

# **Richland Parish Title I Connecting Family, School, and Community**



**For Our Children's Future**

**A Handbook for Families**

**2012 - 2013**



## **CONNECTING FAMILY, SCHOOL, & COMMUNITY FOR OUR CHILDREN'S FUTURE**

Parents have a responsibility to participate actively in helping their children prepare for a career. They can get an early start by encouraging good study habits, monitoring homework, nurturing creativity, curiosity and confidence. Improvement in a child's education is achieved when parents work together with teachers and schools to ensure the best possible education for their child.

When children are young it seems so far away to talk and think about their future ... but the years move rapidly. Attitudes, behaviors and habits acquired in the early years, form the base for the competencies that children will need in tomorrow's world.

Every child is entitled to know what it takes to succeed in the world. Parents play a major role in teaching effective communication, problem solving, and self-discipline. Research shows that programs designed with a strong component of parent involvement produce students who perform better than those who have taken part in otherwise identical programs with less parent involvement.

As children grow beyond the elementary grades, parents may underestimate their essential roles in education. Parent involvement drops off drastically as children move into higher grades. Even at the high school level parents play powerful roles to help their sons and daughters become more engaged, better-motivated learners and workers.

Educating students about the importance of developing good academic and study skills is an important component of building their lives. Parents have the responsibility to see that their children are prepared to make a smooth transition from school to a successful future in life.

This handbook is designed as a practical resource for parents looking for assistance in helping their children choose and become productive members of society.

# **Richland Parish NCLB, Title I Family Involvement Program**

## **Philosophy**

*We believe that education is a continuous process of learning and living, and that parents are a child's first and most important teacher.*

*We believe that parenting is probably the most joyful job a parent will have; also the toughest because it takes time, attention, patience, and strength, but most of all, it takes love.*

*We believe that even though there is no prescription for parenting, it is important to learn parenting skills that will ensure the best possible development of the child's physical, emotional and intellectual needs, and be better prepared to deal with the trials and triumphs of child rearing.*

*It is our belief that the main sources of help for parents are the school system and community. By working together, they can assist parents in learning how to discuss, explain, and be objective in developing a nurturing and positive attitude in themselves and their children.*

# **Richland Parish School System Family Handbook 2012-2013**

## **I. Introduction**

### **Richland Parish School System Mission Statement**

The mission of the Richland Parish School System is to increase the academic achievement and workforce skills of all students while preparing them to be responsible and productive citizens through focused teamwork among educators, parents, community members, and students.

### **Belief and Assumption Statements**

The Richland Parish School System and members of the community believe that each child is an individual of great worth and is entitled to develop to his/her fullest potential. Achieving respect for self, for others, and for the values inherent in a democracy is an essential ingredient in the development of the individual. Enthusiasm for life, good health, and a love of learning should be fostered in a safe, secure, stimulating environment. The Richland Parish School Board and the community share the responsibility for providing:

1. An opportunity for each student to progress academically and to achieve workforce skills.
2. A chance for each child to use technology to acquire and share information in an ethical manner.
3. Experiences that will encourage the development of responsibility and respect among all students to foster their citizenship at home, in school, and in the community.
4. Opportunities for cooperation and teamwork among educators, parents, community members, and students in meeting the school system's goals and objectives.

### **Goals**

Richland Parish Schools will:

1. Teach the skills and content required for grade-level competency in all subjects while addressing the individual needs of all students.
2. Provide learning experiences that prepare students to become productive citizens and active community members.
3. Provide safe, secure environments on each school campus.
4. Through focused teamwork, encourage participation and involvement of parents and other community members in the educational programs of the parish.

### **Non-discrimination Statement**

The Richland Parish School System adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Any one with questions regarding this policy may contact the Richland Parish School Board at 728-5964, 411 Foster Street, Rayville, Louisiana 71269.

## **Southern Association of Colleges and Schools**

All Richland Parish high schools are accredited by the Southern Association of Colleges and Schools (SACS). The Richland Parish School System has demonstrated a commitment to excellence that meets or exceeds State standards.

### **Responsibilities of the Principal**

Principals are the instructional leaders of the school. Principal's responsibilities include:

1. Maintaining a vision that is communicated to students, employees, and parents/guardians for school improvement.
2. Ensuring that all classes are covered if a teacher is absent.
3. Managing fiscal resources in a responsible manner.
4. Serving as the building administrator.
5. Coordinating and ensuring supervision at all extracurricular or after school activities.
6. Being available for parent/guardian conferences.
7. Identifying ways to include parents/guardians and community representatives in the school in a productive manner.

Remember: As goes the principal, so goes the school.

### **Responsibilities of the Teacher**

Teachers have the responsibility of creating an environment that promotes student involvement in the learning process. They can not do this without the cooperation of students and their parents/guardians. Below are the responsibilities of teachers:

1. Plan lessons that address student achievement.
2. Follow classroom management policy and procedures set forth in the school's teacher handbook and *The Richland Parish Policy Manual*. Students are not to be placed in the hallway for extended times due to behavioral problems. On minor infractions, write the office referral prior to sending the student out of class.
3. In a timely manner, usually defined as – days after the event, inform parents when their child is violating school policies or not completing work. This may be communicated through a letter or a telephone call.
4. Speak to students and parents in a professional manner. Teachers must model the appropriate behavior that we want our students to exhibit.
5. Maintain a grade book that accurately reflects grades that are assigned on Progress Reports or Report Cards.
6. To be available for parent/guardian conferences during planning periods or before or after school at a time that is convenient for the parent/guardian and the teacher. The principal or counselor may be present during conferences.
7. Complete activities identified on the School Improvement Plan.

### **Student Expectations**

The Richland Parish School System has the following expectations of all of its students:

1. To be on time. Students are required to have 63,720 instructional minutes each year.
2. Come to school with the attitude of receiving an education. Students should not have any other agenda.

3. Complete classroom and homework assignments and turn these in to the teacher at the designated time.
4. Observe policies set forth in the student handbook and The Richland Parish Policy Manual.
5. Remain in class the entire class period or school day unless you are ill. There are ample opportunities for students to go to the restroom outside of class. Any medical issues will be addressed by the administration when proper medical information is submitted.
6. Respect self and others.
7. Keep head up and pay attention in class. Do not sleep in class.
8. Do not harm another student or any school employee.
9. Do not use, possess, or distribute alcohol or other illegal drugs.
10. Do not talk in class to friends about issues other than the topic of study. Do not pass notes.
11. On the school bus, sit in assigned seat. Remain seated while riding and only stand up at his/her stop.
12. Report any harassment immediately to (a) teacher or (b) principal. If the student does not want this to be a verbal conference, write the information down and give to one of the above individuals on the day that the harassment occurs.

### **Parent/Guardian Responsibility**

The support of student learning from parents/guardians is crucial to a student's success. Some identified responsibilities include:

1. Go over the school's handbook with your child to ensure that he/she is well aware that you support these rules. Talking negatively about teachers, principals, and school policies in front of and to students only leads to students becoming confused, frustrated, and uncooperative in school.
2. Ensure that your child is at home at a early on school nights and gets plenty of rest.
3. Ensure that the school has current telephone numbers and addresses.
4. Send your child to the school where he or she is zoned to attend unless you have permission from the school board at the beginning of the school year to attend another school based on reasons outlined in the 1976 court decree.
5. Continually monitor your child's behavior, completion of homework, and dress.
6. Do not support your child if he or she violates a rule. Schedule a conference to discuss the issue with the person who identified the violation as he/she should have the pertinent information.
7. Speak to teachers, principals, and school employees in a tone and with words that you would want used when being addressed. Persons who use profanity or attempt to intimidate school employees or students will be asked to leave the campus, and may be subject to arrest.
8. Follow the protocol included in this handbook to handle concerns regarding your child.

### **Scheduling Conferences with Teachers, Principals, and the Superintendent**

When you have a concern, you are encouraged to contact the administration at the school. We request that you phone the school to schedule a conference. Please identify times that are convenient for you. The same consideration should be extended to the teacher and the principal. A mutual time is to be agreed upon. While making the initial telephone call, state the nature of your concern. Please keep in mind that teachers are charged with teaching students during

specified times. Also, many teachers have children for whom they must make arrangements before and after the school day.

Principals are not always available to see visitors who come to the school. As part of their duties, principals must observe and evaluate employees at a specific time. Principals must also attend meetings at the Central Office. Additionally, many principals also have family responsibilities. If we are to have successful partnerships, we must respect each other.

The Superintendent has responsibilities at the local and state level. He is open to meeting with individuals who have followed the Richland Parish protocol for addressing concerns. There are over 500 employees and 3,500 students in our system. There are laws that govern the amount and the type of information that can be shared with the public related to students and employees of the system. Among the topics that fall in this category, please be aware that he can not legally discuss an employee's credentials, make public any disciplinary action against an employee, or discuss a student with anyone who is not the legal guardian unless the legal guardian gives permission in writing. (See the definition of FERPA on page 8.)

## **Services**

It is not easy to rear children in these times. However, there are many supportive agencies that are willing to assist parents and guardians with concerns/issues regarding the children in their care. Some of these include:

1. School Building Level Committee (SBLC) is a committee at each school composed of knowledgeable educators who meet as needed to discuss academic, behavioral, or medical concerns of students. Parents/guardians are encouraged to attend the meeting pertaining to their child. If you need assistance from this committee, contact your school principal;
2. Families in Need of Services (FINS) is a very helpful service with students who continually violate school and home expectations;
3. Richland Parish has trained psychologists and school counselors who can assist teachers and parents/guardians in developing a behavior management plan for students who are continually committing school violations;
4. We are fortunate to have many faith-based groups with adult male and female representatives who are willing to ensure that our students are engaged in wholesome activities instead of illegal activities;
5. Richland Parish School Truancy Officer/Community Liaison Officer is an individual who has received training in working with students who choose not to attend school or who do not follow school policies. He also works with students to find programs/activities that will assist them in changing their behavior and ensuring that they become productive citizens. He reports directly to the Superintendent; and
6. Richland Parish has a Parental Involvement Supervisor. He can be reached by calling 728-5964.

**RICHLAND PARISH SCHOOL BOARD  
SCHOOL CALENDAR – 2012-2013**

August 13, 2012 - School Opens – All personnel report - MONDAY

August 15, 2012 – First day for Students – WEDNESDAY

May 9, 2013 – Last day for Seniors - THURSDAY

May 23, 2013 - Last Day for Students –THURSDAY

May 24, 2013 - Regular School Year Ends – FRIDAY

# of Instructional Minutes to place in schedule: 379

**NON-STUDENT DAYS:**

August 13-14- 2012- Staff Development/All employees	2 days
September 19, 2012 – ½ day Staff Development Day/All employees	½ day
September 28, 2012 – Parent Teacher Conference Day	1 day
October 17, 2012 – ½ day Staff Development/All employees	½ day
February 13, 2013 ½ day Staff Development/All employees	½ day
March 8, 2013 - Parent Teacher Conference Day	1 day
April 30, 2013 – ½ day Staff Development Day/All employees	½ day
May 24, 2012 – Staff Development/End of School Year/All employees	1 <u>day</u>
	7 days

(Sept. 28 and Mar. 8 - Parent Teacher Conference Days- 9 month custodians, lunchroom technicians, paraprofessionals, bus drivers do not work)

**HOLIDAYS -- NON-TEACHING DAYS: (27)**

September 3	- Labor Day
November 6	- Election Day
November 19-23	-Thanksgiving Holidays
December 21 – Jan. 4	- Christmas/New Year’s Holidays
January 21	- Martin L. King Holiday
January 25	-Stockshow Day
February 18	- Presidents’ Day
March 25-April 1	-Spring break/Easter

SPRING LEAP, GEE dates and make-ups- March 19 and April 8-11      SPRING iLEAP dates and makes-ups- April 8 - 11

**MARKING PERIOD ENDS**

September 25, 2012  
November 7, 2012  
January 9, 2013  
February 25, 2013  
April 12, 2013  
May 23, 2013

**REPORT CARD DISTRIBUTION DATES**

September 28, 2012 (Parent/Teacher Conferences)  
November 12, 2012  
January 14, 2013  
March 8, 2013 (Parent/Teacher Conferences)  
April 15, 2013  
May 23, 2013



## **II. Students**

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

#### **Elementary and Middle School Students**

Elementary and middle school students must be present a minimum of one hundred sixty-one (161) days of the one hundred seventy-one (171) day school year to receive credit for the school year.

#### **High School Students**

High school students must be present a minimum of eighty-six (86) days each semester or one hundred sixty-one (161) days of the one hundred seventy-one (171) day school year to be eligible to receive credit for courses taken

#### **All Students**

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

1. Personal illness (with a physician's excuse).
2. Serious illness in the family.
3. Death in the family (not to exceed one week).
4. Recognized religious holiday (with prior approval of the principal).
5. 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 absence. Students who receive out-of-school suspensions will be allowed partial credit for making up missed work per statute RS 17:416.

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 Director of Student Services, in consultation with the principal.

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

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

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

A student entering Richland Parish schools must present an up-to-date health card (including record of required immunizations) at the time of registration. A card can be obtained from the student's personal physician or the parish health unit. Noncompliance is permitted if the parent submits either a written dissent or a written statement from a physician stating that required immunization(s) are contraindicated for medical reasons.

When evidence indicates that a student has a disease or infection that can be contagious to others, the principal, upon recommendation of the school nurse and within Louisiana Department of Health and Hospitals guidelines, is responsible for excluding the student from school. The student is excluded until a physician approves school attendance and/or the condition is no longer considered contagious. Personal confidentiality is protected.

### **HEAD LICE POLICY (RPSBPM: JGCCB)**

The school nurse may perform random head lice checks periodically as well as check students and their classrooms when called upon. The principal or other designated staff may also perform head lice checks as needed. When any child is found to have lice and/or eggs (nits), the student will be sent home from school, or a letter will be sent home from school with the student. This letter will contain information about head lice, transmission, treatment, removal, and follow up care.

The student must be treated for lice, and all lice and eggs must be removed before the student may return to school. An appointment must be made with the school nurse in order to be rechecked for lice/eggs and cleared for return to school. This appointment should be made as soon as possible in order to get students back in school. If the school nurse is unavailable, the principal or other designated staff at each school must check the student's head before admitting the student back in school.

Adequate treatment/removal of lice/eggs can be achieved in a few days. The student is allowed a maximum of five excused days following the date a letter was sent home with the student for head lice treatment and lice and egg removal. Reference Temporarily Excused Absence FILE: JBD page 3. Continued absenteeism after five excused days must be approved as extenuating circumstances by the appropriate school authorities. Reference FILE JBD page 2

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

The procedures for administering medications in the school setting comply with State law requirements. The term medicine refers to prescription medicines and nonprescription (over-the-counter) medicines such as cough syrup, antihistamines, Tylenol, or ointments. Trained unlicensed school personnel are permitted to administer only oral or inhalant medicines, topical ointment for diaper rash, and emergency medications.

The following requirements must be met by a parent/guardian who requests that medications be administered to a student at school. The form can be obtained from your school nurse (728-5964).

1. A signed consent and release of information form must be presented.
2. A written medication order form must be completed and signed by the student's licensed prescriber and returned to the school. Medication orders from physicians/dentists in Louisiana or adjoining states or from Louisiana licensed nurse prescribers will be accepted. This order must be renewed as needed and at the beginning of each academic year.
3. A responsible adult (not a student) must bring medications to school.
4. The maximum amount of medication kept at school is a thirty-five (35) day supply.
5. Medication must be in the original labeled container, as dispensed by the pharmacist, and instructions on the label must be the same as the most current medication orders on file at the school.

Parents should arrange for medicines to be given at home, when possible. For example, medicines ordered one (1) time per day may be taken before school. Medicines ordered three (3) times per day may be given before school, after school, and at night unless physician orders state otherwise. The initial dose of medicine should be given outside of the school jurisdiction, allowing twelve (12) hours for observation before the student returns to school.

### **Non-complex Procedures (RPSBPM: JGC)**

The performance of all non-complex health procedures complies with State law. Before the school can assume this responsibility, the parent must present to the school a prescription or recommendation from the child's physician (from Louisiana or an adjoining state) or a Louisiana licensed nurse prescriber, which includes the following information:

1. Name of the child.
2. Name of the procedure (i.e., catheterization) or medication (i.e., nebulizer.) Note: This does not change the rules for dispensing medication.
3. Reason for the procedure or medication.
4. Dosage, frequency and time to be administered, and other specifics.
5. Discontinuation date (order must be renewed at the beginning of each school year).
6. Precautions, possible adverse reactions, and emergency instructions.
7. Prescriber's dated signature, address, telephone, and fax numbers.
8. The parents' written consent.

A form for this purpose may be obtained from the school nurse (728-5964). Parents should arrange for procedures to be performed at home whenever possible. For example, a supplemental feeding in the morning may be given before going to school.

### **Emergency Care**

In the event a student requires emergency care, all pertinent health issues/concerns on file for the student will be provided to the Emergency Personnel. In addition, individual child-specific health assistance plans may be shared with the student's direct school staff to provide a safe environment regarding the student's health issues/concerns in the school setting.

### **Student Records (RPSBPM: JR)**

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Review and dissemination of any student information shall be conducted under strict statutory precautions. Student records are defined to be all official records, files, documents, and other materials directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude, and psychological tests, and health data.

### **ANNUAL NOTIFICATION**

All parents/guardians shall be notified annually of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the Richland Parish School Board.

## DIRECTORY INFORMATION

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory information has been designated by the School Board to include 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. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory information.

In accordance with the No Child Left Behind Act of 2001, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.

## ACCESS TO RECORDS

The parent or legal guardian of a student will have access to student records upon written request to the principal maintaining those records within the school system no more than forty-five (45) days after the date of the request.

If the student is eighteen (18) years or older, only the student has the right to determine who, outside the school system, has access to his/her records.

The parent, legal guardian or student, if the student is eighteen (18) or over, will, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the normal appeal procedures established by Board policy will be followed.

School personnel having access to those data are defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.

## RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is eighteen (18) years or over, must be notified of the transfer and the kinds of information being released. They shall receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that record as described above.



Those data may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.

To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or the student if he/she is 18 or older. Such consent form shall state which records shall be released, to whom they shall be released and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires.

The principal of a public elementary or secondary school shall provide for the transfer of the education records of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or non-public elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records shall not exceed ten (10) business days from the date of a written request.

Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.

All authorizations for release of information shall be filed in the student cumulative folder.

The School Board and employees may disclose education records or information from education records, without the consent of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:

Disclosure of education records or information from education records shall only be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.

The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.

The officials to whom the records or the information are disclosed shall certify in writing that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.

Any other provisions necessary to comply with federal law or rules.

## REVIEW OF STUDENT RECORDS BY THE PARENT

Schools shall provide for the review of student records by parents or guardians. Parents and students shall be given notification of their right to review the student records.

A parent or guardian who desires to review his/her child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, not to exceed one month. The disclosure record shall be completed at the time of the conference.

Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.

The record shall be examined by the parent in the presence of the principal or a designated professional person.

If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and a hearing scheduled for a date not less than three (3) working days or more than two (2) weeks from the date of the requests.

The hearing shall be held with the principal and the parent or guardian at the scheduled time.

If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to the Superintendent or designee(s).

The parent or guardian shall request the appeal in writing to the Superintendent. Upon receipt of said request, the Superintendent shall schedule a hearing within ten (10) working days following receipt of the parent's request. The date, time and place of the review hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.

At the review hearing:

The Superintendent or designee shall preside;

The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official;

The decision of the hearing shall be communicated to the school and parent or guardian in writing within ten (10) working days;

The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student's cumulative folder.

## **Family Education Rights and Privacy Act (FERPA)**

FERPA is a federal law that prevents teachers, principals, school board members, and superintendents discussing anything regarding a minor child's behavior or academic achievement to persons other than legal guardians- this includes other relatives. School officials can only discuss these issues with the legal guardian of minor children and/or state officials such as Child Protection or Probation Officer.

Personally identifiable data/information includes the following:

1. The name of the student and the student's parent or other family members
2. The address of the student
3. A personal identifier, such as a student's social security number
4. A list of personal characteristics that would make the student's identity easily traceable
5. Other information that would make the student's identity easily traceable

Legitimate educational interest is interest that requires regular access for purposes of adding material, periodic review, filing new student data, and/or removing inadequate, ambiguous, irrelevant data; that interest having the educational well being of the student in mind for purposes of continuing, improving, or changing the education program of the student; and that interest in which the person has a legitimate need to know.

Access to and release of information in student records is governed by specific requirements:

1. The principal is responsible for determining who, other than the parent or eligible student, has access to student records.
2. The following persons/agencies may be granted access to student record information without the written consent of the parent or without an entry being made in the disclosure record:
  - a. Teachers and other school officials within the school system who have a legitimate educational interest.
  - b. An educational agency that is required to make reports concerning the education program.
3. The following persons/agencies may be granted access to student record information without the written consent of the parent by completing the disclosure record:
  - a. Authorized representative(s) of the Comptroller General of the United States, the Secretary of Education, State education authorities, and appropriate community agencies involved in handling student health and safety.
  - b. Agencies requiring information in connection with a student's application for or receipt of financial aid.
  - c. Courts, upon the issuance of proper orders or subpoenas.

Educational records and personally identifiable information are released without parental consent to a school to which a student transfers. This includes transcripts sent to post-secondary institutions.

A written consent from a parent or eligible student is required for a principal to grant access to student records by other persons/agencies. The term parent, unless otherwise specified, includes parent, tutor, guardian, or student eighteen (18) years of age or older or who is enrolled in a post-secondary institution.

## **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 years of age (“eligible students”) certain rights regarding conducting of surveys, collections and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“**protected information survey**”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a. Political affiliations or beliefs of the student or student’s parents
  - b. Mental or psychological problems of the student or student’s family
  - c. Sex behavior or attitudes
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior
  - e. Critical appraisals of others with whom respondents have close family relationships
  - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - g. Religious practices, affiliations, or beliefs of the student or parents
  - h. Income, other than as required by law to determine program eligibility
2. Receive notice and an opportunity to opt a student out of:
  - a. Any other protected information survey, regardless of funding
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, and any physical exam or screening permitted or required under State law
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
3. Inspect, upon request and before administration or use:
  - a. Protected information surveys of students
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  - c. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U. S. Department of Education.

## **Release of Information to Military Recruiters (RPSBPM: JR)**

Recognizing the challenges faced by military recruiters, Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and their names, addresses, and telephone numbers. Both the **No Child Left Behind Act of 2001** and the **National Defense Authorization Act for Fiscal Year 2002** reflect these requirements.

In accordance with the Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information is consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student educational records. This student information will be used specifically for military recruiting purposes and for informing young people of military scholarship opportunities.

School systems have been notified that they must give parents the right to “opt out” of sharing this information with military recruiters. If **you do not want** the Richland Parish School Board to disclose your child’s name, address, and phone number, you must go by the school and complete the necessary “opt out” form.



### **Student Payment for Certain Equipment and Supplies**

Fees for equipment and supplies are determined by individual schools. The school principal may be contacted about fees assessed at each school. Students are responsible for paying the fees established by the school. Students are responsible for every textbook issued to them. If a textbook is lost or damaged, the student pays the replacement cost of the book. Students are also responsible for payment for lost or damaged library books, media, and equipment.

### **Searches – Students and School Property (RPSBPM: JCAB)**

The Board is the exclusive owner of any public school building, any desk or locker in the building, or any other area that may be set aside for the personal use of students. Any administrator, school resource officer, or teacher may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects for which possession is a violation of Board policy. This includes a random search with a metal detector or a search conducted when there is a reasonable belief that the items sought will be found. Any administrator, school resource officer, or teacher may search a student or the student's 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, Board policy, or a school rule.

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

No student, unless authorized in writing by the school principal or his/her designee, shall use or operate with exceptions as listed below, any cell phone, camera, video tape recorder, digital recorder of any kind or electronic device, including but not limited to, iPods, tape players, CD players, MP3 players etc. and their contents, any facsimile system, radio paging service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or on any school bus used to transport public school students during instructional school hours of operation. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school and/or recommendation for expulsion. Nothing shall prohibit the use and operation by any person, including students, of any electronic device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

#### **EXCEPTIONS**

Exceptions shall be as follows:

Devices required for medical reasons (as noted by a physician) and acknowledged by the principal.

Devices for emergency purposes such as ambulance or fire services (see #3).

Any approved electronic device must have prior approval of the school principal before being used by a student during instructional school hours of operation or on a school bus while traveling to or from school.

## VIOLATION GUIDELINES

The following guidelines shall be followed when a student is found to be using an unauthorized electronic device on a school campus, during instructional school hours of operation or on any school bus used to transport public school students during school hours of operation:

### First Offense:

Unauthorized device shall be taken from the student. Students may be fined \$5.00 for the first offense before the phone is returned. The phone may be retained until the fine is paid.

### Second Offense:

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of one school week and the student may be fined \$10.00 for the second offense. The phone may be retained until the fine is paid.

### Third Offense:

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of one school week and the student may be fined \$20.00 for the third offense. The phone may be retained until the fine is paid.

### Fourth Offense:

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of two school weeks and the student may be fined \$40.00 for the fourth offense. The phone may be retained until the fine is paid.

All Offenses after the fourth offense fines and time of phone retention shall double from the previous offense.

Offenses shall accumulate for the school year.

The phone number of the device shall be determined; if unable to secure a phone number for the device, the device must not be returned (the disciplinarian shall make every attempt to trace the ownership of the device.) The Child Welfare and Attendance Supervisor shall be contacted concerning the incident.

### **Student Use of Tobacco (RPSBPM: JCDA)**

Students are not permitted to possess tobacco or to smoke on school property during the school day, at school activities held after school hours, or when riding school buses to/from school. Parental permission to smoke does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action no less than in-school or out-of-school suspension.

**Alcohol and Drug Use by Students (RPSBPM: JCDAC)**  
**Student Drug use, possession or distribution on school facilities**  
**Louisiana Revised Statutes 14:403.1, 17:416, 40:961**

It shall be the policy of the Board to take positive action aimed at preventing the use of behavior-affecting substances through education, counseling, parental involvement, and medical and law enforcement referrals in the handling of incidents in the schools involving the possession, sale, use, and/or being under the influence of behavior affecting substances.

The Richland Parish School Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in one's possession on a school bus, **on school premises**, or at a school function away from the school, any alcoholic beverages or intoxicating substances, including look alike drugs, marijuana, or other controlled substances as defined by state statutes. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol and other controlled substances. This prohibition includes prescription and over-the-counter medications except in accordance with the administering medication policy.

Any violation of state or federal criminal laws committed on school property shall be prosecuted as provided by law. All school personnel shall report all drug use **possession** violators to the principal, who shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecuting of such charges.

The principal shall immediately notify by telephone the parents of any student found to be in violation of this drug possession policy. If a parent cannot be reached by phone, the principal shall notify parents by letter sent within twenty-four hours of the incident.

The Board authorizes the principal of each school to automatically suspend and recommend expulsion for any student being under the influence of alcohol and/or drugs on school property, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours.

"Use" and/or "under the influence" means a student has smoked, ingested, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is **detectable** by the student's actions, breath, speech, and/or physical evidence.

**STUDENT DRUG TESTING (RPSBPM: JCDABA)**

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

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers, and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and

shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student, who possesses, distributes, sells, or dispenses in any manner or form whatsoever a controlled substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

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

One of the primary objectives of the Richland Parish School Board is to provide a school environment that is safe and drug free. Many methods are being employed in order to accomplish this goal. They include a "zero tolerance" for drugs and alcohol, use of mandatory drug education, D.A.R.E., Character Counts, and other school programs.

Substance abuse in the school setting can have a damaging effect, even fatality to students who abuse drugs. In recent times, an increase in the use of illegal substances by students has caused concern. These concerns have been expressed by school principals, school boards, law enforcement agencies, and parents.

The goal of this policy is not to invade the privacy of the student but rather to discourage the use of drugs. This would include any controlled substance depending on usage which by its very nature would be counter-productive to the health and safety of the students and their classmates.

It is the philosophy of the Richland Parish School Board that the implementation of a student drug policy will: For procedures and additional information refer to: Richland Parish School Board Policy Manual Section: JCDABA

### **Bullying, Cyberbullying, Intimidation, Harassment, and Hazing of and by Students (RPSBPM: JCDAF)**

Any student who engages in the bullying, cyberbullying, intimidation, harassment, and hazing of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in bullying, cyberbullying, intimidation, harassment, and hazing of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of bullying, cyberbullying, intimidation, harassment, and hazing from a student is expected to forward the complaint to the principal.

A student should immediately report incidents of bullying, cyberbullying, intimidation, harassment, and hazing to a teacher, counselor, or administrator at the school. The person who receives a report from a student notifies the principal. The principal/designee promptly investigates the complaint and completes a bullying, cyberbullying, intimidation, harassment, and hazing complaint form, which is forwarded to the Director of Child Welfare and Attendance and the Director of Security. If the principal is accused in the incident, the Director of Child Welfare and Attendance is notified, investigates the complaint, and completes the Bullying, cyberbullying, intimidation, harassment, and hazing complaint form. A copy of the completed form is given to the student, identifying, to the extent allowed by law, the action to be taken. Copies are also filed in the offices of the Director of Child Welfare and Attendance and the Director of Security. If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Director of Child Welfare and Attendance. The request must be made within ten (10) days following the receipt of a copy of the Bullying, cyberbullying, intimidation, harassment, and hazing form.



## **Weapons (RPSBPM: JCDAB)**

The Board authorizes the principal of each school to automatically suspend and recommend expulsion for any student found in possession of a dangerous weapon on school property, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours. **A dangerous weapon is any gas, liquid or other substance or instrument that, in the manner used, is likely to produce death or great bodily harm. Possession of a weapon includes weapons in vehicles that are located on any school's premises. All vehicles located on school property are subject to search by school officials under the "special needs" doctrine. The basis for this search shall be reasonable suspicion.** When a student is found to possess a weapon, the Superintendent is immediately notified and the principal will take appropriate disciplinary action.

## **School Bus Conduct (RPSBPM: JCDAD)**

School bus guidelines have been adopted by the Richland Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Richland Parish school buses. All Board policies (including those pertaining to sexual harassment, possession of weapons, and possession of drugs) are strictly enforced on school buses. The Board directs that the bus driver, together with the principal, assume full responsibility for the discipline of students who ride buses. The driver reports disciplinary problems to the principal of the school involved. In the event of any infraction of the rules by a student, it is the duty of the driver to notify the principal in writing. It is the responsibility of the principal to determine appropriate punishment, if warranted.

A student who willfully damages a school bus is liable and may be suspended from school. The student is not allowed to enter or ride on any school bus until restitution in full has been received by the school system or until the student is readmitted by the Superintendent. At no time does the bus driver assume authority for suspending bus privileges.

The responsibility for supervision of students by the Board begins at the bus stop in the morning and ends when students exit buses at the end of the day (or until they are released to a parent/guardian according to Board policy). On-time delivery and student safety are the primary goals of each bus driver.

When riding school buses, every student should:

1. Follow the Bus Transportation rules as directed by the bus driver and the student's school principal. The bus driver is the student's supervisor until the student departs the bus.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by the bus driver. Walk to the closest stop. Be on time because the bus will not wait for late students.
3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus driver in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from his/her assigned stop without written authorization from the principal. The note must be presented to the driver at the start of the afternoon run.
6. Remain seated, facing forward in the student's permanently assigned seat, while the bus is in motion, and during stops for other students.

7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not bring a cell phone on the bus.
10. Not eat on the bus.
11. Not extend arms or head out of windows or doors; not throw objects out of windows.

**NOTE: A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. Some buses are equipped with video cameras that periodically monitor student passengers. Bus drivers are permitted to make reasonable rules for the safe and proper transportation of students.**

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

State law allows local school boards to authorize a mandatory uniform dress code, which may include school uniforms.

The purpose of the dress code of the Richland Parish School Board will be to monitor a viable ordered learning environment and to prepare our students to cope with the business standards of the community.

It is a known fact that a person's appearance affects his attitude and behavior. Each student is entitled to an educational climate in which teaching and learning can take place, free of disruption of any kind, including distracting forms of dress and/or grooming. Therefore, the School Board feels a responsibility concerning the appearance of students in the classroom participating in school activities, and on school trips. Traditionally, in appearance and in behavior, Richland Parish students have represented their schools with pride. To ensure continuance of such a tradition, the following requirements have been established by the School Board.

#### **ALL STUDENTS**

1. Walking shorts may be worn in junior high through grade 12. Shorts which do not create disturbances and substantially interfere with the work of the school may be worn in elementary grades.
2. Jogging suits and sweat pants shall not be worn in grades 4 – 12. Warm-ups with pockets, straight or flared bottoms may be worn.
3. Overalls shall be worn with all straps fastened over the shoulder and buttoned completely on all sides. Some type of shirt will be worn under overalls.
4. All skirts and pants shall fit at the normal waistline. Oversize clothing shall not be permitted; neither shall extremely tight clothing be permitted, as determined by the principal or his designee.
5. Pants legs shall not be rolled above the ankle, or cut or frayed above the ankle, and both pants legs shall be worn the same length. Belts shall be worn with all pants which have belt loops in grades 6 – 12.
6. Sunglasses, hats, or caps shall not be worn inside the building. Hoods shall not be worn in the School building. Caps may be brought to school as part of school team uniform. These caps shall not be worn during the school day.
7. Clothing with holes, rips, or tears shall not be worn.

8. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.
9. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate or controversial language or messages, or inferences which create disturbances and substantially interfere with the work of the school or impinge on the rights of other students.
10. Hair must be neat, clean and well groomed. Scarves, rollers, pins, nets, sweatbands or other similar head apparel shall not be worn on the head.
11. Numbers, symbols, words, or phrases shall not be worn (cut) in students' hair.
12. Only mesh or clear book bags can be brought to school in grades K-12.
13. No pajama pants may be worn to school.
14. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn.
15. The neck opening of a shirt shall not exceed the equivalent of the second button of a dress shirt.

### **MALES**

1. All shirts shall be worn inside pants in grades 4 – 12. Oversized pants are not permitted.
2. Pierced jewelry shall not be worn.
3. See-through shirts or tank tops shall not be worn.
4. Pony tails or beards shall not be worn. Neatly trimmed mustaches may be worn.
5. Sideburns shall not extend below the bottom of the ear lobe.
6. Hair, including braids, cannot exceed the length of a collared shirt or hang lower than the eyebrow.

### **FEMALES**

1. Leggings may only be worn under a regular dress or skirt of appropriate length.
2. All skirts and dresses must reach the middle of the knee when worn at the proper waistline.
3. Strapless dresses, low cut dresses, blouses, tank tops, tube tops, see-through clothing or halters shall not be worn. Clothing which reveals cleavage shall not be worn. Dress straps shall be 2" wide.
4. Pant skirts and pant dresses may be worn provided they meet the dress length requirement.
5. Pierced jewelry shall not be worn other than in the ear.
6. Midriff shall not be exposed. All shirts designed to be worn inside shall be tucked inside of pants in grades 6 – 12.

### **Student Discipline/Responsibilities (RPSBPM: JD)**

**Students are held accountable for their actions at school and at all school-sponsored events and are under the direct authority of the administrators/teachers/chaperones in charge.** A discipline policy for each school has been established and complies with State guidelines and the Richland Parish School Board Discipline Policy. A student's failure to adhere to a school

discipline policy may result in disciplinary action deemed appropriate by the school administrator(s). Corporal punishment is recognized by the Board as an appropriate means of discipline. **Parents who do not want corporal punishment administered to their child must notify the school in writing.** All teachers will be informed of the parent request.

School administrators, faculty, and staff are authorized to hold students to a strict accountability for **any** disorderly conduct on school property, at a school-sponsored event, on a school bus, or on the street or road going to and from school. They are expected to monitor behavior of all students everywhere and at all times on school property and/or during school-sponsored events. Inappropriate behavior is not tolerated. Teachers handle discipline according to rules and procedures contained in the school discipline policy. **Student conduct is a cooperative agreement between the parent, student, and school. The use of common sense, courtesy, discretion, and consideration in student actions seldom results in conflict with school rules.** The rules and expectations for students described in this section should be used as a guide for students/parents.

All students should adhere to the following expectations:

1. Comply with all rules and regulations of the Richland Parish School Board at school and during school-sponsored events.
2. Recognize the authority of all teachers and other school personnel.
3. Attend school regularly and on time. Academic and other consequences may result from excessive absences and tardiness.
4. Strive to achieve success in all areas of school life.
5. Conform to acceptable standards of appearance and dress according to school and Board policies.
6. Abide by rules and regulations concerning travel to and from school on school buses and the use and operation of private automobiles on school property.
7. Register private automobiles with the school.
8. Vacate automobiles immediately upon arrival at school; re-enter automobiles only at the time of authorized departure from school.
9. Secure permission from an administrator/teacher before leaving an assigned classroom and/or entering another classroom.
10. Remain at school during school hours unless authorized to leave by the principal.

Students are prohibited from engaging in the following activities:

1. Possessing or using any type of tobacco on or near school property.
2. Gambling, fighting, immorality, inappropriate sexual behavior, or extortion on or near school property.
3. Being disrespectful to teachers or other school personnel.
4. Damaging, defacing, vandalizing, or destroying school property or illegally entering school buildings.
5. Eating or drinking outside of designated areas.
6. Loitering in an area of heavy traffic.
7. Possessing or using matches or lighters on school property.
8. Possessing, using, or being under the influence of alcoholic beverages or other drugs on school property, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours.
9. Possessing or using radios, beepers, cellular phones, cassette players, or similar devices.

10. Possessing or using any instrument capable of inflicting bodily harm.

11. Bullying or making threats directed toward students, teachers, administrators, school board members, other school board employees, and/or school property.

These provisions are applicable for students with disabilities only to the extent that it does not conflict with other federal and/or state laws and regulations.

### **Corporal Punishment (RPSBPM: JDA)**

**Corporal punishment is used only if other forms of corrective measures have proven ineffective. It is not used as the first line of punishment.**

Corporal punishment is administered only by the principal/designee in the presence of another professional staff member of the school. The person administering corporal punishment informs the student of the specific misconduct of which he/she is accused. The student is given an opportunity to present any facts about the incident.

Corporal punishment is to be administered in a reasonable manner, with consideration given to the age, size, emotional condition, and health of the student. For students in the lower grades, corporal punishment is limited to striking the student on the buttocks a maximum of three times with the hand or with a wooden paddle (18 inches or less in length, between three and six inches in width, and 3/8 inch thick or less). A School Behavior Report Form is completed when corporal punishment is administered and is sent to the principal by the end of the same day.

**Parents who object to corporal punishment being administered to their child must notify the school in writing, using a school form or letter. Failure to furnish written objections to the use of corporal punishment will be interpreted as parental consent.**

Nothing in this policy prohibits an employee of the Board from using physical force that is reasonable and appropriate to restrain a student from attacking another student or school employee.

### **Out-of-School Suspension (RPSBPM: JDD)**

The Board recognizes its authority to maintain order and discipline in all schools. Therefore, the Board recognizes the principal's authority to suspend a student in accordance with statutory provisions and within the following out-of-school suspension guidelines:

1. The principal informs the student of the particular misconduct of which he/she is accused, as well as the basis of the accusation. The student is given an opportunity at that time to explain his/her version of the facts.
2. The principal makes every reasonable effort to investigate all aspects of a discipline problem:
  - a. A referral is written by the charging teacher.
  - b. A descriptive narrative is provided by the teacher and other adult witnesses if necessary.
  - c. Statements are gathered from students involved and other student witnesses.
3. A student is suspended if it is determined by the administration that the nature of the offense warrants suspension.
4. The parent/guardian is notified in writing of all suspensions.
5. Procedures for disciplining students with disabilities are listed in Bulletin 1706.

The principal is required to suspend a student who possesses a firearm, a knife with a blade exceeding two (2) inches, or any other dangerous weapon. The principal/designee is required to

report to appropriate law enforcement officers a firearm, knife, or other dangerous instrument, which could be used as a weapon or to inflict injury. The principal **immediately** recommends the student's expulsion by the Superintendent, as mandated by State law. He/she is also required to suspend a student who distributes, sells, gives, or loans any controlled dangerous substance governed by State law and/or a student under the influence of alcohol or any other controlled dangerous substance while the student is on school property, on a school bus, or at a school-sponsored event. If a student is suspended for damages to any property belonging to or contracted to the Board, the student is not readmitted until full payment for damages has been received or until directed by the Superintendent.

Any student who engages in threats or bullying directed to students, school employees, and/or school property is subject to disciplinary action up to and including suspension and/or expulsion. A student will receive partial credit for any missed assignments that are made up following an out-of-school suspension.

### **Expulsion (RPSBPM: JDE)**

**The School Board authorizes the Superintendent to expel a student from school if an offense committed by the student is serious enough to warrant such action or is a violation of state law.** A student **will not** receive credit for assignments missed during an expulsion.

Louisiana law requires the Superintendent to expel a student for minimum periods of time if the student is found guilty of certain offenses:

1. *Students 16 years old or older*

If, after an appropriate hearing, a student is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the student shall be expelled from school for a minimum of twenty-four (24) calendar months. If after an appropriate hearing a student is found guilty of possession of a firearm on school property, the student shall be expelled for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

2. *Students younger than 16 years old but in grades 6 - 12*

If, after an appropriate hearing, a student is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the student shall be expelled for a minimum period of two (2) complete school semesters. If, after an appropriate hearing, a student is found guilty of possession of a firearm on school property, the student shall be expelled for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action.

3. *Students in grades K- 5*

If, after an appropriate hearing, a student is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal drug or substance on school property, on a school bus, or at a school sponsored event, the student shall be referred to the Board with recommendation of appropriate action by the Superintendent. If, after an appropriate hearing, a student is found guilty of possession of a firearm on school property, the student shall be expelled for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action.

## **Sexual Harassment of and by Students**

Any student who engages in the sexual harassment of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in sexual harassment of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of sexual harassment from a student is expected to forward the complaint to the principal.

A student should immediately report incidents of sexual harassment to a teacher, counselor, or administrator at the school. The person who receives a report from a student notifies the principal. The principal/designee promptly investigates the complaint and completes a sexual harassment complaint form, which is forwarded to the Director of Child Welfare and Attendance and the Director of Security. If the principal is accused in the incident, the Director of Child Welfare and Attendance is notified, investigates the complaint, and completes the sexual harassment complaint form. A copy of the completed form is given to the student, identifying, to the extent allowed by law, the action to be taken. Copies are also filed in the offices of the Director of Child Welfare and Attendance and the Director of Security. If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Director of Child Welfare and Attendance. The request must be made within ten (10) days following the receipt of a copy of the sexual harassment form.

## **District Technology Systems and Networks Use for Students (RPSBPM: IFBGA-R)**

The Richland Parish School Board is pleased to offer students access to the Richland Parish School Board's technology system and network, including but not limited to the Internet (RICHLAND PARISH SCHOOL BOARD TECHNOLOGY SYSTEM). To use the RICHLAND PARISH SCHOOL BOARD TECHNOLOGY SYSTEM, the permission form on the last page of the handbook must be read and signed by the student and parent or guardian and returned to his/her school. Use of the RICHLAND PARISH SCHOOL BOARD TECHNOLOGY SYSTEM will allow students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the RICHLAND PARISH SCHOOL BOARD TECHNOLOGY SYSTEM might contain items that are illegal, defamatory, inaccurate, inappropriate or potentially offensive to some people. While our intent is to make RICHLAND PARISH SCHOOL BOARD TECHNOLOGY SYSTEM available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students in the form of information resources and opportunities for sharing exceed any disadvantages. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Richland Parish School Board supports and respects each family's right to decide whether or not to give permission to use the Richland Parish School Board Technology System. Filtering software is used with the Internet as required by the Children's Internet Protection Act (CIPA) in a comprehensive effort to eliminate access to illegal, inappropriate and offensive sites.

The rules for using the RICHLAND PARISH SCHOOL BOARD TECHNOLOGY SYSTEM are given below:

### **1. Personal Safety and Privacy**

- a. Users will not post personal contact information (e.g., address, phone number) about themselves or any other person. Personal photos and work may be published on



the district's website. Parents may deny the use of these materials by signing the contract to deny the use of such material.

b. Users will not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

## **2. Illegal Activities**

a. Users will not attempt to gain unauthorized access to any computer system or another person's account or files.

b. Users will not intentionally attempt to disrupt or intentionally disrupt the computer system or destroy data by spreading computer viruses or by any other means.

c. Users will not engage in any other illegal act, such as drug sales, engaging in criminal gang activity, threatening the safety of a person or person's.

## **3. Security**

a. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should users give their password to another person. (System accounts will be limited to employees.)

b. Users will immediately notify school authorities if they have identified a possible security problem. Looking for security problems may be considered as an illegal attempt to gain access.

c. Users will avoid the spread of computer viruses by following the district guidelines for file transfers and downloading of software.

d. Users will only use disks that have been scanned and found to be free of viruses.

## **4. Inappropriate Language**

a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This includes personal attacks or harassment of another person.

## **5. Resource Limits**

a. Users will use the system only for educational and career development activities.

b. Users will not download large files unless absolutely necessary.

c. Users will not post chain letters or send annoying or unnecessary messages to others.

d. Users will download and remove their e-mail from the server frequently.

e. Users will subscribe only to high-quality discussion group mail lists that are relevant to educational or career development activities and not subscribe others without their consent.

## **6. Access and Use of Materials**

a. Users will not take the ideas or writings of others and present them as if they were their own.

b. Users will respect copyrighted materials.

c. Users will immediately report to school authorities any site they access with inappropriate information.

## **7. Consequences of Misuse**

- a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges by administration, faculty, staff and students.
- b. Users should expect no privacy of the contents of personal files and email on the district system. Messages relating to or in the support of illegal activities must be reported to the authorities.
- c. The Richland Parish School Board allows for the suspension of inappropriate or illegal use of the Internet by students and employees. Other disciplinary action may also be warranted.
- d. Misuse of the system can result in possible prosecution and will require restitution for costs associated with system restoration, hardware, or software costs.
- e. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action or legal action as deemed appropriate by school administration.

### **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, nor 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.

## IV. Curriculum and Instructional Program

### Richland Parish Pupil Progression Plan

This section includes excerpts of the policies and procedures included in the 2010-2011 Pupil Progression Plan for the Richland Parish School Board.

#### Promotion/Retention

The student must have been present the required number of days/minutes (see Attendance).

##### 1. Kindergarten

To be eligible for promotion, kindergarten students must successfully complete the following:

- a. Kindergarten students must be present the required number of days.
- b. No grades are given in kindergarten. A checklist of 18 reading skills and 18 math skills is used to chart student progress. As skills are mastered they are marked with an (S) on the checklist. Any skills that the student is having difficulty with are marked with an (N) on the checklist. Any skills not mastered are marked with a (U). In order for a student to be promoted from kindergarten to Grade 1, a student must have an average of 78% or above on reading skills and an average of 78% or above on mathematics skills. This average is based on the second semester. The second semester consists of the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> six weeks.

##### 2. Grades 1 and 2

To be eligible for promotion, first and second grade students must successfully complete the following:

- a. Students must pass reading and mathematics.
- b. Students must be present the required number of days/minutes.
- c. Students must have a minimum point score of 10 based on the following:

\*Students will receive S (satisfactory) or U (unsatisfactory) during the first six-week grading period and numerical grades for the rest of the school year. Only second semester grades are used to determine promotion.

Teacher Assigned Grades: Total of 12 Possible Points

<u>Reading</u>	<u>Math</u>	<u>English</u>
A = 4	A = 4	A = 4
B = 3	B = 3	B = 3
C = 2	C = 2	C = 2
D = 1	D = 1	D = 1
F = 0	F = 0	F = 0

Attendance: Total of 8 Possible Points

171-168	Days Present	=	8
167-164	Days Present	=	6
163-160	Days Present	=	4
159-155	Days Present	=	2
154 or fewer	Days Present	=	0

**Total Possible Points: 20**  
**Passing: 10**

### 3. Grade 3

To be eligible for promotion, third grade students must successfully complete the following:

- Students must pass Reading and Mathematics.
- Students must not fail three or more subjects.
- Students must be present the required number of days/minutes.
- Students must have a minimum point score of 8 based on the following:

Teacher Assigned Grades:		Total of 20 Possible Points		
<u>Reading</u>	<u>Math</u>	<u>English</u>	<u>Social Studies</u>	<u>Science</u>
A = 4	A = 4	A = 4	A = 4	A = 4
B = 3	B = 3	B = 3	B = 3	B = 3
C = 2	C = 2	C = 2	C = 2	C = 2
D = 1	D = 1	D = 1	D = 1	D = 1
F = 0	F = 0	F = 0	F = 0	F = 0

Attendance: Total of 6 Possible Points

171-168	Days Present	=	6
167-164	Days Present	=	4
163-160	Days Present	=	2
159-155	Days Present	=	1
154 or fewer	Days Present	=	0

**Total Possible Points: 26**  
**Passing: 8**

#### 4. Grade 4

To be eligible for promotion, fourth grade students must successfully complete the following:

- a. Students must pass Reading and Mathematics.
- b. Students must not fail three or more subjects.
- c. Students must score at or above the Basic/Approaching Basic combination on the English Language Arts and Mathematics portions of the LEAP.
- d. Students must be present the required number of days/minutes.
- e. Students must have a minimum point score of 14 based on the following:

Teacher Assigned Grades:		Total of 20 Possible Points		
<u>Reading</u>	<u>Math</u>	<u>English</u>	<u>Social Studies</u>	<u>Science</u>
A = 4	A = 4	A = 4	A = 4	A = 4
B = 3	B = 3	B = 3	B = 3	B = 3
C = 2	C = 2	C = 2	C = 2	C = 2
D = 1	D = 1	D = 1	D = 1	D = 1
F = 0	F = 0	F = 0	F = 0	F = 0

Attendance:	Total of 6 Possible Points			
	171-168	Days Present	=	6
	167-164	Days Present	=	4
	163-160	Days Present	=	2
	159-155	Days Present	=	1
	154 or fewer	Days Present	=	0

LEAP 21:	Total 8 Possible Points			
<u>ELA</u>		<u>Math</u>		
Advanced	= 4	Advanced	= 4	
Mastery	= 3	Mastery	= 3	
Basic	= 2	Basic	= 2	
Approaching Basic	= 1	Approaching Basic	= 1	
Unsatisfactory	= 0	Unsatisfactory	= 0	

**Total Possible Points: 34**  
**Passing: 14**

## 5. Grades 5, 6, and 7

To be eligible for promotion, fifth, sixth, and seventh grade students must successfully complete the following:

- a. Students must pass Reading and Mathematics.
- b. Students must not fail three or more subjects.
- c. Students must be present the required number of days/minutes.
- d. Students must have a minimum point score of 14 based on the following:

Teacher assigned Grades: Total of 20 Possible Points

<u>Reading</u>	<u>Math</u>	<u>ELA</u>	<u>Social Studies</u>	<u>Science</u>
A = 4	A = 4	A = 4	A = 4	A = 4
B = 3	B = 3	B = 3	B = 3	B = 3
C = 2	C = 2	C = 2	C = 2	C = 2
D = 1	D = 1	D = 1	D = 1	D = 1
F = 0	F = 0	F = 0	F = 0	F = 0

Attendance: Total of 6 Possible Points

171-168	Days Present	=	6
167-164	Days Present	=	4
163-160	Days Present	=	2
159-155	Days Present	=	1
154 or fewer	Days Present	=	0

iLEAP: Total 8 Possible Points

<u>ELA</u>		<u>Math</u>	
Advanced	=	Advanced	= 4
Mastery	=	Mastery	= 3
Basic	=	Basic	= 2
Approaching Basic	=	Approaching Basic	= 1
Unsatisfactory	=	Unsatisfactory	= 0

**Total Possible Points: 34**

**Passing: 14**

## 6. Grade 8

To be eligible for promotion, eighth grade students must successfully complete the following:

- a. Students must pass Reading and Mathematics.
- b. Students must not fail three or more subjects.
- c. Students must score at or above the Basic/Approaching Basic combination on the LEAP 21 English Language Arts and Mathematics.
- d. Students must be present the required number of days/minutes.
- e. Students must have a minimum point score of 14 based on the following:

Teacher Assigned Grades: Total of 20 Possible Points

<u>Reading</u>	<u>Math</u>	<u>English</u>	<u>Social Studies</u>	<u>Science</u>
A = 4	A = 4	A = 4	A = 4	A = 4
B = 3	B = 3	B = 3	B = 3	B = 3
C = 2	C = 2	C = 2	C = 2	C = 2
D = 1	D = 1	D = 1	D = 1	D = 1
F = 0	F = 0	F = 0	F = 0	F = 0

Attendance: Total of 6 Possible Points

171-168	Days Present	=	6
167-164	Days Present	=	4
163-160	Days Present	=	2
159-155	Days Present	=	1
154 or fewer	Days Present	=	0

LEAP 21: Total 8 Possible Points

<u>ELA</u>		<u>Math</u>	
Advanced	= 4	Advanced	= 4
Mastery	= 3	Mastery	= 3
Basic	= 2	Basic	= 2
Approaching Basic	= 1	Approaching Basic	= 1
Unsatisfactory	= 0	Unsatisfactory	= 0

**Total Possible Points: 34**

**Passing: 14**



**All Students pursuing a regular High School Diploma:**

**GEE 21/LAA2**

All Richland Parish students entering 9<sup>th</sup> grade prior to the 2010-2011 school year will be required to score at the Approaching Basic level or above on the English Language Arts and Math **and** Science **or** Social Studies portions of the GEE 21/LAA2 to be eligible to graduate.

**End -of –Course**

All Richland Parish students entering 9<sup>th</sup> grade in 2010-2011 and beyond will be required to score at the Fair level or above on English II or English III for English Language Arts, Algebra I or Geometry for Mathematics, **and** Biology **or** American History portions of the End-of-course tests to be eligible to graduate.

**Grading Policy for End-of-Course (EOC) Tests**

1. Students enrolled in a course for which there is an EOC test must take the EOC test.
  - a. The EOC test score shall count as a percentage of the student’s final grade for the course.
  - b. The percentage shall be between 15% and 30% inclusive, and shall be determined by the LEA.
  - c. The grades assigned for the EOC test achievement levels shall be as follows:

EOC Achievement Level	Grade
Excellent	A
Good	B
Fair	C
Needs Improvement	D or F

- d. The DOE will provide conversion charts for various grading scales used by LEAs. (Bulletin 741 §2318)

**Schools may offer Honors sections in the following courses:**

- English I, English II, English III, English IV
- Algebra I, Algebra II, Geometry, Trigonometry, Advanced Math
- Civics, World Geography, World History, American History
- Physical Science, Biology I, Biology II, Chemistry, Physics

## Honors classes

The following requirements should be required for student entry into or continuation in the honors program:

### 9th Graders

- 3.0 academic average
- Basic or Above on LEAP/iLEAP or 75% on other standardized test
- Teacher recommendation
- Attendance
- Student desire to enter the program and parent approval

The grading scale for honors courses is as follows:

A =	4 quality points	(90 - 100)
B =	3 quality points	(80 - 89)
C =	2 quality points	(70 - 79)
D =	1 quality points	(60 - 69)
F =	0 quality points	( 0 - 59)

The regular grading scale is as follows:

A =	4 quality points	(93 - 100)
B =	3 quality points	(85 - 92)
C =	2 quality points	(75 - 84)
D =	1 quality point	(67 - 74)
*F =	0 quality points	( 0 - 66)

*\* A student may be given a 0 for instances of no effort/participation and cheating.*

No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teacher, or other administrative staff members of the school or central office of the parish shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his/her teacher, unless it is determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy. The normal chain of command (teacher, principal, superintendent, and school board) must be followed.

Each school shall determine the student rank of each graduating class by dividing the total number of quality points earned by each student by the total number of high school credits pursued.

Students who choose to retake a course that has been successfully completed may do so; however, the following criteria will apply:

- The student's official transcript will reflect only the highest grade achieved for the course that has been taken again.

- First time and repeat grades for courses will be used in figuring the student’s cumulative grade point average.
- For determination of GPA and class rank, college level and non required online classes will not be averaged in.

## **Academic Grading**

### **Kindergarten**

Full day kindergarten attendance is required in Richland Parish. The letters S (satisfactory), U (unsatisfactory), and N (needs improvement) will be used to grade the progress of kindergarten students.

### **Grade 1**

Students will receive S (satisfactory) or U (unsatisfactory) during the first six-week grading period and numerical grades for the rest of the school year. Only second semester grades are used to determine promotion.

### **Grades 2-12**

All students addressing core content standards will receive numerical grades at every level. Numerical grades shall be given in the following skill areas. In all other courses, an S or U will be given.

<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	
Reading	Reading	Reading	Science
Language	Language	Language	Social Studies
Math	Math	Math	

## **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.

### **Minimum Number of Grades**

There will be a minimum of three grades posted in JGradebook by the end of the third week of each six-weeks grading period. A minimum of six grades will be posted in JGradebook prior to the end of each six-weeks grading period. Physical education, enrichment and computer lab classes will be considered exceptions to the minimum number of grades listed above. For graduating seniors, during the sixth six-weeks, a senior will receive a minimum of grades equivalent to the number of weeks attended for the six-weeks prior to graduation.

## Graduation Requirements

To receive a high school diploma and participate in senior activities and the graduation ceremony, a Richland Parish student must complete the following requirements:

### **For incoming freshmen prior to 2008-2009:**

• Earn 23 Carnegie units as presented by SBESE to include local requirements of one-half (1/2) additional unit in Civics, one (1) unit in World Geography, and three units in math:

- Algebra I (1 unit) or
- Algebra I part 1 and Algebra I part 2 (2 units) or
- Integrated Mathematics I (1 unit)

The remaining unit(s) shall come from the following:

- |                              |                            |
|------------------------------|----------------------------|
| • Geometry                   | • Advanced Mathematics     |
| • Algebra II                 | • Advanced Mathematics II  |
| • Integrated Mathematics II  | • Pre-Calculus             |
| • Integrated Mathematics III | • Calculus                 |
| • Financial Mathematics      | • Probability & Statistics |
| • Discrete Mathematics       |                            |

- Pass all applicable components of the Graduation Exit Examination (GEE 21)

Grade 10 – achieve at or above the *Approaching Basic* achievement level in English and Mathematics components

Grade 11 – achieve at or above the *Approaching Basic* achievement level in Science or Social Studies components

Students who meet eligibility requirements for a Certificate of Achievement will follow the procedures as outlined in Bulletin 1706 (LAA1, LAA2, and Provisional).

**For incoming freshmen in 2008-2009, and beyond who are completing the Basic Core Curriculum or the Louisiana Core 4 Curriculum:**

## **Basic Core Curriculum**

(Incoming Freshmen 2008-2009 and beyond)

### **English - 4 Units**

English I, II, III, IV or Senior Applications in English

### **Math - 4 Units**

Algebra I (1 unit), Applied Algebra I (1 unit) or Algebra I-Pt. 1 and Algebra I-Pt. 2 (2 units)  
Geometry or Applied Geometry

Remaining unit(s) from the following: Algebra II, Financial Mathematics, Math Essentials, Advanced Math—Pre-Calculus, Advanced Math—Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Mathematics, or a local math elective approved by BESE

### **Science - 3 Units**

Biology

1 unit from the following Physical Science cluster: Physical Science, Integrated Science, Chemistry I, Physics I, Physics of Technology I

1 unit from the following: Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, an additional course from the physical science cluster, or a local science elective approved by BESE

\*Students may not take both Integrated Science and Physical Science

\*Agriscience I is a prerequisite for Agriscience II and is an elective course

### **Social Studies - 3 Units**

Civics (1 unit) or 1/2 unit of Civics and 1/2 unit of Free Enterprise. Note: Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics

U.S. History

One of the following: World History, World Geography, Western Civilization, or AP European History

### **Health - 1/2 Unit**

JROTC I and II may be used to meet the Health Education requirement provided the requirements in Section 2347 of Bulletin 741 are met.

### **Physical Education - 1 1/2 Units**

Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation

NOTE: The substitution of JROTC is permissible

### **Education for Careers or Journey to Careers\* - 1 Unit**

### **Electives - 7 Units**

Shall include the minimum courses required to complete a Career Area of Concentration,\* including Education for Careers or Journey to Careers

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## **Total - 24 Units**

\*Take effect for incoming freshmen in 2010-2011 and beyond

## LA Core 4 Curriculum

(Incoming Freshmen in 2008-2009 and beyond)

### English - 4 Units

English I, II, III, IV

### Math - 4 Units

Algebra I, Applied Algebra I, or Algebra I-Pt. 2

Geometry or Applied Geometry

Algebra II

Remaining unit from the following: Financial Math, Math Essentials, Advanced Math/Precalculus, Advanced Math-Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Math, or a local math elective approved by BESE

### Science - 4 Units

Biology and Chemistry

2 units of the following: Physical Science, Integrated Science, Physics I, Physics of Technology I, Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience II, Anatomy and Physiology, or a local science elective approved by BESE\*

\*Students may not take both Integrated Science and Physical Science

\*Agriscience I is a prerequisite for Agriscience II

### Social Studies - 4 Units

Civics (1 unit) or 1/2 unit of Civics and 1/2 unit of Free Enterprise. Note: Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics

U.S. History

1 unit from the following: World History, World Geography, Western Civilization, or AP European History

1 unit from the following: World History, World Geography, Western Civilization, AP European History, Civics (second semester - 1/2 credit), Law Studies, Psychology, Sociology, or African-American Studies\*

NOTE: Students may take 2 half credit courses for the fourth social studies unit.

### Health - 1/2 Unit

JROTC I and II may be used to meet the Health Education requirement provided the requirements in Section 2347 of Bulletin 741 are met.

### Physical Education - 1 1/2 Units

Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of 4 units of Physical Education may be used toward graduation

NOTE: The substitution of JROTC is permissible

### Foreign Language - 2 Units

2 units from the same foreign language or 2 units of speech

### Arts - 1 Unit

1 unit of Arts (§2333), Dance (§2337), Media (§2354), Music (§2355), Theatre Arts (§2369) or Fine Arts Survey. \*

### Electives - 3 Units

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**Total - 24 Units**

\*Approved IBC-related course may be substituted for the 4th science or social studies or for the art course if the course is in the student's career area of concentration. (for Core 4 students only)

Criteria for promotion of students with characteristics of dyslexia served in Multisensory Structured Language Program:

If a student is in a Multisensory Structured Language Program, according to R.S. 17:7(11) the Louisiana Dyslexia Law, grades will be derived from that program in lieu of the local program. Students with characteristics of dyslexia served in Multisensory Structured Language Program will held to the same standard for promotion as all other regular education students.

**Grades 9-12**

Grade classification for high school students (excluding Pre-GED / Skills Options students) is as follows:

Freshman 9th grade – 1st year in high school

Sophomore 10th grade – 2nd year in high school and earned a minimum of 6 Carnegie units

Junior 11th grade – 3rd year in high school and earned a minimum of 11 Carnegie units

Senior 12th grade – 4th year in high school and earned a minimum of 17 Carnegie units

Grade classification for students with disabilities who are eligible for LAA1 is as follows:

Freshman 9th grade – 1st year in high school

Sophomore 10th grade – 2nd year in high school and earned a minimum of 5 credit and non-credit units

Junior 11th grade – 3rd year in high school and earned a minimum of 11 credit and non-credit units

Senior 12th grade – 4th year in high school and earned a minimum of 15 credit and non-credit units

A LAA1 student who is addressing curriculum at his/her functioning level in a regular education class will not earn a Carnegie unit for the course. A LAA1 student who is addressing grade level curriculum in a regular education class may earn a Carnegie unit. Grade classification for students with disabilities who are eligible for LAA2 will be determined by SBESE policy.

Attendance Requirements

To successfully obtain ½ Carnegie credit, a student may not miss more than 5 days per semester.

**Testing Programs**

The State testing program, LEAP for the 21st Century (LEAP 21), includes norm-referenced tests (NRT) and criterion-referenced tests (CRT). *i* LEAP (an augmented NRT) is administered to students in grades 3,5,6,7, and 9. LEAP tests, which include tests in English language arts, mathematics, science, and social studies, are administered to students in grades 4 and 8.

The Graduation Exit Examination (GEE 21) and LEAP Alternate Assessment, Level 2 (LAA2) is administered to students in grades 10 and 11. Students must achieve a passing score on all required components of GEE 21 or LAA2 and meet Carnegie unit requirements in order to graduate from high school.



## Louisiana Educational Assessment Program 2012–2013 Testing Schedule

Test	Grades/Courses	Testing Dates	Makeup Dates
Fall 2012 Retest Administration GEE and LAA 2 (grades 10 and 11)	Eligible retesters	October 22–26, 2012	
End-of-Course (EOC) Testing	Algebra I, Applied Algebra I, English II, Geometry, Biology, English III, U.S. History	December 3–19, 2012	
Spring Pretest Workshops		January 22–24, 2013	
LEAP Alternate Assessment Level 1 (LAA 1)	3 through 8, 10, and 11	February 4–March 15, 2013	
ELDA	K through 12		
GEE and LAA 2 (grades 10 and 11)	Eligible GEE and LAA 2 retesters and LAA 2 initial testers	March 4–8, 2013	
EXPLORE	8	March 4–8, 2013	
EXPLORE	9	March 19, 2013	
PLAN	10	March 19, 2013	
ACT	11	March 19, 2013	
Louisiana Educational Assessment Program (LEAP) (ELA/M/Sc/SS)	4 and 8	<b>Phase 1 Testing</b> March 19, 2013 LEAP: ELA Writing, And Math CR items <b>Phase 2 Testing</b> April 8–11, 2013 (remaining test items)	<b>Phase 1 Testing</b> March 20–21, 2013  <b>Phase 2 Testing</b> April 12–17, 2013
<i>Integrated</i> LEAP (iLEAP)	3, 5, 6, and 7	April 8–11, 2013	April 12–17, 2013
<i>ITBS</i>	2	April 8–11, 2013	April 12–17, 2013
LEAP Alternate Assessment, Level 2 (LAA 2)	4, 5, 6, 7, and 8	April 8–11, 2013	
EOC	Algebra I, Applied Algebra I, English II, Geometry, Biology, English III, U.S. History	April 23–May 23, 2013	
Summer 2013 Retest Administration GEE	Eligible retesters	June 25–27, 2013	June 28, July 1, 2013
Summer 2013 Retest Administration GEE (ELA/M)	4 and 8		
Summer 2013 Retest Administration GEE (grades 10 and 11)	Eligible retesters		
Summer 2013 Retest Administration EOC	Algebra I, Applied Algebra I, English II, Geometry, Biology, English III, U.S. History	June 24–28, 2013	
Daylight Saving Time Ends: November 4, 2012 Mardi Gras: February 12, 2013		Daylight Saving Time Begins: March 10, 2013 Easter: March 31, 2013	
Independence Day: Thursday, July 4, 2013			

## **V. Other Information**

### **Use of School Facilities (RPSBPM: KG)**

The Richland Parish School Board recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational need of communities. Use of school buildings by the community shall be considered a secondary function so as not to interfere with regular school-day programs of the students. School buildings may be used by the public only in instances where there is no personal gain by any person or any group of persons.

The sale and/or consumption of alcoholic beverages in school facilities and on Richland Parish School Board property shall be prohibited at all times. Smoking shall be prohibited in all school buildings.

### **REQUIREMENTS:**

When the use of school facilities by the community is desired, the user shall:

1. Sign a Use of School Facilities Agreement Form, which shall contain, but not be limited to, the following:
  - A. Waiver of any and all rights of recovery from the Board, its members, and the school district for any injuries or damages resulting from the use of school building facilities and grounds.
  - B. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase \$1,000,000 liability insurance identifying the Board as an additional insured. A certificate verifying the purchase of such insurance should be presented to the Board at least twenty-four (24) hours prior to use of the facilities.
  - C. A statement that the individual or group shall assume all responsibility for damages resulting from their use of facilities.
  - D. A statement that the facility shall remain smoke-free and that laws regulating use of drugs, alcohol and weapons be upheld.
  - E. The following use fee schedule shall be adhered to for the use of facilities:
    1. Cafeteria
      - a) A cafeteria employee shall be present while the kitchen area is being used. The employee shall be paid at a rate established between the school Principal and the group.
      - b) A \$100 deposit shall be required for the use of the kitchen area to insure the proper clean up. The deposit or part of the deposit may be refunded based on the time needed for the clean up.
      - c) There will be a fee schedule of \$10 per hour made payable to the Richland Parish School Board for the use of the cafeteria.
      - d) Any unforeseen expenses incurred by the Richland Parish School Board for the use of the cafeteria with payment of such expenses being agreed upon by the Principal and the group using the facility.

2. The use of other facilities
  - a) All activities must be scheduled with the school Principal with his approval and shall include a fee schedule of \$10 per hour.
  - b) Any unforeseen expenses incurred by the Richland Parish School Board for the use of the facility with payment of such expenses being agreed upon by the Principal and the group using the facility.
- F. A statement that no school facilities shall be used for hazardous activities as determined by the Superintendent.
2. In no way violate any law or ordinance in the use of the property.
3. Provide security as determined by the school administrator.
4. Pay a damage deposit as set by the Board.

### **GENERAL PROVISIONS**

The Board shall direct the Superintendent to maintain appropriate administrative regulations and procedures governing the use of school facilities. These regulations shall assure the following:

1. The principal shall be responsible for assuring that access to and use of school facilities by any group or individual is within Board guidelines. Use of facilities for other than school activities during school hours or when in conflict with school activities shall be prohibited except by special permission of the Superintendent. Access to facilities shall be strictly monitored by designated school personnel during such usage. Areas of any facility not intended for use shall be locked and properly safeguarded.
2. The use of any Board-owned or operated facility shall be prohibited for the purpose of political activities or activities prohibited by state and/or Board policies or considered in any way contrary to the best interests of the school system.
3. The use of food service facilities by groups outside of the food service department and/or food service organization shall be in accordance with the regulations outlined by the Superintendent and staff.
4. No person, club, or organization granted permission to use school facilities shall bring, or permit to be brought, into or onto or about such school facility any alcoholic beverage, drug, or weapon as defined by the laws of the State of Louisiana and/or policies and regulations of the Board. Smoking in the buildings shall also be prohibited.
5. The falsification of any information required or the failure to comply with all policies, regulations, and/or procedures shall result in the person, group, or organization being prohibited from using any school facility in the future.
6. The Board reserves the right, through the Superintendent, principal, or other designated person to cancel the use of any Board-owned or operated facility at any time when deemed in the best interest of the school system.
7. Fees charged for facility use shall be in accordance with the schedule of fees approved by the Board.
8. No hoofed animals shall be permitted on the athletic fields and/or any other area specified by the principal.
9. School plants shall not be used by an individual or group outside the school system for the purpose of making a profit.
10. Use of alcohol on facilities shall not interrupt the school's instructional program.

## **SPECIAL PROVISIONS**

### **Voting Precincts**

Use of school buildings for voting or polling places shall be authorized by the Board on the condition that election officials in charge on Election Day shall permit no loitering on the school premises. The principal shall determine where voting shall be held on school campuses. Arrangements for opening and closing the facilities shall be made with the principal of the school involved and compensation shall be made to the appropriate individual.

### **Civil Defense**

The Civil Defense director is authorized to use any and all necessary school facilities for emergency shelters or accommodations to help provide services to the public in the event of any declared emergency.

### **USE OF SCHOOL GROUNDS**

The public shall be allowed to use school grounds (excluding buildings) for recreational or sport purposes only during daylight hours and only during the time when classes or other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms or explosives or other dangerous weapons or alcoholic beverages shall be allowed on any school grounds.

No supervisory personnel shall be provided by RPSB during this time, and any person who uses the school grounds for the limited purposes set forth herein does so at his/her own risk. The Board shall assume no liability for any accident, injury, or loss suffered by any person using the school grounds under permission herein granted.

### **NONDISCRIMINATION**

No organization which discriminates against participants on the basis of race, sex, religion, disability or national origin, may make use of any facility owned by the School Board.

### **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.

### **Emergency Drills**

Special drill activities are planned 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 displayed in each room specifying the routes and procedures for evacuating the building.

### **Emergency Closing of Schools**

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.

### **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.

### **Child Nutrition Program**

The Richland Parish School System offers nutritious meals to students every school day at a reasonable cost. The computerized meal accounting system establishes an account, much like a checking account, for each student and keeps a record of each meal eaten, extras purchased, and all monies prepaid. Breakfast, lunch, and any extras are deducted from the student's account as he/she comes through the line. A student must state their student number when accessing his/her account. Checks made payable to the student's cafeteria assures parents that money sent goes directly to the student's account for meals. Money left on accounts at the end of the school year is carried over to the next school year. If a student transfers to another Richland Parish school, his/her money is transferred to that site. Parents/guardians may request a refund at the end of the school year by contacting the school cafeteria manager.

The United States Department of Agriculture and Louisiana Department of Education regulations permit a school system to deny a meal to a paying student when he/she arrives at school without lunch/breakfast money. The responsibility of insuring that a child eats every day rests with the parents/guardians, not the school system. A charge policy is posted in each school office and cafeteria. Reminder slips and letters are given to students when they need to bring more money. Parents are urged to contact the cafeteria manager periodically to check on their child's account. The best time to call is between the hours of 8:30 a.m. to 10:15 a.m. or 1:00 p.m. to 2:00 p.m.

Federal regulations mandate we must have a new household application every year for those families wishing to participate in free or reduced price meals.

Free/Reduced price meal applications OR direct certification letters are distributed to all students at the beginning of each school year. Applications are available from the school office. Applications are processed and notification letters of results are sent to households within ten (10) days of the Child Nutrition Program receiving the application. If you have not received notification within two (2) weeks of submitting the application, please contact us at (318) 728-5964 to confirm receipt/status. Due to federal regulations, the Child Nutrition Program cannot be responsible for lost or misdirected applications. No overt identification of free or reduced price meal status is made. Student accounts are noted either free, reduced price, or full price using a confidential code. All charges must be paid.

## **Meal Prices**

A price list is distributed at the beginning of each school year and is posted in the cafeteria. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

## **Physician Ordered Diets**

Any child with a food allergy, diabetes, chewing/swallowing disorders, or any serious medical condition may receive a food substitution with a physician's order, which includes the following information:

1. Name of the child.
2. Name of the condition.
3. Name of school.
4. Specifics concerning diet changes.
5. Dated signature of M.D., D.O., or dentist (from Louisiana or adjoining states) or a Louisiana licensed nurse prescriber.

This order must be renewed at the beginning of each school year and updated as often as necessary.

## **Insurance**

### **School Insurance**

Accident insurance may be purchased at school. One type covers accidents that happen at school only; the other provides twenty-four hour coverage. This insurance is not compulsory but has been valuable to many students.

### **Student Accident Insurance**

Student accident insurance is available to all students, with the school acting as service agent only. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. Information and enrollment envelopes will be given to students early in the year.

### **Statement on Coverage for Activities and Athletics**

Students participating in activities may be required purchase school insurance, provide proof of insurance, or sign a waiver form in the presence of a school official. Student activity insurance if provided is a secondary coverage that has limits for coverage.

## **NOTICE TO PARENTS**

As a parent of a student in the Richland Parish School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Louisiana State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

- Whether the Louisiana State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child's school principal.

## **GIFTED AND TALENTED PROGRAM**

As a positive means of identifying students as candidates for the Gifted/Talented Program, the Richland Parish School System has set the following eligibility criteria for screening.

### Kindergarten-Second Grade:

Students referred to the School Building Level Committee (SBLC) in these grades, will be screened by Pupil Appraisal Services using a criterion referenced measure that evidences high performance in academic and intellectual aptitude, demonstrated by screening results which fall in the 90-95 percentile range in reading and math.

### Third-Twelfth Grade:

Students referred to the School Building Level Committee (SBLC) in these grades, shall meet screening criteria by scoring at least one Advanced Level and one Mastery Level on the district-wide assessment (i.e., iLEAP, LEAP), in reading and math.

Any student who meets the parish screening criteria, will be tested for the Gifted/Talented program using the Criteria for Eligibility (Chapter 9, Part C) of the state requirements for classification found in Bulletin 1508-Pupil Appraisal Handbook-Title 28 Education Part C1.

For further information, please contact the principal of the school where the student attends or Joyce Smith, Supervisor, Pupil Appraisals Services, Richland Parish School Board, 318.728.5964 ext. 243.

## ***Richland Parish School Board Observation Protocol Form***

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 from the current Administrators' Handbook. Copies of this form will be available at the school.
  - Upon completion of the observation, the original copy of the form must be submitted by the parent to the principal or his designee. The principal will give a copy of the form to the parent.
  - FERPA regulations apply to classroom visitors. (See attached)
- 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: \_\_\_\_\_

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

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

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## 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**

## **Richland Parish NCLB Family Involvement Policy**

### **I. It is the Richland Parish Title I Family Involvement Policy to:**

Involve parents in the joint development of the Richland Parish Parental! Family Involvement Policy and in the process of school review and improvement.

A. Have an annual meeting in the Fall to inform parents of Richland Parish's participation in Title I, the requirements of the program, setting Parental Involvement goals and activities, information on the process of school review and improvement, the dissemination of Parent Handbook (including Parent Involvement Policy), and parents' right to be involved.

B. Make the parish and school's Parental/Family Involvement Policy available to parents at each school's annual "Back to School Night" in the fall. A copy of the parish and school policy is sent home in the school student handbook with every student at the beginning of the school year. Both the Parish Policy and the School Policy are available for parents at every parent meeting and parent-teacher conference meeting throughout the school year.

C. Provide parents with a copy of the LEA Consolidated Application and oral instructions on how to interpret it.

D. Organize a Parent Advisory Council (PAC) of parents representing each school in the LEA that receives Title I funds. The Richland Parish Parent Advisory Council is a group of people that represent each school receiving Title I services and programs in a school district along with representatives from the Richland Parish community (businesses, organizations, programs) and at least two (one-parent and one teacher/counselor) representatives are chosen from each Title I school at the beginning of the school year.

E. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I School Improvement programs by offering a flexible number of meetings at least three times per year.

F. Educate parents on goals, objectives and purpose of back to school night, curriculum nights, parent / teacher conference days by advising schools to notify parents and encourage parents to attend training and meetings

### **II. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective family involvement:**

A. Assist school in helping parent understand the No Child Left Behind Act, State Student Performance Standards and state and local assessments by organizing and presenting workshops for parents at the LEA school level.

B. Provide schools with materials and training to help coordinate literacy training, computer instruction classes, and parenting classes.

C. Educate teachers, pupil services personnel, principals, and other staff with the assistance of parents in the value and utility of parents as volunteers in schools.

D. Assist schools through the aid of ESL (English as Second Language) and Migrant Education personnel in sending information related to school and parent programs, meetings and other activities to the parents in the language used in the home.

- E. Assist schools in informing parents of existing family resource centers at back to school nights, in the parent handbooks, by flyers, media, and home/school teacher attendance at PT A and PTO meetings.
- III. Coordinate and integrate Part A family involvement strategies with those of other Programs, e.g., Head Start, and State run preschool programs.**
- A. Encourage primary schools to invite parents of children in preschool programs to professional development workshops and in-services offered at the LEA and school level.
  - B. Encourage principals and teachers of primary schools to visit Head Start, State-run preschool programs to collaborate curriculums.
- IV. Build the schools' and parents' capacity for strong family involvement.**
- A. Assist schools in spending family involvement allotment on items that will directly affect and increase the achievement of children.
  - B. Work with schools in designing school policies that include a well-defined plan, an outreach program, policies and procedures for implementation, school sponsored family activities, effective ways of communicating with parents and effective ways of reporting children's progress to parents.
  - C. Work with parents on the purpose of home/school/student compacts.
- V. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the Family Involvement Policy to determine the increased academic quality of the school.**
- A. Richland Parish Title I Family Involvement will conduct an *assessment/evaluation* of its program *annually*. The evaluation will focus on:
    1. The Family Involvement policy,
    2. How the program is linked to the community,
    3. Policies and procedures for implementing the plan,
    4. How sponsored family involvement activities are communicated to the parents; and
    5. Methods of reporting children's progress to parents.

At this level, a team consists of the chairperson of family involvement at each Title I school, the coordinator of family involvement, and members of the school level PAC (Parent Advisory Council) will do the evaluation. Each school will organize a parent advisory council of parents representing the Title I school. One member from each school council will be chosen to serve on the Parish Advisory council with the school parent advisor/coordinator to represent their school.

- B. The LEA will conduct an evaluation of each Title I school's family involvement program *annually*. The evaluation will focus on the family involvement policy:
  1. How the program reaches out to involve parents,
  2. School policy and procedures for implementation,
  3. School-sponsored activities,
  4. How the school communicates with parents; and
  5. How the school reports children's progress to parents.

Ideally, a school-based team composed of a teacher, administrator, and one or two parents should complete the results of this checklist together. As you compile the checklist results, collect sample material that illustrates the answers (e.g. a copy of the parental involvement plan, a pupil progress report form, an attendance sheet at a school function, etc.) Your school enrollment data will give you information regarding the race and national origin of your student population. Use this information to determine the representatives of the current family involvement program at your school and set future goals and objectives.

**Richland Parish School District Annual Parent Notice  
Right to request Teacher Qualifications**

School: Richland Parish School Board  
Right to Request Teacher Qualifications

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

Thank you for your interest and involvement in your child's education.

Sincerely,

Ken Newsom  
Program Improvement Supervisor  
Phone (318) 728-5964  
e-mail: [knewsom@richland.k12.la.us](mailto:knewsom@richland.k12.la.us)

**Richland Parish School District Public Notice**  
**Education Rights of Homeless Children and Youth**

The school district is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the following person who will provide information and assistance during the enrollment process:

Local Liaison Name: Ken Newsom Telephone: (318) 728-5964 ext. 278

School Address: Richland Parish School Board. 411 Foster Street Rayville. LA 71269

Who is considered "homeless"? Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are not sure, please call.

*What are the education rights of homeless children and youth?* Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

- a. Immediate enrollment in school and, when desired or feasible, at the "school of origin."
- b. Prompt provision of necessary services such as transportation and meal programs.
- c. Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, preschool.
- d. Academic assistance through the district's federally funded Title I program.
- e. Parent or guardian involvement school activities.

*What is the "school of origin"?* The term 'school of Origin' means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district's responsibility to consider the best interests of the child or youth when making a decision regarding what school to attend. Consideration must be given to placement at the school of origin unless doing so is contrary to the wishes of the parent or guardian.

*What if there is disagreement regarding school placement?* The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending.

The person indicated above will provide information and assistance regarding such an appeal.

No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education

## **Richland Parish NCLB, Title I Family Involvement LEA/School/Parent Compact**

**Mission:** Richland Parish Title I believes that it is the system's responsibility to assist schools in coordinating and implementing programs for and with parents that will address the needs of students, parents, families, communities, and the school.

To accomplish our mission we (Richland Parish School Board, Title I Schools, The parents of Title I Students) have promised to do the following:

### **RICHLAND PARISH TITLE I OFFICE PROMISES TO:**

- Assist schools carrying out requirements from federal, state, and local level as they pertain to Title I.
- Provide materials and training to help parents work with children in order to improve children's achievement;
- Educate teachers, principals, and other staff on the importance of family involvement;
- Coordinate and integrate family involvement programs and activities with other programs; and
- Provide assistance to parents in understanding the No Child Left Behind Act, the state's content standards, state and local assessments, and how to follow a child's progress.

### **RICHLAND PARISH TITLE I SCHOOLS PROMISE TO:**

- Develop a written Family Involvement Policy agreed upon by parents describing the means of carrying out Family Involvement requirements.
- Have an annual meeting to inform parents about the school's participation in Title I and their right to be involved.
- Offer a flexible number of meetings to involve parents in the planning, review, and improvement of Title I Programs.
- Provide parents with required school performance profiles and individual student assessment results, including an interpretation of such results.
- Provide students with a description and explanation of the curriculum in use at the school.
- Develop a school-parent-student compact for each student.
- Provide assistance to parents in understanding the No Child Left Behind Act, the state's content standards, state and local assessments, and how to follow a child's progress.
- Provide literacy training for parents.
- Coordinate the Pre-School curriculum and Family involvement activities with those of local Headstart and HIPPIY Programs.
- Develop appropriate roles for community-based organizations.
- Make sure that information related to school and parent programs is sent to the homes in the language used in the homes.
- Reserve and spend not less than one percent (1 %) of the school's Title I allocation to carry out Family Involvement activities.

## **AS A PARENT OF A TITLE I STUDENT, I PROMISE TO:**

- Attend meetings that will inform me about the Title I Program.
- Attend workshops that give insight into my child's assessments, results, and how to interpret results and profile sheets on my child.
- Attend conferences with teachers and students to develop a compact between the school, teacher, my child, and me.
- Adhere to the agreements I have made in the compacts. •

Volunteer in my child's school and / or classroom.

- Participate, as appropriate, in decisions relating to the education of my child ..
- Attend appropriate literacy workshops that will enhance the academic achievement of my child.
- Use the parent resource centers materials that will improve my parenting skills and provide me with the opportunity to learn more about the developmental stages of my child.

## VI. Student/Parent Signature Forms

Please complete this page and return it to your child's school so that we may have a record that you received this booklet.

Thank you,

RICHLAND PARISH SCHOOL SYSTEM

This is to certify that I have received and read a copy of the Family Handbook for the 2012-2013 school year.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please print)

### Parent or Guardian:

My son or daughter, who has signed above, understands the rules that he or she is to follow in using the Richland Parish School Board Technology System at school. I have talked to him/her to make sure that the rules are understood. I understand that the use of the internet has opened up vast resources for school entities in Richland Parish and throughout the United States. I understand that students now have opportunities to access research databases that heretofore were unavailable to many schools. I understand that the Richland Parish School Board Technology System opens up the possibility of students having access to possibly defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material by "surfing through the Internet". The Richland Parish School Board will use its best efforts as required by the Children's Internet Protection Act (CIPA), including filtering software, in order to limit such access and to restrict it to only those areas of educational value. However, I understand that no matter how much supervision and monitoring the Richland Parish School Board can utilize, there will always be the possibility of my child coming into contact with these sites. Notwithstanding this fact, I recognize the importance of my child becoming technologically aware in an increasingly technological society, and I consent to the use of the Richland Parish School Board Technology System when my child uses it while on school property. I also understand that if I do not wish to consent to the use of my child's photos and/or work for publishing on the district's website or in district publications, I should contact the school to refuse consent.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date