

## **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 NCLB, Title I Family Involvement Policy**

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

**1. 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. The Richland Parish Parental/Family Involvement Policy is disseminated to parents at every school's "Back to School Night" in the fall. A copy of the Richland Parish Parental Involvement Policy is sent home in the Richland Parish Parent handbook with every student at the beginning of the school year.

Richland Parish Schools have an annual "Back to School Night" in the fall and disseminate a copy of the school's Parental/Family Involvement Policy to the parents. A copy of the 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, the oral instructions on how to interpret it, and the website:  
<http://egmsp.doc.Louisiana.gov/LDEGMSWeb/logon.aspx>
- 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 flexible meeting times.
- 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 ELL (English Language Learner) 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.
- F. Notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, school boards, and schools. Parents may contact Louisiana Promise Parent Information and Resource Center for further information concerning No Child Left Behind and how to assist their children in meeting its requirements: Louisiana Promise, Volunteers of America Highland Center, 520 Olive Street, Suite C-4, Shreveport, LA 71104, Phone: 318-429-6968, Toll-Free Information Line: 1-866-751-6958

**III. Coordinate and integrate Part A family involvement strategies with those of other programs. e.g., Head Start, HIPPIY, Developmentally delay 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, HIPPY, Developmentally delayed, and 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, HIPPY coordinator, 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.

## PARENTAL INVOLVEMENT IN EDUCATION

The Richland Parish School Board recognizes that parental involvement must be a priority of the Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of *parental involvement* shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in Richland Parish, in collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

### DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
  - a) appointing to, and interacting with, each school's *School Improvement Team*, which is actively involved with assessing needs and addressing these needs in the school;
  - b) Conducting open public workshops on major issues;

- c) holding regular School Board meetings, with opportunities for the Board to receive public input and comments;
  - d) Requiring each school to conduct an annual open house meeting;
  - e) Encouraging school based parental organizations, such as PT A, PTO, TEAM, etc.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Richland Parish in planning and implementing effective parental involvement programs and strategies.
  3. Coordinate and integrate parental involvement programs with other programs that promote parental involvement.
  4. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of components and strategies of the Board's parental involvement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.
  5. Distribute to parents information about the Richland Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.
  6. Submit with *the No Child Left Behind (NCLB) Consolidated Application* plan to the Louisiana Department of Education comments of parents of participating children who are not satisfied with components of the parental involvement program.



7. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

### SCHOOL LEVEL RESPONSIBILITIES

As part of the parental involvement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Richland Parish School Board to:

1. Convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parental involvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the school wide parental involvement program plan.
4. Provide parents, especially those of participating children in NCLB programs:
  - a) timely information about educational and parental involvement programs;
  - b) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
  - c) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
7. If the school-wide parental involvement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

## SHARED RESPONSIBILITIES

As part of the parental involvement program, to build a capacity for involvement, the School Board *and* each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize

parental involvement and participation.

11. May adopt and implement model approaches to improving parental involvement.

12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.

13. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.

14. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.

15. Shall provide such other reasonable support for parental involvement activities as parents may request.

16. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school! reports required in a format, and to the extent practicable, in a language such parents understand.

#### PARENTS' RESPONSIBILITIES

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time:
2. Supervise completion of all homework assignments.
3. Assure proper hygiene and daily cleanliness of their children.
4. Make sure children are dressed properly, in accordance with the uniform or dress code.
5. Make sure that children get adequate amounts of sleep nightly.
6. Visit and discuss their child's academic progress regularly with teachers.
7. Discuss academic progress and school events regularly with their child.

8. Instill proper respect for parents, teachers, and other adults.
9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.
10. When feasible, attend school-sponsored programs in which their child may participate.
11. When feasible, join and be active in parent/teacher organizations.

#### Statement of Compliance

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*, in accordance with state law. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

#### SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - a) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - b) frequent reports to parents on their children's progress;

- c) reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
- d) Parental activities and/or contributions away from the school site that enhance academic achievement.

#### OTHER PROGRAMS

In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Richland Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PT A). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Richland Parish public schools.

Revised: May 13, 2003

Ref: 20 U.S.C. §6312, 20 U.S.C. §6319; La. Rev. Stat. Ann. §17:235.2; Board minutes, 5-13-03.

Richland Parish School Board

**ALCOHOL, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM**

The School Board shall require a comprehensive alcohol, drug, and substance abuse prevention education program be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades ten through twelve is involved for a minimum of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem.

Any student enrolled in school that is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug counseling program, or an equivalent approved by the Board.

Each school shall have a *substance abuse prevention team*, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings in writing and make appropriate recommendations for treatment, counseling, or other appropriate action to the principal of the school.

DRUG-FREE ZONES

It is unlawful to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 1000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property.

Revised: April 4, 2000

Ref: La Rev. Stat. Ann. §§ 14:403.1, 17:402, 17:403, 1740.1, 17405, 17416

Richland Parish

# Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - o School officials with legitimate educational interest;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to a student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school



## **STUDENT DRUG TESTING**

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, 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, Richland Parish School Board Policy JGCD, 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, possibly even fatal to students who abuse drugs. In recent times, an increase in the use of illegal substances by students has caused concern. School principals, school boards, law enforcement, and parents have expressed these concerns.

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:

- 1) serve as a deterrent to drugs being brought to school
- 2) help identify students who need drug abuse assistance
- 3) help reduce or remove drug use from our school system
- 4) strengthen the parent/school relationship
- 5) provide a position and course of action for community confidence
- 6) improve the overall safety of our school campuses

#### DRUG TESTING PROCEDURES

I. Students not included in school athletics or designated extracurricular groups.

All students in grades 7-12, with parental consent, may volunteer to be tested by random selection or upon reasonable suspicion. Consent forms shall be obtained from parents for each student being tested. Should a parent desire that their child be tested, the child will be included in the randomly selected pool. Students testing negative on their first test can be retested again according to the random selection process of 5% each year.

Students may be chosen based upon a reasonable suspicion for the following reasons:

1. aggressive behavior toward other students or faculty and staff
2. lethargic behavior characteristic of use of certain drugs

Parent refusal to allow a student to participate in drug testing will not prevent the enforcing of other discipline policies of Richland Parish School Board.

II. Students involved in school athletics or designated extracurricular groups (DECG).

All students who participate in athletics or DECG, including managers, will be drug tested as a group in a uniform manner at the beginning of the first individual sport or group participation and be subject to testing in the randomly selected pool of 5% each school year.

Students who participate in the extracurricular groups, herein referred to as DECG, will be tested prior to that group's first official performance/contest of the school year.

Students may be chosen based upon a reasonable suspicion for the following reasons:

- 1) Aggressive behavior toward other students or faculty and staff

- 2) Lethargic behavior characteristic of use of certain drugs

The designated extra-curricular groups are as follows:

- 1) Band-performance groups
- 2) Choir-performance groups
- 3) Cheerleaders
- 4) Dance/Drill Team
- 5) Athletes
- 6) JROTC Drill Teams
- 7) Rifle Teams

It is the position of the Richland Parish School Board and its schools that participation in a school DECG is a special privilege and carries an added responsibility of representing the school in a unique way. Therefore, these tests will be strictly enforced and participation will be mandatory, since the parents/guardians have freely chosen to allow their sons/daughters to participate in the DECG activity. No student shall be tested unless both the parent(s) and the student sign a form giving permission to have the test performed. By signing, the parent(s) and the student acknowledge that they have consented to the administration of the test and waive any claim of an invasion of privacy and waive any objection to the necessary action in the furtherance of these safety procedures. The refusal of a student/parent to allow tests to be administered shall serve as an acknowledgement that the student has voluntarily chosen not to participate in the DECG program for that school year.

Parents, by their signature, release the school's DECG departments from any responsibility in connection with the administration of test results, warranties as to the accuracy of said tests, and medical procedures used by the referring laboratory.

Students who transfer to a school during the year will be added to the list if they choose to participate in DECG activities.

Procedure for students who are non-athletes and non-DECG testing positive as a result of selective testing:

"Positive" Tests:

1. If the student's drug test indicates positive results, a second test may be administered as soon as possible to confirm the result. If the student confirms the results of the first test, a second test need not be administered. Parents shall be notified of positive test after the second test. If the second test is negative, no further action will be taken. If the second test is positive, the following action will be taken:

**A. First Offense**

- 1) Notify the parent or guardian
- 2) Student shall be given a choice from the following options:
  - a) Participating in assistance programs and testing negative on a drug test before being allowed to participate in the school's activity. The test shall be at the expense of the parent.
  - b) Student may be suspended from school.
  - c) Attendance at interscholastic contests will be left to the discretion of the principal. A conference shall be scheduled with the appropriate school personnel, parent, and the student concerning referral recommendations.

**B. Second Offense**

- 1) Notify parent or guardian.
- 2) Assignment to detention
- 3) A conference with the student, parent, and appropriate school personnel.

**C. Third and Successive Offense**

- 1) Notify parent or guardian
- 2) Student is suspended from participating in on campus (activities, educational endeavors, school programs) for the remainder of the calendar year.

In order for the student to reenter an on campus school program, he/she must voluntarily submit documentation of a negative drug screen and completion of a drug treatment program. Furthermore, the student shall continue to be randomly drug tested for the current year and must remain free of drugs.

D. Penalties shall be cumulative beginning with and throughout the student's participation in athletic/extracurricular activities through his/her junior and senior high school career. If a screening result is questioned, the student may be tested again at the student's expense. The screen must be in line with Richland Parish School Board's designated laboratory specifications and guidelines. If there is a discrepancy in the two tests, the Richland Parish School System will screen the athlete again.

NOTE: 1) It is imperative to note that these procedures are to be used only for the appearance of non-apparent controlled substances. Consequently, if a student is apprehended by anyone as a result of being in possession of alcohol and/or illegal controlled substance the regular school discipline policies shall apply.

NOTE: 2) Parents of students who refuse drug testing and students who refuse drug testing will result in the student being disciplined according to Richland Parish School Board policy.

Procedure for students participating in athletics/extracurricular testing positive:

"Positive" Tests:

2. If the student's drug test is positive, a second test shall be administered as soon as possible to confirm the result. Parents shall be notified after the second positive test. If the second test is negative, no further action will be taken. If the second test is positive, the following action will be taken:

A. First Offense

- 1) Notify parent or guardian
- 2) Student shall be given the option of:
  - a) Participating in assistance programs and testing negative on a drug test before being allowed to participate in the school's athletic program. The test shall be at the expense of the parent.
  - b) Suspension from participating in athletics or DECG for the next two interscholastic contests or the next two (2) weeks of scheduled games whichever is longer. The student may continue to practice with the team or group, but attendance at interscholastic contests will be left to the discretion of the coach/sponsor. A conference shall be scheduled with the appropriate school personnel, parent, and the student concerning referral recommendations.

In order for the student to reenter and athletic/DECG, verification of a negative drug screen and written documentation of involvement in drug education counseling is required at a conference with appropriate school personnel, parent, and the student. If a student tests positive during a period of the school year that his/her sport/DECG is not active, the counseling requirement must still be met.

**B. Second Offense**

- 1) Notify parent or guardian
- 2) Student shall lose eligibility for the next six (6) weeks of scheduled activities in which the student is a participant. This loss of eligibility includes participating with the team or group. A conference with the student, parent, and appropriate school personnel will be held. As stated *above*, if a student tests positive when he/she is not actively participating in a sport/DECG, the counseling requirement must be met.

**C. Third and Successive Offense**

- 1) Notify parent or guardian
- 2) Student is suspended from participating in athletic/DECG for the remainder of the calendar year.

In order of the student to reenter and athletic/OECG, he/she must voluntarily submit documentation of a *negative* drug screen and completion of a drug treatment program. Furthermore, the student shall continue to be randomly drug screened for the current year and must remain free of drugs.

**D. Penalties shall be cumulative beginning with and throughout the student's participation in an athletic/extracurricular *event* through his/her junior and senior high school career.**

If a screening result is questioned, the student may be tested again at the student's expense. The screen must be consistent with Richland Parish School Board's designated laboratory specifications and guidelines. If there is a discrepancy in the two tests, the Richland Parish School System will screen the athlete again.

NOTE: 1) It is *imperative* to note that these procedures are only to be used for the appearance of non-apparent controlled substances. Consequently, if a student is apprehended by anyone as a result of being in possession of alcohol and/or illegal controlled substances, regular school discipline policies shall apply.

NOTE: 2) The drug screening will become a part of the regular health examination form of Richland Parish School System athletes.

A student who refuses to be retested shall be dismissed from all DECG programs.

CONFIDENTIALITY

The results of the drug test shall be kept strictly confidential with the principal and the coach or sponsor of the DECG. Parents of students whose tests yield a positive result shall meet immediately with the principal. The results of a positive drug screen will result in the Principal following the Richland Parish School Board Alcohol and Drug Use Procedure.

### LAB

The drug testing shall be done by the Richland Parish School Board's designated laboratory or other approved method of testing. The specimens collected will be tested only for the prohibited drugs listed below. The testing firm shall collect the specimen and verify the chain of custody and reporting results. (Testing will be done by urine sampling.) The specimens shall not be tested for any disease or conditions other than drug use. Those students to be tested, who are not involved in OECG, shall be randomly selected by computer at the laboratory. Random selection shall be generated by student ID or social security number.

The drug test shall screen for the following classes of drugs: 1) Cocaine, 2) Amphetamines, 3) Cannabinoids (marijuana), 4) Alcohol, and 5) Meth.

### NOTES

1. If a student is/has been taking medication, he/she shall indicate this prior to the administration of the drug test and identify the prescribing physician.
2. The principal of each school shall be required to have a signed consent form on file for every student that will participate in the drug-testing program.
3. The school will have a drug-testing committee for the purpose of implementation of this program. The committee will be composed of the principal, OECG directors, and the Superintendent.
4. It is imperative to note that these procedures are only to be used for the appearance of non-apparent controlled substances. Consequently, if a student is apprehended by anyone as a result of being in possession of alcohol and/or a controlled substance, the regular school discipline policies shall apply.

### IMPLEMENTATION

1. Each school involved shall be required to send home a letter and a parental consent form.
2. It is important that both the parent and the student be informed that drug testing will be forthcoming at the earliest possible date in the school calendar. It is imperative

that consent forms be disseminated and returned as soon as selection process for participation in the DECG is complete.

3. Principals will ensure that the consent forms are returned for their files. These consent forms need to be kept strictly confidential. No student is to be tested without a fully signed consent form.
4. The laboratory personnel will come to the school to test students at a date agreed to by the Superintendent and the lab officials.
5. Random student testing shall be 5% representation each year.
6. If the need arises for a meeting, a lab representative can be contacted to speak with parents/students about the drug testing procedure and policy.
7. In the case of a positive drug test, the principal will submit to the coach or DECG sponsor and/or parent a copy of the following information:
  - a) a letter stating recommended disciplinary action
  - b) a letter stating the length of suspension from the group
8. The principal shall assure that the procedure is understood and followed if a student tests positive.

#### RANDOM TESTING

1. The principal/designee shall receive an alphabetical list of names of students to be tested one or two days prior to testing. The list will be generated by the lab test administration committee.
2. The principal/designee will call students to the office and direct them to the designated place for testing.

#### SELECTIVE TESTING

1. Students for selective testing may be recommended by the principal of designee.
2. Prior to selective testing approval must be given by the Superintendent or his/her designee.

#### TESTING SITE

1. The testing site is to be determined by the Child Welfare and Attendance Officer/lab official.



2. The lab official shall place the identifying number on the testing bottle label.
3. The student and school official will review the medication portion of the consent form and update as needed.
4. Students shall be monitored as they enter the restroom, while in the restroom, and as they exit the restroom.
5. Each student shall initial the label after sample has been collected and sealed by the lab official.
6. The lab official shall handle collection, sealing, and initialing in the designated testing area. A school official shall be in the restroom only to monitor the process.
7. Students shall not be allowed to bring any personal possessions to the test site or into the restroom.
8. Students will be given a prepared note to return to class. The time shall be designated on the note.

Approved July 11, 2006

Ref: La. Rev. Stat. Ann. §§17:81, 40:961, 49:1111 et seq.; Board minutes, 9-7-99, 127-04, 4-19-05.

## EQUAL EDUCATION OPPORTUNITIES

It shall be the policy of the School Board that the school district shall place emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program or activity on the basis of race, color, disability, religion, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Superintendent shall designate a member of the staff to investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action.

Adequate procedures shall be maintained to provide for prompt and equitable resolution of student complaints.

Ref: 20 U.S.e. §1401 et seq.; 20 U.S.c. §1681 et seq.; 29 U.S.e. ~§621 et seq.: 29 USe. P94; 42 U.S.e. § 1983; 42 U.S.c. §§2000c (1-9); 42 U.S.c. §§2000d (1-6); Singleton v. Jackson Municipal Separate School District, 419 F.2d 1211 (5th Cir. 1969); Ross v. Moffitt, 94 S.Ct. 437 (1974); San Antonio Independent School District v. Rodriguez, 93 S.Ct. 1278 (1973); Regents of University of California v. Bakke, 98 S.Ct. (1978).

**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: Catherine Bailey Telephone: (318) 728-5964

School Address: Richland Parish School Board 441 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, and 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, and 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.

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

School: \_\_\_\_\_

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

Dear Parent of Guardian:

Our school receive federal funds for Title I programs that are part of the *No Child Left Behind 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. You can also visit the Louisiana Department of Education website to verify a teacher certificate at:

<https://www.teachlouisiana.net/Certification/searchcertificationpNET.asp>

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

Sincerely,

Catherine Bailey  
Program Improvement Supervisor  
318-728-5964 ext 278  
cbailey@richland.k12.la.us