

GENERAL INFORMATION

PREFACE

The Vermilion Parish Student/Parent Handbook contains both required and useful information for students and parents. This handbook consists of laws, regulations, procedures, codes, and policies concerning the rights, duties, and obligations of students, parents, and school personnel. No one has the right to interfere with the student's right to learn or the teacher's right to teach. If any particular kind of conduct has the effect of disrupting the order, discipline, safety, or educational atmosphere of the school, then the school has the right to regulate it. If the conduct is clearly unacceptable, the school has the right to regulate it without an advanced statement of policy regarding the particular conduct. Cooperation between the home and school will reduce misunderstanding and indifference which can undermine student success in the educational process. Emphasis is placed upon the right of all responsible students to accept the challenge to benefit from their educational program.

The duty of the Vermilion Parish School Board is to maintain an environment conducive to learning. The purpose of this handbook is to provide information which will aid in fostering orderliness in the schools and to help balance the rights of students, parents, and school personnel. While the school is concerned with the welfare of the individual, it is also concerned with the welfare of the group by preserving the proper atmosphere for teaching and learning. The school ultimately seeks to provide a safe environment for its students and teachers.

The Vermilion Parish Student/Parent Handbook is reviewed and revised during the spring semester of each school year. Any parent wishing to make suggestions or express concerns should contact his/her school principal or mail written suggestions to the following:

James B. Prudhomme, Supervisor of Child Welfare and Attendance
Vermilion Parish School Board
220 S. Jefferson Street
Abbeville, LA 70510

Visit our website: <http://www.vrml.k12.la.us>

PARENT'S RIGHT TO KNOW:

This is to notify parents that they may access the Louisiana Department of Education website <http://www.teachlouisiana.net> to find teacher certification information. Parents who do not have internet access may request the same information at the school(s) their children attend.

Teacher Bill of Rights: House Bill 672 (R.S. 17:416.18) Teacher Bill of Rights can be found on our website:
<http://www.vrml.k12.la.us>

Military Recruiter Information:

Military recruiters have the right to obtain the name, address and telephone number of all students age 17 or older. The student or parent(s) have the right to keep this information private. If you do not want this information to be released to military recruiters you must complete the form found on the last page of the handbook and return it to your principal immediately.

VERMILION PARISH SCHOOL BOARD

SUPERINTENDENT	Randy Schexnayder	898-5764
ASSISTANT SUPERINTENDENT: ADMINISTRATION /PERSONNEL	Charlotte Waguespack	898-5753
ASSISTANT SUPERINTENDENT: CURRICULUM/INSTRUCTION	Robert Rizzuto	898-5755
PRESIDENT	Ricky LeBouef	643-1791
VICE PRESIDENT	Angela Faulk	501-8986

District	Member	Phone
A	Bill Searle P. O. Box 184 Gueydan, LA 70542	536-9451(home) 652-8454 (cell)
B	Angela Faulk 8915 U.S. Hwy. 167 Abbeville, LA 70510 e-mail: angela.faulk@yahoo.com	898-1733 (home) 501-8986 (cell)
C	Dexter Callahan 17101 LA Hwy. 696 Kaplan, LA 70548 e-mail: dcall@kaplantel.net	643-6673
D	Ricky LeBouef 16403 S. Liberty Farm Rd. Kaplan, LA 710548	643-1791
E	Anthony Fontana 210 N. Washington Abbeville, LA 70510	898-8332
F	Charles Campbell 206 S. Olivier St. Abbeville, LA 70510	893-2944

G	Chris Mayard 11584 Sabra Circle Erath, LA 70533 e-mail: cjmayard@cox.net	937-6759(home) 519-2818 (cell)
H	Ricky J. Broussard 3401 Bethany Road Erath, LA 70533	918-6166

VERMILION PARISH SCHOOLS

ABBEVILLE HIGH SCHOOL

Mr. James Segrest, Principal
1305 Wildcat Drive
Abbeville, LA 70510
School Phone: 893-1874
e-mail: jsegrest@vrml.k12.la.us

DOZIER ELEMENTARY SCHOOL

Mrs. Elizabeth Gremillion, Principal
12725 North Road
Erath, LA 70533
School Phone: 937-6915
e-mail: lizg@vrml.k12.la.us

EATON PARK ELEMENTARY SCHOOL

Mr. Paul Hebert, Principal
1502 Sylvester Street
Abbeville, LA 70510
School Phone: 893-4978
e-mail: paulh@vrml.k12.la.us

ERATH MIDDLE SCHOOL

Mrs. Lynn Moss, Principal
800 South Broadway
Erath, LA 70533
School Phone: 937-4441
e-mail: lmoss@vrml.k12.la.us

ERATH HIGH SCHOOL

Mr. Francis Touchet, Principal
808 South Broadway
Erath, LA 70533
School Phone: 937-8451
e-mail: ftouchet@vrml.k12.la.us

F. I. E. B. ELEMENTARY SCHOOL

Mr. Chris St. Romain, Principal
19635 Columbus Road
Abbeville, LA 70510
School Phone: 642-9100
e-mail: chriss@vrml.k12.la.us

GUEYDAN HIGH SCHOOL

Mr. Luddy Herpin
901 Main Street
Gueydan, LA 70542
School Phone: 536-6938
e-mail: lherpin@vrml.k12.la.us

HEROD ELEMENTARY SCHOOL

Ms. Diane DeJean, Principal
120 Odea Street
Abbeville, LA 70510
School Phone: 893-4258
e-mail: ddejean@vrml.k12.la.us

INDIAN BAYOU ELEMENTARY SCHOOL

Mr. Howard Guillory, Principal
1603 LA Hwy 700
Rayne, LA 70578
School Phone: 334-4070
e-mail: howardg@vrml.k12.la.us

JESSE OWENS ELEMENTARY SCHOOL

Mr. Jonathan Williams, Principal
203 13th Street
Gueydan, LA 70542
School Phone: 536-6541
e-mail: jonathan@vrml.k12.la.us

KAPLAN ELEMENTARY SCHOOL

Mrs. Karla Toups, Principal
608 Eleazar Avenue
Kaplan, LA 70548
School Phone: 643-7965
e-mail: karlad@vrml.k12.la.us

KAPLAN HIGH SCHOOL

Mrs. Laura LeBouef, Principal
200 East Pirate Lane
Kaplan, LA 70548
School Phone: 643-6385
e-mail: laural@vrml.k12.la.us

CECIL PICARD ELEMENTARY

AT MAURICE

Mrs. Wendy Stoute, Principal
203 E. Albert Avenue
Maurice, LA 70555
School Phone: 893-3887
e-mail: wstoute@vrml.k12.la.us

MEAUX ELEMENTARY SCHOOL

Mr. Charles Robichaux, Principal
12419 LA Hwy. 696
Abbeville, LA 70510
School Phone: 893-3901
e-mail: charlesr@vrml.k12.la.us

NORTH VERMILION HIGH SCHOOL

Mr. Greg Theriot, Principal
11609 LA Hwy 699
Maurice, LA 70555
School Phone: 898-1491
e-mail: gtheriot@vrml.k12.la.us

RENE A. ROST MIDDLE SCHOOL

Mr. David Dupuis, Principal
112 West Sixth Street
Kaplan, LA 70548
School Phone: 643-8545
e-mail: ddupuis@vrml.k12.la.us

7TH WARD ELEMENTARY SCHOOL

Mrs. Christine Dubois, Principal
12012 Audubon Road
Abbeville, LA 70510
School Phone: 893-5875
e-mail: chdubois@vrml.k12.la.us

J. H. WILLIAMS MIDDLE SCHOOL

Mr. Mikal Stall, Principal
1105 Prairie Avenue
Abbeville, LA 70510
School Phone: 893-3943
e-mail: mstall@vrml.k12.la.us

**VERMILION PARISH SCHOOL CALENDAR
2008-2009**

DATES TO REMEMBER

August 12, 13 & 14, 2008	Teachers report to school In School Staff Development	November 3, 2008	School directed Staff Development
August 15, 2008	Teachers and students report to school	April 1-7, 2009	LEAL, iLEAP, GEE Test
August 15, 18, 19, 2008	Mandatory Screening of Kindergarten And Pre-K Students	May 21, 2009	Graduation for GHS
August 20, 2008	Pre-K & Kindergarten students report to school	May 22, 2009	Graduation for AHS & KHS
		May 23, 2009	Graduation for EHS & NVHS
		May 30, 2009	Staff Development/Record Day- Report Cards mailed

SIX WEEKS SCHEDULE

First Six Weeks – August 15 – September 26, 2008	Fourth Six Weeks – January 12 – February 20, 2009
Second Six Weeks – September 29 – November 7, 2008	Fifth Six Weeks – February 26 – April 9, 2009
Third Six Weeks – November 10, 2008 – January 9, 2009	Sixth Six Weeks – April 20 – May 29, 2009

HOLIDAYS

September 1, 2008 – Labor Day
November 4, 2008 – Election Day
November 24-28, 2008 – Thanksgiving Break
December 22, 2008 – January 2, 2009 (inclusive) Winter Break

January 19, 2009 – Martin Luther King Day
February 23-25, 2009 – Mardi Gras & Ash Wednesday
April 10-17, 2009 – (inclusive) Spring Break
May 25, 2009 – Memorial Day

GUIDE FOR PARENTS WITH QUESTIONS & GRIEVANCES

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

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

898-1491 Adult Ed/GED	Ethel Baudoin
898-5705 Chief Financial Officer	Phillip Sellers
898-5802 Child Nutrition Programs	Mary Jumonville
898-5708 Child Welfare & Attendance/Homestudy/Work Permits/Zones/VPAP	James B/ Prudhomme
898-5755 Federal Programs/Curriculum & Instruction/Parish Athletic Director	Robert Rizzuto
898-5843 Homebound.....	Sharron Pillette
898-5720 Options.....	Sue Richard
898-5756 Homeless Coordinator, Migrant, Dyslexia, ELL, Pre-K, K, Arts.....	Greg Meaux
898-5758 LEAP, iLEAP, GEE, and Homestudy Testing	Mary Joyce Dugas
898-5803 Maintenance/Facilities	Jerome Puyau
898-5808 Parenting Center/Drug Free Schools Coordinator.....	Bridget C. Winters
898-5719 Special Education/Nurses.....	Larry Gage
898-5832 Section 504.....	Cathy Abshire
898-5709 Transportation	Lonnie Richard
898-5750 Vermilion Parish Alternative Programs (VPAP)/Counselor/High School Curriculum.....	Ellen Arceneaux
898-5777 Legal/Risk Management	Woody Woodruff
898-5753 Assistant Superintendent of Administration/Personnel.....	Charlotte Waguespack

SCHOOL ADMISSION

PROCEDURE FOR ASSIGNING STUDENTS TO SPECIFIC SCHOOLS (JBCC)

Assignment

Vermilion Parish students shall attend school in the attendance area in which they are legally domiciled. A parent or legal guardian can have only one domicile for school enrollment purposes. Legal guardian is herein defined as a person who had been issued a judicial order of custody for a child. The awarding of custody or the appointment of a guardian can be done only through the appropriate court proceeding and order by a state court. In the case of a child whose parents have abandoned him and who has no legal guardian, the determination of residence by the Office of Family Services shall govern.

The school principal or designee is responsible for monitoring the school enrollment list and shall immediately terminate and/or transfer a student found to be out of zone. The preceding shall not be implemented after the end of the third six-weeks period.

All students must have in their file an updated domicile form signed by a parent/legal guardian. The domicile form shall be updated at the entry into a new school with current verification of residency.

Any student completing the third six-weeks period in a school located within his official residential zone may remain in that school for the remainder of the school session, regardless of his new residential address within the Parish of Vermilion; however, he shall provide his own transportation. During the next school session, he shall attend the school in his official zone.

NOTICE: It is the responsibility of the parent/guardian to notify the school within 30 days of any change of address and/or phone number.

Verification of Domicile

The principal shall be responsible for monitoring school enrollment and shall have authority to remove or transfer any student attending school out of district or out of zone. When investigating the domicile of a student, the School Board, through the principal, shall attempt to verify the primary place of residence of the legal parent or legal or provisional guardian. Such verification of domicile shall be based on such items as the following:

- A. Voter registration data, utility deposit receipts, homestead exemption receipts, 911 addresses, home rental receipts, and home visits by a school official.
- B. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in custody of their natural and/or legal parents. Verification of physical residency of the legal custodian, tutor/tutrix or non-parent shall also be required.
- C. Any other documentation as may be stipulated by the Board.

Legal Custody Decrees In Divorce Proceedings

In cases of divorce, a student shall attend school in the zone in which the parent who has domiciliary custody resides. Proof of domiciliary custody shall be by a certified copy of the decree of the court which issued the custody order, whether the order grants temporary or permanent

custody. Where the custody decree provides for shared custody, the decree should specify at which parent's domicile the child should attend school. Provisional custody by mandate is unacceptable for purposes of school zone determination.

Award of Custody to Person Other Than a Parent

If a court awards custody to another person other than a parent, then the child shall attend school in the zone where the custodian is domiciled. A certified copy of the court's order shall be provided to the school board.

Falsification of Documents

Falsification of any documents or information provided to the Vermilion Parish School personnel by someone seeking the transfer of admission of a student to a particular school shall be grounds for rejecting the request for transfer or admission and may result in a referral to law enforcement agency.

SCHOOL ADMISSIONS (JBC)

Entrance Age for Kindergarten

A child must have reached his/her fifth birthday on or before September 30th to be eligible to enter kindergarten. The board requires that every child, as a prerequisite to enrollment in any first grade of public school, shall have attended a full day public or private kindergarten for a full year or shall have satisfactorily passed an academic readiness screening administered by the school system prior to the time of enrollment for the first grade.

Enrollment of Transfer Students

A student must have a completed withdrawal form from his/her previous school.

Enrollment of Kindergarten Students from Within the Parish (JBCA)

All children entering the Vermilion Parish Kindergarten Program shall comply with regulations concerning physical examinations, immunizations, and admissions.

It is recommended that all candidates for kindergarten attend pre-school round-up during the spring preceding enrollment. All kindergarten children who are residents of Vermilion Parish shall enroll on the day prescribed for kindergarten enrollment. In the event of illness or extenuating circumstances, the school shall be so informed.

Kindergarten is a structured readiness program. The first two (2) weeks of school are an important adjustment period for each child and the class. It is very frustrating for each child, the class, and the teacher to make continual adjustments for new students.

Students who are residents of Vermilion Parish and have not availed themselves of the opportunity of enrollment within ten (10) school days after the beginning of school shall not be enrolled until they are referred to the Assistant Superintendent of Curriculum and Instruction and the Primary Supervisor for evaluation procedures. After determining readiness for kindergarten, the Assistant Superintendent of Curriculum and Instruction and the Primary Supervisor shall submit the decision for entry to the Superintendent for approval.

Enrollment of Kindergarten Students from Outside the Parish (JBCAB)

A kindergarten age child moving into the parish shall be permitted to enroll in the Vermilion Parish Kindergarten Program if he/she was enrolled in a state approved program immediately prior to moving into the parish. He/she shall comply with regulations concerning physical examinations, immunizations, and admissions.

A kindergarten age child moving within the parish after the first two (2) weeks of school and who has not been enrolled in a state approved program may be referred to the Assistant Superintendent of Curriculum and Instruction and the Primary Supervisor for evaluation procedures. After determining readiness for kindergarten, the Assistant Superintendent of Curriculum and Instruction and the Primary Supervisor shall submit the decision for entry to the Superintendent for approval.

ATTENDANCE/DRESS CODE

COMPULSORY ATTENDANCE AGES

Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. A child between the ages of seventeen and eighteen may withdraw from school prior to graduation with the written consent of his parent, tutor, or legal guardian and upon completing of the exit interview required by R. S. 17:221(E). Any child below the age of seven who legally enrolls in school shall also be subject to the compulsory school attendance law.

Failure to abide by the compulsory school attendance law or continued misbehavior at school may result in a referral to Families in Need of Service (FINS) which is a state mandated program supervised by the 15th Judicial District Court. FINS attempts through contract, to help alleviate the problems that may be related to poor attendance or misbehavior at school. A breach of the FINS contract may result in a mandatory court session. Students in grades K through 5 who accumulate excessive absences will be referred to the Truancy Assessment and Service Center (TASC), a division of FINS. Truancy problems will be handled in a similar manner to that of FINS.

Louisiana law provides that the parent or guardian of any child who is absent or tardy (unexcused) more than five times in a school semester may be prosecuted in a court of law. (Act 745 of 2008)

Louisiana law provides that the attendance of all school pupils shall be checked each school day and at the beginning of each class period. No elementary or secondary student is permitted for any reason or reasons to absent himself during the school day upon his own authority.

If a child of compulsory school age was a resident of this parish when school opened and entered late without having attended another public school or private school during the current school session either in or out of the parish, a statement is needed from the parents or guardian giving reasons why the child has not been in school. If these reasons are not satisfactory, the matter shall be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper authority.

A student over the age of compulsory school attendance may be transferred from the school to adult education for disciplinary problems, including poor attendance, under RS 17:224.B.

ATTENDANCE POLICY

Attendance helps to foster an attitude of responsibility and is essential to the instructional program. A student not yet 17 years of age comes under Louisiana Law, Act 109 of 1964, LA RS 17:221, which states that the parent/guardian is responsible for the student's regular attendance in school and can be held accountable by the courts if a referral becomes necessary.

A student is considered to be in attendance when he/she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This includes students who are homebound, assigned to and participating in drug rehabilitation programs or participating in school-authorized field trips. A student is considered to be in attendance based on the following percentage of attendance at school during an instructional day: 25% or less than or equal to 50% (26% to 50%) = ½ day attendance; more than 50% (51% to 100%) = full day attendance.

The following are guidelines for absenteeism. All absences are classified as follows:

Temporarily Excused Absence(s)

Students shall be considered temporarily excused from school (Parent Excuse) 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 work.

Excused Absence(s)

These are absence(s) with doctor's written excuse (returned within five days of absence), and/or other special reasons as authorized by the principal. An excused absence allows a student to make up work for the days missed.

Unexcused Absence(s)

These are absence(s) without a written doctor's excuse, absences without a legitimate reason, and/or excuse(s) that are returned after five days of the student's return to school.

All absences (Temporarily Excused, Unexcused and/or Suspension, Codes E, U, S) are counted (Except Extenuating Circumstances) in carrying out the following state and parish guidelines for high school and elementary students. These absences are counted against the attendance criteria for school credit or promotion. Codes D and N do not count against the attendance criteria. (D) means doctor's excuse and (N) means extenuating circumstances.

The only exception to the attendance regulation shall be the **enumerated extenuating circumstances** that are verified by the Supervisor of Child Welfare and Attendance:

Extenuating Circumstances

1. Extended personal, physical or emotional illness as verified by a physician or dentist.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician or dentist.
4. Extended contagious disease within a family as verified by a physician or dentist.

The only other exception to the attendance regulation shall be other absences that are verified by the Principal or his/hers designee as follows:

1. Prior school system approved travel for education.
2. Death in the family (not to exceed one week---i.e. death certificate or obituary).
3. Natural catastrophe and/or disaster.
4. Court ordered subpoenas or other legal business documentation.
5. Absences due to school approved activity. Students shall be considered present and shall be given the opportunity to make up work.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal with the Vermilion Parish Attendance Review Panel.

THE STUDENT MUST BRING A WRITTEN EXCUSE TO THE PRINCIPAL OR HIS DESIGNEE IN ORDER TO OBTAIN AN ADMIT SLIP WHICH WILL INDICATE EXCUSED OR UNEXCUSED ABSENCE(S). ALL DOCUMENTATION OF EXCUSED AND UNEXCUSED ABSENCE(S) IS KEPT ON FILE AT THE SCHOOL LEVEL.

ALL EXCUSES SHALL BE WRITTEN BY A PARENT/GUARDIAN OR PHYSICIAN AND RETURNED TO THE PRINCIPAL OR HIS DESIGNEE WITHIN FIVE (5) DAYS OF THE STUDENT'S RETURN TO SCHOOL. EXCUSES RETURNED AFTER FIVE (5) DAYS ARE UNEXCUSED.

Attendance Criteria

All absences are counted in carrying out state and parish guidelines for high school and elementary students. High school students can miss no more than seven (7) days in a semester course or fourteen (14) days in a full year course to be eligible for credit. At the end of the semester or school year, the school will determine if credit is to be granted for semester/full year courses. Those students who have been denied credit will have the opportunity to appeal by appearing with their parent/guardian before the Vermilion Parish Attendance Review Panel within one week after the end of the first semester or two weeks after the end of the school year.

An elementary student can miss no more than fourteen (14) days per year to be eligible for promotion. At the end of the school year, the school will determine if promotion is denied. Those students who have been denied promotion due to excessive absences will have the opportunity to appeal by appearing with their parent/guardian before the Vermilion Parish Attendance Review Panel. Appeals must be made within two weeks after the end of the school year.

This policy is intended to help you, the parent/guardian, give your child an opportunity to obtain the **best** education possible. If you have any questions, please call your school principal or the Child Welfare and Attendance office.

STUDENT DRESS CODE (JCDB)

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

The final decision as to the appropriateness of attire and appearance will be made by the principal. Therefore, prior to purchasing a particular style of attire which is neither specifically prohibited in these guidelines, contact the principal's office of the school where your child attends in order to ensure that the particular style of attire you plan to purchase meets the approval of the school's principal. Any student who violates the dress code will be subject to disciplinary action.

I. Guidelines for Student Uniforms (Grades Pre-K – 12)

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

The principal may designate certain days throughout the year as school spirit days celebrating school sports or school sponsored days when a spirit or club shirt may be worn with the mandatory uniform bottoms or jeans.

On special occasion days such as Parish Government Day, Elocution Contest, etc., the school uniform does not have to be worn, but the clothing must meet the approval of the principal and the guidelines for student dress.

A. Pants

1. Color must be designated medium khaki or navy.
2. Pants may have pleats or straight fronts. Denim, corduroy, or blue jean material is not allowed.
3. All pants must have belt loops except Pre-K and Kindergarten students who may wear pull-on pants.
4. Only inset pockets are allowed. No pockets are allowed on legs.
5. Pants cannot be worn lower than the top of the hipbone.
6. No emblems, monograms, or contrasting stitching are allowed.
7. Slabbing, baggy pants, distressed jeans, capri, knickers, biker pants, leggings, bell bottoms, patch pockets, hip huggers, low riders, bottom slits, or boxers are prohibited.

B. Shorts

1. Color must be designated medium khaki or navy.
2. Shorts may have pleats or straight fronts. Denim, corduroy, or blue jean material is not allowed.
3. All shorts must have belt loops except Pre-K and Kindergarten students who may wear pull-on shorts.
4. Only inset pockets are allowed. No pockets are allowed on legs.
5. Shorts cannot be worn lower than top of the hipbone.
6. Length must not exceed six inches above the floor when in a kneeling position nor two inches below the top of the knee when in a standing position.
7. No emblems, monograms, or contrasting stitching are allowed.

C. Skorts

1. Color must be designated medium khaki or navy.
2. Skorts may be pleated or straight. Denim, corduroy, or blue jean material is not allowed.
3. Skorts cannot be worn lower than the top of the hipbone.
4. Length must not exceed six inches above the floor when in a kneeling position nor two inches below the top of the knee when in a standing position.
5. No emblems, monograms, or contrasting stitching are allowed.

D. Skirts

1. Color must be designated medium khaki or navy.
2. Skirts may be pleated, straight, or A-line. Denim, corduroy, or blue jean material is not allowed.
3. Length must not exceed six inches above the floor when in a kneeling position, but skirts may be worn to the ankle.
4. Any color shorts may be worn under skirts as long as the shorts are not visible.
5. No emblems, monograms, or contrasting stitching are allowed.

E. Jumpers

1. Color must be designated medium khaki or navy.
2. Jumpers may be pleated, straight or bid. Denim, corduroy, or blue jean material is not allowed.
3. Length must not exceed six inches above the floor when in a kneeling position, but jumpers may be worn to the ankle.
4. Uniform shirts must be worn under the jumpers.
5. Any color shorts may be worn under jumpers as long as the shorts are not visible.
6. No emblems, monograms, or contrasting stitching are allowed.

F. Shirts

1. Color must be navy, white, red or black. Black shirts can only be worn with designated medium khaki.
2. Shirts are to be polo style (short or long sleeve) with 2 or 3 buttons and a collar or oxford type (short or long sleeve). Denim, corduroy, or blue jean material is not allowed.
3. Shirts must be tucked in at all times.
4. No emblems, monograms, contrasting stitching are allowed.

G. Undershirts

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

H. Sweatshirts

1. Color must be solid navy, white, red or black.
2. No emblems, monograms, or contrasting stitching are allowed except for logos/emblems approved by school.
3. Sweatshirts may be worn over polo or oxford during cold weather. It may be worn out of the pants.

I. Belts

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

J. Tights/Socks/Stockings

1. Color must be navy, white, black or flesh toned.
2. Socks must be worn at all times except when wearing tights or stockings.
3. No emblems, monograms, or contrasting stitching are allowed.

II. Guidelines for Student Dress and Appearance (Grades Pre-K – 12)

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

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

- B. Pants – Slabbing, baggy pants, distressed jeans, capri, knickers, biker pants, leggings, bell bottoms, patch pockets, hip huggers, low riders, bottom slits, or boxers are prohibited.
 - C. Emblems and/or insignias – The promotion of profanity, obscenity, drugs, alcohol, tobacco, gang, wrestling related symbols, or hate type slogans, etc. are prohibited.
 - D. Shoes – Flip-flops, slippers, thongs, backless shoes, and beach shoes are not permitted. Shoes requiring laces must have the laces, and they must be kept tied. Any other shoes deemed unsafe by the administration are also not permitted. Shoes are required to have a full back.
 - E. Headdress – Hats, caps, wave caps, hoods, or any other headdress worn in school buildings during the school day are prohibited.
 - F. Sunglasses – *Sunglasses/contact lenses, of extreme style or color* may not be worn on school campuses during the school day.
 - G. Tattoos – Inappropriate visible tattoos are prohibited.
 - H. Hair – Extremes in hair style or color are prohibited. Hair should be clean and well groomed. Facial hair should be neatly groomed.
 - I. Jewelry – Spiked choke collars, chains on pants, occult type jewelry, or anything distracting to the educational process are prohibited. Earrings are allowed in the ears only. However, distracting or dangling earrings are not allowed. No visible body piercing jewelry is allowed anywhere on the body.
- III. Guidelines for Non-Compliance
- Failure to comply with the guidelines for dress, appearance, or uniforms will result in parental contact by the school. Further non-compliance may result in parental contact by the school. Further non-compliance may result in one or all of the following: in-school suspension or suspension from school.

STUDENT HEALTH SERVICES

A school nurse is available from 8 a.m. – 9 a.m. every school day at the central office, at 213 S. Washington St., Abbeville, LA 70510. The phone number is 898-5717.

IMMUNIZATION POLICY – Statute LA R. S. 17:170, GBRAA, JGCCA – All students entering school for the first time shall present evidence of completed immunization records either from the state health unit system or private physician. Exceptions to this requirement will be accepted only through a written statement by a physician or written dissent.

MEDICATION POLICY – Statute LA R. S. 17:436.1, JGCD – No student shall be permitted to take medication while at school unless a Medication Administration Form has been completed by the parent and physician. This form must be reviewed and signed by the school nurse prior to taking the medication at school. Refer to Section on Drug Alcohol/Related Issues.

BREAST SELF-EXAMINATION – ACT 789 – Statute LA R. S. 17:2112, Louisiana State law requires the teaching of “BSE”, Breast Self-Examination. Also included in the law is the necessity of teaching the importance of the Pap Smear Test.

VISION AND HEARING SCREENING PROGRAM – Bulletin 1508, Section II – Screenings are conducted each year from October through January in grades K, 1, 3, 5, 7, 9 and 11. Referrals can be made by any teacher regardless of grade if a problem is suspected at any time of the year.

SCOLIOSIS SCREENING PROGRAM – Scoliosis screening is conducted for all fifth and seventh grade students during the spring session. If a concern arises, any student may be screened for this problem.

PRE-KINDERGARTEN/KINDERGARTEN REGISTRATION – Pre-Kindergarten/Kindergarten registration is conducted at all elementary schools in the parish in the spring of the year. Memos will be sent to each elementary school with the date(s) for registration.

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

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

LICE POLICY – JGC, JGF, - Any student excluded from school for lice infestation shall have excused absences not to exceed three days (per occurrence). Written authorization from school nurses will be required to return to school.

DISCIPLINE

DISCIPLINE PROCEDURES FOR VERMILION PARISH

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

Corporal Punishment Policy (JDA)

The use of corporal punishment by administrators and teachers is authorized when such punishment is administered in a reasonable manner. The following guidelines are to be followed when administering corporal punishment:

1. Corporal punishment should be used after other methods of discipline have failed.
2. Procedural due process must be used before administering corporal punishment.
3. An adult witness must be present when corporal punishment is administered.
4. Any paddle to be used in administering corporal punishment should be made of wood fourteen (14) to fifteen (15) inches long, six (6) inches wide and one-half (1/2) inch thick.
5. Any paddling must be applied to a student’s posterior for a maximum of five (5) times.

Student Discipline, Suspension, Expulsion Policy (JD)

The Vermilion Parish School Board and its employees feel that this discipline plan will provide a safer, healthier, and happier atmosphere for children to learn. "Every teacher shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school; or during intermission or recess". R. S. 17:416 A (1) (a)

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

- This discipline program is mandatory for grades 4-12 and discretionary for grades K-3 (mandatory for K-5 for firearms and drugs).
- This policy shall apply to all school campuses, school buses, or during any school-sponsored function or activity.
- During the period of a suspension or expulsion, the student cannot participate in or attend any school activity and receives no credit for work pursued or tests given.
- In accordance with R. S. 17:416.12, students in grades K-5, who violate the "Yes, Ma'am", No, Ma'am" law cannot be suspended or expelled but can be disciplined following existing school policy.
- Failure to sign the annual statement of compliance by a parent/guardian will result in documentation of the refusal by the principal, and a copy of it will be sent to the Supervisor of Child Welfare and Attendance.
- Failure to sign the annual statement of compliance by a student will result in disciplinary measures according to current school policy.

Loss of Driving Privileges

Any student expelled, suspended for more than ten days or assigned to VPAP for more than ten days for violations of rules dealing with drugs, alcohol, or other illegal substances, firearms or assault or battery on a member of the school faculty or staff, shall have their driving privileges suspended for one year by the State of Louisiana. (LSA – R. S. 32:431)

Any student between the ages of fifteen and eighteen who is deemed absent or tardy (unexcused) more than five times within any month or who drops out of school may be denied driving privileges by the State of Louisiana. (Act 688 of 2008)

Category I – Principal shall suspend indefinitely (pending an expulsion hearing) and shall recommend expulsion:

- *1. Possession of a firearm on a school campus , on a school bus, or any school related activity.
- *2. Possession of a knife with a two inch or longer blade (Grades PreK-5 and less than 11 years old principal – may recommend expulsion, but it is not required)
- 3. Possession of other dangerous instrumentalities (without permission from the principal)
- 4. Possession of any object constituting a reasonable facsimile of a dangerous weapon
- *5. Possession, possession with intent to distribute, or distribution of any controlled dangerous substance
- *6. Alcohol – possession, distribution, or a student under the influence of alcohol (second offense)
- *7. *Intoxication (second offense)*
- *8. Possession and/or use of tobacco (third offense) (report to law enforcement if student is under 18 years of age)
- *9. Commission of aggravated battery or aggravated assault, or second degree battery
- *10. Assault and/or battery on any school board member, school employee, volunteer worker/chaperon, or other adult
- *11. Arson
- *12. Robbery
- *13. Extortion
- *14. Bomb threat
- *15. Instigating or participating in a riot
- *16. Sexual offenses as defined in Title 14 of the LA Revised Statutes
- *17. Aiding and abetting another student in committing an offense in this category
- *18. Instigating, inciting or participating in a fight (second offense, high school)
- 19. Intoxication (second offense)

Category II – Principal shall suspend from school and/or may recommend expulsion:

- *1. Burglary
- *2. Battery on any other person not enumerated in section I, #9 above. Self Defense-The doctrine of self defense is defined as the right of an individual to respond to force with reasonable force, only so long as it is necessary to protect oneself; when the danger is past, resorting to violence is no longer sanctioned. Thus, the school only recognizes self protection, not retaliation. The principal/designee shall determine the applicability of self defense in each incident and shall apply it in accordance with this policy.
- *3. Instigating, inciting or participating in a fight. (1st offense – three days OSS and two days ISS for middle and high school.)
- *4. False activation of a fire alarm
- 5. Possession, possession with intent to distribute, or distribution of any controlled substance (prescription medication). Provided, however, any student in mere possession of a controlled substance prescribed to him/her may be subject to in-school suspension, or out-of-school suspension
- *6. Possession of alcohol and/or under the influence of, or distribution of (first offense). *Up to seven days suspension.*
- *7. *Intoxication (first offense) up to seven days suspension*
- *8. Possession and/or use of tobacco (first offense); three day suspension (second offense); five day suspension (report to law enforcement if student is under 18 years of age)
- *9. Criminal damage to personal property or school property (vandalism). Student suspended for damages shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent of Schools
- 10. Leaving the school premises without permission
- 11. Persisting in serious acts of disobedience or misconduct
- *12. Possession and/or use of any explosive device, including fireworks and ammunition
- 13. Major disrespect toward any school board member, school board employee or volunteer worker or chaperon, including verbal abuse, obscene or indecent gestures, propositions, or exhibitions

14. Second or subsequent possession of a beeper, cellular phone, CD player, radio, IPOD, MP3 player, camera, or any electronic communication device during regular school hours or upon any school bus. **The only exceptions** (1) This prohibition shall not apply to such device located in a personal motor vehicle. (2) This prohibition shall not apply to any such device used on a bus for extra or co-curricular trips which exceed regular school hours. *Such use shall be permitted at the discretion of the coach, sponsor, or chaperone of the event.* Ear phones must be used for the following: CD player, radio, IPOD, MP3 player, or any other electronic devices which may be disruptive to the bus driver or students. (3) This shall not apply to any such device given by the authority of a principal for special situations. (Ex. A camera for the use of Year Book Pictures)
- *15. Sexual misconduct and/or sexual harassment
- *16. Theft or illegal possession of stolen things
- *17. Engaging in any other illegal behavior
- *18. Possession of drug paraphernalia
19. Possession of lighters, matches or other incendiary devices
- *20. Aiding and abetting another student in committing an offense in this category (reportable if a criminal offense)
21. Upon a fourth suspension in accordance with state law

Category III – Principal may place in in-school suspension and/or suspend from school:

1. Willful disobedience
2. Intentional disrespect to a school board employee, volunteer worker, or chaperon
3. An unfounded charge or accusation against any school board member, school employee, volunteer worker or chaperon
4. Failure to perform a class assignment
5. Possession, possession with intent to distribute, or distribution of over the counter therapeutic products
6. Immoral or vicious practices, conduct or habits injurious to associates
7. Disturbing the school, disrupting the orderly process of class instruction and/or habitually violating any rule
8. Writing or speaking any profane or obscene language or drawing obscene pictures in or on any school material or any public school premises and school bus
9. Obscene or indecent gestures, propositions or exhibitions to other students
10. Violating traffic and safety regulations
11. Cutting class / playing hooky
12. Habitual tardiness or absenteeism
13. Use of intimidation, coercion, or force
14. Gambling
15. Violation of school dress code
16. Leaving a classroom or school activity without permission
17. Misconduct at school sponsored events
18. Failure to provide student ID
19. Posting or distributing unauthorized or other written materials on school grounds
20. Cheating and/or copying work of another student or plagiarism
21. Improper physical contact
22. Failure to return required form/report cards
23. Not having proper material, supplies and equipment (shorts for P.E.) needed for participation
24. Dishonesty/forging signatures, grades, etc.
25. Throwing objects where injury to others is foreseeable
26. Possession of a beeper, cellular phone, CD player, radio, IPOD, MP3 player, camera, or any electronic communication device during regular school hours or upon any school bus. **The only exceptions** (1) This prohibition shall not apply to any such device used on a bus for extra or co-curricular trips which exceed regular school hours. *Such use shall be permitted at the discretion of the coach, sponsor, or chaperone of the event.* Ear phones must be used for the following: CD player, radio, IPOD, MP3 player, or any other electronic devices which may be disruptive to the bus driver or students. (3) This shall not apply to any such device given by the authority of a principal for special situations. (Ex. A camera for the use of Year Book Pictures).
27. Possession of a knife with a blade of less than 2 inches
28. Commission of any other serious offense
29. Aiding and abetting another student in committing an offense in this category
30. *Horseplay*

* The principal shall report this offense to the appropriate law enforcement agency. Make sure that a criminal complaint has been filed.

Any single violation of the code of conduct that is not listed herein above may be considered a minor offense. Minor offenses shall first be remedied by using one or more discipline management techniques. Persistent minor offenses (two or more occurrences of the same violation) may result in suspension. Any student, after being suspended for committing any of the offenses enumerated in the preceding sections, may be expelled, upon recommendation by the principal of the school in which said student is enrolled. Principal or designee shall use discretion to determine which techniques are reasonable and appropriate to the offense.

Notice in writing of the suspension and the reasons therefore shall be given to the parent or parents of the pupil suspended.

Any parent of a pupil suspended shall have the right to appeal to the parish Superintendent of Schools who shall conduct a hearing on the merits. The decision of the Superintendent of Schools on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the Superintendent of Schools to remit any portion of the time of suspension.

Expulsions: *During an out-of-school expulsion, the student does not receive any credit for the year of the expulsion.*

Graduation Participation

Any student who has been expelled from school and whose term of expulsion has not been completed shall not be allowed to participate in graduation exercises. Provided, however, that any such student may petition the School Board, in writing, for a waiver of this rule. This petition

must be filed with the Superintendent at least ninety (90) days prior to graduation or within ten days of the expulsion decision, whichever occurs later. The School Board shall conduct a waiver hearing in executive session.

DUE PROCESS FOR SUSPENSIONS, EXPULSION, AND TRANSFERS (JCAAR)

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

1. Investigate the incident:
 - a. Listen to all versions of the facts from accuser(s,) and other pertinent individuals
 - b. Give student notice of alleged infraction and an opportunity to give his/her side of the story
2. Make a decision – decide if student is guilty and if suspension is the proper punishment
3. Immediately inform the student and parent(s) in writing of:
 - a. The reason for suspension
 - b. The length of suspension, including date and time of commencement and termination
 - c. Students rights of appeal

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

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

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

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

During a period of out of school suspension, expulsion, or assignment to VPAP (Vermilion Parish Alternative Program), a student cannot participate in or attend any school activity. During a period of out of school suspension or expulsion, a student receives no credit for work pursued or tests given.

Any parent, tutor or legal guardian of a pupil suspended for 10 school days or less may appeal to the parish Superintendent of Schools within 5 school days of imposition of suspension. The appeal shall be made to the Superintendent in writing. The decision of the Superintendent of Schools on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the Superintendent of Schools to remit any portion of the time of suspension. A pupil suspended for damages to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent of Schools.

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

In accordance with LSA-R. S. 17:416 Sub section (C)(5) The parent or tutor of the pupil may, within ten days, appeal to the district court for the parish in which the student's school is located.

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

SPECIAL RULES OF CONDUCT

1. Students are encouraged to keep up with all assignments. Every student should check with his/her teacher to get his/her assignments for the class or classes missed.
2. Students are not permitted to leave the school campus without permission from the principal or designee. After review of each case, the principal or designee will consider the relevant circumstances and make a professional judgment on each case. Any student leaving without permission will be suspended or dealt with in manner determined desirable by the principal or designee. Parental permission, either a note or a phone call, must be given before a student will be allowed to leave the school campus.
3. Students will obey all school rules while on field trips or school related activities.
4. Absolutely no fighting (see Definition under "Discipline") will be allowed on the school grounds, buses and routes. Instigators of fights will be suspended from school in grades 4-12.
5. Bus students do not have permission to wander on or off the campus upon arrival in the morning or upon dismissal in the afternoon without permission from the principal.
6. ALL VISITORS must report to the principal's office upon arrival on campus and state the purpose of their visit.
7. Whenever a student discovers contraband (i.e. weapons, drugs, etc.) on school or personal property, he/she shall do the following:
 - A. Leave contraband undisturbed in location where discovered
 - B. Request someone to remain with the contraband/prohibited item(s), if possible
 - C. Immediately report to school official, preferably principal or assistant principal
8. Any student parking on school grounds must complete the student parking permit application and adhere to school parking regulations.
9. All threatening comments, even made in a joking manner, will be taken seriously and may result in extreme disciplinary action.

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

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

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

SEARCHES (JCAC)

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

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

- A. *The parish and city school systems of the state are the exclusive owners of all public school buildings and all desks and lockers within the building assigned to any student and any other area of any public school buildings or grounds set aside specifically for the personal use of the students. Any teacher, principal, school security guard, or administrator in any parish or city school system of the state may search any building, desk, locker, area, or grounds for evidence that the law, a school rule, or parish or city school board policy has been violated.*
- B. *The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.*

II. Search of Persons Entering Public School Buildings or Grounds

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

III. Random Searches

- A. The dog will be used to make random searches of the following areas: 1) classroom facilities, 2) school lockers, 3) automobiles, 4) school buses, 5) school equipment, 6) bathroom facilities, 7) any and all other school facilities, 8) books, and 9) school-related supplies carried and used by students.
- B. When reasonable belief exists, the dog may be used to search student's clothing and personal objects when these are separated from the student. At no time shall a student be asked to strip nude for purpose of a random search.
- C. Random searches on school campuses shall be conducted according to a schedule agreed upon by the principal and the responsible law enforcement officer in charge of this program.
 1. The use of the dog at any particular school campus shall be unannounced. The law enforcement official in charge of the operation shall, however, report to the principal's office, properly identify himself, and state his purpose prior to any use of the dog on campus.
 2. The principal, or his designee, shall accompany the search team at any time the search is being conducted within the school campus for which he is responsible.

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

- A. Search of School Property
If the dog alerts on a school locker or other property belonging to the school board, such property shall be searched.
- B. Search of Property not Belonging to the School but Located on School Board Property
If alcohol, drugs or contraband is discovered, it will be confiscated, and the student's parents will be notified. Any offender will be disciplined by school personnel in accordance with "Student Alcohol and Drug Use" and file JCAB "Search and Seizure".

V. Searches with Metal Detectors

L.S.A.-R.S. 14:95.2 prohibits the possession or carrying of weapons (firearms, knives or other implements or instrumentalities which can be used as weapons) on school board property or at school-sponsored activities. The unauthorized possession of electronic telecommunication devices on school board property is also prohibited by L.S.A.-R.S. 17:239. In light of the rise of such incidences and in furtherance of the law, and in order to provide a safer environment for student and employees, the Vermilion Parish School Board authorizes searches with a hand held or stationary metal detector of school board property, of students, employees, and non-employees, and of any bags, parcels, containers, etc., that any person brings on the school board property or to school sponsored activities as provisions set forth in R.S. 17:416.3 and 17:416.6. Activation of the metal detector shall authorize the conduct of a search of the subject's person by authorized school personnel, in the manner described in section E below. The nature and extent of a search shall not go beyond what is necessary to allow authorized personnel to discharge their responsibilities in this area.

IMPLEMENTATION

A. Notification:

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

B. Refusal to Cooperate with the Search

1. Refusal by non-employees to cooperate fully with a search shall result in their removal from school board property or school-sponsored activities.
 2. Students entering school board property or school-sponsored activities who refuse to cooperate fully with a search shall be denied entry to school board property and shall be removed from school-sponsored activities.
 3. Students on school board property (e.g., P. E. areas, classrooms, cafeteria, etc.) who refuse to cooperate fully with a search will be suspended for “disrespect for authority/willful disobedience,” as provided for in Policy File JD, JCD, JCAA Student Discipline, Suspension, Expulsion.
- C. Supervision: Searches will be initiated by authorized school personnel. However, the police shall be notified if a subject is found to be in possession of contraband (such as weapon, illegal drug, unauthorized telecommunication devices, or other prohibited objects), as required by law.
- D. Selection: Prior to the conduct of any search, authorized school personnel shall determine the method of selecting subjects to be used for the search in question. Once determined, the selection procedure shall be consistently applied throughout the conduct of that particular search. Selection criteria may vary from one search to another.
- E. Search Procedures
1. Metal Detectors: Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of students. When metal detectors are used, selected subjects shall be asked to remove all metal objects from their pockets and place the items on a designated tray or surface, along with any bags, parcels or other containers being carried. If the detector activated on a subject, the authorized school official conducting the search shall request that any remaining metal objects be removed. The subject shall be searched with the metal detector once again. If the detector no longer activates, the search shall be concluded (Reference F-1 and F-2).
 2. Personal Searches: Should the metal detector continue to activate, the subject shall be searched by authorized school personnel of the same sex in the presence of at least one other responsible adult. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject’s person.
- F. Disposition of Subject’s Property
1. Return of Property: All property removed from a subject that is not prohibited by board policy, local, state and federal law, or school rules, shall be returned to the subject upon completion of the search. Non-illegal contraband shall be returned to the parent/guardian of the student within the first two weeks after the end of the school year. The parent/guardian shall be responsible for making arrangements with the principal to retrieve the item(s). If the item(s) is not so retrieved, the principal shall convey the item(s) to a charitable entity, unless the item(s) has no practical value, in which case the principal shall dispose of the item(s).
 2. Discovery of Contraband: Should a subject be found to be in possession of contraband (such as weapons, illegal drugs, or other prohibited objects), the person conducting the search shall notify the school principal/designee, who shall in turn notify the local police, or the appropriate law enforcement agency (if not present for the search). The law enforcement agent shall take custody of all weapons, other prohibited objects, and illegal drugs.
 3. *Electronic Communication Device: First offense shall be returned to the student’s parent/guardian upon request. Second offense, school shall keep the device until the end of the school year (must be picked up within two weeks of the last day of school).*

CHILD ABUSE

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

Steps to Follow in Case of Suspected Child Abuse

1. When a mandated reporter (as defined in the above paragraph) in the Vermilion Parish School System has reason to believe that a child has been abused or neglected, he/she will immediately notify the Office of Community Services at 898-1430 or local law enforcement.
2. As much information as possible will be provided regarding the child, parents, location, and the reason that abuse/neglect is suspected.
3. There will be no attempt on the part of the school staff to prove the allegation of abuse/neglect before reporting. All that is required to report is a reasonable suspicion of abuse/neglect. Investigation and determination of the validity or invalidity of a report is the responsibility of the Office of Community Services.
4. School staff will not notify the parent or guardian of the abused/neglected child that the Office of Community Services is conducting the investigation. It is the agency’s responsibility to notify the parents. No contact by the school will be made with the parent unless requested by OCS after the report has been made.
5. School staff will not notify the child subject of the arrival of the child protection worker.
6. When the child protection worker wishes to interview the child in the school, he/she will telephone the principal stating the need to interview the child and verifying that the child is attending school that day. The child protection worker will give the principal his/her name and a phone number which can be used to verify identity.
7. Upon arrival at the school, the child protection worker will present identification and sign the school visitor’s register.
8. The principal will send for the child subject and provide a private space for the interview with the child.
9. A school staff person whom the child knows and with whom he/she feels comfortable may be present during the interview if the child is in agreement with this. If the child objects, a school staff person will not sit in for the interview. Although, if a school staff person sits in on any interview, it is understood that they may be subpoenaed to court in any subsequent court proceedings, and their anonymity as a reporter may be challenged.

SEXUAL HARASSMENT POLICY FOR STUDENTS

In order to maintain a safe environment which is conducive to learning, Vermilion Parish School Board prohibits any form of sexual harassment. Sexual harassment can destroy the advantage a school has to offer and can undermine its goals; therefore, it is totally unacceptable

and illegal. Sexual harassment includes unwelcome sexual advances, use of sexual suggestive language, request for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature at school or in a school-sponsored activity.

Any student who has a complaint of sexual harassment against another student, employee, or non-employee engaged in business with the school system shall submit in writing the nature of the complaint, including specific act or acts which constitute the harassment complaint, the person or persons who the complaint alleges committed the harassment, witnesses to the act(s) of which the complaint has been filed, and the date(s) and time(s) of the alleged act or acts. The complaint shall be forwarded to the principal/designee as soon as possible following the alleged action. All complaints of sexual harassment shall be investigated thoroughly and promptly, and the complaint's parents/guardian shall be notified immediately.

The appropriate designated administrator shall meet with the witness and the persons accused of the act of harassment and shall document the discussions with these individuals. Any student found to have committed sexual harassment shall be subject to disciplinary action and due process under the rules and regulations for student discipline.

If either party is dissatisfied with the results of the investigation, he or she may grieve in accordance with the Title IX Grievance Procedure (File JAAR) adopted by the Vermilion Parish School Board.

THREATS, HARASSMENT, BULLYING, INTIMIDATION AND HAZING

The Vermilion Parish School Board's duty is to maintain a learning environment that is free from threats, harassment, bullying, intimidation, and hazing. The School Board prohibits any and all forms of threats, harassment, bullying, intimidation, and hazing under any circumstances while in school, on the school bus, or participating in school related activities.

Threats, harassment, bullying, intimidation, and hazing are defined as any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property, which is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student. Hazing shall mean any knowing behavior whether by commission or omission, or any student to encourage, direct, order, or participate in any activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property including any school bus. Hazing does not mean any adult directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing and the aiding and abetting another person who engaged in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

Reporting Procedure

Any student who believes he or she has been a victim of threats, harassment, bullying, intimidation, or hazing by another student is encouraged to immediately report the incident to the principal or his designee. The student shall provide a written statement to the principal.

DRUG/ALCOHOL/RELATED ISSUES

STUDENT ALCOHOL AND DRUG POLICY

When the principal/designee has reasonable cause to believe that a student is guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event the following steps shall be taken:

- A. Parents/guardian of the student shall be contacted immediately.
- B. The Drug-Free/At-Risk Facilitator shall be contacted immediately.
- C. Appropriate Law Enforcement Agency shall be notified.
- D. *The student shall then be sent home pending the results of an investigation, and the possibility of an expulsion hearing.*
 1. *Pending the results of an investigation, an expulsion hearing shall be held.*
 - a. *If sixteen (16) years of age or older, the student shall be expelled from Vermilion Parish School for a minimum period of four (4) complete semesters.*
 - b. *If under sixteen (16) years of age and for grades six through twelve, the student shall be expelled for a minimum period of two (2) complete school semesters.*
 - c. Any case involving a student in kindergarten through grade five, found guilty, shall be referred to the Vermilion Parish School Board through recommendation for action from the Superintendent.
 - d. Any student arrested for intentional distribution of, or possession with intent to distribute any controlled dangerous substance or other controlled substance on school property shall be referred by the school principal or his designee, within five days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.
 - e. If evidence of abuse is found, the students shall be referred to an alcohol and drug abuse treatment professional chosen by the student's parent or tutor. If the student is found by the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment, as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's case. The school board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.
 - f. The parent or tutor of the pupil may, within five days after the decision is rendered, request the city or parish school board to review the findings of the Superintendent or his designee at a time set by the school board; otherwise the decision of the Superintendent shall be final. (If requested, of his designee, the school board may affirm, modify, or reverse the action previously taken.)
 - g. The parent or tutor of the pupil may, within ten days, appeal to the district court for the parish in which the student's school is located and adverse ruling of the school board in upholding the action of the Superintendent, or his designee. The court may reverse or revise the rulings of the school board upon a finding that the ruling of the board was based on an absence of any relevant evidence in support thereof.

- E. Having knowledge of and intentional distribution of, or possession, or possession with intent to distribute any look-alike chemical, may be processed in the same manner as above.

When the principal/designee has reasonable cause to believe that a student is under the influence of any illegal narcotic, or other controlled substance on school property, on a school bus, or at a school event, the following steps shall be taken:

- A. Parents or guardians of the students shall be contacted immediately.
- B. The Drug-Free/At-Risk Facilitator shall be contacted immediately.

When the principal/designee has reasonable cause to believe that a student is guilty of possession of, or under the influence of, or distribution of any alcohol on school property, on a school bus, or at a school event the following steps shall be taken:

FIRST OFFENSE:

- A. Parents or guardians of the students shall be contacted immediately.
- B. The Drug-Free/At-Risk Facilitator shall be contacted immediately.
- C. Appropriate law enforcement agency shall be notified.
- D. The students shall be suspended from school for a period of up to seven (7) days.

SECOND OFFENSE:

- A. Parents or guardians of the students shall be contacted immediately.
- B. The Drug-Free/At-Risk Facilitator shall be contacted immediately.
- C. Appropriate law enforcement shall be notified.
- D. An expulsion hearing shall be held.

When the principal/designee has reasonable cause to believe that a student is in possession of or is using any tobacco products, the following steps shall be taken:

FIRST OFFENSE:

- A. Parents or guardians of the students shall be contacted immediately.
- B. The Drug-Free/At-Risk Facilitator shall be contacted immediately.
- C. Appropriate law enforcement agencies will be notified.
- D. The students shall be suspended from school a period of three (3) school days.

SECOND OFFENSE:

- A. Parents or guardians of the students shall be contacted immediately.
- B. The Drug-Free/At-Risk Facilitator shall be contacted immediately.
- C. Appropriate law enforcement agency will be notified.
- D. The student shall be suspended from school for a period of five (5) school days.

THIRD OFFENSE:

- A. Parents or guardians of the students shall be contacted immediately.
- B. The Drug-Free/At-Risk Facilitator shall be contacted immediately.
- C. Appropriate law enforcement agency shall be notified.
- D. An expulsion hearing shall be held.

BREATHALYZER SCREENING

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

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

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

SPECIALIZED EDUCATION

OPTIONS PROGRAM

The OPTIONS Program is an alternative program which is a cooperative effort between special and regular education. It is an instructional program available in all parish high schools for secondary students who have met specified criteria.

The purpose of the OPTIONS Program is to provide an alternate method of obtaining a viable (GED) Diploma and/or Skills Certificate for those students who are unable to earn a regular high school diploma through the traditional methods of Carnegie units and exit exams.

REGULATIONS GOVERNING THE TEACHING OF HOMEBOUND AND HOSPITALIZED CHILDREN

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

The parent should contact the Special Education Department by calling 898-5717 for information on Homebound Services.

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

SECTION 504

The Vermilion Parish School Board assures any eligible disabled individual under Section 504 of the Rehabilitation Act of 1973, and who the federal laws say should receive service from the Vermilion Parish School Board, will be serviced according to the implementing regulations found at 34 C.F.R. Part 104. Questions regarding 504 can be addressed to the 504 Coordinator at 898-5717.

Students will be administered a comprehensive screening for dyslexia and related disorders. Attention Deficit Disorder, Attention Deficit with Hyperactivity Disorder, and social/emotional "at risk" factors at least once during the grades K-3 unless the student's parents object to such screening. Any student shall be assessed at the request of a parent or teacher.

SPECIAL EDUCATION

Special Education is a supportive branch of general education that allows the Vermilion Parish School System to offer a full continuum of educational services to all children. Special education programs and services are governed by legislation and regulations. Generally all regulations, interpretations, and guidelines originate from federal legislation (IDEA >04) and state regulations (Bulletin 1706). In keeping with these mandates, the Vermilion Parish School Board has adopted a policy of free, appropriate public education for children with disabilities residing within its jurisdiction. Through its Child Search Program, the Board continues to place a priority on locating, evaluating, and placing eligible exceptional children.

The Vermilion Parish Special Education Department is mandated to provide special education services to any identified eligible child. Age eligibility is defined as from birth to the twenty-second birthday. An identified child is one who has been evaluated according to the Pupil Appraisal Handbook standards and has met the criteria for exceptionality. Before services can be initiated, a child must have been placed according to IFSP or IEP/Placement procedures. Students are scheduled for services to begin no later than ten calendar days after the IEP/Placement meeting.

GIFTED EDUCATION

In elementary and middle grades, gifted students are served in enrichment programs where they are pulled out of their regular classrooms for part of the day. Students are responsible for concepts that are presented while they are out of class. The regular classroom teacher should give only the portion of the assignments necessary to ascertain that students have grasped the new concepts presented while they were in the gifted class.

In most high schools the gifted program is in course work involving Carnegie Unit credit. Classes are taught by teachers certified to teach gifted. Choices for course work vary depending on school. Cooperation and communication between the gifted program and other aspects for the school are greatly encouraged.

TRANSPORTATION

PUPIL RESPONSIBILITIES

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

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

SCHOOL BUS CONDUCT

1. Students must be on time at designated stop and must stay off the roadway at all times while waiting for the bus. Drivers will not wait for late students. Exceptions will be made for inclement weather.
2. Students must obey the driver.
3. Students must cross the road in front of the bus, never in the rear.
4. Be courteous to one another.

5. Help to keep the bus clean and sanitary. Anyone purposely damaging, cutting or breaking school property will be disciplined and be required to pay damages.
6. Avoid causing trouble by teasing, pulling hair, scuffling or using profane, obscene or abusive language.
7. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of windows.
8. There should be no moving around while the bus is in motion. If assigned to a seat by the driver, stay in that seat.
9. Loud talking will not be tolerated. Conversation in normal tones is permissible.
10. Obtain permission from the driver before opening windows when it is cold or raining.
11. The emergency door is to be used only in cases of an accident or emergency.
12. The middle aisle should not be blocked by students.
13. No student will be allowed to ride another bus other than the one to which they are normally assigned. Exceptions are as follows:
 - a. **SHORT TERM REQUESTS:** A written request must be presented to the driver before the child boards for an afternoon or overnight privilege. Drivers will have a copy of this form to file in their personal folder.
 - b. **LONG TERM REQUESTS:** Parental requests for a child to be picked up, dropped off or both on a long term basis to a day care center, baby sitter or relative may be approved. The driver must be contacted first and a signed statement from parents must be obtained. If the bus driver's route is overcrowded, these special privileges will not be approved. Parents are to understand that if a new student(s) moves to the driver's regular route; this special privilege may be revoked. Parents will have to find other means to meet these needs. Drivers are not to change their routes for either of these special privileges.

Forms are available at the Transportation Department.

14. Bus drivers are permitted to make reasonable rules for the safe and proper operation of buses.
15. The following items are not allowed on the bus: alcohol, drugs, pets, beverage bottles or cans, glass objects (except eye-glasses), radio, ear phones, weapons, tobacco, matches, cigarette lighter, or obscene materials.
16. Objects too large to be held in the student's lap or placed under the bus seat will not be allowed on the bus.
17. Students will obey all school rules while on field trips or school related activities.
18. Students do not have permission to wander on or off the campus upon arrival in the morning or upon dismissal in the afternoon without permission from the principal.

ANY VIOLATION OF ANY OF THE ABOVE RULES AND REGULATIONS MAY BE REASON FOR DISCIPLINARY ACTION.

BUS STOPS

TOWN STOPS: Stops in town must not be created within two blocks of another stop and must be assigned by the Coordinator of Transportation. It is also important that the "in and out" pickup distances be strictly followed.

RURAL STOPS WHICH WILL BE TRANSPORTED ARE AS FOLLOWS: K-3 grade students residing OVER .05 mile from main highway; 4-6 grade students residing OVER .10 mile from main highway; 7-12 grades students residing OVER .15 mile from main highway.

MISCELLANEOUS

WORK PERMITS

Louisiana Minor Law requires minors (under the age of 18) to obtain a work permit prior to employment. Vermilion Parish **public high school students are to obtain a work permit from the high school that they attend while school is in session** (approximately mid-August through mid-June). During the summer months, work permits may be obtained at the Vermilion Parish School Board at 220 South Jefferson Street, Abbeville, LA.

A minor must get a job before obtaining a work permit. After the job is secured, the minor must provide at the time of application, In person, the following: 1) a completed Intention To Employ Minors Under 18 form obtained from their prospective employer (with parent/guardian signature), and 2) proof of age (birth certificate, driver's license, state I.D., school records, etc.).

SCHOOL BREAKFAST AND LUNCH POLICIES

Overview of the Programs – Students are provided with meals in accordance with the provisions of the National Child Nutrition Act.

Breakfast and lunch are offered to students at schools in Vermilion Parish. The nutritional goal of the school lunch program is to provide one-third of the Recommended Dietary Allowance (RDA) for children of each age/grade group. Breakfast will meet approximately one-fifth of nutritional needs.

It is the policy of the Vermilion Parish School Food Services Department to attempt to serve the highest quality meals at the lowest possible charge to the student. The menus are planned with consideration given to food preferences by students, federal and state regulations of the School Breakfast and Lunch Programs, and the availability of USDA commodities.

Free and Reduced Price Meals – The Free and Reduced Meal Program is available to families as set forth by federal and state policy which mandates that nutritious meals be available to students at schools regardless of the family's ability to pay. Students are supplied with a free/reduced meal application on the first day of school. If eligibility is determined by direct certifications, parents will be notified as to eligibility on the first day of school.

Collection Procedures For Meals – Meal payments are collected by cafeteria personnel at individual schools. Questions concerning meal payments can best be answered by contacting the school's cafeteria manager.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Vermilion Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this board. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Americans with Disabilities Act), or exceptional condition (Section 504 of the Rehabilitation Act of 1973) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures. Questions regarding Section 504 can be addressed to the 504 Coordinator at 898-5717 and questions regarding Title IX can be addressed to Robert Rizzuto at 898-5755.

VERMILION PARISH COMPUTER NETWORK USER POLICY

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Any student who wishes to use the Vermilion Parish Computer Network, including the Internet, must agree to follow the Vermilion Parish Acceptable Use Policy and must first complete the User Agreement and Parent Permission Form before individual access is allowed. The User Agreement and Parent Permission Form are not required for teacher – directed and supervised use. Both of these documents may be obtained from the school office or from the Vermilion Parish School Web Site at <http://www.vrml.k12.la.us> In the Acceptable Use Policy, **the following are NOT allowed:**

Revealing personal information about yourself or other people; sending or displaying offensive messages or pictures; using obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language; harassing, insulting, or attacking others; accessing material which is inappropriate for school settings; damaging computers, computer systems, or computer networks; violating copyright laws, using another’s password, trespassing in another’s folders, work, or files; intentionally wasting limited resources; or employing the network for commercial purposes. **Violations may result in a loss of access as well as other disciplinary or legal action.**

AVAILABILITY OF STUDENT RECORDS

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

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

PARENT/GUARDIAN INTERNET RESOURCES

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

These are town primary web sites for parents or guardians to use:

Teacher Websites and Homework through OnCourse

The OnCourse web site shows information in the following areas:

- **Student Homework**
- **School & Teacher Calendars**
- **Teacher Web Sites**

Parent’s Communication “Command” Center

The Parent Command Center web site shows information **only** for the parent or guardian’s child in the following areas:

- **Student Attendance**
- **Student Discipline**
- **Student Grades**
- **Student Transcripts**

The web sites can be accessed by going to www.vrml.k12.la.us then clicking on the “Parent Resources” link.

CLASS RANKING

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

UNPAID FEES AND OTHER DEBTS

Every student shall be accountable for unpaid fees or debts owed to the school for such things as, but not limited to lost textbooks, library books, unpaid lunch money, school pictures, locker fees, student i.d. fees, fundraiser money/products not returned, etc. by denying participation in non-academic activities, including graduation ceremonies.

Principals are encouraged to contract parents for cooperation in clearing debts. Should attempts to clear any debt through parental contact not be successful, the school may take the above mentioned steps or combination thereof to insure payment of unpaid debts, as well as appropriate legal action against an adult student or the parent/guardian of a minor student.

EMERGENCY DISMISSAL PROCEDURE

In times of emergency, (i.e. inclement weather, electrical failure), parents are asked to monitor the local media, specifically KATC Channel 3 and KLFY Channel 10 for more information. In order to keep phone lines open, please **do not call the school.**

ASBESTOS MANAGEMENT PLAN

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the Vermilion Parish School Board contracted an accredited Management Planner to develop an **Asbestos Management Plan** for each school in the parish and submit to the Department of Environmental Quality. All provisions required to be included in a management plan are part of this plan, as well as any information that has been revised to bring the plan up-to-date. The Vermilion Parish School Board maintains and updates the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

A copy of this school's Management Plan is on file in the administrative office and is available without cost or restriction, for inspection during regular school hours. Should there be any questions, please contact Jerome Puyau, LEA designated person, at 337-898-5803.

VERMILION PARISH DISTRICT PARENT INVOLVEMENT PLAN

Parent involvement is the support and participation of parents at home and at the school site that directly and positively affects the educational progress of their children. Vermilion Parish recognizes that in order for students to succeed now and later in life, schools, families, and communities must work together.

It is the goal of the Vermilion Parish School System's Parent Involvement Plan to 1) aggressively seek effective partnerships between the home, the school, and the community; 2) create family-friendly schools with an open door policy; 3) create regular, meaningful two-way communication between the home and school; 4) provide the opportunities for parents to actively participate in school related programs; and 5) provide information to parents about their Title 1 school.

The Title 1 Parenting Center is centrally located at 700 Charity Street in Abbeville. It serves as a resource center where families have access to materials, equipment, and information to help them effectively assist their children. The center is open year-round from 8:00 a.m. to 4:30 p.m. (summer schedule 8:00 a.m. to 3:30 p.m.). The center follows the school holidays and closes accordingly. All parents are invited and encouraged to take advantage of the services of The Parenting Center. Parents may also take advantage of the services through the YWCA Family Resources Center located at 3180 Convention Street, Baton Rouge, Louisiana.

APPENDIX

GLOSSARY OF TERMS

- 1) **Aggravated Assault** – an assault committed with dangerous weapon
- 2) **Aggravated Battery** – battery committed with a dangerous weapon
- 3) **Arson** – the intentional damaging by an explosive substance or the setting fire to any property of another without the consent of the owner
- 4) **Assault** – an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery
- 5) **Battery** – the intentional use of force or violence upon the person of another
- 6) **Burglary** – the unauthorized entering of any dwelling, vehicle, watercraft or other structure, movable or immovable, with the intent to commit a felony or any theft therein
- 7) **Criminal Damage to Property (Vandalism)** – the intentional damaging of any property of another, without the consent of the owner by any means other than fire or explosion
- 8) **Dangerous Instrumentality** – any object which has the potential for use as a weapon, for example, scissors, tools, etc.
- 9) **Expulsion** – removal of a student for a determined number of days with no provision of instructional services
- 10) **Extortion** – the communication of threats to another with the intention thereby to obtain anything of value or any acquittance, advantage or immunity of any description
- 11) **Hookey** – failure to attend school without knowledge of parent or guardian
- 12) **Illegal Possession of Stolen Things** – the intentional possession, procuring, receiving, or concealing of anything of value which has been the subject of any robbery or theft, under circumstances which indicate that the offender knew or had good reason to believe that the thing was the subject of one of these offenses
- 13) **In-school suspension** – student is temporarily removed from his/her usual classroom placement to an alternative setting for a minimum of one complete school day and no interruption of instructional services occurs
- 14) **Robbery** – the taking of anything of value belonging to the person of another or that in the immediate control of another by the use of force or intimidation but not armed with a dangerous weapon
- 15) **Suspension** – student is temporarily prohibited from participating in his/her usual placement within school with no provision of instructional services
- 16) **Theft** – the misappropriation of taking of anything of value which belongs to another, either without the consent of the other through misappropriation or taking, or by means of fraudulent conduct, practices or representations; an intent to deprive the other permanently of whatever may be the subject of misappropriation of taking is essential
- 17) **Controlled dangerous substance** – any substance listed in the schedules contained in Title 40 of the LA Revised Statutes
- 18) **Controlled substance** – any substance which requires a prescription from an appropriate health care provider other than those listed in Title 40 of the LA Revised Statutes
- 19) **Therapeutic product (over the counter medication)** – relating to treatment of diseases or disorders by remedial agents or methods.

Do NOT Release Student's Information to the Military

DIRECTIVE TO PROHIBIT RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS

To student and parent/guardian:

In 2002, Congress amended the Elementary and Secondary Education/No Child Left Behind Act to require public school districts to release their list of high school students and their contact information to military recruiters, or risk losing federal funding. However, **families have the right to prohibit the release of information** for this military purpose. **If you do not want your family member's personal information provided to military recruiters by the school district, you must notify the principal of the high school.**

Fill out the information below, make a copy of the signed document, and send the original to the student's school principal (call to learn the school's deadline to receive this form to prevent notification to military recruiters; it is usually the start of the Fall Quarter).

Dear Principal _____ of _____ High School

Do NOT release any of my child's directory information, including name, address, phone number, email, **to military recruiters during any school year**. This directive exercises the right against disclosure provided for under Paragraph 2, Subsection (a) of Section 9528 of Public law 107-110 ("No Child Left Behind"), 2002.

Student name(s) _____

Student/parent/guardian signature _____

Parent/guardian name _____

Date _____

ATTENTION REGISTRAR: A student's signature alone on this form is valid. Under Sec 9528 of the NCLB (Armed forces recruiter access to students and students recruiting information), (2) Consent it states "A secondary school student or the parent of the student may request that the student's name, address and telephone listing described in paragraph (1) not be released.

Note: This directive does not prohibit information about the above named student(s) circulating to institutions of higher learning or for employment/occupational purposes.