

# **ATTENTION PARENTS OF STUDENTS GRADES K-12**

**THE FOLLOWING STATEMENTS MUST BE SIGNED  
AND RETURNED TO THE SCHOOL YOUR CHILD  
ATTENDS WITHIN ONE WEEK OF RECEIVING THIS  
HANDBOOK.**

**REMOVE THIS FORM CAREFULLY, SIGN THE FORM  
AND SEND IT TO YOUR CHILD'S SCHOOL. RETAIN  
THE HANDBOOK FOR YOU AND YOUR FAMILY.**

**As students and parents/guardians, we agree to comply with  
attendance regulations as stated in this handbook, to be on  
time and to diligently work toward completion of class and  
homework assignments.**

**WE HAVE READ THE INFORMATION IN THIS  
HANDBOOK AND AGREE TO COMPLY WITH  
ATTENDANCE AND CLASSROOM/SCHOOL  
REGULATIONS AND REQUIREMENTS AS STATED. WE  
ALSO AGREE TO ATTEND ALL REQUIRED  
PARENT/TEACHER/PRINCIPAL CONFERENCES.**

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Student's Signature**

# Student Handbook And Code of Conduct



**Vernon Parish School Board**  
201 Belview Road  
Leesville, Louisiana 71446  
**Jackie D. Self**  
**Superintendent**

**VERNON PARISH SCHOOL BOARD  
STUDENT HANDBOOK  
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**President  
Michael Perkins**

**Superintendent  
Jackie D. Self**

**Vice-President  
Randi Gleason**

**Vernon Parish School Board**  
201 Belview Road  
LEESVILLE, LOUISIANA 71446  
(337) 239-3401  
Fax (337) 238-5777

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**BOARD MEMBERS:**

**District One            July 1, 2012**  
 Doug Brandon  
 Randi Gleason  
 Mel Harris  
 Robert Pynes, Jr.  
 Steve Woods

**District Two**  
 Jerry L. Jeane

**District Three**  
 Richard Schwartz

**District Four**  
 Randy Martin

**District Five**  
 Mike Perkins

**District Six**  
 Vernon L. Travis, Jr.

**District Seven**  
 John Blankenbaker

**District Eight**  
 Gerald Cooley

**Dear Parents and Students:**

**Welcome to the Vernon Parish School System. We appreciate the opportunity to serve your family.**

**The Vernon Parish School System is currently ranked 6<sup>th</sup> in the State on the State District Performance Score. We continue to strive to provide quality educational experiences for our students. Thank you for partnering with us to provide unique and challenging opportunities for your children.**

**This booklet contains some basic information that we hope will benefit you. If you have questions that are not answered in this handbook, you may contact your child’s principal, the Director of Child Welfare and Attendance at the Central Office, or you may visit our website ([www.vpsb.k12.la.us](http://www.vpsb.k12.la.us)).**

**We are very proud of our educational system and hope that you will call upon us to answer any questions you might have or to assist you in any way.**

**Again, thank you for the privilege of serving you.**

**Sincerely,**

**Jackie D. Self  
Superintendent**

“An Equal Opportunity Employer”

## Directory of Vernon Parish Schools

School	Location	Phone	Principal	Grades	Enrolled
Anacoco Elementary	Anacoco, LA	239-3040	Kevin Dowdle	PreK-6	520
Anacoco High School	Anacoco, LA	239-3039	Norman Beason	7-12	355
East Leesville Elementary	Belview Rd Leesville, LA	239-4966	Ramona Bennett	PreK-1	348
Evans School	Evans, LA	286-5289	Mike Kay	PreK-12	328
Hicks School	Hicks, LA	239-9645	Randy Lansdale	PreK-12	314
Hornbeck School	Hornbeck, LA	318- 565-4440	Cecil Richmond	PreK-12	428
Leesville High School	Berry Ave Leesville, LA	239-3464	Mark Freshley	9-12	905
Leesville Jr. High School	Berry Ave Leesville, LA	239-3874	Angel Williams	7-8	601
V.P. Optional School	Nolan Trace Leesville, LA	239-0338	Roger Rolon	9-12	---
Pickering Elementary	LeBleu Rd Leesville, LA	537-3394	Dwain Ducote	PreK-6	646
Pickering High School	LeBleu Rd Leesville, LA	537-1555	Hubert Jordan	7-12	426
Pitkin School	Pitkin, LA	318- 358-3121	Kevin Lambright	PreK-12	515
North Polk Elementary	Ft. Polk, LA	537-5109	James Wesley	PreK-1	491
South Polk Elementary	Ft. Polk, LA	537-8120	Charles Balthrop	2-4	517
Rosepine Elementary	Rosepine, LA	463-4203	Mitzi Martin	PreK-6	747
Rosepine High School	Rosepine, LA	463-6079	Steve Thomas	7-12	516
Simpson School	Simpson, LA	383-7810	Lee Coriell	PreK-12	319
Vernon Middle	Nona St. Leesville, LA	239-3836	Cassandra Wilson	5-6	550
West Leesville Elementary	Abe Allen Dr. Leesville, LA	239-2330	Joan Simmons	2-4	526
V.P. Central Office	Belview Rd Leesville, LA	239-3401	Tom Neubert		

9,064

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Michael Perkins

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**District Seven**  
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**District Eight**  
Gerald Cooley

**July 1, 2012**

**Dear Parent/Guardian:**

**According to Section 1111(h)(2)(E)(6): Parents Right-To-Know of the No Child Left Behind Act, we are required to notify you that you may request information regarding the professional qualifications of your child's classroom teacher and/or paraprofessional.**

**Upon your request, information concerning the qualifications of your child's teacher and/or paraprofessional will be provided by the principal in either a written or oral response. Additionally, if a substitute teacher is assigned to a classroom for four or more weeks, the principal will inform the parents in a timely manner of the academic preparation of the substitute.**

**We are confident in the abilities of all our teachers and paraprofessionals. We have made every effort to provide the best qualified teacher and/or paraprofessional available for your child.**

**Should you request any further information, please contact your child's principal.**

**Sincerely,**

**Jackie D. Self  
Superintendent**

“An Equal Opportunity Employer”

## Attendance Rules and Regulations

**The Law** – The only valid reasons for absences from school are: personal illness, serious illness in the family, death in the immediate family, or observances of established religious holidays.

The Louisiana Compulsory Attendance Law is contained in Act 109 of the Legislature, paragraph 226 of Louisiana Law. It further states that persons who habitually violate this compulsory attendance law will be prosecuted by the courts. (Prosecution will normally include parents, as well as children and will be preceded by sufficient notification.) The penalty for habitual violations ranges from fines to actual jailing of parents and placing students in correctional facilities.

The Board of Elementary and Secondary Education at its regular meeting on July 28, 1993 adopted new attendance requirements for students attending public schools. The requirements are now in affect, and are stated here.

In order to be eligible to receive grades, high school students shall be in attendance a minimum of eighty-three (83) days per semester. Elementary students shall be in attendance for one hundred sixty seven (167) days per year. The days absent for elementary and secondary students shall include excused absences, and suspensions.

Students shall be considered excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and shall be given the opportunity to make up the work missed.



### School Board Members

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#### **District Eight**

Gerald Cooley

Students shall not be excused from any absences other than those listed and shall be given failing grades in those subjects for those days missed, with no make-up work allowed.

Students missing school as a result of suspension shall be assigned school work missed and may receive up to fifty percent (50%) credit for such work if it is completed satisfactorily and timely as determined by the principal, upon the recommendation of the student's teacher. Students will be given one day for each day missed to make up work.

The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the principal or designee. Extenuating circumstances are as follows:

1. Extended personal physical or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation after an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.

Procedure – Students returning to school after an absence are to obtain an admit slip from the office at the beginning of the school day. A student will be expected to bring a note from one of his parents stating the reason for the absence. Anyone failing to have this note will be dealt with in a manner prescribed by the principal.



### **Perfect Attendance**

Perfect Attendance = 100% of every school day not including school approved trips.

Excellent Attendance = 3 or less days or any combination of hours equal to 3 or less school days.

## **Vernon Parish Student Dress Code**

The policy of the Vernon Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum, creates a safety concern or possibly creates a health concern. The principal of each school will make the final decision as to what is considered proper or improper dress according to the following minimum guidelines.

Students are expected to dress in a neat and appropriate manner at all times. Clothing should be clean and in good taste. Extremes in style, fit and grooming will not be permitted.

1. **Hair** - - must be neat, clean, and cut off the eyes. Design, colors, and/or styles that distract from the learning environment and/or student's performance are prohibited. No picks or combs (other than those designed for a hair style) are permitted.
2. **Facial Hair** - - Male students are prohibited from wearing beards or goatees. Sideburns may be worn to the base of the earlobe. Students may wear a neatly trimmed mustache. Students with a skin condition will be dealt with on an individual basis.
3. **Articles of Clothing**
  - Shirts/blouses and T-shirts and jerseys will be sized appropriately, buttoned and tucked in at the waist.
  - Sweaters and sweatshirts should be no longer than hip length.
  - Sleeveless blouses or shirts which reveal undergarments, tank tops, spaghetti straps, muscle shirts, cut off shirts, bare midriffs, halter shirts, crop tops, tube tops, and mesh shirts shall not be worn.
  - Pants and trousers must be appropriately sized, must be of a regular ankle length and have a hem or cuff.

- Pants, trousers and shorts shall be worn at the waist (not in a “sagging” manner). Pants with loops shall require belts. No excessively tight or loose pants/trousers shall be permitted. Shorts may be worn at the discretion of the principal. If permitted, shorts will not be worn more than three (3) inches above the knee while standing, and they must be worn on the waist.
- Skirts, skorts, jumpers and dresses are permitted. Boxers, short-shorts, mini-skirts, sarongs, sundresses, backless, strapless and/or cut-out/see-through dresses are not permitted. All clothing must be hemmed. Length will be no shorter than three (3) inches above the knees.
- Warm-ups, jogging and/or sweatsuits are permissible only in physical education classes as long as they are sized appropriately and are not sheer and/or see-through.
- Clothing that advertises any alcoholic beverages, tobacco, or drugs, or those with obscene or offensive printing on them will not be permitted.
- No student (male or female) will be permitted to bring or wear cap(s), hat(s), skull cap(s), and/or bandanna(s) on school property, including school buses, during the regular school day, unless otherwise notified by the administration. This prohibition extends to any school related field trips taken by students during the school year.
- Appropriate footwear, with backs or straps, must be worn and secured around the heel at all times during the school day. Shoes with laces will be kept tied and neat at all times.
- Jewelry - - Male students may not wear earrings. Female students are permitted to wear earrings in the ears only.
- Sunglasses, other than prescription are not permitted.

## Uniform Information for 2012-2013

1. The school uniform policy will be part of the school dress code and will require the following colors and styles:
  - Khaki bottom pants, shorts, skirts, jumpers, skorts, culottes, etc. (***No Jeans or Sweat Pants***)
  - All tops shall be of uniform style (Polo/oxford) with sleeves and be of solid colors of white or additional colors as follows. (North Polk, South Polk, West Leesville, East Leesville, Vernon Middle, Leesville Jr. High and Leesville High–Black) (Pickering Elementary and Pickering High–Red) (Anacoco Elementary–Navy Blue or Purple) (Rosepine Elementary and Rosepine High-black and purple).
  - If pants/shorts, etc. have belt loops, a black or brown belt must be worn. Tops must have a collar and be worn tucked in, and all pants must be straight legged. Special needs may be considered. No cargo type pants (outside pockets) or shorts will be allowed.  
\*Sweater/sweatshirts worn over uniform shirts indoors must be of uniform colors. Any color coat or jacket may be worn.
  - Socks will be one of the uniform colors.
  - No designer labels are to be worn on the clothes.
  - No T-shirts will be worn except the school spirit shirts. These will be worn on special days designated by the principal. Khaki bottoms will be worn with the school spirit shirt.
  - Shoe styles are optional. Backless sandals/shoes are not permitted. Sandals/shoes that have a heel higher than one inch are not permitted.
  - No cleats, caps/hats, or sunglasses.

2. Any special occasions for different attire approved by the principal will be allowed.
3. Students entering school will be allowed two weeks to purchase uniforms and comply with the policy. After this “grace” period, students attending school without the proper uniform will not be allowed to go to class. Parents will be called to pick them up or bring the proper uniform. Continued flagrant violation of the uniform policy will result in student being suspended from school.

### **Access To Records**

1. 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.

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

2. 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.
3. Directory information may be disclosed without written consent of a parent or eligible student. This includes: name, address, telephone number, date/place of birth, grade level, participation in activities and sports, and other information listed in policy JR of the School Board Manual.

### **Vernon Parish Parental Involvement Policy**

The Vernon Parish School Board recognizes that parental involvement must be a priority of the Board for children to learn and achieve 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 Vernon 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.

2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Vernon 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. Distribute to parents information about the Vernon 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.
5. Submit with the No Child Left Behind (NCLB) combined 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.
6. 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.

## Curriculum Offerings

Innovation in learning is the key to success in Vernon Parish. The following is an overview of available programs.

Character Education - - Each school will incorporate the six Pillars of Character: Trustworthiness, Responsibility, Fairness, Caring, Respect and Citizenship as a year long program of activities.





## Dual Enrollment

Juniors and seniors enrolled in Vernon Parish Schools have the opportunity to take college and technical college courses and earn post-secondary and high school credit from a single course through a dual enrollment program.

The advantages of dual enrollment are:

- Saves money
- Provides high school and college credit at the same time
- Accelerates college careers and provides a quality education experience close to home
- Provides enrollment opportunities at the college campus, or at the local high school during regular school hours or evenings
- Provides general education course offerings transferable to most in-state colleges
- Provides students access to the same course content and curriculum that is offered on the college campus
- Provides highly qualified teaching faculty who meet the criteria set by the Southern Association of Colleges and Schools (SACS) Commission on Colleges or the Council on Occupational Education
- Provides access to college resources, facilities and services such as advising, career counseling and mentoring.

By attending during the summer, students may be able to earn both a high school diploma and a college certificate from LTC –Lamar Salter at the same time.

It is possible to earn 24 college credit hours before graduating from high school!

## High School Graduation Requirements

For incoming freshmen in 2008-2009 and beyond, the 24 units required for graduation shall include 16 required units and 8 elective units for the Louisiana Core Curriculum, or 21 required units and 3 elective units for the Louisiana Core 4 Curriculum.

### Minimum Course Requirements for High School Graduation

For incoming freshmen in 2008-2009 and beyond who are completing the Louisiana Core Curriculum, the minimum course requirements for graduation shall be the following:

English	4 units
Shall be English I, II, and III, and English IV or Senior Applications in English	
Mathematics	4 units
Algebra I (1 unit), Applied Algebra I (1 unit), or Algebra I-Pt. I and Algebra I-Pt. 2 (2 units) Geometry or Applied Geometry The remaining units shall come 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 locally initiated elective approved by BESE as a math substitute.	
Science	3 units
Shall be the following: 1 unit of 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 courses: 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 locally initiated elective approved by BESE as a science substitute. <ul style="list-style-type: none"> <li>• Students may not take both Integrated Science and Physical Science</li> <li>• Agriscience I is a prerequisite for Agriscience II and is an elective course.</li> </ul>	
Social Studies	3 units
Shall be the following: 1 unit of American History, ½ unit of Civics or AP American Government, and ½ unit of Free Enterprise or 1 unit of Civics including a section of Free Enterprise*; 1 unit from the following: World History, World Geography, Western Civilization, or AP European History. *Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics with a section of Free Enterprise.	

Health Education	½ unit
JROTC I and II may be used to meet the Health Education requirement. Refer to §2347.	
Physical Education	1 ½ units
Shall be 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*	
<b>TOTAL</b> *Take effect for incoming freshmen in 2010-2011 and beyond.	24 units

For incoming freshmen in 2008-2009 and beyond who are completing the Louisiana Core 4 Curriculum, the minimum course requirements shall be the following.

English	4 units
Shall be English I, II, III, and English IV	
Mathematics	4 units
Algebra I, Applied Algebra I or Algebra I-Pt. 2 Geometry or Applied Geometry Algebra II The remaining unit shall come from the following: Financial Mathematics, Math Essentials, Advanced Math—Pre-Calculus, Advanced Math—Functions and Statistics, Pre-Calculus, Calculus, Probability and Statistics, Discrete Mathematics, or a locally-initiated elective approved by BESE as a math substitute.	
Science	4 units
Shall be the following: 1 unit of Biology 1 unit of Chemistry 2 units from the following courses: 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 locally initiated elective approved by BESE as a Science substitute. <ul style="list-style-type: none"> <li>• Students may not take both Integrated Science and Physical Science</li> <li>• Agriscience I is a prerequisite for Agriscience II and is an elective course.</li> </ul> A student completing a Career Area of Concentration may substitute one of the following BESE/Board of Regents approved IBC-related course from within the student's Area of Concentration for the 4 <sup>th</sup> required science unit.	

Advanced Nutrition and Foods, Food Services I, Allied Health Services II, Dental Assistant II, Emergency Medical Technician-Basic (EMT-B), Health Science II, Medical Assistant II, Sports Medicine III, Advanced Electricity/Electronics, Process Technician II, ABC Electrical II, Computer Service Technology II, Horticulture II, Networking Basics, Routers and Touting Basics, Switching Basics and Intermediate Routing, WAN Technologies, Animal Science, Biotechnology in Agriscience, Equine Science, Forestry, Horticulture, Small Animal Care/Management, Veterinary Assistant, Oracle Academy Course: DB Programming with PL/SQL	
Social Studies	4 units
Shall be the following ½ unit of Civics or AP American Government, and ½ unit of Free Enterprise or 1 unit of Civics including a section of Free Enterprise* 1 unit of American 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, Law Studies, Psychology, Sociology, Civics (second semester ½ credit) or African American Studies. NOTE: Students may take two half-credit courses for the fourth required social studies unit. A student completing a Career and Technical Area of Concentration may substitute one of the following BESE Board of Regents approved IBC related course from within the student's Area of Concentration for the fourth required social studies unit: Advanced Child Development, Early Childhood Education II, ProStart II, T & I Cooperative Education (TICE), Cooperative Agriculture Education, Administrative Support Occupations, Business Communication, Cooperative Office Education, Entrepreneurship-Business, Lodging Management II, Advertising and Sales Promotion, Cooperative Marketing Education I, Entrepreneurship Marketing, Marketing Management, Marketing Research, Principles of Marketing II, Retail Marketing, Tourism Marketing, CTE Internship, General Cooperative Education II, STAR II. *Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics with a section of Free Enterprise.	
Health Education	½ units
JROTC I and II may be used to meet the Health Education requirements. Refer to §2347.	

Physical Education	1 ½ units
Shall be Physical Education I and Physical Education II, or Adapted Physical Education for eligible special education students. A maximum of four units of Physical Education may be used toward graduation. NOTE: The substitution of JROTC is permissible.	
Foreign Language	2 units
Shall be 2 units in the same foreign language or 2 speech courses	
Arts	1 unit
1 unit Fine Arts Survey or 1 unit of Art (§2355). Theatre Arts (§2333), or Applied Arts. A student completing a Career and Technical Area of Concentration may substitute one of the following BESE/Board of Regents approved IBC-related course from within the student's area of concentration for the required applied arts unit: Advanced Clothing and Textiles, ABC Carpentry II TE, ABC Electrical II TE, ABC Welding Technology II, Advanced Metal Technology, Advanced Technical Drafting, Architectural Drafting, ABC Carpentry II-T&I, ABC Welding Technology II-T&I, Cabinetmaking II, Commercial Art II, Cosmetology II, Culinary Occupation II, Custom Sewing II, Graphic Arts II, Photography II, Television Production II, Upholstery II, Welding II, ABC Carpentry in Agriscience, ABC Electricity in Agriscience, ABC Welding Technology Agriscience, Agriscience Construction Technology, Agriscience Power Equipment, Floristry, Landscape Design and Construction, Introduction to Business Computer Applications, Accounting II, Business Computer Applications, Computer Multimedia Presentations, Desktop Publishing, Keyboarding Applications, Telecommunications, Web Design I and II, Word Processing, Digital Media II.	
Electives	3 units
TOTAL	24 units

The minimum course requirements for a career diploma shall be the following.

English	4 units
Shall be: English I; English II; The remaining unit shall come from the following Technical Reading and Writing: Business English, Business Communications, Using Research in Careers (1/2 credit), American Literature (1/2 credit), Film in America (1/2 credit) English III, English IV, Senior Applications in English, a course developed by the LEA and approved by BESE.	

Mathematics	4 units
Shall be one of the following: Algebra I (1 unit); or Algebra I-Pt. 1 and Algebra I-Pt. 2 (2 units); or Applied Algebra I (1unit) The remaining units shall come from the following: Geometry or Applied Geometry, Technical Math, Medical Math, Applications in Statistics and Probability, Financial Math, Math Essentials, Algebra II, Advanced Math--Pre-Calculus, Discrete Mathematics, and course(s) developed by the LEA and approved by BESE	
Science	3 units
Shall be: Biology I; 1 unit from the following physical science cluster: Physical Science, Integrated Science, Chemistry I, ChemCom, Physics I, Physics of Technology I. The remaining unit shall come from the following: Food Science, Forensic Science, Allied Health Science, Basic Body Structure and Function, Basic Physics with Applications, Aerospace Science, Earth Science, Agriscience II, Physics of Technology II, Environmental Science, Anatomy and Physiology, Animal Science, Biotechnology in Agriculture, Environmental Studies in Agriculture, Health Science II, EMT-Basic, and an additional course from the physical science cluster; course(s) developed by the LEA and approved by BESE. NOTE: 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
Shall be: American History, ½ unit of Civics or AP American Government, and ½ unit of Free Enterprise or 1 unit of Civics including a section of Free Enterprise,* The remaining unit shall come from the following: Child Psychology and Parenthood Education, Law Studies, Psychology, Sociology, World History, World Geography, Western Civilization, Economics, American Government, African American Studies, and a course developed by the LEA and approved by BESE. *Students entering the ninth grade in 2011-2012 and beyond must have one unit of Civics with a section on Free Enterprise.	
Health Education	1/2unit
JROTC I and II may be used to meet the Health Education requirement. Refer to §2347.	
Physical Education	1 ½ units
Shall be 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.	

Career/Technical Education	7 units
Education for Careers of Journey to Careers Six credits required for a career Area of Concentration.	
<b>TOTAL</b>	<b>23 units</b>



## Additional High School Graduation Requirements

For incoming freshmen prior to 2010-2011, in addition to completing the required minimum number of 23 Carnegie units of credit as presented to BESE, the students must pass the required components of the Graduation Exit Examination (GEE 21) in order to receive a high school diploma.

For incoming freshmen in 2010-2011 and beyond, in addition to completing the required minimum number of Carnegie units of credits as presented by BESE, students must pass the required End-of-Course tests to receive a high school diploma.

In order to participate in graduation activities a student must complete the required Carnegie units of credit as prescribed by the State, meet attendance requirements and do one of the following:

- Pass all required components of the GEE 21.
- Attend all applicable GEE 21 remedial summer school opportunities, take all applicable retests, and take all required applicable remedial classes. A student will be required to attend GEE 21 Remedial Summer School after their sophomore year if they have not passed the English Language Arts and math components of the GEE 21. A student will be required to attend GEE 21 Remedial Summer School after their junior year if they have not passed the English Language Arts and math and science or social studies components of the GEE 21. (remediation is provided at no cost to the student.)
- Pass all required components of the EOC tests.
- Attend all applicable EOC test remedial summer school opportunities, take all applicable retests, and take all required, applicable remedial classes. A student will be required to attend offered EOC remedial summer school for course(s) which they have not met EOC requirements.

- A student who participates in LAA 2 and meets graduation requirements, which include (1) earning required Carnegie units, (2) passing the required components of LAA 2 (ELA, Math, and either Science or Social Studies) or passing by use of the LAA 2 waiver, and (3) meeting attendance requirements, will be eligible for a high school diploma. If the student does not meet the graduation requirements, he/she will be eligible to exit high school with a Certificate of Achievement.

Students earning a GED or State Approved Skills Certificate will also be allowed to participate in graduation activities.



## LEAP 21

Students in grades 4 and 8 must score at the state required level of achievement on both the English/Language Arts and the Mathematics sections of the LEAP for the 21<sup>st</sup> Century Test before they can be promoted to the following grade.

Students who fail to meet this requirement will be offered summer remediation and retest opportunities at no cost.

## Evaluation and Grading Keys

### Grades – Kindergarten Students

S = Satisfactory, meets criteria

P = Progressing

N = Needs to Improve, does not meet criteria

### Grades – 1- 12 Students

Letter Grade	Numerical Equivalent	GPA (Grade Point Average)
A	93 – 100	4
B	85 – 92	3
C	75 – 84	2
D	67 – 74	1
F	0 – 66	0

## Grade Marking Key

A – Excellent (93 – 100%) Classroom work and assignments are on time and of the highest quality. Demonstrates initiative and interest to work independently beyond class assignments. Makes valuable contributions in class work. This grade is achieved by the student who produces superior work.



B – Above Average (92 – 85%) Major portion of subject material is mastered. Assignments and classroom work are completed, on time, and in a creditable manner and the student frequently makes valuable responses in class. The grade is achieved by the student who does high quality work.

C – Average (84 – 75%) Most of the subject material is mastered. Most assignments and classroom work are completed on time and in appropriate manner. This grade is achieved by the student who does satisfactory work.

D – Below Average (74 – 67%) Some of the subject material presented is mastered. Some of the assignments and classroom work are completed on time and in an acceptable manner. This grade is earned by the pupil whose work is below average because of lack of effort or lack of ability in that subject. A “D” is an indication of possible failure.

F – Failure or Unsatisfactory (0 – 66%) An insufficient amount of material is understood. Classroom work and assignments are unsatisfactory. Poor response in class and poor quality of work indicate a need for additional time and effort in that subject.

### **Dyslexia Program**

Children with disabilities including dyslexia may qualify for educational and related services under IDEA or Section 504. Vernon Parish School System follows guidelines for identification and program implementation listed in Bulletin 1903. Parents may request a School Building Level Committee (SBLC) meeting with the counselor at the school to discuss his/her students and/or request determination of eligibility for the Dyslexia Program.

### **504 Program**

It is the intent of the Vernon Parish School System to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Questions regarding eligibility may be addressed to school administrators, counselors or curriculum coordinators. The Section 504 Educational Coordinator for the Vernon Parish School Board is Debbie Clark, who can be reached at (337) 239-1651.



### **Special Education**

Programs: Services are provided for students 3-21 years of age by special education teachers, speech therapists, adaptive physical education teachers, occupational therapists and physical therapists. We have highly qualified paraprofessionals providing services in special education and regular classrooms. Our program serves students with the following exceptionalities:

- |                       |                               |
|-----------------------|-------------------------------|
| Autism                | Orthopedic Impairment         |
| Deaf-Blindness        | Other Health Impairment       |
| Developmental Delay   | Specific Learning Disability  |
| Emotional Disturbance | Speech or Language Impairment |
| Gifted                | Talented                      |
| Hearing Impairment    | Traumatic Brain Injury        |
| Mental Disability     | Visual Impairment             |
| Multiple Disabilities |                               |

Students receive special education services through several different delivery models. Delivery models include regular placement, resource, and self-contained classrooms. Student placement is determined annually by the IEP committee based on the students’ needs for specialized instruction, support services, and educational performance. All students will access the general curriculum regardless of the placement setting.

**Referral Procedure:** When a student is having unresolved problems in the classroom, the parents or teacher makes a referral to the School Building Level Committee. This committee meets on a regular scheduled basis for the purpose of reviewing teacher/parent concerns. Decisions are made to determine specific needs of the student such as:

1. Interventions in the classroom and/or home (must include Response to Intervention [RTI] and Scientifically Based, Research Based Instruction)
2. Support from other professionals: Counselors, Psychologists, Social Workers, etc.
3. Referral for further evaluation for possible special placement

**Criteria for Special Education Eligibility:** Criteria for eligibility for Special Education services is determined by State and Federal guidelines. Bulletin 1508 is the Louisiana guideline for evaluating exceptional students. This bulletin establishes criteria for eligibility, procedures for screening, and evaluation procedures for each exceptionality. For a student to be eligible for special education services he/she must meet criteria for one of the 14 exceptionalities recognized in the state of Louisiana.

**Procedures** for requesting additional Special Education Services when needed to assure students with disabilities full access to school programs, services, or activities (i.e., school sponsored field trips) are listed below:

- The students assigned Special Education Teacher is responsible for requesting additional paraprofessional services when needed to assure students full participation in school program, services or activities (i.e. school sponsored field trips). The request will be made in writing to the principal, ten (10) working days prior to the date the service is needed.

The principal will consider the request and make the necessary assignment using the school's pool of paraprofessionals

**Pupil Appraisal Services:** Pupil Appraisal Services are an integral part of the total instructional program. The purpose of Pupil Appraisal Services is to assist children who have learning problems, adjustment problems or other special needs by providing services to students, parents, teachers and other school personnel including:

1. Assistance to teachers in the development and implementation of behavioral and/or instructional interventions in the classroom.
2. Direct support services to students with learning or behavioral problems in the regular or special classes.
3. Evaluation of children to determine a need for special services, such as special education.
4. Consultations with parents, teachers and other personnel on topics such as instructional or behavioral modifications, exceptional children, and child development.
5. Interpretation of evaluation findings to school personnel and parents.
6. Inservice training on selected topics to school personnel.

The major goal of Pupil Appraisal Personnel is to be a child advocate and to assist students to remain in and profit from the regular education program whenever possible.

The Vernon Parish Pupil Appraisal Staff consists of School Psychologists, Social Workers, and Educational Diagnosticians. Dottie Neugebauer serves as Director of Special Education and Pupil Appraisal Services.

## ACT 1120---Parental Notification of Screening

The Law – Act 1120 of the 1992 Regular Legislative Session [R.S. 17:7(11)(B)] requires the Vernon Parish School System to intervene as early as possible in every child’s school career to reduce any impediments to a successful school experience.

Every child in public school in grades kindergarten through third shall be screened, at least once, for existence of impediments to a successful school experience. No child shall be screened if his parent or tutor objects to such screening. Such impediments shall include:

- A. Dyslexia and related disorders, as defined in [R.S. 17:7(11)].
- B. Attention Deficit Disorder
- C. Social and emotional factors that put a child “at risk” as that term has been defined by the State Department of Education, pursuant to [R.S. 17:7.5(A)].

Parent notification of this screening will be included in the Vernon Parish Student Handbook. Any parent who objects to such screening must give written notification of such objection to the school counselor or screening specialist within six-weeks of enrolling. This written notification will be placed in the child’s cumulative folder. Parents will receive notification of the results of the screening within 3 weeks of completion of screening in each area.



## Vernon Parish School System Technology Code of Conduct

Vernon Parish School System has in place appropriate software and electronic equipment to insure that all students, staff, faculty, and administrators with computer access, which might be equipped to access Internet resources, are also being provided with information that has been filtered at a central location. Electronic equipment for monitoring online activity and restricting students, faculty, and staff travel from sites that might be obscene, sites that might relay child pornography, or be harmful to students, faculty, and staff as end users is continually operating and is updated on a regular basis. Faculty, staff, and administrators will monitor student use of Internet resources and Internet use will be available only during times when monitoring is in place. Unauthorized use of computer equipment by minors (hacking) and other unlawful activities by minors while online will be monitored and dealt with administratively at the local school and at the central school board office. Students, faculty, staff, and administrators are not allowed to disseminate student’s personal information via electronic media for other than professional uses. Vernon Parish School System is educating minors about appropriate online behavior, including cyber bullying awareness and interacting with other individuals on social networking sites and in chat rooms. Measures are in place that restrict student use to chat rooms, electronic mail (except for bona fide educational purposes while under the direct supervision of faculty, staff, or administrators) and other forms of direct electronic communication that may subject minors to inappropriate material via the Internet or the World Wide Web.



## Employment Certificate

State of Louisiana, Department of Labor, Division of Women and Children, requires that all minors under the age of 18 must obtain an employment certificate before they can work on any job program.



To obtain a work permit or certificate the minor must bring:

1. An intention to employ form, properly completed
2. Some type of identification showing birthday, such as a birth certificate, driver's license, or military I.D. Card.

The intention to employ form is presented to the proper person at the Vernon Parish School Board Office.

The student will then be issued one of the following: Form B-14, Employment Certificate for Minors 16 and 17 years of age, or Form A-11, Vacation Work Permit for Minors 14 and 15 employed outside school hours and during vacation.

## TITLE I

Title I is the nation's largest federal assistance program implemented in 15 Vernon Parish schools. Given its size and pervasiveness, Title I has long been the selected vehicle for the federal government to implement the dual missions of the Department of Education: enforcing equity and promoting excellence in education. Title I funds typically support supplemental instruction in reading and math.

Students are served through one of two types of programs. Schoolwide Title I programs serve all students in a school. They can be developed at schools in which at least 40 percent of the students meet certain income guidelines.

Targeted assistance programs help ensure that eligible students receive assistance to meet performance standards.

### SCHOOLWIDE PROGRAMS

Anacoco Elementary	East Leesville Elementary
Evans High School	Hornbeck High School
Pickering Elementary	Pitkin High School
Pickering High School	Leesville Junior High
North Polk Elementary	Simpson High School
Rosepine Elementary	South Polk Elementary
West Leesville Elementary	Vernon Middle School
Hicks High School	

Each Title I attendance area has an established "Family Friendly" school-based parent support center within the school. These centers serve to support parents in their efforts to work with their child at home in a positive and productive manner. Training, materials, support and equipment is made available to enhance these activities. One percent of the Title I LEA allocation with 95% of the 1% is to be distributed at the school level and required to be spent in the area of parental involvement activities.

The district utilizes a Title I Technology Center to facilitate parent/community involvement. The availability of computer systems and training sessions serves to assist them in becoming full partners in education.

Parent Information and Resource Center (PIRC) is a program funded by a grant from the US Department of Education, Office of Innovation and improvement. PIRCs use research and experience to promote effective parental involvement and to build knowledge in the field of education. For more information on the Louisiana PIRC, known as Louisiana PROMISE, visit: [www.lpire.org](http://www.lpire.org)

**Toll-Free Information Hotline: 866-751-6958**

## TITLE VII

Title VII Indian Education Program of the Elementary and Secondary Act is to provide Indian students with the opportunity to meet the same challenging state standards as all other students and meet the unique educational and culturally related academic needs of American and Alaska Native student. A 506 student eligibility certification form enrolls your child in the parish Indian program. If you have any questions, the coordinator is Leslie Koenck, who can be reached at (337) 239-1649.

## Student Transportation

Bus transportation is provided to over 7,000 students on a fleet of over 130 buses. Separate and specially equipped buses are used to transport students with special needs. For bus routing information,

you should call the principal of the school your child will attend. For additional or other bus information you may call James Williams, Director of Transportation at (337) 239-3401.

Although formal classroom behavior need not be practiced by pupils on a school bus, there is a limit within which pupil activity must be confined.

Students will enter and leave the school buses only at their designated bus stops in an orderly fashion, and in accordance with instructions.

The driver needs to keep his/her mind on driving and the traffic situation. Therefore, he must **not** be distracted by unruly behavior. Any behavior that could be disruptive will not be tolerated for the safety of all students.

Students must go directly to their seats when boarding the bus, and will remain seated while the bus is in motion.

Students will cross streets or highways in accordance with instructions and the provisions of the state law.

Students must realize the large capital investment represented by a school bus and therefore it must be respected as such.

Arms and legs shall not be extended from the bus in any fashion. Littering is prohibited by law, and must not occur. Throwing objects of any kind while riding the bus is not permitted. Individual school rules approved by the principal apply on the bus.

Student behavior, at times, will be recorded by video camera. Students may lose riding privileges for violation of rules.

### **Field Trips and Activity Trips**

Except in extreme cases, approved by the principal of the school, private vehicles shall not be used for transporting children on field trips. Only buses, owned by or contracted to the school district, and driven by certified drivers shall be permitted. The student's assigned teacher is responsible for requesting additional transportation services when needed to assure student's full participation in school activities. This request can originate from parents, students or employees. The request will be made in

writing to the principal ten (10) working days prior to the date the service is needed. The principal will consider the request and make the necessary arrangements to provide the transportation services within two (2) working days of the request. If the principal is unable to make the appropriate transportation arrangements for the exceptional student(s) the request will be forwarded immediately to the Director of Transportation for disposition.

### **Homebound Instruction**

Homebound instruction is provided for those students who are disabled to the extent that they are unable to attend regular school classes for three weeks or more. They must provide the school board with a written statement from their physician that they are unable to attend school and only then will they be placed on homebound instruction. Applications and medical forms may be obtained from the Special Education Office of the Vernon Parish School Board, (telephone 337-239-1689) or Child Welfare at (337) 239-1634.

Pregnant students may remain in school until the birth of their child, and these students may return to school after the birth of their child. Unless extreme complications prevent a pregnant student from attending school, or unusual complications in childbirth prevent an early return to school, such students are not eligible for homebound instruction. In all cases a doctor's statement must be provided to the Vernon Parish School Board for review and consideration before such homebound instruction is approved.

### **School Food Services**

All school lunches served in Vernon Parish Schools are nutritious and meet the same sanitary standards that you would desire in your own home. Each breakfast served meets  $\frac{1}{4}$  of the recommended dietary allowances and each lunch meets  $\frac{1}{3}$  of the recommended dietary allowances. Critical to reducing



plate waste is the implementation of “offer vs serve”, which allows students to refuse some foods on the serving line.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you feel you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, DC 20250.

Meal Prices are as follows:

Full price student breakfast	\$1.00	Full price student lunch	\$1.75
Reduced price student breakfast	\$ .30	Reduced price student lunch	\$ .40
School personnel breakfast	\$1.50	School personnel lunch	\$2.85
At cost breakfast	\$1.50	At cost lunch	\$3.10
Extra Milk	\$ .50		

## Search and Seizure

The Vernon Parish School Board has adopted the search and seizure policy enacted by the State Legislature during the 1977 regular session. This policy is found under Act No. 658, Section 416.3 to amend Title 17 of the Louisiana revised Statutes of 1950. The bill authorizes all public school teachers, principals, and other school administrators to search students, or their desks, lockers, and other school areas when searching for illegal drugs and weapons.

The law states that the parish or city school system of the state, is the exclusive owner of the public property, which includes desks and lockers located inside the school buildings or on school grounds. Teachers, principals or administrators are authorized to search desks, lockers, buildings or grounds when they feel they may find illegal drugs or weapons.

They may also search the student for weapons or illegal drugs, provided there is no maliciousness or the deliberate intent to embarrass, harass or intimidate the student.

## Corporal Punishment

As provided by state law number 688 and specified by resolution of the Vernon Parish School Board, faculty members of the public schools of Vernon Parish School Board may administer corporal punishment to any student under their jurisdiction of misbehavior while on the way to and from school, while at school, during any intermission or recess, or while at any school-related event, at school or away from school. Such punishment shall be just, reasonable and deserved, and shall be administered in the presence of a fellow faculty or staff member.

Obtaining parental permission prior to administering paddling is not necessary; however, parents who do not want their child paddled must submit a written request asking the school not to paddle, so another form of discipline may be used.

## Due Process

Every student shall be afforded due process of law. Copies of school board and school system regulations requiring or prohibiting certain conduct and the ensuing punishments for violation shall be made available.

## Disciplinary Actions

Schools cannot function effectively without discipline. The following is a list of actions that can result in various forms of punishment, ranging from detention, paddling, suspensions and expulsion, or any other methods as designated by the principal and faculty.

**The Law – Acts 194 and 306 of the 1970 Legislature state that disciplinary action may be initiated against:**

**Willful Disobedience:**

K-2	3-6	7-12
1 <sup>st</sup> Offense: Office time out	1 Week recess detention	1 Day Susp.
2 <sup>nd</sup> Offense: 2 Days recess det.	1 Day ISS/Corp. pun.	2 Days Susp.
3 <sup>rd</sup> Offense: Corp. Pun./1 day susp.	1-3 Days Susp.	3 Days Susp.

**Disrespect for Authority:**

1 <sup>st</sup> Offense: 2 Days recess det.	1 Week recess det.	3 Days Susp.
2 <sup>nd</sup> Offense: 1 Wk. Det./Corp pun	1 Day ISS/ Corp. pun.	5 Days Susp.
3 <sup>rd</sup> Offense: 2 Days Susp.	1-3 Days Susp.	7 Days Susp.

**Profanity Verbal/Written:**

1 <sup>st</sup> Offense: Time Out	1 Week recess det.	1 Day Susp.
2 <sup>nd</sup> Offense: 2 Days recess det.	2 Days ISS/Corp. pun.	2 Days Susp.
3 <sup>rd</sup> Offense: 1 Day susp./Corp. pun	1-3 Days Susp.	3 Days Susp.

**Immoral or Vicious Practices:**

1 <sup>st</sup> Offense: Corp. pun./1 day susp.	1 day Susp.	5 Days Susp.
2 <sup>nd</sup> Offense: 2 Days Susp.	2 Days Susp.	7 Days Susp.
3 <sup>rd</sup> Offense: 3 Days Susp.	3 Days Susp.	9 Days Susp.

**Tobacco Possession/Use/Products:**

1 <sup>st</sup> Offense: 2 Days recess det.	1 Day Susp.	1 Day Susp.
2 <sup>nd</sup> Offense: 1 Day Susp.	2 Days Susp.	3 Days Susp.
3 <sup>rd</sup> Offense: 2 Days Susp.	3 Days Susp.	5 Days Susp.

**Use or Possession of Alcohol:**

1 <sup>st</sup> Offense: 2 Days recess det.	2 Days Susp.	5 Days Susp.
2 <sup>nd</sup> Offense: 1 Day Susp.	3 Days Susp.	7 Days Susp.
3 <sup>rd</sup> Offense: 2 Days Susp.	5 Days Susp.	9 Days Susp.

**Use or Possession of Controlled Dangerous Substances:**

1 <sup>st</sup> Offense: 3 Days Susp./ Recommend Hearing	Same	5 Days Susp/ Recommend Hearing
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**Fighting:**

K-2	3-6	7-12
1 <sup>st</sup> : 2 Days recess det./Corp. pun	1 Day Susp./Corp. pun.	Each Offense
2 <sup>nd</sup> : 1 Week recess det./1 Day Susp.	3 Days Susp.	5-9 Days Susp.
3 <sup>rd</sup> : 2 Days Susp.	5 Days Susp.	

**Firearms/Weapons on School Campus:**

1 <sup>st</sup> Offense: 3 Days Susp./ Recommend Hearing	Same	9 Days Susp./ Recommend Exp.
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**Vandalism to School Property:**

1 <sup>st</sup> Offense: Work detail/Rest.	1 Day Susp/Rest.	5 Days Susp/Rest
2 <sup>nd</sup> Offense: 1 Day Susp/Rest.	3 Days Susp/Rest.	7 Days Susp/Rest
3 <sup>rd</sup> Offense: 3 Days Susp/Rest	5 Days Susp/Rest	9 Days Susp/Rest

**Unfound Charges Against School Personnel:**

1 <sup>st</sup> Offense: Office time out	ISS/Det.	3 Days Susp.
2 <sup>nd</sup> Offense: 2 Days recess det.	1 Day ISS	5 Days Susp.
3 <sup>rd</sup> Offense: 1 Day Susp.	1 Day Susp.	7 Days Susp.

**Leaving Class Without Permission:**

1 <sup>st</sup> Offense: Office time out	ISS/Det.	1 Day Susp.
2 <sup>nd</sup> Offense: 2 Days recess det.	1 Day ISS	2 Days Susp.
3 <sup>rd</sup> Offense: 1 Day Susp.	1 Day Susp.	3 Days Susp.

**Leaving School Grounds Without Permission:**

1 <sup>st</sup> Offense: 1 Day Susp.	1 Day Susp.	2 Days Susp.
2 <sup>nd</sup> Offense: 2 Days Susp.	3 Days Susp.	3 Days Susp.
3 <sup>rd</sup> Offense: 3 Days Susp.	5 Days Susp.	5 Days Susp.

**Class Disruption/School Disruption:**

1 <sup>st</sup> Offense: Office time out	ISS/Det.	1 Day Susp.
2 <sup>nd</sup> "2 Days recess det./Corp. pun.	1 Day Susp.	2 Days Susp.
3 <sup>rd</sup> " 1 Day Susp.	2 Days Susp.	3 Days Susp.

### Stealing/Theft/Possession of Stolen Property:

	K-2	3-6	7-12
1 <sup>st</sup> Offense: Work detail		1 Day Susp.	5 Days Susp.
2 <sup>nd</sup> Offense: 1 Day Susp/Corp. pun		2 Days Susp.	7 Days Susp.
3 <sup>rd</sup> Offense: 2 Days Susp.		3-5 Days Susp.	9 Days Susp.

### Harassment/Bullying

1 <sup>st</sup> : 2 Days recess det/Corp. pun	1 Day Susp.	3 Days Susp.
2 <sup>nd</sup> : 1 Day Susp.	2 Days Susp.	5 Days Susp.
3 <sup>rd</sup> : 2 Days Susp.	3-5 Days Susp	7 Days Susp.

### Bus Disruption:

1 <sup>st</sup> Offense: 2 Days recess det.	1 Day off Bus	3 Days off Bus
2 <sup>nd</sup> Offense: 1 Day off bus/ Corp.pun	3 Days off Bus	5 Days off Bus
3 <sup>rd</sup> Offense: 3 Days off bus	5 Days off Bus	7 Days off Bus

## Cell Phones

Students will not be allowed to have cell phones in view or turned on during the instructional day. The instructional day begin when students arrive on campus and enter the building and ends when students exit the building after all classes have been dismissed.

### Consequences:

1 <sup>st</sup> Offense-	Confiscation of the phone for 3 school days and parent will pick up the phone.
2 <sup>nd</sup> Offense-	Confiscation of the phone for 5 school days and parents will pick up the phone.
3 <sup>rd</sup> Offense-	Confiscation of the phone for 7 school days and parents will pick up the phone and the student will receive a one (1) day suspension.

Any subsequent offense will be treated just like the third (3<sup>rd</sup>) offense. Parents will be notified the day the phone is confiscated. Students will be allowed to have phones back over breaks of more than 2 days.

No suspended or expelled student is allowed on campus or may attend any school sponsored event for the duration of such suspension/expulsion which would end at the beginning of the next school day, following said suspension/expulsion.

Schools may substitute another appropriate form of discipline if the school does not have one of these listed.

**Special Rules –** Any student guilty of using any type of central nervous system drugs. Specifically, students are prohibited from possessing, using or distributing any illicit drug, controlled substance, counterfeit substances, look-alike substance, cannabis, depressant, hallucinogen, precursor, isomer, marijuana, narcotic, opiate, stimulant, anabolic steroid, or any mood-altering chemical on or near school premises, school buses, or while under school supervision.

Students who are threatened or harassed by anyone should report those occurrences and the identity of the person or persons causing the disturbance to their teacher or the school principal.

All cars, trucks and motorcycles must be parked only in areas designated by the principal.

## Video Surveillance Policy

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law-enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

## **Bullying, Intimidation, Harassment, and Hazing**

The Vernon Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of a bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or property shall be unacceptable.

Any student who believes he or she is the victim of bullying, intimidation, threatening behavior, harassment or hazing by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the school district or a school within the school system, is encouraged to immediately report the alleged acts to any appropriate school district official.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be required to immediately report the alleged acts to an appropriate school district official.

The school district shall take appropriate action in response to a report following an investigation of any alleged bullying, intimidation, threatening behavior, harassment, or hazing of a student. When the report determines that the alleged act or conduct appears to be in violation of this policy, disciplinary action shall be taken as outlined in the Student Code of Conduct. The principal/designee shall contact the parent, tutor,

or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action. Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement officer shall be promptly notified.

## **Vernon Parish Sexual Harassment Policy**

The Vernon Parish School System, in an effort to provide a safe school environment for school employees and students, has established a Sexual Harassment Policy. By definition sexual harassment consists of unwanted or unwelcome sexual advances and other inappropriate verbal or physical conduct of sexual nature.

Whenever someone feels they are being harassed, they should immediately notify the teacher, principal or central office administrator who will initiate an investigation into the alleged charges.

If the charges are substantiated, sanctions will be imposed in accordance with written policy. Sexual harassment will not be tolerated at any level and will be dealt with in an expedient manner.

## **Student Hotline**

Toll Free Anonymous Number

**238-1604**

Vernon Parish Students May Call



**For help from government agencies or schools**



**For help with problems**



**To alert authorities of emergency situations**

It is the policy of the Vernon Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status, in its educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to:

Mr. Thomas Neubert  
 Coordinator of Title IX  
 Vernon Parish School Board  
 201 Belview Road  
 Leesville, LA 71446

Phone: (337) 239-1635  
 Fax: (337) 238-5777

## Philosophy

The Vernon Parish School Board believes that education should provide the guidance, effective instruction, and academic experiences every child needs for achievement, recognition, security, love, and affection. The Board further believes that the educational process within the school district is a partnership that involves parents, educators, and the community working together to provide the very best educational experience for our youth. Through cooperative mutual endeavors, we will ultimately produce healthy, happy, well-educated (well-rounded) children.

## 2012-2013 Vernon Parish School Calendar

August 6, 2012	New Teacher Induction
August 7, 2012	Parish Wide Staff Development
August 8, 2012	Parish Wide Staff Development
August 9, 2012	School Site Staff Development
<b>August 10, 2012</b>	<b>FIRST DAY OF SCHOOL</b>
September 3, 2012	Labor Day (Students & Staff Holiday)
October 4, 2012	Parent-Teacher Conference P.M. – ½ Day for Students
October 5, 2012	Fair Day (Student & Staff Holiday)
October 22-26, 2012	Fall Retest (GEE; LAA 2)
November 6, 2012	Election Day (Students & Staff Holiday)
November 12, 2012	Veteran's Day (Student & Staff Holiday)
November 19-23, 2012	Thanksgiving Break (Students & Staff Holiday)
December 3-19, 2012	EOC Testing
Dec. 24, 2012-Jan. 4, 2013	Christmas/Winter Break (Students & Staff Holidays)
January 7, 2013	Students & Staff Return
January 21, 2013	Martin Luther King Day (Student & Staff Holiday)
February 4-March 15, 2013	LEAP Alternate Assessment, Level 1 (LAA1)
February 18, 2013	President's Day (Student & Staff Holiday)
February 28, 2013	Parent-Teacher Conference P.M. – ½ Day for Students
March 4-8, 2013	GEE & LAA 2
March 19-21, 2013	Phase 1 Testing LEAP
March 25-29, 2013	Easter/Spring Break (Students & Staff Holidays)
April 8-17, 2013	Phase 2 Testing (LEAP & Ilep & ITBS & ASA LAA 2 & LEAP Alternate Assessment LAA 2)
April 22, 2013	Holiday (Student & Staff)
April 23-May 23, 2013	EOC Testing
<b>May 23, 2013</b>	<b>LAST DAY OF SCHOOL FOR STUDENTS (Full Day)</b>
<b>May 24, 2013</b>	<b>LAST DAY OF SCHOOL FOR TEACHERS (Work Day)</b>

1<sup>st</sup> Semester 86 ½ Student days – Semester Ends December 21, 2012  
 2<sup>nd</sup> Semester 90 ½ Student days – Semester Ends May 24, 2013

1 <sup>st</sup> Six Weeks-Sept. 21, 2012 –30 days	Kindergarten 9 Weeks	
2 <sup>nd</sup> Six Weeks-Nov. 2, 2012 – 28.5 days	Aug. 10 – Oct. 12	43.5 days
3 <sup>rd</sup> Six Weeks-Dec. 21, 2012 – 28 days	Oct. 15 – Dec. 21	43 days
4 <sup>th</sup> Six Weeks-Feb. 15, 2013 – 29 days	Jan. 7 – March 8	42.5 days
5 <sup>th</sup> Six Weeks-April 5, 2013 – 28.5 days	March 11 – May 23	48 days
6 <sup>th</sup> Six Weeks-May 24, 2013 – 33 days		

Total Student Days – 177

Total Teacher Days – 182 Days