.17:406.1, effective approaches to involving families more fully as partners in the process of their children's learning require the participation and coordination of numerous state and local, public and private agencies. Richland Parish School Board shall seek to make connections through a variety of local and culturally sensitive methods to facilitate parents/family members/access to local/regional family strengthening programs available in the community. (Programs can be identified, as applicable, e.g., Families Helping Families, Regional Family Resource centers, Parent Information Resource Center, Families In Need of Services (FINS) programs and other family strengthening programs exhibiting peer to peer support systems and positive mental health initiatives.

Richland Parish School Board shall seek training to facilitate mutual understanding of research-based practices promoting positive relationships between parents, LEA personnel and community service providers.

Richland Parish School Board shall seek to identify the mental health needs of its students and match their needs with available local resources including public, nonpublic and/or volunteer organizations (These can be specified to the extent possible). Pending inclusion of mental health services in the Medicaid Health Services Program (School-based), the availability of mental health services will be expanded in Richland Parish School Board.

## **Student Records**

Richland Parish School Board shall provide for the transfer of student education records upon written request on any authorized person on behalf of an education facility operated within any correctional or health facility or, for children in the custody of the state, and education facility operated within any other state approved facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. The transfer of such records, whether by mail or otherwise, shall occur no later than 10 business days from the date of receipt of the written request. If the student has been expelled, the transferred records shall include the dates of the expulsion and the reason(s) for which the student was expelled.

No education record of any student may be withheld as the result of lack of payment of any fine, debt, or other outstanding obligation.

A student of his or her parent(s) may inspect the education record of that in accordance with the federal Family Education Rights and Privacy Act.

Any student seeking admission to Richland Parish School Board who has been suspended or expelled from any public or nonpublic school within or outside the state of Louisiana shall provide information on the expelled.

### **Video Cameras**

There is an increasing use of video cameras in schools and on buses. If you use these devices, be sure to have a posted notice that cameras are in use. Each year there will be a request from a parent or guardian to view these tapes. Unless you have permission from each student and their parent/guardians, you are unable to allow people who are not associated with the school to view these videos.

### **Visiting Teacher/ Child Welfare and Attendance Supervisor/Families in Need of Services (FINS) Officer**

It is the duty of all staff at Richland Parish School Board to cooperate fully with the visiting teachers, or supervisors of child welfare and attendance. Richland Parish School Board shall make available the visiting teachers, or supervisors of child welfare and attendance, FINS officers, and Truancy Assessment and Service Centers such information as will assist them in promoting the regular attendance and school adjustment of these children.

[For schools/programs housing children in state custody: It is the duty of the principals, superintendents, or heads of the training and correctional schools to notify the visiting teachers, or supervisors of child welfare and attendance, and FINS officer (if applicable) when a child is to be released and/or returned to a parish].

Visiting teachers, or supervisors of child welfare and attendance (pursuant to R.S. 17:235), and FINS officers, shall cooperate fully with the state departments of social services, labor, and health and hospitals, and with other state and local agencies, including interchange of confidential and privileged information; cooperate fully with juvenile and family court authorities, training and correctional schools, law enforcement officers; and make such referrals and conduct such investigations as seem necessary for the enforcement of school attendance laws, including interchange of confidential and privileged information.

### Beginning of the Year Checklist

- \_\_\_1. Complete and print the following:
  - a. School Handbook
  - b. Crisis Management Plan
- \_\_\_2. Schedule faculty meetings; create an agenda for every meeting.
- \_\_\_3. Create a duty schedule.
- \_\_\_4. Ensure that textbooks and materials are ready for teachers.
- \_\_\_5. Conduct a walkabout of your facility with custodial staff.
- \_\_\_6. Ensure hygiene supplies (toilet tissue, soap, etc.) are ordered.
- \_\_\_7. Locate all-weather radios/check batteries.
- \_\_\_8. Create a PowerPoint for Back-to-School Night.
- \_\_\_9. Create and publish Positive Behavioral Interventions & Supports (PBIS) Plan.
- \_\_\_10. Schedule job-embedded professional development activities.
- \_\_\_11. Meet with key community stakeholders to communicate SIP.
- \_\_\_12. Collect signed job descriptions from all employees.
- \_\_\_13. Meet with certified employees and upload Professional Growth Plans (PGPs) to HCIS.
- \_\_\_14. Schedule a crisis drill.
- \_\_\_15. Identify "Bubble Students" and complete "Student Snapshots".
- \_\_\_16. Create a plan of action for "Bubble Students."
- \_\_\_17. Ensure that classroom expectations are posted in every classroom.
- \_\_\_18. Ensure participation in pilot of Differentiated Instruction Lesson Plan template.
- \_\_\_19. Schedule SBLC meetings.
- \_\_\_20. Communicate district policies regarding: employee conduct, paddling, when/how to refer students to office, pupil progression plan, fiscal policy, documentation of student injuries, supervision of students, bullying, harassment, and grievances.
- \_\_\_21. Ensure that teachers have receipt books

### Dates to Remember

Task	Date Due	Contact Person
Schedule of Back to School Night (*Complete Free Lunch Applications)	August 11	Sheldon Jones
Created Data Base in LEAP Data Query System or Snapshot of Students (ELA & Math)/Identification of Bubble Students as appropriate	TBD based on LDOE release of performance data	Robyne Crow
Handbooks/Crisis Mgmt Plans	August 17	Ken Newsom
Daily Student Attendance(actual number in attendance/number enrolled)	First four days of school	Sheldon Jones
SIP	August 17	Christy Hendrix
SWPB/SBLC meeting schedule	August 17	Joyce Smith
Copy of SLTs, Job Descriptions, and PGP's from TalentED/HCIS (keep copies until end of year)	October 5	Becky Free
Faculty Meeting Schedule	October 5	Lisa Cheek
Teacher Observations in TalentED/HCIS	TBD	Harold Gallman
Report of % of Parents attending Parent Conference Day	September 25, 2015 and February 26, 2015	Sheldon Jones srjones@richland.k12.la.us or fax 728-4577 or 728-3091
Monthly Workplace Inspection	Last Friday of each month	Stephen Dupont
Bus Evacuation Drill	Last Friday of September	Stephen Dupont
Safety Drill Report	Last Friday of each month	Stephen Dupont
Corporal Punishment Report	Last Friday of each month	Becky Free
Excessive Student Absences	End of each six weeks	John Warner
Newsletter	End of each six weeks	Becky Free
End of Year Field Trips	October 5	Becky Free
Financial Report	After 15 <sup>th</sup> of each month	Regina Mekus
Safe Drug Free/Internet/Cell Phone/Bullying/Suicide Documents	May 9	Ashley Bruce

## END OF THE YEAR CHECKLIST

### May 20, 2016

- \_\_\_\_\_ 1. Turn in all student receipt pages (used & unused to office)
- \_\_\_\_\_ 2. Ensure that all lunches are paid in full.

### May 20, 2016

- \_\_\_\_\_ 1. Grades due on computer or turned in to principal. Points sheet turned in also.

### May 20, 2016

- \_\_\_\_\_ 1. 1<sup>st</sup> – 3<sup>rd</sup> grade teachers turn in DRA Kits to office
- \_\_\_\_\_ 2. Homeroom teachers turn in honor roll – 6<sup>th</sup> 6 weeks – folder in office

### May 20, 2016

- \_\_\_\_\_ 1. Office record folders (Homeroom Tchrs) – place promotion/retention labels on cum folders (cannot print these until off Jpams until after SBLC mtg. Thurs.)
- \_\_\_\_\_ 2. School Learning Compacts (turn in to office, we must retain these for 3 years –
- \_\_\_\_\_ 3. Internet Agreements (file in student’s cumulative folder – we will not have to resign these yearly – only for new students without one)
- \_\_\_\_\_ 4. Report cards – Add appropriate insert for students who are being retained  
Add info about supplies/fees for next year’s grades - Add 3<sup>rd</sup>, 4<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>  
grade info – add awards  
--Address, stamp, and do not seal envelopes --Place in box office
- \_\_\_\_\_ 5. Promotion/Retention List – every child must be on one list or the other. Sp. Ed.  
Students will not be retained (unless SBLC & parent agree)
- \_\_\_\_\_ 6. Manuals, Lesson Plan Books, Guides to Statewide Assessments, Curriculum Guides,  
(Transitional) Comprehensive Curriculum, GLE Notebooks (wrap in bundle and leave  
on teacher’s desk or other designated spot known to principal), Common Core State  
Standards
- \_\_\_\_\_ 7. Grade Books-- make sure gradebook is accurate with grades and  
absences – it is the official record  
-- All materials bought with school or state monies must remain at the school.
- \_\_\_\_\_ 8. Recommendations of students who should be separated – list students in class  
this year who have personality conflicts – place list in folder
- \_\_\_\_\_ 9. Place copies of benchmark assessments from SIP.

\_\_\_\_\_10. Please package everything that can be moved from rooms – Put masking tape with your name on these objects. Draw on whiteboard or chalkboard how room should look when furniture is moved back in after waxing.

\_\_\_\_\_11. All keys should be collected. **Please make sure all items are taken care of before you leave May 20, 2016.**

## **Bus Rules and Regulations**

**FAILURE TO COMPLY WITH THE RULES AND REGULATIONS WILL RESULT IN THE FOLLOWING ACTIONS:**

### **FIRST INFRACTION**

Written discipline reports by the bus driver are submitted to the principal of the school. The **principal shall** summon the student to the office for a warning and **shall notify the parent or guardian of the incident.** (Bus drivers should also attempt to contact the parent). The principal shall make documentation of action taken and contact the parent. The **principal shall also send a copy of the discipline report to the bus driver and the Transportation Department.**

### **SECOND INFRACTION**

The student shall be suspended from the bus riding privileges for a minimum of three (3) days **NO EXCEPTIONS.**

### **THIRD INFRACTION**

The student shall be suspended from bus riding privileges for a minimum of **ONE (1) WEEK.** Principal may hold conference with parent.

### **FOURTH INFRACTION**

The student shall be suspended from bus riding privileges for the remainder of the school term. **\*\*At any time, if the severity of the behavior warrants, the student may be suspended from school on the first infraction.** The following actions will be considered severe behavior and will be addressed accordingly by the principal:

- Fighting
- Possession of alcohol or illegal drugs
- Smoking
- Possession of any kind of weapon
- Assault
- Destruction of school board property
- Intentional disrespect (Ex: Cursing the driver)

As indicated above, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office for the principal's signature. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. No students may ride two different buses (one in the morning and a different one in the evening.) The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus **MUST** comply with the request of the driver.

## Rules for Bus Riders

### DO

- Cooperate with the driver— your safety depends on it.
- Be on time—the bus will not wait.
- Cross the road cautiously when waiting for and leaving the bus.
- Follow driver's instructions when loading.
- Remain quiet enough not to distract the driver.
- Have written permission and be authorized by the principal to get off at a stop other than your own.
- Be courteous, be safety-conscious, protect.

### DO NOT

- Stand when a seat is available and bus is not in motion.
- Extend arms, head, or objects out of windows or doors.
- Throw objects in the bus or out of the windows or doors.
- Use the emergency door except for EMERGENCIES.
- Eat or drink on the bus.
- Damage the bus in any way.
- Use/possess the following items on the bus:
  - Alcohol, or other drugs,
  - Pets,
  - Glass objects,
  - Weapons
  - Large objects, (can't be held in hand, lap or under seat)
  - Tobacco,
  - Matches,
  - Cigarette lighters, and
  - Obscene materials.
- Use vulgar language (cursing) on bus.



Corporal Punishment Form for \_\_\_\_\_ (school)

Student	Reason for Corporal Punishment	Witness	Disciplinarian	Number of Licks	Date

**Please keep in mind that if you are using corporal punishment regularly on the same student then the punishment is NOT working.**

**Enrollment/Attendance Form**

School \_\_\_\_\_

**Richland Enrollment and Attendance Report**

**Date:**

**Report attendance for the first four days of student attendance. Report is due *by the end of each day*. Use this form; fax to 728-4577 or email to [srjones@richland.k12.la.us](mailto:srjones@richland.k12.la.us) .**

<b>School</b>	<b>Number of Students Actually Enrolled</b>	<b>Highest Attendance (actual bodies at school)</b>	<b>Number in attendance on _____ date</b>	<b>Number of Students Enrolled Who Have Not Shown Up on the date identified above</b>
<b>DES</b>				
<b>DMS</b>				
<b>DHS</b>				
<b>HRES</b>				
<b>MES</b>				
<b>MJH</b>				
<b>MHS</b>				
<b>RES</b>				
<b>RJH</b>				
<b>RHS</b>				
<b>RCCA</b>				
<b>SES</b>				

**Note: Please check these numbers and make any needed corrections (mark out and mark over). I am determining whether we need to add personnel or to shift existing staff. Unless there is a resignation, no new teachers will be added until after the Labor Day count.**

## **Reporting Requirements effective Fall 2011 regarding Race and Ethnicity:**

The new standards separate race and ethnicity and include two categories for data on ethnicity.

There are five categories for data on race, and respondents are now allowed to choose more than one race. The new standards are as follows:

### ***Ethnicity (Choose one)***

- Hispanic or Latino
- Not Hispanic or Latino

### ***Race (You may choose more than one)***

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

***REMEMBER TO CHANGE YOUR SCHOOL ENROLLMENT FORM TO REFLECT THIS MANDATE!***

## Richland Parish School Board

### Student Snapshot for English Language Arts, Mathematics, Science, and Social Studies

#### Data Driven Instruction

Successful schools no longer just teach subject matter. Successful educators use performance data to identify teaching materials, strategies, and interventions that will ensure student academic growth.

#### LEAPdata Query

While Content Standards for Social Studies and Science have remained the same, Common Core State Standards are now used for English Language Arts and Mathematics. Student Snapshots can be developed electronically by accessing LEAPdata Query System at <https://www.leapdata.org/>. To access the system, you must have a valid user identification and password. For assistance, please contact your School Test Coordinator or Instructional Facilitator Tammy Duncan. Users can also access a training manual upon entering the portal. See directions below.

<p><b>1. Create New User</b></p> <p>YOU WILL ONLY NEED TO DO THIS ONCE.</p>	<p><a href="http://www.leapdata.org">www.leapdata.org</a> (website for iLeap/Leap data)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click on <b>"Security Agreement"</b> print, complete, and sign</li> <li><input type="checkbox"/> Enter User ID: <input type="text"/> and Password <input type="text"/> then click "enter"</li> <li><input type="checkbox"/> Security Warning appears: Click "close window"</li> <li><input type="checkbox"/> Click on <b>"Create New User"</b> and enter your class' name then click <b>"submit"</b></li> </ul>
<p><b>2. Create Databases</b></p> <p>YOU WILL NEED TO DO THIS EACH TIME YOU GET A NEW CLASS.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Highlight your class' name then click <b>"View Database List"</b></li> <li><input type="checkbox"/> Click on <b>"Create Database"</b></li> <li><input type="checkbox"/> Filter students by <b>"ALL"</b> then click <b>"submit"</b></li> <li><input type="checkbox"/> Create a name for your database (Spring '10 601)</li> <li><input type="checkbox"/> Select your students then click <b>"Save Database"</b></li> </ul>
<p><b>3. View Test History of Individual Students</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Highlight Database and click on <b>"View or Modify"</b></li> <li><input type="checkbox"/> Click on student to view test history</li> <li><input type="checkbox"/> You can also add or delete students to your database</li> <li><input type="checkbox"/> Click on <b>"Back to Select Database"</b></li> </ul>
<p><b>4. Generate Reports, Create Query</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Highlight the class you want to view</li> <li><input type="checkbox"/> Click on <b>"Generate Report"</b></li> <li><input type="checkbox"/> Highlight <b>"Individual Student Roster"</b> for either LEAP/iLEAP or Iowa and click <b>"View Report"</b></li> <li><input type="checkbox"/> Select grade and test administration date then click <b>"submit"</b>.</li> <li><input type="checkbox"/> You can also click on the strand and see links to the Comprehensive Curriculum</li> </ul>
<p><b>5. Create CSV Files</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Click on <b>"Student CSV File"</b></li> <li><input type="checkbox"/> Save the file to your computer or storage device (be sure to name the file using ".csv" i.e., Algebra.csv)</li> <li><input type="checkbox"/> Repeat Step 4, if necessary. Click on <b>"Student CSV File"</b>. Open the document. Copy and paste the contents to the original CSV file. Repeat the process until all students are located.</li> <li><input type="checkbox"/> Once the original file is saved, you can manipulate and sort the data (remove Duplicates).</li> <li><input type="checkbox"/> Highlight the columns you do not need, right click and select <i>hide</i>.</li> </ul> <p><b>Refer to Step 6 for the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click on the top left box.</li> <li><input type="checkbox"/> Go to <b>Format</b> and then select <b>Conditional Formatting</b>.</li> <li><input type="checkbox"/> Cell Value is between _____ and _____.</li> <li><input type="checkbox"/> Click on <b>Format</b>. Click on <b>Patterns</b>.</li> <li><input type="checkbox"/> Select color. Click <b>OK</b>. Click <b>OK</b>.</li> <li><input type="checkbox"/> Repeat until all cells are highlighted red, yellow or green.</li> </ul>

**6. Analyze Data**

*\*"Go from Data-Dizzy to Data-Driven" by Danna Bouey and Teri Roberts*

Range of Scores			
	<b>iLEAP (NRT)</b>	<b>iLEAP (CRT)</b>	<b>LEAP</b>
Color	<b>Percentile</b>	<b>Percentage</b>	<b>Percentage</b>
Green			51 – 75
Yellow			36 – 50
Red			0 – 35

**7. How can we use this data to drive instruction?**

*Note: Refer to the Guiding Questions.*

Comments:

