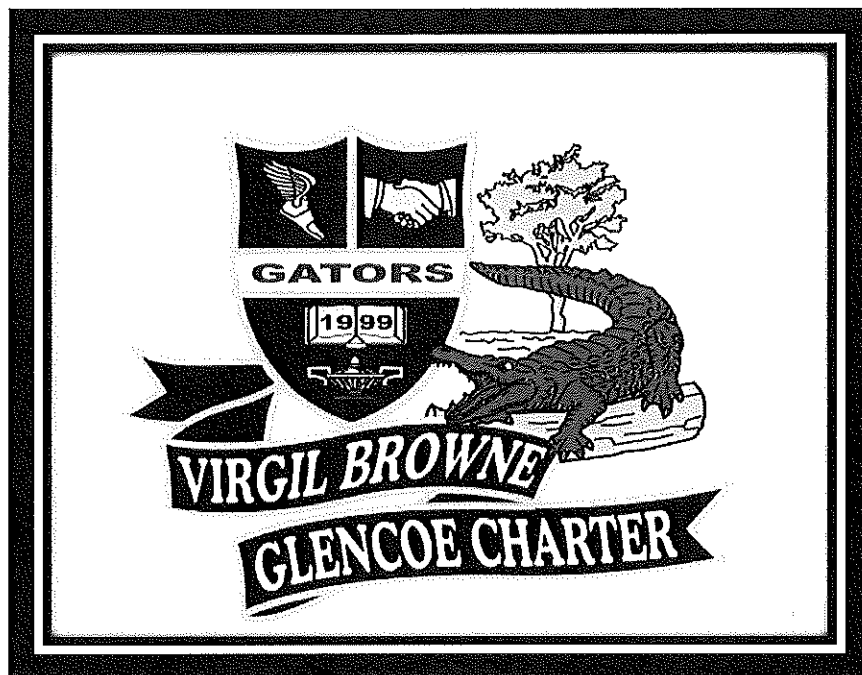


V. B. GLENCOE CHARTER SCHOOL STUDENT HANDBOOK

2026-2027



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MISSION STATEMENT

V. B. Glencoe Charter School Mission Statement

V.B. Glencoe Charter School strives to grow curious minds, resilient spirits, and kind hearts, supporting every student's academic and personal growth to help them thrive today and lead tomorrow.

Vision Statement

We believe every student can become a confident learner, a compassionate neighbor, and a capable leader. Our vision is a school where students are known, challenged, supported, and inspired—to thrive in the classroom and make a meaningful difference in the world.

Vision Pillars

1. Academic Excellence

- Provide a rigorous and engaging curriculum that fosters curiosity, creativity, and critical thinking.
- Support individualized learning paths to meet diverse student needs and strengths.
- Encourage a growth mindset and lifelong love of learning.

2. Character & Ethical Development

- Cultivate kind hearts through empathy, service, and respect for others.
- Foster ethical decision-making and integrity in every aspect of school life.
- Promote a culture of inclusion, equity, and responsible citizenship.

3. Resilience & Well-Being

- Build resilient spirits by encouraging perseverance, confidence, and adaptability.
- Provide social and emotional learning (SEL) programs that promote self-awareness and healthy relationships.
- Offer counseling, mentorship, and wellness resources to support mental and emotional health.

4. Supportive & Nurturing Environment

- Maintain a safe, welcoming, and student-centered learning environment.
- Strengthen the partnership between families, educators, and the community.
- Celebrate diversity and honor the unique potential of every student.

5. Future-Ready Preparation

- Equip students with the skills and mindset to meet the challenges of a rapidly changing world.
- Integrate technology, innovation, and real-world learning opportunities.
- Guide students in exploring college, career, and life pathways aligned with their passions and values.

Vision in Action: "Thrive Today. Lead Tomorrow."

Our school will measure success not only in test scores but in the character, confidence, and contributions of our students. By nurturing confident learners, compassionate neighbors, and capable leaders, we prepare our learners to thrive today—and lead with purpose tomorrow.

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CALENDAR FOR THE 2026 - 2027 SCHOOL SESSION

School Opening Schedule

Grades 1-12	Student Orientation	Thursday, August 6, 2026
Grades 1-12	First Day of School	Friday, August 7, 2026
Pre-K and K	Student Orientation	Friday, August 7, 2026
Pre-K and K	Staggered Start Days	Monday, August 10, 2026 and Tuesday, August 11, 2026
Pre-K and K	First Full Day of School	Wednesday, August, 12 2026

Virgil Browne Glencoe Charter School will be closed on the following days

Thursday, July 2, 2026 - Friday, July 3, 2026	Independence Day Holiday (12 Month Employees)
Monday, September 7, 2026	Labor Day
Friday, October 9, 2026 through Monday, October 12, 2026	Fall Break
Tuesday, November 3, 2026	Election Day - Staff Development Day - Students Only
Monday, November 23, 2026 through Friday, November 27, 2026	Thanksgiving Holidays
Monday, December 21, 2026 through Friday, January 1, 2027	Christmas Holidays
Monday, January 4, 2027	Staff Development Day - Students Only
Monday, January 18, 2027	Martin Luther King Day
Monday, February 8, 2027 through Friday, February 12, 2027	Mardi Gras Holidays
Friday, March 26, 2027 through Friday, April 2, 2027	Easter Holidays/Spring Break
Monday, May 31, 2027	Memorial Day Holiday (10, 11 & 12 Month Employees)
Friday, June 18, 2027	Juneteenth Holiday (11 & 12 Month Employees)

End of Year Schedule

Students	Last Day of School	Friday, May 21, 2027
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Office will be closed on the holidays listed above with the following exceptions:

Thanksgiving - Monday, Nov 23 & Tuesday, Nov 24, 2026	Mardi Gras - Wednesday, Feb 10- through Friday, Feb 12, 2027
Christmas - Monday, Dec 21 and Tuesday, Dec 22, 2026	Easter/Spring Break -Tuesday, March 30 - Friday, April 2, 2027

End of Grading Period and Report Card Handout Dates

End of Grading Period

October 8, 2026
December 18, 2026
March 12, 2027
May 21, 2027

Report Card Handout

October 16, 2026 (Parent -Teacher Conferences)
January 7, 2027 (Parent -Teacher Conferences)
March 17, 2027
May 21, 2027

V. B. GLENCOE CHARTER SCHOOL FAMILY / SCHOOL COMPACT

Parent involvement is a goal of V. B. Glencoe Charter School. Educating children takes cooperation between families and the school. Parental involvement in the education process is vital. Please take a moment to read and reflect on the following statements. This compact reflects the responsibilities that each party will have in the education of your child.

Each teacher at V. B. Glencoe Charter School is committed to providing your child with a high-quality education.

Consequently, we accept the following responsibilities for your child's education:

- We will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the challenging State academic standards.
- We will create a welcoming environment for all students and families, including being respectful in interactions with all staff, students, and families.
- We respect the cultural diversity of our students.
- We will communicate clearly and frequently with families concerning their children.
- We will work cooperatively with families to understand and fulfill the school's attendance policy.
- We will uphold all school policies in an equal and fair manner and reinforce good behavior.
- We will encourage all students to achieve to the best of their ability and provide weekly progress reports on students.
- We will hold parent-teacher conferences at least annually and as requested
- We will provide ample opportunity for parents to volunteer at school through field trip chaperones, classroom activities, and special events.

Families are the child's first and most important teachers, and therefore they will accept the following responsibilities:

- I will uphold all school policies for my child and myself, including being respectful in interactions with all staff, students, and families.
- I will monitor my child's classwork, homework, and make-up work from absences to ensure timely completion of assignments.
- I will provide a structured environment (quiet time, place, monitoring) for my children to complete homework.
- I will send my children to school appropriately dressed, prepared to learn, and on time.
- I will check my child's homework daily and sign conduct/progress reports.
- I will make sure my child attends school arriving on time to the bus stop or to school. I will encourage my child to read at home and/or read to them.
- I will attend at least one parent/teacher conference to discuss the academic progress of my child and participate in other school sanctioned family events.
- When a problem arises, I will communicate with teachers or school administration before going to social media or outside sources.

As a student at V. B. Glencoe Charter School, I will accept the following responsibilities.

- I will obey all school policies, including at school, on the bus, and school sanctioned events.
- I will be respectful in interactions with all staff, students, and families.
- I will follow the instructions of the administration, teachers, and staff.
- I will always do my best and complete all assignments on time.
- I will respect the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment.
- I will attend school and arrive on time daily. If I am absent, I will make up class work and homework.
- I will bring all notices home and give them to my parents.
- I will follow the dress code as outlined in the student handbook.
- I will follow the school technology policies, including refraining from unsafe online behaviors.

We understand the importance of education and the importance of the family and school working cooperatively in the education process. Adhering to this concept, we agree to accept this Family / School Compact. Revised 10/2025

ADMISSION AND ENROLLMENT

V. B. Glencoe Charter School is committed to enrolling a diverse student population and shall include a system for admission decisions which precludes exclusion of pupils based on race, religion, gender, ethnicity, national origin, intelligence level as ascertained by an intelligence quotient examination, or identification as a child with an exceptionality as defined in R.S. 17:1942(B) and aligned to Bulletin 126.

Eligibility and application requirements

Applications are initiated by a parent or legal guardian completing and submitting the school's student application form. Applications can be picked up in our school office or by retrieving a copy on our web-site at www.vbglencoecharter.org.

As a BESE Authorized Type Charter School, any student residing in Louisiana is eligible to register for V. B. Glencoe Charter School.

The following documentation is required by V. B. Glencoe Charter School and is collected for review and verification. The following items are generally required for all students:

- Social security card
- Birth certificate
- Report card, transcript
- Discipline records
- 504/SPED records, if applicable
- Current immunization/medical history

An open enrollment period begins in January and concludes with a lottery in February each year. After the lottery, all new applicants will be added to the wait-list and admitted as space allows. Applications are taken throughout the year for open spots. Please see our web-site for further details.

Contact information - It is imperative that parents who change their residence, mailing address, email address, or telephone number after enrollment should report the change promptly to the administrative offices so that the records can be corrected to ensure that school communication is able to occur, especially in the case of an emergency.

Withdrawals - Notify V. B. Glencoe Charter School immediately if you plan to withdraw your student from school. All fees and books must be accounted for before a final report card will be issued. Due to the waitlist for many grade levels, we cannot guarantee an opening for your child once dropped from our school.

Expulsions - If a student has been expelled from another school, the parent or legal guardian must provide written consent authorizing the expelling school to release a copy of the expulsion order to V. B. Glencoe Charter School. Students who are currently serving an expulsion from another school are not eligible for enrollment at V. B. Glencoe Charter School until the expulsion period has been fully completed and all applicable reinstatement requirements have been satisfied.

If V. B. Glencoe Charter School subsequently discovers that a student enrolled while under an active expulsion from another school, the school reserves the right to revoke the student's enrollment, deny continued attendance, or deny future re-enrollment in accordance with applicable laws and school policies.

ATTENDANCE POLICY

In accordance with Louisiana's Compulsory School Attendance Law (R.S. 17:221), all children ages 5–18 are legally required to attend school regularly. Consistent attendance is essential for academic achievement, social development, and long-term success. When students attend regularly, starting as early as preschool and kindergarten, they have an opportunity to achieve academically and thrive.

“Research shows that chronic absenteeism makes it harder for students to develop proficient literacy and math skills by third grade, achieve in middle school and graduate from high school. Poor attendance also adversely affects educational engagement, and hampers social-emotional development and executive functioning.” ~Stemming the Surge in Chronic Absence: What States Can Do, A Fourth Annual Review of State Attendance Policy and Practice. Attendance Works, June 2024

Attendance Definitions

Attendance (Whole Day)— A student is considered to be in attendance for a whole day when he or she: 1. is physically present at a school site or is participating in an authorized school activity; and 2. is under the supervision of authorized personnel for more than 50 percent (51-100 percent) of the student's instructional day.

Attendance (Half Day)— A student is considered to be in attendance for one-half day when he or she: 1. is physically present at a school site or is participating in an authorized school activity; and 2. is under the supervision of authorized personnel for more than 25 percent but not more than half (26-50 percent) of the student's instructional day.

Chronic Absenteeism— When a student is enrolled for at least 10 days and is absent 10% or more of days enrolled. This incorporates all absences: excused, unexcused, suspensions, and expulsions.

Excused Absences—Absences which are not considered for purposes of truancy, including absences incurred due to extenuating circumstances in accordance with §1103 of Bulletin 741.

Unexcused Absence— Any absence not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program.

Suspension/Expulsion— Absence in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for purposes of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site.

Truancy— A student is considered truant once he or she receives five unexcused absences or five unexcused tardies in a semester.

Habitual Absence/Tardiness—A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

Your child must be in school every day as mandated by state law. Please note:

1. In compliance with Louisiana's Compulsory School Attendance Law (R.S. 17:221), all students between the ages of five and eighteen are required to attend a public or private day school unless the child graduates from high school before his/her eighteenth birthday. Any child below the age of five who legally enrolls in school is also subject to the compulsory attendance law.
2. Louisiana requires any child who turns five years of age on or before September 30th to enroll in Kindergarten. Participation in a year long, full-day kindergarten program is now required to enter first grade.

ATTENDANCE REQUIREMENTS FOR PROMOTION -

Kindergarten - 8th Grade (Full Year Schedule):

In order to be eligible for promotion, Elementary students (K-8), shall not exceed 10 unexcused days per year.

High School Students (4 x 4 Schedule):

In order to be eligible for promotion, High School students (9-12), shall not exceed 5 unexcused days per semester per class.

The following attendance policies will be followed:

1. All attendance policies will be enforced during the 2026-2027 school year.
2. Parents/Guardians of students who have been marked absent in the computer system will be notified using the JPAMS automated call system and/or by administrative personnel. Please make sure your phone numbers are up to date.
3. Parents should call the office to notify of a student's absence. **Parent notes will be accepted for up to two (2) consecutive days for a total of five (5) days per school year. Parent notes must be turned in within 48 hours of the child's return to school.** Failure to do so will result in the absence being unexcused.
4. Official Doctor excuses are required for all other absences. For a doctor's excuse to be valid, the child must have been seen by the doctor. ***In cases of excessive absences, doctor excuses will be verified.***
5. Early Check Out: Any student leaving school before dismissal will have an early check out logged to his/her record. This counts as an absence due to the loss of instructional time. If a child is needing to check out of school before the end of the school day, the parent (or someone designated on the Emergency Contact Card) should report to the Front Office and sign the child out before 3:00 pm. No student who has not been emancipated may leave school during the school day on their own authority. See the extracurricular policy on Pg. 43.
6. We encourage parents/guardians to schedule medical/dental appointments outside school time whenever possible.
7. Students are responsible for all work missed during an absence. Students with extended absences as a result of medical issues will be provided work through Google Classroom when possible.
8. After an absence, students are required to make up work immediately upon their return to school. Missed assignments must be made up within three (3) school days after returning to school and will receive full credit earned. After three days, credit will be reduced according to the late work schedule. It is the responsibility of the student to arrange make-up work and/or tests.
9. Test Make up Center - Students who miss a major test or assignment that cannot be made up at home or in class must attend an afterschool make-up center. However, it is the students responsibility to arrange make-up work with the teacher. The Make-up Center will be assigned at the teacher's discretion. All assignments must be completed within two sessions or a reasonable time upon the students return to school. Any work not submitted on time will receive a zero (0) grade. Test Make up Center will be held Tuesday and Thursday each week from 3:15 - 4:15. Parents must arrange for students to be picked up from school at 4:15.
10. Attendance Recovery - In the event the student misses more than the required days for promotion in a class or grade, (ten days in K - 8, 5 full days or 5 classes per subject for High School), the student will be required to attend Saturday Attendance Recovery as assigned. ***Per LDOE policy, attendance recovery will only make up instructional time missed due to unexcused absences. It does not remove or excuse the original absence. Families will be required to pay \$35.00 per session to cover the cost of supervision.***

Absences will be excused for the following extenuating circumstances as outlined in Bulletin 741:

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. Extended hospital stay in which a student is absent as verified by a physician or dentist;
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;

4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state;
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials;
6. Observance of special and recognized holidays of the student's own faith;
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year;
8. Absences verified and approved by the school director or designee as stated below:
 - a. prior school system-approved travel for education;
 - b. death in the immediate family (not to exceed one week);
 - c. natural catastrophe and/or disaster.

PLANNED EXTENDED ABSENCES: Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Only with the permission of school administration, makeup work will be given to students after the absence based on what the teacher deems as most beneficial for the student.

NOTICE OF TRUANCY:

Truancy is defined as any student having either 5 unexcused days absent or 5 unexcused days tardy within a school semester per RS 17:233.

1st Notice: When a student misses three (3) days unexcused absences, the school will notify the parent/guardian in writing that the parent is required to contact the Director for a mandatory conference.

2nd Notice: When a student misses five (5) days unexcused absences, the parent is required to attend a mandatory conference with the Director. Your child will be referred to the District Attorney's Early Intervention/TASC Program or FINS Court.

3rd Notice: When a student misses eight (8) days unexcused absences, your student is in danger of failing for the year. The Director shall send a "Request for Assistance" letter to the Child Welfare and Attendance Office. Your child will also be referred to the District Attorney's Early Intervention/TASC Program or FINS Court.

4th Notice: When a student misses ten (10) days unexcused absences, the next unexcused absence will result in your student failing for the year. Recommendation will be made for a Court Referral for any days over 10 days that are not extenuating circumstances.

NOTE:

- According to the LDOE Charter School Performance Compact, charter schools must comply with RS 17:221. When a student reaches 15 Unexcused Absences, the school can request that the student be discharged for non-attendance.
- Any student with more than 10 unexcused absences without improvement after intervention measures taken will be placed on Attendance Probation and may be required to appear before the Advisory Committee.

TARDIES FOR SCHOOL

School hours are from 8:00 AM until 3:05 PM. The first bell will ring at 7:55 AM each day. A student is considered tardy when arriving at school after the 8:00 AM bell. The following procedure is to ensure the enforcement of tardiness regulations:

- When a student receives three (3) tardies, parents will be notified for a conference, and assigned detention.
- When a student receives six (6) tardies, parents will be notified for a conference, and assigned detention.
- When a student receives nine (9) tardies, the parents/student will be referred to FINS Court, and assigned ISSP.
- All late-arrival students must be accompanied by a parent or guardian. Students will be marked "absent" from school until a parent or guardian signs the student "IN" for the day.
- Extenuating circumstances presented at a parent conference may be given consideration by the Director to extend the limit..

Approved June 2022; Amended July 2025

TARDIES FOR CLASS

Tardiness on the part of the student shall not be tolerated. A student shall be considered tardy for class if the student is not in the classroom when the tardy bell to begin class ceases. Students who are tardy to class shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be late for class after appropriate disciplinary action shall be notified for a conference with the principal, and the student may be subject to suspension from school ALL regulations concerning tardiness of students shall be strictly followed unless the principal determines otherwise.

Tardiness violations shall result in the following actions for Middle School and High School students:

- a. When a student receives three(3) tardies, parents will be notified, and the student will be assigned after school detention (1 hour).
- b. B. When a student receives six (6) tardies, parents will be notified for a conference with the principal and the student will be assigned Saturday Detention (2 hours).
- c. When a student receives nine (9) tardies, the parents/student will be assigned Saturday Detention (2 hours), and be referred to FINS at the 16th Judicial District.

BUS TRANSPORTATION AND POLICIES

BUS TRANSPORTATION SERVICES

During the 2026-2027 school year, bus capacity will be at 100%. The following regulations covering the conduct of your child while he/she is riding the school bus, will remain in effect and will be enforced for a safer and more efficient transportation program. It is requested that you and your child read these regulations.

Bus transportation will be provided to all students with satellite pick up locations in Franklin, Baldwin, Jeanerette, and New Iberia. By allowing your child to ride any V. B. Glencoe Charter school bus, you acknowledge that the owners, proprietors, government agency, nor employees at any of the stops will not be responsible for supervision of the student at the designated stop and that the parent releases liability of the owners, proprietors, government agency, and employees of the location. Students and parents should be familiar with the following policies and procedures.

BUS RULES

Entering and Exiting the Bus:

- Students should remain in cars while waiting for the bus at designated bus stops.
- Parents and students should avoid congregating in groups while waiting for the bus.
- When entering the bus students should remain in a single file line.
- Buses will drop off and pick up students at designated building entrance points by grade level.

Students:

- Students must remain seated at all times facing the front.
- Students must sit in assigned seats the entire ride.
- Anything being brought to or from school must be placed in a book sack and remain in a book sack for the entire ride.
- Cell phones & electronic devices are NOT ALLOWED. Regular school cell phone rules apply.
- Book sacks are to be placed in students' laps, not on the floor.
- No food or drinks allowed on the bus.
- Keep hands and feet to yourself, and out of the aisles. Do not extend your arms, head or objects out of windows.
- Sit straight and face forward.
- Normal conversation tones are permissible, loud noises will not be tolerated.
- All buses are full; therefore, students will not be allowed to ride another bus or have other friends ride that are not assigned to this bus.
- Obtain permission from the driver before opening the window when it's cold or raining.
- Must obey rules and respect drivers at all times.
- No items with strong odors such as fingernail polish, perfumes, etc. allowed on the bus.
- Do not throw objects out of windows or doors.
- Do not use emergency exit doors or windows except in emergencies.
- Do not damage the bus in any way.

Parents:

- Must be at the designated stop 10 minutes before the bus is scheduled to arrive. These times are estimates and will vary depending on traffic and weather conditions.
- Under NO circumstances is a child to be dropped off at the bus stop before the bus arrives.
- The child must remain in the vehicle until the bus arrives.
- If you arrive at the bus stop late and the children have already loaded the bus and the door is closed, DO NOT attempt to stop the bus to put your child on. You must provide your own transportation to school that morning. It is your responsibility to be on time. Drivers have strict schedules to follow and are not allowed to wait for a late student. Also, please do not attempt to catch the bus at another stop.
- Students should not approach the bus until the bus has come to a complete stop and STOP arms are out. Once STOP arms are out, vehicles are NOT to pass or go around the parked bus. This creates a very dangerous situation for students who may decide to run back to parked cars.
- Be on time to pick your child. If you have an emergency, please call the school so we may inform the driver and make necessary arrangements.

If no parent or guardian is at the bus stop to pick up a student, including all students under the age of 10 or with a relevant transportation accommodation in the student's IEP, will be brought back to the school building. School personnel will contact parents to arrange for pick-up. If no contact with a parent can be made, proper authorities will be notified. The incident will be counted as a late pick-up (see below).

If your child is riding a V. B. Glencoe Charter School bus that is picking up or dropping students off in a public parking lot:

- Parents or guardians are responsible for supervision of students at all designated bus stops.
- Students should remain in cars while waiting for the bus at all designated bus stops.
- Please get out of your vehicle when you see the bus approaching the drop off point.
- Stand near your vehicle so that your child can see you before he/she exits the bus. This will not only help the driver to know that you are there, but it will also alert other drivers to the fact that students are exiting the bus and be more aware of the children in these parking lots.
- **Students in grades PreK-3 must be escorted to and from the bus by an adult or older sibling.**
- The following items are not allowed on the bus at any time. Disciplinary action will be taken:
 - Alcohol, drugs, pets, glass objects (except eyeglasses), weapons.
 - Tobacco, matches, cigarette lighters, obscene material.
 - Cell phone or electronic communication devices.

Late Arrival for Pick Up Locations

V. B. Glencoe Charter School transportation regulations require that a responsible adult be at the designated bus stop at least 10 minutes prior to scheduled pick up/drop off times for students.

- **First Offense:** Written notice to be signed by parent/guardian.
- **Second Offense:** Written notice and one day suspension from the bus.
- **Third Offense:** Written notice and one week suspension from the bus.
- **Fourth Offense:** Written notice and one month suspension from the bus for the current school year.

If there is no one at the stop to pick up students when the bus arrives, the driver will contact Administration for instructions. Students will be returned to school.

Car Rider Pick-Up and Drop Off Guidelines

In accordance with Act No. 362 of the 2023 Regular Session of the Louisiana Legislature, the following regulations for Car Rider Pick up area will be followed for students in Pre-kindergarten through fifth grade:

1. Students shall remain a safe distance from the pick up area.
2. Students shall wait in the pick up area and wait for vehicles to come to a complete stop.
3. Designated school employees working in the pick up area will be easily visible.
4. A student in grades Pre-kindergarten through third grade shall be accompanied by a school employee while he is walking to and from a pick up area.
5. A student being dropped off shall remain in the appropriate passenger restraint until the vehicle in which he is a passenger comes to a complete stop.

In addition to the guidelines above, these measures will help to ensure safety on campus and prevent the blocking of service vehicles and parent vehicles coming to check out students :

1. Cars may not line up before 7:20 in the morning and 2:55 PM in the afternoon.
2. Drivers must remain in their vehicles at all times while in the car line area.
3. As a reminder, Louisiana laws prevent cell phone use in school car lines (La RS 32:300.8) and smoking within 200 feet of a school building, including in carlines (La RS 40:1300.264).
4. All children as required by law should be in proper child restraints (La RS 32:295) and seat belts (La RS 32:295.1).
5. Parents will be given a number to use to facilitate orderly pick up procedures,

We appreciate your cooperation with these rules and laws to help us make sure our campus and students are safe.

Change of Transportation: Students may only ride the bus they are assigned. (No change of transportation will be approved for riding a different bus.) NO EXCEPTIONS.

Approved June 2026 - See full Transportation Plan in the Addendum.

CELL PHONE/ELECTRONIC DEVICES USE FOR STUDENTS

According to Louisiana Act 313, students are prohibited from possessing, on his person, an electronic telecommunications device (e.g. a cell phone) throughout the instructional day.

- If a student brings such a device to school for approved reasons, such as athletic practices or games, or after school extra curricular events and activities, the device must be turned off and turned into the designated area upon entrance to be stowed in a locked cabinet for the duration of the instructional day and prohibited from being turned on and used during the instructional day.
- Act 313 does not apply to students with an IEP, IAP, Section 504 Plan, or Individualized Health Plan that requires the student's use of an electronic telecommunication device *for medical or communication assistance*.
- V. B. Glencoe Charter School is not responsible for any loss, theft, or damage of cell phones on school property or storage.
- **This cell phone policy will be strictly enforced.**

If a device is found on a student's person or in their book sack, the following consequences will be issued:

- **First Offense:** The student will receive a warning and a minor office referral. The parent/guardian of the child will be allowed to pick the cellphone, smart watch, or any electronic device up the same day.
- **Second Offense:** The student will receive a major office referral; detention and the cellphone will be held until the end of the grading period. The parent/guardian of the child can pick up the cell phone, smart watch or any electronic device on the report card hand out day from the office during school hours.
- **Third Offense:** The student will receive a major office referral, detention and the cellphone, smart watch or any electronic device will be held until the last week of the school year. The parent/guardian of the child can pick up the device on a report card hand out day from the office during school hours.

Continued violation will result in the student being suspended and/or referred to the Advisory Committee.

Use of cell phones or any other electronic device to video a teacher or student or any part of a classroom, restroom, bus, or other area of campus, whether in the building or in a virtual setting, to upload to any social media platform will result in immediate referral to the Advisory Committee.

**V. B. Glencoe Charter is not liable for any lost, damaged, or stolen electronic devices of any kind.*

WIRELESS HEADPHONES WILL NOT BE ALLOWED. All headphones must be wired.

CONTACT/EMERGENCY INFORMATION: CHANGE OF ADDRESS/PHONE NUMBER/EMAIL

It is essential that the school have information on whom we may contact and how contact can be made in the case of an emergency. KEEP THIS INFORMATION CURRENT on the child's registration card. If your home or work phone number or email changes, please let the office know right away. The student may be released only to persons listed on the registration card unless prior arrangements are made with the Director.

COMMUNICATION

Communication between parents and the school is essential to student success. The Administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times.

- Teachers will communicate with parents on behavior and academics through **JCampus Connect**, the use of school/home folders, email messages, parent command center, planners, and phone communication.
- Parents should check each child's backpack/home to school folder for notes from the teacher or staff daily, especially in younger grades.
- Progress Reports/Graded papers will be sent home weekly. These should be returned with a parent signature the next day. Attention to these reports of student progress is essential in monitoring your child's progress toward learning goals.
- Parents may also view their child's current academic status through the JCampus Connect App - Student Progress Center. Instructions for creating an account can be found on our web-site at www.vbglencoecharter.org.
- Students in grades 2-12 will receive a planner and a home to school folder. These items serve as a means of communication between home and school. Students are expected to have both these items with them in all classes daily. The planner is to help the student stay organized by writing daily assignments, upcoming activities or events, login information, etc. Parents are encouraged to check their child's planner daily for assignments.

JCampus Connect:

All parent/guardian and student communication with teachers, coaches, and club sponsors will be through **JCampus Connect**. Parents/Guardians will receive directions to download the free app at Orientation. Middle and High School students will download the app on their chromebooks and may download it to a cell phone at their parents' discretion. Any communication from teacher to student or student to teacher will automatically be sent to the parent or guardian. Through the **Connect** app, parents/guardians and students will have access to messages from teachers, as well as grades, discipline, attendance, and more.

Parent Teacher conferences:

- Two teacher conferences are scheduled during the school year. Additional conferences will be scheduled as needed and requested by the teacher or parent.
- Parents requesting a conference should reach out to teachers through email, the Connect app, or by calling the office. Teachers will endeavor to schedule a conference during their available planning time.

When parents have concerns regarding the school program and/or their child's success at school, they should make an appointment to meet with the appropriate staff member on the school campus to discuss the concern. This person is usually the child's teacher, but in some cases, it might be the school counselor, or other staff members. If the concern cannot be resolved after a conference, the parent should make an appointment to meet with the Director, Assistant Principal, or counselor. Most problems can be resolved when the parents and staff meet to listen and work together.

CONDUCT/ BEHAVIOR MANAGEMENT

A student should always act in an acceptable manner. He/she should be courteous and considerate of his/her teachers and schoolmates. He/she must be orderly, attentive, respectful, responsible, compassionate, polite, kind, decent and moral. Proper behavior is expected from all students so that the classroom educational climate is not compromised. Students in Grades 1 - 4 will receive weekly conduct grades. Parents are urged to check weekly progress reports to monitor their child's classroom behavior. Students in grades 5th - 12th grade will receive conduct evaluations by each teacher in each

subject area for each grading period. Parents are urged to check weekly progress reports to monitor their child's classroom behavior.

Positive Behavioral Intervention Supports

V. B. Glencoe Charter School has adopted Positive Behavioral Interventions and Supports (PBIS) which provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate, improved attendance, and increased academic performance. **The core values of PBIS are: Be Respectful, Be Responsible, Be Safe.** PBIS is consistent with the Individuals with Disabilities Education Act (IDEA).

We are grateful to all students who build a sense of pride in V. B. Glencoe Charter School and who behave responsibly by following school rules and expectations. We emphasize the positive aspect of self-discipline by recognizing students through classroom awards, Gator Bucks, school certificates, notes home to parents, reward assemblies, special privileges, and positive visits with Administration. Everyone who follows the expectations at school will be recognized in some way.

Each teacher will provide an outline of classroom rules and discipline policies/procedures. Rules and procedures will be taught, modeled, and practiced at the beginning of the year and as necessary throughout the year. Consequences, including lowering of conduct grade, office referrals, and detention will be given as warranted.

NOTE: OUR POLICIES WILL BE STRICTLY ENFORCED. Incidences deemed necessary will be brought to the Advisory Committee (board members, teachers, and staff) by the administration of VBGC for further review. Decisions are at the discretion of the committee and/or executive director.

GENERAL SCHOOL RULES

V. B. Glencoe Charter School is a place of learning. In accordance with that goal, students are expected to follow the LEADS EXPECTATIONS. *See LEADS Expectations by settings for reference.

A V. B. Glencoe Charter School student LEADS by example:

L	Listen to Learn
E	Exceed Expectations
A	Accept Responsibility
D	Demonstrate Success
S	Show Self-control

The LEADS Expectations outline expected behaviors in each area of campus and are taught and reviewed by each teacher. The LEADS Expectations apply to bus transportation and off campus school sanctioned activities.

In general rules include:

- a. Treat students and school staff with respect.
- b. Walk quietly when in the halls and in the restrooms.
- c. Obey classroom, school, and bus rules and policies.
- d. Show good effort and achievement in school activities.

- e. Follow the dress code.
- h. Always follow all behavior expectations.

Minor referrals will be given for, but not limited to the following behaviors:

- Reaching maximum step on classroom consequences.
- Disruption in the class/hallway/bathroom
- Willful disobedience
- Minor physical contact
- Electronic violations
- Uniform violation (per policy)
- Inappropriate language
- Misuse of supplies or property
- Non-compliance - minor
- Inappropriate internet action - minor
- Chewing gum
- Not attending class prepared
- Tardy to class (high school)
- Throwing objects
- Being in off-limit areas
- Misuse of restroom privileges
- Student driver violations
- Other minor behaviors

Major referrals will be given for, but not limited to the following behaviors:

- Reaching four minor referrals within a 9 weeks grading period
- Bullying, Cyberbullying
- Fighting /Physical Aggression
- Placing self-or others in danger, including but not limited to: Harassment, making threats, fighting, throwing objects, being in off-limit areas
- Public Display of Affection
- Racially motivated behavior
- Stealing
- Vandalism
- Disrespect of a teacher or staff member
- Blatant/excessive disrespect or disobedience
- Major technology violation
- Sexual Harassment
- Profane/obscene language, drawings or gestures or engaging in immoral conduct.
- Other major behaviors, including Zero tolerance behaviors and those listed below

The following are governed by state and local law and will be referred to the appropriate civil authority (This list is not exhaustive):

- Fighting (Grade 9 - 12)
- Bullying, Cyberbullying
- Vandalism
- Pulling the Fire Alarm
- Possession or use of tobacco, vapor products, alcohol, or drugs
- Sexual harassment or abuse
- Violation of Safe School Policy
- Other major behaviors, including Zero tolerance behaviors listed on page 14-15

CONSEQUENCES FOR MAJOR OR MINOR REFERRALS:

- **LUNCH DETENTION** - Students may be assigned lunch detention for major or for minor referrals as warranted. The parent will be contacted if a student is assigned lunch detention. Detention will be held during lunch with a teacher in a separated area during their lunch period. If students fail to report to lunch detention or cause a disruption during detention, an after school school detention or a suspension will be assigned.
- **DETENTION** - V. B. Glencoe Charter School uses **after school** or **Saturday detention** when students have habitually broken school/classroom rules or committed a major infraction. Students that are assigned after school or Saturday detention will receive a letter to bring home to their parents outlining the infraction and when the detention will take place. After school detention will be held after school from 3:15pm – 4:15 pm. Times for Saturday detention will be communicated as assigned. Parents may reschedule detention once each semester. If a student is not able to attend detention, they will have an additional detention added. Students that have not attended detention because of a reschedule will not be allowed to attend any field trips or extra-curricular activities.
- **IN SCHOOL SUSPENSION** - An In-school suspension will be assigned for major referrals at the discretion of administration. In the event a student's behavior warrants an in-school suspension, a conference will be scheduled and held with the student, the parent and/or guardian, and teacher. **Transportation to and from school for in school suspension is the responsibility of the parent.** Classwork will be assigned and expected to be completed. The student's absence will be recorded as an In School Suspension. In school suspension will begin at 8:30 AM and end at 2:30 PM.
- **SUSPENSION**- In the event a student's behavior warrants a suspension for a major infraction or repeated detention assignments with no change in behavior, a conference will be scheduled and held with the student, the parent and/or guardian, and the teacher. As necessary, the counselor, school building level committee chair and/or Special Education teacher will be included. Students will be expected to complete the classwork assigned. After returning, all tests will be made up in accordance to class test dates.
- A student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be referred to the Advisory Committee and recommended for expulsion.
- If the Advisory Committee recommends expulsion or removal from V. B. Glencoe Charter, the Student will not be allowed to be re-enroll. Adopted July 2024

BULLYING, CYBERBULLYING, HARRASSMENT

V. B. Glencoe Charter School will follow Louisiana Department of Education guidelines as it pertains to **bullying, harassment, cyber bullying, or terrorizing**. V. B. Glencoe Charter School is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable. Please refer to the Appendix for the bullying policy.

Adopted June 2022, July 2023, July 2024

FIGHTING AND PHYSICAL AGGRESSION

V. B. Glencoe Charter School explicitly prohibits violence of any nature on school property, in school buildings, on school buses, at bus stops, and at any school-sponsored activity, whether on or off campus.

Definitions

Fight: A fight is any intentional physical altercation between two or more individuals involving hitting, punching, kicking, pushing, shoving, wrestling, biting, scratching, spitting, or any other aggressive physical contact intended to cause harm, intimidate, or provoke another person. A student may be considered a participant in a fight whether they initiate, willingly engage in, or retaliate with physical aggression.

Physical Aggression: Any intentional act of physical violence or attempted violence toward another person, regardless of whether the other person responds or retaliates. This includes, but is not limited to, striking, kicking, pushing, throwing objects at another person, or any other act intended to cause harm or intimidation.

Procedure

Students who are alleged to have participated in a fight or act of physical aggression shall be subject to the following procedures:

1. The Director or designee will conduct a thorough investigation of the incident.
2. Parents/legal guardians of the student(s) involved may be contacted and required to come to the school, depending on the nature and severity of the incident.
3. Disciplinary action may include suspension, a hearing before the Advisory Committee, recommendation for expulsion, referral to law enforcement, or any combination thereof.

V. B. Glencoe Charter School considers fighting and physical aggression to be serious offenses. Students found to have participated in a fight or act of physical aggression will receive a minimum one-day suspension, with more severe consequences imposed based on the circumstances of the incident.

Students involved in gang-related fights, planned fights, group assaults, or incidents involving excessive violence may be recommended for removal or expulsion.

Students in grades 6–12 who engage in fighting on school property, school buses, bus stops, athletic facilities, locker rooms, athletic events, parking lots, or any other school-related location before, during, or after school hours may be referred to law enforcement when deemed appropriate by school administration.

The school reserves the right to impose disciplinary consequences independent of any action taken by law enforcement.

Each incident will be investigated individually. In determining disciplinary consequences, the administration will consider all relevant facts and circumstances, including the student's actions before, during, and after the incident. Decisions regarding discipline are at the discretion of the Director, designee, and/or Advisory Committee, as applicable.

MARIJUANA, TOBACCO, SMOKELESS TOBACCO, VAPOR PRODUCTS POLICY

Possession, smoking, or vaping any form of marijuana, tobacco, or vape products on any school property, school bus, or at a school sanctioned event, by any person, is prohibited and is subject to punishment pursuant to ACT 352 and La. R.S. 40:981.3(A)(1). This Act includes prohibition against use of tobacco and marijuana in schools; prohibition against smoking on school buses, and includes smoking or possession of a lighted cigar, cigarette, pipe, or any other lighted tobacco or marijuana product, including but not limited to e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, and vape mods on any school property. No person shall smoke or vape any form of marijuana as defined by R.S. 40:961, or a substance classified in Schedule I that is marijuana, tetrahydrocannabinol, or chemical derivatives thereof on any school property.

Violations to this policy will result in Mandatory suspension and a referral to the Advisory Committee. Adopted July 2024

Mandatory Expulsion for Possession of Prohibited Items (Weapons/Narcotics/Controlled Substances)

The Board shall authorize the Director or designated official to immediately recommend a student for expulsion, pursuant to an advisory hearing, any student in grades six through twelve who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches in length, or any illegal narcotic, drug, or other controlled substance, including intent to distribute, sell, give, or loan any controlled dangerous substance, in any form, to another person, on school property, on a school bus, or at a school-sponsored event. The student shall also be referred to the district attorney for appropriate action. However, the Executive Director may modify the expulsion requirements on a case-by-case basis, provided such modification is in writing.

The area surrounding the school campus or within 1000 feet of any school campus, or within a school bus shall be designated firearm free zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm free zones, which surround all schools and school property. The carrying of a firearm on school property (including school buses) by anyone is a crime punishable by imprisonment and hard labor for up to five (5) years.

- If a student is expelled or removed from enrollment, the student will not be allowed on campus or at any school sponsored event effective immediately and will not be allowed to be re-enroll. Adopted July 2024

ZERO TOLERANCE POLICY

To ensure the safety and security of all students and staff at Glencoe Charter School, the Board of Directors has adopted and enforces a Zero Tolerance Policy. The Zero Tolerance Policy is defined as a philosophy that the Glencoe Charter School Board will NOT allow, permit, condone, support, withstand, or endure any behavior that is detrimental to the safety, security and welfare of all students and staff on any school property, school bus, or athletic event.

The recommended actions for zero tolerance infractions include, but are not limited to, suspension, Advisory Hearing, and/or charges being filed with the local law enforcement agency. **Any other offense that the Director may reasonably deem to fall within a state or parish zero tolerance category.**

The infractions listed below constitute offenses of this ZERO Tolerance Policy and may result in suspension, Advisory Hearing for removal, and/or immediate expulsion, and/or charges being filed with the local law enforcement agency:

Infraction	Definition
Drugs and/or Controlled Substances	Unauthorized possession, transfer, use, or sale of drugs and/or controlled substances
Drug Paraphernalia	Unauthorized possession, transfer, or sale of paraphernalia used in drug use
Tobacco, smokeless tobacco, vapor products, marijuana, etc.	Possession, smoking, or vaping any form of marijuana, tobacco, or vape products on any school property, school bus, or at a school sanctioned event, by any person, is prohibited and is subject punishment pursuant ACT 352 and La. R. S. 40:981.3(A)(1).
Arson	The willful and malicious burning of any part of a building or its contents
Battery upon School Board Employee	The actual unlawful and intentional touching or striking of a school board employee against his or her will, or the intentional causing of bodily harm to a School Board employee
Stealing/Larceny/Grand Theft	The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
Burglary of School Property	Breaking, entering, or remaining in a structure or conveyance without justification or excuse during the hours the premises are closed to the public
Criminal Mischief	Willful and malicious injury or damages more than \$200 to public property, or to real or personal property belonging to another.
Possession of Firearm(s)	Any firearm which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon, any firearm muffler or firearm silencer; any similar destructive device
Possession of Weapons	Possession of a knife, including but not limited to a switchblade knife; metallic knuckles; tear gas gun; chemical weapon or device; or any other weapon, instrument, or object that may be used as a weapon
Possession of Prohibited Items	Fireworks, toy guns, stink bombs, matches, lighters, bullets, or bullet shells, and similar objects that serve no purpose at school, campus, or school bus.
Bomb Threat	Any such communication directed at a school board employee or building that has the effect of interrupting the educational environment
Explosive	Preparing, possessing, or igniting on school board property explosives likely to cause serious bodily or property damage
Sexual Acts	Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape
Aggravated Battery	Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon
Inciting or Participating in Major Student Disorder	Leading, encouraging, or assisting in major disruptions that place students, staff, and the educational process at risk or which result in destruction or damage of private or public property or personal injury to participants or others
Convicted Felon	Any student who has committed an act that if committed by an adult, would have constituted a felony
Fights	Any junior high/senior high student guilty of battery
Gang-related fights, planned fights, or extremely violent fights	Where multiple students (three or more) are involved

Inappropriate videos/posts uploaded to social media	• Use of cell phones or any other electronic device to video a teacher or student or any part of a classroom, restroom, or other area of campus, whether in the building or in a virtual setting, to upload to any social media platform. • The use of social media to cast a negative light on any student, teacher, or employee • Immediate referral to the Advisory Committee
Bullying/Cyberbullying	See <u>Bullying Definition</u>
Terrorizing	See <u>Definition of Terrorizing</u>

CODE OF CONDUCT FOR ATHLETIC EVENTS

The purposes of athletic events are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort.

The following code of conduct will be expected from all persons in attendance at all VBGC Athletic events:

1. All spectators and participants at all athletic events shall exhibit the qualities of good sportsmanship.
2. All participants and spectators at all athletic events shall maintain the qualities of self control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
 - a. Using or possessing unlawful drugs or articles which may be injurious to self or others; including, fireworks, toy guns, stink bombs, matches, knives, bullets, or bullet shells, or similar objects
 - b. Consuming, possessing, or being under the influence of any alcoholic beverage;
 - c. Using or displaying obscenities, including inappropriate hand gestures;
 - d. Damaging public or private property;
 - e. Entering restricted areas without proper authorization;
 - f. Loitering in entrances, exits, dressing rooms, press box, etc.;
 - g. Fighting;
 - h. Throwing objects;
 - i. Any other act of harassing spectators, participants, game officials, and coaches.

Violators will be subject to removal from the activity and VBGC students will also be subject to disciplinary action in accordance with established school system procedures and policies. Depending on the situation, a spectator may or may not be warned prior to removal.

DISCIPLINARY ACTION FOR STUDENTS WITH DISABILITIES

All Special Education students' discipline will be handled according to LSA R.S. 7:416. This policy is available in the V. B. Glencoe Charter School office upon request. RS 17:416.18

ADVISORY COMMITTEE AND REMOVAL FROM ENROLLMENT

V. B. Glencoe Charter School is a school of choice and makes clear its policy on discipline and the requirements of parental involvement in enforcing policies conducive to learning. V. B. Glencoe Charter School shall remove a student from school if an offense committed by the student is serious enough to warrant such action, is habitually in

violation of school policies, rules, regulations, or is in violation of state or federal law, including attendance, after multiple attempts to remediate the issue have failed.

Recommendations regarding a removal or expulsion will be brought before the Advisory Committee. The Advisory Committee will be made of no less than three teachers from various grade levels who exhibit fair and equitable practices and philosophies in regard to student behavior. Upon receiving a recommendation for a hearing from the Director or Administrative designee, the Advisory Committee shall conduct a hearing to determine whether removal, expulsion, or other disciplinary action shall be taken. At the hearing, the Director, the teacher, and any other employee of the school who has any knowledge of the student's behavior or incident shall be heard and all relevant facts presented. Until the hearing is conducted, the student shall remain suspended from all classes and school activities.

The Advisory Hearing is to be closed to the public. The student may be accompanied by a parent(s) or guardian(s) only. The hearing shall begin with a presentation of facts by the Director or Designee. Following the presentation of facts and recommendations, the student and his/her parent(s) and/or guardian(s) shall be given an opportunity to present any facts which they believe to be relevant to the recommendation.

Following the hearing the Advisory Committee will vote to approve or deny the recommendation of removal or expulsion, place the student on probation, or recommend an alternative consequence. Any student who is removed from the school will not be allowed admission at any time in the future without specific approval from the Board of Directors.

DUE PROCESS, GRIEVANCE, & APPEAL PROCESS

DUE PROCESS

V. B. Glencoe Charter School mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension, removal, or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

The full protection of procedural due process shall be afforded to any student facing possible removal from the school or expulsion.

GRIEVANCE PROCEDURE

In a school community there will be areas in which there will be different opinions regarding different issues. Communication is a key factor in solving issues. Any member of the school community (student, teacher, administrator, or parents, who also speak and act on behalf of their children) who has been aggrieved by any action or failure to act has the right to file a formal grievance. If a student/parent has a complaint, the Grievance Policy should be followed.

1. Students and parents should first discuss concerns with the teacher/coach/or Athletic Director.

2. If not satisfied with the outcome of the decision, the student/parent may request a meeting in writing with the administration.
3. The administration will follow the policy and procedures of the handbook and make a decision about each situation. It is very important to resolve an academic conflict as quickly as possible.
4. If the student/parent feels that the policies and procedures of the Student Handbook have not been followed, they can write a letter to the school Advisory Committee who will determine if the Board needs to hear the case. You will have (10) days to file your complaint in writing.
5. The Advisory Committee will have (5) days to determine if a hearing is granted.
6. If recommended, a hearing of the Hearing Committee will be held within 10 days or prior to the next Board meeting, whichever is sooner.
7. The decision of the Hearing Committee is final.

Parents/Students interested in filing a grievance should submit, in writing, a statement about the facts of the alleged incident, outlining who was involved and specifically what occurred, requesting an appeal hearing, and why the student should be granted an appeal hearing.

APPEAL PROCESS FOR REMOVAL OR EXPULSION

Should a student be removed/dismissed from the school enrollment or expelled by school decision, he/she has the option to appeal this decision. A timely and properly received request for appeal will be heard through a Hearing Committee of the Board of Directors. The Hearing Committee will consist of no less than three (3) members and may consist of Board of Directors members as well as individuals serving on the committees of the Board. The Hearing Committee is committed to fairness in its deliberations and it may rely on any reasonable evidence to make a decision.

The following should serve as a guideline for a student seeking to appeal a removal/dismissal or expulsion decision:

- 1) The student shall provide a written request for appeal. This written request must be submitted via email or regular mail to the Director, and must be received within five (5) school days of the dismissal/expulsion. This written request shall include:
 - (a) the request for an appeal,
 - (b) the reason(s) why an appeal should be granted, and
 - (c) a report of the incident leading to the dismissal from the student's perspective.
- 2) The Hearing Committee will review the request and determine if a hearing will be held. A date will be selected for the subsequent hearing within five (5) school days of receipt of the written appeal request.
- 3) If a hearing is granted, a closed meeting will be held with the committee. The student, a guardian, and the adults who witnessed it on campus may participate. During the hearing, the student may bring an advocate. If the student is under the age of 18, the registering parent/guardian must attend the appeal hearing with the student. In addition to the parent/guardian, a suitable advocate may also attend. The student must notify the Director of the name of the proposed advocate and the relation to the student at least one day prior to the hearing. Members of the VBGC faculty, staff, administration, student body, Board of Directors, and/or Board of Directors committees are not eligible to serve as a student's advocate during an appeal hearing.
- 4) After the hearing of evidence, the Hearing Committee will deliberate in private. Following deliberation, the Committee's decision will be mailed within 72 hours of the decision to the

student's last mailing address on file. The decision of the Hearing Committee is final.

- 5) If the Hearing Committee upholds the decision of the Advisory Committee or Director, the parent or guardian of the student may, within 10 days, appeal to the district court for the parish in which the school is located. The court may reverse the ruling of the Hearing Committee.

Adopted June 2022, July 2023

DRESS CODE AND GROOMING: UNIFORM POLICY

A higher standard of dress encourages greater respect for individuals, students, and others, and results in a higher standard of behavior. V. B. Glencoe Charter endeavors to teach each student to use good judgment in his/her total appearance so that respect for the learning environment is maintained. Our dress code guidelines indicate appropriate school dress during normal school days for every student. In questions regarding dress and grooming, the Director has the discretion of deciding whether a student's appearance is disruptive to the learning process. Any student who repeatedly has to be warned of violating the dress code will be subject to disciplinary action. Failure to adhere to this policy will result in loss of dress down privileges.

V. B. Glencoe students are expected to follow the guidelines listed below.

DRESS CODE

General

- School uniforms must be clean and neat.
- No excessively tight clothing, pants/trousers or tops/blouses shall be permitted.
- At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty.
- Parents of students in PreK and Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.
- **ALL CLOTHING SHOULD BE LABELED WITH THE STUDENT'S NAME.**

ID'S

- Every student at V. B. Glencoe Charter School will be issued an identification badge which was paid for with school fees.
- ID's are considered a part of the school uniform and must be worn for reasons of accessibility, behavior, and safety.
- Students wear ID badges with a school issued lanyard or metal clip. If the ID, lanyard, or clip is lost or broken, the parent must bring/send money for a replacement.
- Students are not allowed to deface their identification tag. This includes placing stickers over the photo, scratching/writing, coloring, or preventing view of the information found on the ID. Students will be expected to purchase a replacement if this occurs.

Pants

- Navy blue or khaki pants made of twill, polyester, or cotton uniform material.
- Pants must have a zip up front and may have pleated or flat fronts.
- Waistbands must cover the top of the hipbone. Sagging is not allowed.
- Elastic waist pants/shorts may be worn in Pre-K, K & 1st only.
- Skinny or tight-fitting pants, jean, carpenter, or cargo style, button up the front, zippers or pockets on the side, or sweatpants are not allowed.
- Pants with holes, fraying, unhemmed, or exaggerated size are not allowed.

Shorts, Skirts, Skorts, Dresses

- Navy blue, khaki, or blue/green plaid * made of twill, polyester, or cotton uniform material. (*Must be the approved plaid available at several uniform shops in New Iberia)
- Hemlines for shorts, skirts, skorts or dresses must be no more than **5 inches** above the knee.
- Leggings worn under the skirts/dresses must be solid navy, beige, black, gray or white, no patterns.
- Students that wear dresses or skirts must have a pair of shorts underneath.

Shirts

- Solid navy blue or hunter green short or long-sleeved polo style shirts. Polo shirts must have 2 or 3 buttons and a collar.
- Polo shirts may have an approved school logo or crest. (Available at T-Shirts and Treasures, Jenz Trendz, Educational Outfitters, School Days, and Lipari's)
- High school students (9th - 12th grade) may wear solid red polo style shirts in addition to the colors listed above.
- Shirts **SHALL** be tucked in at all times.
- If an undershirt is worn it must be white, navy or hunter green and not visible on the sleeve. Undershirts must be free of writings, emblems, foul language, art or words with drug, violence, or gang references.

Socks

- Socks must be worn at all times. Socks should be free of foul language, art or words with drug, violence, or gang references.
- Tights that match the uniform may be worn without socks.

Belts

- Belts must be worn with pants that have belt loops and must fit appropriately.
- Belts cannot have jewels, dangling items, large buckles, or logo/written items.

Shoes

- Only athletic or top-sider style shoes should be worn.
- All shoes must have a complete front and back.
- Athletic/tennis shoes are required for PE beginning in 5th grade. Students must bring athletic tennis shoes for P.E. if wearing top-siders.
- All shoes must fit properly and be tied or secured with Velcro.
- The following shoe types are not permitted: Boots (cowboy boots, "Ugg" style boots/slippers, heavy military type boots) or shoes with metal tips, stacked or pumped shoes, bedroom slippers, "Heelys", or light up shoes.
- If students in Pre-K - 2nd grade do not know how to tie their shoes, they must wear Velcro.

Note: SHOES WORN MUST PERMIT RUNNING AND EXERCISING SAFELY IN P.E.

Boots (Medical Crutches)

It is important to note that students utilizing crutches or medical scooters cannot come to school with bare feet or just a sock on the injured foot/leg. A shoe or medical boot must be worn to help the student stabilize their movement and prevent further injury.

Sweatshirts/Sweaters/Jackets

- Sweatshirts/sweaters/jackets that are solid navy, white, gray, black, hunter green, or denim **with or without** hoods are allowed.
- Sweatshirts/Sweaters/jackets may have the school logo or small brand logo.
- As an additional option, official school branded jackets or sweatshirts **with or without** hoods may be purchased through Jenz Trendz and are allowed.
- **Hoods may not be worn inside of any building.**

- Outerwear/Cold Weather garments may be worn on **extremely** cold days. These may be any color, but may not be worn inside the building.
- **Please note: uniform shirts must be worn under all sweatshirts or jackets.**
- **Please label clearly with your child's name.**

Hats/Caps/Sunglasses

- Hats, caps, or hoods may not be worn inside the building or school bus at any time.
- No sunglasses, scarves, or bandanas may be worn.
- An exception will be made for students wearing headdresses for religious reasons.

Hair

- Haircuts and hairstyles must be neat, clean and presentable so that vision is not obstructed.
- Bangs or braids should not cover the face.
- Hair must be neat and clean with no "unnatural" colors . Unnatural colors (pink, purple, blue, orange, bright red, green) are defined as not naturally occurring on humans.
- Extreme hairstyles (i.e. symbols and words, mohawks) and hair that is distracting to the educational setting will not be allowed.
- Students that are in violation of this rule will have 48 hours to correct the issue. **If not corrected in the time frame, disciplinary action will be taken.**

Facial Hair

- Boys shall be clean shaven.
- Facial hair for high school boys that is neatly groomed and trimmed is allowed.

Jewelry/Piercings

- Stud earrings or small hoop earrings no larger than 12 MM worn by students are limited to the ear. For safety purposes, only stud earring can be worn during P.E. activities.
- Nose rings/studs, body piercing with jewelry, tongue studs, eyebrow rings, gauges, etc., are **NOT** allowed. A clear replacement for stud and ring piercings in the nose is acceptable.
- Limited jewelry can be worn such as a watch and thin necklace/chain. Necklace/chain should be worn inside of school uniform, NOT on top for safety purposes.
- Smart watches are prohibited.

Body Decorations

- Make-up is not allowed in grades Pre-K - 4. Light makeup is allowed in 5th – 12th grades.
- Fingernails must be clean and trimmed, not exceeding ¼ inch past fingertips.
- Tattoos deemed as inappropriate by the Director are prohibited and must not be visible.

Special Attire Days

- Spirit/Class T-shirts may be worn on Fridays with jeans or uniform pants. Spirit/Class shirts will be available for purchase online through Jenz Trenz.
- Mastery Mondays - Students who are eligible per LEAP Scores may wear any official school spirit shirt on Mondays with jeans or uniform pants. Students may earn Mastery Monday eligibility based on Leap 2025 scores. Students will be notified at the beginning of school if they are eligible.
- Blue jeans (made of traditional denim blue material, not colored or leggings) or shorts (no more than 5 inches above the knee) will be allowed if worn with the V. B. Glencoe Charter School T-Shirt.

- Tight fitting, exaggerated size, faded, torn, frayed, patterned or ripped jeans are not permitted. Wearing leggings under ripped jeans does not make them uniform appropriate.
- Regular uniform pants should be worn if the above attire is not available.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

- **Warning** : Reteach the expectation. Call made to parents to bring proper uniform attire as needed.
- **First Violation**: Minor referral will be assigned. Call made to parents to bring proper uniform attire. Parents must sign the minor referral form.
- **Second Violation**: Minor referral and lunch detention will be assigned. Call made to parents to bring proper uniform attire. Parents must sign the minor referral form.
- **Third Violation**: A major referral will be filed and after school detention assigned. After school detention begins promptly at 3:15 until 4:15 p.m. Parent/Guardian must make arrangements for timely pickup.
- After the third violation, consequences for willful disobedience may be applied and may include in-school suspension.

Economic Hardship Considerations

V. B. Glencoe Charter School seeks to balance fairness with equity and an acknowledgment of economic hardship facing many families in the communities that we serve. Hardships considered for waivers include, but are not limited to, loss of wages, a catastrophic illness, a death in the family, providing foster care services, or homelessness.

As such, School Leaders (or their designee) will provide new or gently used uniforms to students and families in need who complete the following steps:

- Request a waiver from the School Leader (or designee)
- Provide additional documentation requested by the School Leader (or designee)

In addition, the school will provide all families information regarding local organizations who provide free uniforms for school age children. Please send an email to ldecuir@vbglencoecharter.org to discuss financial hardships, or to request a Uniform Request Form.

Adopted June 2022, July 2023, Revised June 2024, Revised June 2025

EMERGENCY PROCEDURES

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures to prepare us for the possibility of an emergency. At the sound of the alarm or other designated signal, it is essential that everyone in the building act according to the procedures, quietly and quickly. Each classroom has emergency procedures posted near the door. When you come to the school, please take a moment to review these procedures. Silence is mandated during drills so students can hear directions from the faculty, staff, and administration.

In the event that we would need to evacuate the building and leave campus, the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. Please wait for a phone call from our office staff or our JCall Messaging system telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well. **In order for our JCall messaging**

system to work properly, please notify the office immediately when there is a change in home/cell phone numbers.

EMERGENCY SCHOOL CLOSING

In the event school is closed due to bad weather or any emergency, a message will be sent out via the JCall messaging system. You can also tune to local radio and TV stations for school opening and closing announcements. Radio stations: KQKI (95.3), KXKC (99.1); TV stations: KLFY (Channel 10), KATC (Channel 3). Also, visit the school's Facebook page and website at www.vbglencoecharter.org

PUBLIC HEALTH EMERGENCIES

During any publicly declared emergency, including any publicly declared pandemic/epidemic, V. B. Glencoe Charter School will adhere to Bulletin 741 – Louisiana Handbook for School Administrators regarding protective measures to be followed, including, but not limited to, mandatory mask requirements, quarantine, limited occupational space requirements, contact reporting, etc.

In the event mask coverings are required, they must not contain wording, emblems and/or insignias that suggest/promote profanity, obscenity, drug/alcohol/tobacco use, political speech, gang, or hate-related slogans. Also, masks/coverings cannot contain images of faces. Bandanas may not be used. However, neck gaiters that comply with the aforementioned guidelines are allowed. The director and administration have the discretionary power to determine the appropriateness of face masks/coverings to ensure the safety of the school learning environment.

Failure to comply with public health emergency guidelines as set forth by the Louisiana Department of Health and the Louisiana Board of Elementary and Secondary Education is considered a violation of policy. Non-compliance will result in parental contact by administration. Further non-compliance may result in one or all of the following: in-school suspension, out of school suspension, or removal from participation in the in-school model of instruction.

FEE POLICY

All fees must be paid by August 31, 2027. Please see Appendix C for the list of fees. **All payments must be made online through Online School Payments. Cash, checks, and money orders will not be accepted as forms of payment. The online payment links and the complete fee policy can be found on our web-site at www.vbglencoecharter.org.**

FIELD TRIPS

Experiential learning is a founding principle of V. B. Glencoe Charter School. As such, field trips outside of school are part of your child's experiences at V. B. Glencoe Charter School.

- Admission to educational events and educational sites outside of school, including bus transportation, is paid for by the school. However, all school fees/debts must be paid before a student can attend a field trip.
- Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. If a student is excluded due to not qualifying for a field trip, they are not allowed to attend.
- Written parental permission is required for student attendance on a field trip.

- Packed lunches will be provided by the school. Students may bring their own packed lunch if desired; however, please refrain from bringing fast food items as state and federal food service rules apply.
- All persons wishing to chaperone on field trips must have a simple background check by the local Sheriff's Department in the parish in which you reside yearly. Background checks must be on file prior to the field trip. When obtaining your background check, you should bring the following items with you: Picture ID, original Social Security Card, and \$15 money order made payable to the Sheriff's Department.
- Field trips are for students of the class only. **Siblings of students are not allowed to attend with parent chaperones.**
- Chaperones may be limited based on the venue, the activity, and at the discretion of the director.

A chaperone is defined as any adult joining class activities at any time during a field trip. Therefore any parent not assigned as an official chaperone who joins a class during a field trip to a public place should follow the policy above and all guidelines for chaperones, including having a background check on file at school. This is to ensure the safety of all students.

Failure to comply with these guidelines may result in the parent or chaperone being excluded from participation in future school-sponsored field trips and activities at the discretion of school administration.

GRADES AND PROGRESS MONITORING

Curriculum Overview

The faculty and staff of V. B. Glencoe Charter School is committed to providing a high-quality educational experience for all students. Students will be given opportunities to read and respond to grade level text and solve complex problems every day in an engaging and nurturing environment. Student progress will be assessed through formative and summative assessments, as well as through teacher observation.

Parents wishing to preview curricula for any grade level must schedule an appointment with administration for review.

Grading Policy

Grades 1 - 12 will assign letter grades to show progress made by students. The academic grading scales for grades 1-12 are based on the following ten point scale: Act 428, R.S. 17:184, 3996(B)(82), 2024)

Grading Scale for Grades 1-12

A	90% – 100%
B	89% – 80%
C	79% – 70%
D	69% – 60%
F	59%-0%

HOMEWORK

The purpose of daily homework is to provide reinforcement or practice of learning that takes place at school along with developing strong study habits. Incomplete classwork may also be sent home for completion in addition to homework assigned. Some assignments, such as home projects or reports provide an opportunity for individual extension or independent study. These assignments are generally assigned a major grade. Late work may result in lowering of the grade earned.

It is expected that students study material to prepare for classroom tests in addition to completion of daily homework. We encourage parents to spend time each day with their students reviewing daily learning. We hope that parents will also encourage their students to read extensively, setting aside a regular reading time each day.

IN GRADES K - 6: A HOMEWORK GRADE WILL BE GIVEN EACH QUARTER. Teachers will explain grading procedures based on faculty handbook policy. Homework grades will equal no more than 50 points per grading period.

IN GRADES 7 - 12: A HOMEWORK GRADE MAY BE GIVEN EACH QUARTER. Teachers will explain homework grading procedures in course syllabus and at orientation. Homework is assigned by teachers to provide practice on material covered that day, to determine student knowledge and understanding of a concept, to prepare students for testing, and to build skills and abilities of students. When assigned, homework will be meaningful and reasonable in length (or amount). It is extremely beneficial for students to complete homework in order to strengthen understanding of material. Some assignments may also be picked up and graded. Homework assignments can significantly impact a child's grades.

HOMEWORK ASSISTANCE SERVICES

Homework Louisiana (HomeworkLa.org), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies, or English from a live tutor. The services may be accessed from a Louisiana public library, from your home computer, or from your mobile device.

MAKE-UP WORK POLICY

Absences:

1. Absent students will be given a makeup period of 3 days to complete all work missed. However it is the students responsibility to arrange make-up work with the teacher.
2. Make-up Center - Students who miss a major test or graded assignment that cannot be made up at home or in class must attend an afterschool make-up center. The Make-up Center will be assigned at the teacher's discretion. All tests must be completed within two sessions or a reasonable time frame upon the students return to school.
3. Make up Center will be held on Tuesday and Thursday each week, from 3:15 - 4:15. Parents must arrange for students to be picked up from school at 4:15.

Late Work:

1. Students who fail to turn in a major test or graded assignment not due to an absence are still accountable for the work. However it is the students responsibility to arrange make-up work with the teacher.
2. All late work not due to an absence will receive a reduced grade according to the schedule below:
 - a. 1 day 15% points
 - b. 2 days 25% points
 - c. 3 days 50% points
3. Students may be assigned to the Make-up Center at the teacher's discretion. All late assignments not due to an illness must be completed within 3 days with a reduction in points as outlined above. Any work not submitted after 3 days will receive a zero (0) grade.
4. Make up Center will be held on Tuesday and Thursday each week, from 3:15 - 4:15. Parents must arrange for students to be picked up from school at 4:15.

RENAISSANCE

End of Grading Period Recognition:

Students will be rewarded for outstanding academic performance each grading period. The following distinctions will be made:

- **Gold Card**---GPA 4.0, All A's, 'S' on report cards, A in conduct, NO Major Office Referrals
- **Silver Card**---GPA 3.9 – 3.0, No D's, F's, or U's on report cards, A or B in conduct, NO Major Office Referrals
- **Bronze Card**---GPA 2.9 – 2.0, No D's, F's, or U's on report cards, A or B in conduct, NO Major Office Referrals

End of Year Renaissance Awards:

To qualify for the End of Year Renaissance Award, students must achieve Renaissance in all 4 grading periods. Awards will be given for the lowest distinction earned during the year.

Perfect Attendance:

To qualify for perfect attendance, a student must be present from 8:00 a.m. to 3:05 p.m. per the 2026 - 2027 school calendar.

The **Gator Award** is the highest student honor presented at each grade level and recognizes a student who exemplifies the values, character, and spirit of **V. B. Glencoe Charter School**. A recipient **leads by example** through outstanding citizenship, integrity, perseverance, and a strong work ethic while encouraging others, embracing challenges, and always striving to do their best.

A Gator Award recipient represents the very best of what it means to be a **Glencoe Gator** and serves as a positive role model both inside and outside the classroom.

The **Presidential Excellence Award** recognizes students in **8th and 12th grades** who have demonstrated outstanding academic performance, strong character, and a commitment to achieving excellence. This award celebrates students who set high standards and serve as examples of dedication and achievement.

The **Citizenship Award** recognizes outstanding students who demonstrate exceptional character, personal responsibility, and community spirit. This honor focuses on a student's daily conduct and contributions to our school culture, rather than academic or athletic performance.

Criteria for Selection:

- **Respect:** Treats peers, teachers, and staff with kindness, empathy, and courtesy.
- **Responsibility:** Follows school rules, displays personal integrity, and maintains a positive attitude.
- **Service:** Demonstrates a willingness to help others and actively participates in improving the school community.
- **Leadership:** Sets a positive example for others by doing the right thing, even when no one is watching.

REMEDIATION/INTERVENTION

V. B. Glencoe Charter School is a Targeted Title 1 School. Intervention and/or High Dose Tutoring is provided during the school day based on student need.

- **All K - 8th grade classes have dedicated time in their schedules for small group instruction and remediation.**
- Students in Kindergarten through 5th grade who score below proficiency on Reading or Math Screeners or ELA or Math LEAP tests will receive at least 10 weeks of targeted High Dose Tutoring by a certified ELA or Math Interventionist or a Paraprofessional. Notification of High Dose Tutoring and progress monitoring will be provided to parents.
- Students who do not progress as expected will be referred to the School Building Level Committee for further review of services.

K - 3 LITERACY AND MATH SCREENERS

The K-3 Literacy and Math Screeners consists of a set of measures for assessing reading and Math skills. These universal screenings identify which students may be at risk for experiencing reading or Math difficulties. Teachers use this data to set and monitor literacy goals, as well as provide instructional support.

Louisiana Revised Statute 24.11 The Louisiana Legislature has enacted Act 422 of the 2023 Regular Legislative Session, which mandates that students in traditional public schools must meet specific literacy proficiency standards to be promoted to the fourth grade. Third-grade students who achieve a well below composite score on the DIBELS 8th literacy screener will not be promoted to the next grade level. Additionally, please note that third-grade students must also satisfy the requirements for promotion based on your local school system's pupil progression, including but not limited to passing grades and attendance.

To ensure that every student has a fair opportunity to demonstrate readiness for fourth grade, there are three established assessment opportunities for students:

1. End-of-Year (EOY) benchmark in April
2. Second opportunity at the end of May
3. Third opportunity after optional summer learning program

More information will be provided for parents of 3rd grade students.

SCHOOL BUILDING LEVEL COMMITTEE (SBLC)

The School Building Level Committee (SBLC) is a general education problem solving committee. While the SBLC is mandated by the Louisiana Department of Education's Pupil Appraisal Handbook, Bulletin 1508, its main function is not just to refer students for a special education evaluation. A student is referred to the SBLC when the provision of current services and support are not effective in meeting the student's instructional needs. This committee's purpose is to review and analyze screening data, including Response to Intervention (RTI) data, to determine what options are available to meet the needs of the student and determine behavioral needs of students. The SBLC also serves in the capacity of making promotion/retention recommendations of students.

The SLBC must consist of a chairperson, the principal or his/her designee, and at least two (2) additional faculty members. When an individual student's difficulties are being discussed, the student's teacher(s) must be a member of the committee.

A student may be referred to the SBLC whenever a member of the instructional team feels there is a need for additional support or services to meet the student's academic, behavioral, or health needs. In addition, the parent may request a student be referred to SBLC for a specific reason.

ACADEMIC HONESTY POLICY

V. B. Glencoe Charter School seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own (cheating or plagiarizing) will be treated with utmost seriousness.

Cheating:

- The use of unauthorized sources for academic work;
- Attempting to use or using unauthorized materials on a test/assignment;
- Copying from another student (not limited to testing).
- Copying includes homework and classwork.
- Giving or receiving unauthorized aid (this includes asking for or giving information pertaining to quizzes or tests before or after they have been taken).

Plagiarism:

Plagiarism occurs when the student submitting the assignment for a course does one or more of the following:

- Does not properly attribute words or ideas to a source.
- Quotes from another author's writing without citing the author's work. This, of course, includes failing to cite materials from the World Wide Web, as well as copying materials from library books or peers' papers.
- Cites, with quotation marks, portions of another author's work, but uses more of that work without quotation marks and without attribution.
- Takes a paper, in whole or in part, from a site on the Web or a "library" of already written papers.
- Steals, borrows, buys, or copies a paper from another student and then submits that paper as the student's own work. The student who supplies the paper has also committed plagiarism.
- Submits the same paper twice for two different assignments and/or in two different classes, unless both teachers have given permission.
- Takes the results of another's research and attempts to pass those results off as his/her own work.
- If the student is caught plagiarizing:
 - The student will fail the assignment, but will have to re-do the assignment for up to 50% credit.
 - The student's parents/guardians will be contacted by the teacher and informed about the student's plagiarism.
 - A written disciplinary referral will be placed in the student's file documenting the first occurrence.
 - Two or more occurrences will result in additional consequences, as determined by the administrator.

Plagiarism is not always intentional; accidental plagiarism shall also be considered a violation of this Academic Honesty Policy. Not knowing how to cite sources properly is not a reasonable defense for plagiarism.

Parent Volunteers on Campus

At V. B. Glencoe Charter School, we love welcoming our families into the school community. Parent volunteers play a vital role in enriching the student experience, and we truly appreciate the time, energy, and heart you bring to our campus. When parents and guardians are actively involved in their child's education, it strengthens our school community and creates a positive, supportive learning environment for all.

Here are just a few ways families can get involved:

- Campus Work Days - Join us on scheduled Saturdays to help with school beautification, maintenance, and improvement projects.
- Volunteering at School - Assist with tasks such as making copies, helping in the office, supporting teachers during meetings, or chaperoning field trips.
- Participating in School Committees & Activities - Share your time and talents by getting involved with:
 - Parental Involvement Initiatives
 - Beautification Committee
 - Fundraisers & Special Events
 - Marketing and Community Outreach
 - Professional Development Support
 - Renaissance Program

Every hour you give helps enrich the experience of every child at V. B. Glencoe—and we truly appreciate your time, energy, and dedication!

To ensure the safety, privacy, and well-being of all students, we kindly ask that all volunteers follow the guidelines below.

Volunteer Opportunities

There are many ways you can get involved, including Volunteer Work Days (typically on Saturdays), chaperoning field trips or club-sponsored events, helping during school-wide events and activity days, assisting in classrooms or the front office, or monitoring students during teacher meetings or training.

Important Guidelines for On-Campus Volunteering

To maintain a safe and respectful environment:

- All volunteers must sign in and out at one of the main offices and present a valid driver's license.
- A volunteer badge must be picked up from the office and worn at all times while on campus.
- Volunteers must wear appropriate attire that reflects the professionalism of the school setting.
- Cell phone use is not permitted in the presence of students. Volunteers may not take photos of students or post any photos of students (other than their own) from school events on social media.
- Following safety protocols, volunteers would remain in the designated areas and are not allowed to enter their child's classroom without prior permission or drop in unannounced during the school day.

We welcome your support! If you're interested in volunteering during the school day, please reach out directly to your child's teacher or the front office to coordinate opportunities.

Thank you for being an essential part of the V. B. Glencoe family. Together, we are helping our students grow and succeed—every day! If you have any questions or would like more information about volunteer opportunities, please call our school office at (337) 923-6900. We're excited to work alongside you this school year!

SAFE SCHOOL POLICY/ SEARCH POLICY

V. B. Glencoe Charter School maintains a safe school environment through the following measures:

- One entrance into the building will be utilized. All persons entering a building must have key card access. Visitors will be allowed access after verification of business.
- Campus areas past the main entrance are gated. Gates will remain locked throughout the day.
- All classrooms and all exterior doors will remain locked throughout the day.
- Security cameras are installed in all classrooms and hallways.
- Regular safety drills will be conducted with staff and students. (See Emergency Procedures above)

V. B. Glencoe Charter School has adopted the following "Safe Schools Search" policy:

Student acts of criminal behavior that include physical assault, possession, display or use of dangerous weapon or facsimile, threats against life or property that places any person in imminent danger and/or requires a law enforcement investigation are prohibited in V. B. Glencoe Charter School, on school grounds, to and from school, at school sanctioned activities, or when students are being transported in vehicles dispatched by the School. If anyone communicates the intent to bring a weapon to school, we will inform local law enforcement.

Parents, students and school employees are hereby notified that the V. B. Glencoe Charter School has the authority to conduct unannounced searches as described herein.

The V. B. Glencoe Charter School Board is the exclusive owner of any public-school building and any desk or book sack utilized by any student contained therein or any other area that may be set aside for the personal use of the students.

- Any teacher, administrator, or security guard employed by the School Board, who has a reasonable belief that any public school building, desk, book sack or area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverage, nitrate based inhalants, stolen goods or other items the possession of which is prohibited by any laws, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, book sack, area or grounds of said public school.
- In addition, the School Board or administrator reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students, for the purpose of enforcing compliance with any health, safety, or security policies, rules and regulations.
- Any student not present during the search shall be informed of the search immediately thereafter.
- Students, parents, and school employees shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of any students,

book sacks, automobiles, school employees, and any other person or object or School Board property and at school sponsored events.

- Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, according to School Board discipline policies and provisions.
- Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials when criminal violations are indicated.
- Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search.
- This written, dated, and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Board within five (5) days.
- The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/designee.
- No actions taken pursuant to the policy by any teacher, administrator, or school security guard employed by the school board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

SCHOOL FOOD SERVICES

We are pleased to inform you that V.B. Glencoe Charter School will continue implementing the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2026-2027.

What does this mean for you and your children? All enrolled students are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2026-2027 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

A standard menu will be provided monthly and posted on our school web-site. Breakfast and lunch will be served in the cafeteria. High School students have a Grab and Go option for breakfast. Students planning to eat breakfast must arrive at school by 7:50.

If your student requires a special diet accommodation for allergies or medical reasons, please contact the school nurse.

Outside Food/Drinks (This applies to anytime during the school day.)

- VBGC is a closed campus meaning students cannot leave campus for lunch or errands. This also means parents cannot call and check out student drivers to leave campus and then check back in. This is for safety reasons.
- If a parent brings or sends outside food for lunch, it must be in a paper bag or lunch box with no fast-food wrapping.
- Only water may be brought in or sent with outside lunches. No fruit juice, colored or flavored water, or sodas are allowed.

- **ABSOLUTELY NO ENERGY DRINKS**
- **ONLY CLEAR WATER BOTTLES.** No fast-food cups or metal water bottles/containers are allowed.
- V. B. Glencoe Charter School is a nut free environment for the safety of our students.

Cafeteria Behavior: Students are required to be respectful to lunch attendants, staff, and each other during lunch.

Parents or guests are invited on special occasions such as Birthday Lunch and Student of the Month Breakfast activities. Prices are as follows: Breakfast - \$3.00; Lunch: \$5.00 and are subject to change based on state and local policy.

If we can be of any further assistance, please contact Kim Simon, Food Service Manager, at 337-923-6900.

SCHOOL PROPERTY – RESPONSIBILITY FOR DAMAGES

Students are responsible for the care and condition of all school property assigned to or used by them, including but not limited to textbooks, library books, Chromebooks, computers, technology devices, equipment, athletic equipment, instruments, classroom materials, furniture, facilities, and other school-owned property.

A charge may be assessed for any school property that is lost, stolen, damaged beyond normal wear and tear, destroyed, or not returned when requested. Parents or guardians shall be financially responsible for the repair or replacement cost of any school property that is damaged, lost, destroyed, or not returned by their child.

Any student who willfully damages school property, school equipment, school facilities, or the property of others, or who fails to return school property when requested, may be subject to disciplinary action in addition to financial liability for repair or replacement costs.

Fines, based on the cost of replacement, will be made for textbooks and/or equipment damaged or worn beyond reasonable use. Textbooks that have been lost, damaged, or not returned at the end of the year will be billed to the student at the cost of a new book. Refunds will not be given if the item is found after a fine has been paid.

If parents object to their child checking out library books, they must submit a written request to the school stating their objection.

See also Technology Use Agreement for loss or damages to technology devices found on our website at www.vbglencoecharter.org

WELLNESS

ACCIDENTS AND ILLNESS AT SCHOOL

If a student is injured on the school grounds, and the injury is other than what appears to be quite minor to the school staff, parents will be notified and asked to pick the child up for their own observation or for examination by the family physician. Parents will be notified promptly of all injuries not considered minor INCLUDING ANY HEAD INJURY.

The school is allowed to administer only minor first aid. If the student becomes ill during school hours, the school will contact the parent and the child will be brought to the office. Parents will be asked to take the child out of school. Students must be medicine and fever free for 24 hours before returning to school.

HEAD LICE

If you discover your child has contracted head lice, please inform the school office. If you would like assistance checking your children, please contact the office. Students will be checked for lice periodically at school. If lice or nits are found, the students must be sent home until there are no lice or nits in the hair.

MEDICATION

Parents should inform the office staff or school nurse of medication the student requires during school and bring the medication along with a Medication Administration Form signed by the student's physician to the office. These forms are available from the school nurse. A daily log is then established for the student, and every dosage administered by school staff is recorded.

No medications, including aspirin, cough drops, eye drops, Chapstick, and inhalers, can be taken at school without this signed form and daily log (unless administered in person by the parent). Students are not allowed to have any type of medication in their possession on the school grounds/bus.

Vision and Hearing Screening

V. B. Glencoe Charter School will provide hearing and vision screenings in accordance with legal requirements.

Immunization Requirements

All immunizations given in accordance with the requirements of the Office of Public Health (OPH), Louisiana Department of Health and Hospitals (DHH) must be recorded on a cumulative health record, subject to the approved exclusions. A student's immunization records must be current and up to date.

VISITORS ON CAMPUS

To ensure safety, we have instituted the following rules for visitors:

- The school policy is to accept visitors in the school who have legitimate business here.
- All visitors must sign in/out in one of the main offices.
- Visitors will be asked to present a valid driver's license. Licenses will be checked through the Raptor system which checks each person against a national database.
- A visitor's badge will be issued and must be worn by the visitor at all times.

- Visitors, including parents, are not permitted to go into their child's classroom unannounced during school hours.

HIGH SCHOOL CONSIDERATIONS

Transitional Ninth Grade (9T)

Students who do not meet the promotion standard after taking the eighth-grade state assessment, following the completion of summer remediation, may be placed on a high school campus in the transitional ninth grade. Placement in transitional 9th grade shall be at the discretion of the school.

Curriculum Overview

The faculty and staff of V. B. Glencoe Charter School will incorporate rigor, relevance, and incorporate “real-world” applications into their classes by integrating learning across subject areas and by providing opportunities to incorporate community resources, as much as possible, into their daily lessons and courses.

- Students attending high school will be required to receive a minimum of 7,515 instructional minutes for one Carnegie credit. In order to be granted one-half Carnegie credit, students must be in attendance a minimum of 3,758 minutes.
- All students enrolled as incoming freshmen (2019 and beyond) are required to adhere to all graduation requirements as outlined in Bulletin 741 and detailed in the Louisiana Department of Education – *Louisiana High School Planning Guidebook*.

Grade level classifications:

High school students will be classified by Carnegie units earned and sessions attended as follows:

Sessions	Classifications	Credits
0-2	Freshman	0 - 5.5 credits
3-4	Sophomore	6 - 11.5 credits
5-6	Junior	12 - 17.5 credits
7+	Senior	18 or more credits

Course Grades

- Students in grades 9-12 will earn letter grades (A, B, C, D, or F) each nine weeks for evaluative and reporting purposes.
- In grades 9-12, the nine-week grade shall be based on the grading policy outlined in the Faculty Handbook.

LEAP 2025 / EOC Tests

- The EOC score shall count as 20% of the student's average for the final course grade.
- A final grade average of 1.0 must be earned and will be inclusive of 4 grading periods and the EOC grade.

If a student passes the LEAP 2025 / EOC and fails the course, the LDOE does not require the student to retake the LEAP 2025 / EOC when repeating the course.

Final Cumulative Exams

- A final cumulative (entire year/entire course) exam is mandatory.
- A study guide for the final exam shall be provided to the students at least four weeks prior to the final cumulative exam.
- The Final Exam shall count for 20% of the student's Final Grade.
- The LEAP 2025 test score is the Final Exam Grade for Algebra I, Biology, English I, English II, Geometry, and United States History. (NOTE: For students with an active IEP the LEAP 2025 High School Assessment will be 5% of the final course grade.)
- The final cumulative exam for a one-semester / one-credit course will be weighted 20% of either the Second Nine-Weeks or the Fourth Nine-Weeks grading period, depending on the semester the student is enrolled in the course for credit.
- The average of the four nine-weeks grades and the Final Exam Grade (percentage grades) shall be used in determining a student's final grade in a course. Example: 1st nine weeks 94% A 2nd nine weeks 75% C 3rd nine weeks 86% B 4th nine weeks 80% C Final Exam 80% C Total percentage $415/5 = 83\% = C$ Final Grade $83\% = C$ (Course grade $\times 0.80$) + (Final Exam test score $\times .20$) = Final Grade

Course Recovery

High school students may repeat a course for self-improvement or to establish eligibility to participate in extracurricular activities requiring specific standards. For the purpose of establishing eligibility, students may enroll in an accredited summer school program sanctioned by the Board of Elementary and Secondary Education. The first recorded grade will remain on the transcript but with the notation added to indicate that the course was repeated along with the resulting grade.

Carnegie Credit

- To be eligible for Carnegie credit, the final grade of at least a "D" must be earned. To earn credit in a course, a student shall make a 1.0 (D) average by earning four quality points. Students must earn a **minimum of 2 quality points in the second semester and earn at least one quality point in the final grading period.** Final course grades will be determined by adding the quality points of grades earned from the four grading periods and dividing the sum by four.
- Students, earning 4 quality points, but failing to earn a quality point the final grading period, must earn Approaching Basic or Above on the respective LEAP 2025/EOC tests to receive the Carnegie unit for the course.

Grading Scale for Grades 9-12

Grading Scale:

A 90%-100%

B 80%-89%

C 70% -79%

D 60% - 69%

F 0% - 59%

ACT Testing

- The ACT® is used for college admissions and access to scholarships and financial aid, including TOPS, and is a requirement for all juniors (11th graders) in the state of Louisiana.
- Students in grades 9 & 10 will participate in the Pre ACT testing.

Dual Enrollment Participant Eligibility

Participation in Dual Enrollment is open to qualified high school students, age fifteen or older. V. B. Glencoe Charter School is responsible for verifying that students meet the following criteria prior to submitting an application and registration materials:

1. Meets eligibility criteria established by V. B. Glencoe Charter School and Post-Secondary Partners
2. Possesses the interest and aptitude necessary for success in college-level coursework.
3. Has a minimum cumulative high school grade point average of 2.5 to enroll in academic transfer courses at the time of the application period and cannot have obtained more than one D in all course work within all academic years.
4. Meets course specific requirements, including having satisfactorily completed all prerequisite coursework.
5. For academic transfer courses, demonstrates preparedness for courses in English and Math via established placement scores.

College courses taken by students while enrolled in high school (concurrent enrollment independent of dual enrollment opportunities offered as an LEA course) must have the prior approval of the principal and school counselor before enrollment. College credit received will carry weighted credit. The counselor must verify the college course is on a higher level than the last course taken by the student in the subject.

Courses, which carry one or two hours of credit at an approved two-year or four-year institution, will earn one-half of a Carnegie unit towards graduation at the high school level. Those courses, which earn three to five semester hours of college credit, will earn one full Carnegie unit.

Any course taken for high school and college credit will be classified as Honors.

Early Dismissal / Late Arrival Privileges (Seniors Only)

V. B. Glencoe Charter School may permit eligible seniors to participate in an approved late arrival or early dismissal schedule. This privilege is intended to recognize students who have demonstrated academic achievement and responsibility. Participation is not a right and may be denied or revoked at the discretion of school administration.

To be eligible, students must meet all of the following criteria:

- Earn a composite ACT score of **18 or higher**.
- Be in **good standing with attendance**, with no pattern of excessive absences, tardies, or unexcused check-ins/check-outs.
- Be in **good standing with behavior**, including no significant disciplinary infractions or repeated violations of the Student Code of Conduct.
- Maintain all graduation requirements and remain on track for graduation.

Students approved for early dismissal or late arrival are expected to leave campus immediately following their last scheduled class or arrive only in time for their first scheduled class. Students may not remain on campus during the time covered by this privilege unless participating in a school-approved activity or granted administrative permission.

Failure to maintain eligibility at any time during the school year may result in the immediate suspension or revocation of this privilege. The administration reserves the right to make all final determinations regarding eligibility and continued participation.

Financial Aid and Planning

- An Individual Graduation Plan (IGP) shall be developed for each student with assistance of the parent, legal custodian, counselor, and IEP team, if applicable.
- V. B. Glencoe Charter School will follow the state's requirements for Financial Aid and Planning, which include:
 - 1) Completing the FAFSA, or
 - 2) Completing the TOPS form, or
 - 3) Certifying a waiver in writing to the LEA, or
 - 4) Receiving a waiver through the district hardship waiver process.

Graduation Requirements:

In order to participate in the official graduation ceremony, students must have completed the required course work, testing, and have paid fees for the school and graduation.

Students must earn, at minimum:

- 24 Carnegie credits for Tops Core and 23 Carnegie credits for Jump Start Pathways as outlined in Bulletin 741,
- Meet the state's requirements on EOC assessments,
- And attend school for the required number of minutes to be eligible for graduation.

A student shall not be allowed to participate in the graduation exercise if she/she has not satisfactorily completed all the requirements for graduation as set forth in the Pupil Progression Plan / Student Handbook. All students who participate in the graduation exercise shall have been certified and deemed eligible by the principal of the school from which the student is graduating. However, the Director shall have the discretion to allow students to participate in graduation exercises when warranted by exceptional circumstances.

Graduation Ceremony

Full participation in the graduation ceremony is a privilege, not a right, for the individual student and his/her parent(s). Therefore the privilege of graduating with one's class on graduation day is governed by the following principles:

- A. Successful completion of the course of studies required by the State of Louisiana.
- B. Successful completion of the course of studies required by V. B. Glencoe Charter School.
- C. Passing all required parts of the state mandated testing.
- D. All debts to VBGCS must be paid, which include financial obligations and detention/discipline debts, before graduation practice.
- E. Attendance of mandatory graduation practice.
- F. Beginning with the Class of 2024, for a 4.0 graduate to speak at graduation, as a top graduate, that student will have met the requirements of having completed 6 hours of dual enrollment courses. If a 4.0 student has not taken 6 hours of dual enrollment coursework, they will not address the class, unless none of the 4.0 graduates have taken the required courses.

Class Rankings:

In order to determine class ranking, a cumulative high school grade point average will be computed utilizing all course grades, including those that have been repeated for the purpose of calculating class rankings. The student with the highest GPA is the valedictorian and the second highest GPA will be named the salutatorian. Students transferring from other schools offering honors courses other than those offered at V. B. Glencoe Charter School may not use any additional points they may have earned when computing class ranking. Individual grading period scores in math, science, language

arts, and social studies will be used to separate students if there is a tie. If this does not resolve the issue, each person tied will be awarded the honor.

Graduation Honors for Grades 9-12

3.7500 - 4.0000 Summa Cum Laude

3.5000 - 3.7499 Magna Cum Laude

3.0000 - 3.4999 Cum Laude

In cases where a student transfers and has completed a year of study and has received only yearly grades with no semester grades indicated, the yearly grades will be doubled in ranking.

Example: Physical Science; receives C for the 1st semester, C for the 2nd Semester.

Closed Campus Policy

Students are not allowed to leave campus for any reason without official approval. Students must check in and out through the office if late to school or if leaving early. Seniors with an early release schedule must leave campus at the end of their scheduled classes.

Hall/Campus Pass

Students must have an approved Blocksi digital hall pass when outside of the classroom during instructional time. Teacher permission alone is not sufficient. Students may not visit other classrooms, disrupt instruction, or remain in the hallway without an active digital hall pass. Misuse of the hall pass system may result in disciplinary action.

Physical Education

High school students, on either pathway, are required to take both Physical Education (PE) I and II. In addition, students will receive ½ credit for health education. Athletic footwear is required to ensure the safety of students participating in physical education.

Student Drivers

Students who are of the legal age and possess a valid driver's license may drive to school. Driving on campus is a privilege. A completed parking application, a copy of the driver's license, and proof of insurance must be submitted in order to obtain a parking permit. Parking permits may be purchased starting one week before the start of school, and will cost \$15.00. Permits must be visible at all times.

Extracurricular Activities

Extracurricular activities are important to us at V. B. Glencoe Charter School. We offer a wide range of academic, social, athletic, and service activities to meet our students' needs and interests. A student MUST attend school on the day of the extracurricular activity to be able to participate in an event. It is the responsibility of the student to contact their teachers prior to leaving school early for any extracurricular activities to secure their work and assignments that will be missed. Students failing to contact their teachers will be held accountable for all work, assignments, and due dates just as if they had been in class.

Eligible students who wish to participate in a sport must first secure their parent's permission and doctor's approval via physical. These forms may be obtained from the athletic director, head coach, or sponsor. After the proper signatures are recorded, these forms are to be returned to the athletic director, head coach, or sponsor. A student will not be school eligible to play in any sport until all fees have been paid.

Athletes must attend a minimum of four (4) complete class hours on the day the extracurricular activity is taking place to participate in the activity.

An athlete must attend a minimum of four class hours to participate in a practice or game. A doctor's excuse does not allow participation in a practice or game, exception: court order or attendance of a funeral on the day of the practice/game.

- Student Clubs: Clubs vary a great deal in terms of the time commitment for the students, allowing students to find some activity that fits their schedule. Club meetings are held before school, during lunch, or after school. Clubs may vary slightly from year to year to suit the interest of students and faculty.
- Eligibility to participate in Extracurricular Activities:
 - Students must be in good standing and be making academic progress.
 - Students must adhere to the attendance policy and not have any outstanding fees.
- Student Dances: The administration must approve all school dances. All school rules and regulations will apply.
 - Dress attire must meet the expectations of the administration (no revealing neckline or hemline; dress length/slits may not be shorter than 6" above the knee).
 - Students may not leave without a parent or guardian present.
 - All music played must be free of profanity, violence, and sexually explicit lyrics.
 - All dancing must remain appropriate and respectful.
 - Students wishing to bring outside guests must obtain a permission slip from the dance sponsor that is to be completed by the outside student's principal, and returned to the school.
 - Guests over nineteen (19) are not allowed at high school dances.

Participation in athletics and extracurricular activities is a privilege and a student's participation may be revoked, suspended, or otherwise adversely affected due to attendance, grades, and/or behavior.

Additional Considerations for SPED Students:

A. The April Dunn Act

The April Dunn Act is a state law which enables eligible students with Individualized Education Plans (IEPs) to pursue standard graduation requirements through alternate means. Criteria for the April Dunn Act eligibility centers on students with disabilities who did not achieve a combination of Basic/Approaching Basic on Math and ELA in two of the three most recent school years (6th, 7th and 8th grades), or did not achieve a score of Approaching Basic or above after two attempts of the same LEAP 2025 high school assessment.

Timelines: The April Dunn Act states that within 30 days of an eligible student entering a course, the IEP team must establish minimum performance requirements for the course in the student's IEP.

Graduation Requirements :

Requirement 1:

1. Earn all Carnegie credits and Industry Based Skills for the diploma pathway they are pursuing
2. Take the ACT or WorkKeys exam
3. Demonstrate proficiency in each of the three areas traditionally assessed with LEAP 2025 . If unable to meet the LEAP 2025 requirements, The April Dunn Act students are able to meet this requirement by alternative means determined by the IEP team in the first 30 days of the course

Requirement 2:

1. Employment in inclusive integrated environments

2. Demonstrate mastery of specific employability skills
3. Assess services that are not provided by the school, employment or education options

The teacher of record determines if the student will receive credit for the course based on the performance criteria outlined in the student's individual education program (IEP) using the student's portfolio, progress monitoring, and progress reports.

B. Certificate of Achievement

A certificate of Achievement is an exit document issued to a student with a disability after he or she has achieved certain competencies and has met specific conditions as listed below:

- a. The student has participated in LEAP Connect.
- b. The student has completed at least 12 years of school, or has reached the age of 22 (not to include students younger than 16).
- c. The student has met attendance requirements according to Bulletin 741.
- d. The student has addressed the *Louisiana Connectors for Students with Significant Disabilities* as reflected in the student's IEP.
- e. Transition planning has been completed and documented.

****The receipt of a Certificate of Achievement does not limit a student's continuous eligibility for services under these regulations unless the student has reached the age of 22. The student must be identified as having the disability under the Individuals with Disabilities Education Act (IDEA)****

Alternative Pathways

The alternative pathway for a high school diploma is designed for students eligible for the LEAP Connect and not receiving a Certificate of Achievement. One of the following requirements must be met:

- a. The student participates in integrated employment and/or inclusive work environments. The student's abilities, local employment opportunities, and sufficient self-help skills will enable the student to maintain employment without direct and continuous educational support from the school district.
- b. The student has demonstrated mastery of specific employability and self-help skills that indicate that he/she does not require direct and continuous educational support for the school district.
- c. The student has access to services that are not within the responsibility of public education or employment or education options for which the student has been prepared by the academic program.

Appendix A

STUDENT COMPUTER ACCESS AND USE

Children's Internet Protection Act Compliance Policy

INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The V. B. Glencoe Charter School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the V. B. Glencoe Charter School Board. All elementary schools beginning with the third grade and all secondary schools shall provide instruction for educating children regarding Internet safety.

In its continued efforts to comply with the Children's Internet Protection Act, the V. B. Glencoe School Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively, violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, such as "Instant Messaging";
- Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institutes measures designed to restrict minors' access to materials harmful to minors.

PERMISSIONS

1. The Student Computer Access and Use policy shall be distributed to the student and parent/guardian through the school handbook and shall be posted on the V. B. Glencoe School Board website.
2. Parental permission shall be assumed unless specifically denied. Denial of Permission forms are available at all schools.
3. Parental/guardian permissions that are assumed include:
 - a. Access to the internet and email system
 - b. Permission to publish students' work to classroom websites
 - c. Permission to have unidentified photos of students published to classroom websites

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

Acceptable Use - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S. state, local or school district regulations shall be prohibited.

Privileges - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.

Security - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the director, who shall immediately contact the technology coordinator or designee. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.

Vandalism - Vandalism shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the director or designee, who must scan for appropriateness and viruses.

Consequences of Misuse – The director may discipline (up to and including expulsion) any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the Code of Conduct for computer use, or any rules contained in the Acceptable Use Agreement.

Cyber bullying: Cyber bullying shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. Cyber bullying is defined as the use of the Internet to harass or bully others. V. B. Glencoe Charter School is a place of tolerance and good manners. Students may not use the network or any school's computer facilities for hate mail, defamatory statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

RESPONSIBLE USE

V. B. Glencoe Charter School Board Student Code of Conduct applies to all persons who use any V. B. Glencoe Charter School computer. Honesty, integrity, and respect for the rights of others should be evident at all times.

The use of the Internet, including the World Wide Web, at V. B. Glencoe Charter School must be in support of education and academic research and consistent with the educational objectives of the V. B. Glencoe Charter School Board. Neither V. B. Glencoe Charter School Board nor the school shall be responsible for any financial obligations incurred by users of the Internet.

The computer user shall be held responsible for his/her actions and activities. Unacceptable uses of the computers and/or the Internet shall result in appropriate disciplinary action, including school suspension, expulsion or revoking of these privileges. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

If a student accidentally accessed inappropriate material, he or she should back out of that information at once. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. Students shall use the Internet search engines and/or other Internet tools only under the direction and supervision of teachers.

In general, any student use of networks and telecommunications resources must be for educational purposes and conform to school system rules of behavior. Regulations for the use of computers and the participation by anyone on the Internet shall include but not be limited to the following:

1. Student use of e-mail and other forms for direct electronic communication including instant messaging systems is prohibited unless authorized and directly supervised by a teacher.
2. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications.

3. Students shall not post any e-mail or other messages or materials on school networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
4. Students shall not post personal information about themselves, (last name, addresses, or telephone numbers) or any other person.
5. Students shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
6. Students shall not access over the Internet visual depictions that are obscene, pornographic, or harmful to minors.
7. Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
8. Students shall observe copyright law and fair use guidelines. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
9. Students shall not make any purchase on the Internet while using school equipment or Internet service.
10. Degrading or disrupting equipment or system performance shall not be permitted.
11. Invading the privacy of individuals, sending of hate mail, harassing, or making discriminatory remarks or other antisocial behavior shall be prohibited.
12. Using an account or file owned by another user shall be prohibited.
13. Posting anonymous messages shall not be permitted.
14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Downloading information without permission of the teacher or designee shall be prohibited.
16. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion shall be prohibited.
17. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals shall be prohibited.
18. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole lack serious literary, artistic, political, or scientific value as to minors shall be prohibited.
19. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited.
20. Subscriptions to list servers, bulletin boards, and on-line services must be pre-approved by the superintendent or his/her designee.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

Ref: 47 USC '254(h), Children's Internet Protection Act (CIPA); La. Rev. Stat. Ann. "17:81, 17:100.7, 17:280

CIPA MONITORING POLICY UPDATE

CIPA requires the adoption and enforcement of an "Internet safety policy" covering the filtering policies be discussed in an open meeting. For schools, the policy must also address "monitoring the online activities of minors."

V. B. Glencoe Charter School is dedicated to making every effort to monitor online student's activities. Teachers and staff will monitor student Internet and computer usage in their classroom and not rely solely on V. B. Glencoe Charter School filtering and monitoring system.

The Information Technology Director or designee will run filtering logs quarterly in order to identify suspicious and inappropriate activity. All network activity is monitored through the Open DNS Enterprise or another monitoring system. This includes:

- a. All internet addresses and searches
- b. District email
- c. Personal email (ex. Yahoo, Hotmail, AOL, etc.)
- d. Instant messages
- e. Documents, including attachments

Suspicious or inappropriate online activities will be reported to the V. B. Glencoe Charter School immediately. The district makes no guarantee that the functions or the services provided by or through the V. B. Glencoe Charter School system will be error-free or without defects. The V. B. Glencoe Charter School is not responsible for the accuracy or quality of the information obtained through the monitoring system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the director or designated representatives.

Ref: 47 USC '254(h), Children's Internet Protection Act (CIPA); La. Rev. Stat. Ann. "17:81, 17:100.7, 17:280.

CIPA MONITORING AND TRAINING POLICY

Revision to section 54.520(c)(1)(i) of the Commission's rules. On August 10, 2011 the FCC revised section 54.520(c)(1)(i) of the Commission's rules to include the new certification requirement added by the Protecting Children in the 21st Century Act. Section 54.520(c)(1)(i) was revised to add a certification provision that a school's Internet safety policy must provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Annually, all students and faculty will be provided training on V. B. Glencoe Charter School CIPA policies. Training for students will address key issues such as cyber bullying, social networking dangers and emerging technologies which may endanger children while using the Internet.

Teachers will incorporate within their lesson plans age-appropriate Internet Safety training for students. The training provided is designed to promote the V. B. Glencoe Charter School commitment to:

- A. The standards and acceptable use of Internet services as set forth in the V. B. Glencoe Charter School Internet Safety Policy;
- B. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while online, on social networking websites, and in chat rooms
 - c. Cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the school's acceptable use policies.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The V. B. Glencoe Charter School shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the V. B. Glencoe Charter School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the V. B. Glencoe Charter School.

Any electronic communication made by an employee at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the V. B. Glencoe Charter School Board. Records of any such reported communication shall be maintained by the V. B. Glencoe Charter School Board for a period of at least one (1) year.

DEFINITIONS

- **Electronic communication** includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and V. B. Glencoe Charter School Board issued devices.
- **Electronic mail** – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
- **Computers** – pertains to any and all computers.
- **Social networks** – locations on the Internet where users may interact with other users -- examples are Facebook, Instagram, Snapchat, YouTube, Twitter and other social networks sites available on the internet.
- **Improper or inappropriate communications** – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

NOTIFICATION

The V. B. Glencoe Charter School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such

communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The V. B. Glencoe Charter School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the V. B. Glencoe Charter School to make all employees and students aware of the expectations and procedures of the school system and the V. B. Glencoe Charter School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool. In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their director at the first opportunity available, any student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the V. B. Glencoe Charter School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the director or his/her designee shall report such violation to the proper authorities.

VIOLATIONS

- Any violation of this policy shall be immediately investigated by the director. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
- The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
- All information of the investigation shall be provided to the director.
- Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment

Appendix B

V. B. GLENCOE CHARTER SCHOOL STUDENT TRANSPORTATION POLICY

V.B. Glencoe Charter School will provide safe and comfortable transportation to all eligible students in the district in accordance with Louisiana R.S. 17.158 and the Louisiana Department of Education Student Transportation Handbook.

V.B. Glencoe Charter School recognizes that student transportation to and from school is necessary due to the geography and demographics of the district. The School Board will ensure that transportation is scheduled in such a way that the best educational interest of the students are served.

The district shall operate its own fleet of buses and other types of vehicles as needed. Students will be transported in buses, with exceptions given to individual field trips that may use other modes of transportation with prior approval from the transportation director and parent permission slips.

Bus transportation will be provided to all students with satellite pick up locations in Franklin, Baldwin, Jeanerette, and New Iberia. Parents allowing their child to ride any V. B. Glencoe Charter school bus, acknowledges that the owners, proprietors, government agency, nor employees at any of the stops will not be responsible for supervision of the student at the designated stop and that the parent releases liability of the owners, proprietors, government agency, and employees of the location. Students and parents should be familiar with the following policies and procedures.

Scope

This policy governs all regular and special student transportation, including contracted and Board owned fleets within V.B. Glencoe Charter School.

Procedures and Responsibilities:

A. Administration

General responsibility for the transportation system is vested in the Transportation Coordinator. All other people engaged in the transportation program are responsible to the transportation coordinator. Pick-up points shall be determined by the transportation coordinator. Parents shall be responsible for transporting their students to and from the pick-up points.

B. Eligibility/ Route Design

1. The district will provide transportation to pupils in accordance with the Louisiana Department of Education School Bus Transportation Policy and R.S.17:158
2. The district will provide transportation to pupils who:
 - a. Reside outside of a one (1) mile radius or greater from V. B. Glencoe Charter School.
 - b. Reside within one (1) mile of V.B. Glencoe Charter, and whose parents as a result of a physical disability are unable to transport their children or otherwise accompany their children to school.
3. The safety of the stop for pupil's boarding/ disembarking as well as traffic queuing is a factor in determining the location of the bus stops.
4. In establishing routes for pupil transportation every effort will be made to remain on the main streets to minimize travel time and maximize safety precautions for all students. Issues such as safety, distance, time considerations, road conditions, and adequate turnarounds are the guiding principles in the determination of routes or changes to routes/stops.
5. Route changes or modifications may be made at any time provided they are consistent with this policy, and do not cause scheduling issues. Parents and students must be notified in advance of changes, except

in emergency situations. Any route changes must be approved by the transportation coordinator in consultation with the schools Administration team.

C. Responsibilities of Parents/ Guardians

1. Parents/ guardians are responsible for providing the school with proper student information including home address, phone number, and emergency contact information. Parents/ guardians are also responsible for notifying the school of any changes to this information throughout the school year.
2. Students will be assigned the bus pick up location closest to their home address on file with school. Parents will be notified at orientation of the child's assigned bus stop and pick up/ drop off times. Parents are responsible for communicating any requested bus changes to the secretaries.
3. Parents/ guardians are responsible for being at the designated bus stop 10 minutes prior to the scheduled pick up/ drop off time. Students will not be released from the bus if a parent/ guardian is not there to pick up the student. Any student whose parent/guardian is not at the designated stop will be returned to school.
 - a. **Late Arrival for Pick Up Locations**

V. B. Glencoe Charter School transportation regulations require that a responsible adult be at the designated bus stop at least 10 minutes prior to scheduled pick up/drop off times for students.

- **First Offense:** Written notice to be signed by parent/guardian.
 - **Second Offense:** Written notice and one day suspension from the bus.
 - **Third Offense:** Written notice and one week suspension from the bus.
 - **Fourth Offense:** Written notice and one month suspension from the bus for the current school year.
4. Parents/ guardians are encouraged to support school staff and bus drivers to ensure the safety of their children by reviewing and discussing the school bus rules with their child(ren) in an effort to encourage them to assume responsibility for good school bus conduct.

Parents:

- Must be at the designated stop 10 minutes before the bus is scheduled to arrive. These times are estimates and will vary depending on traffic and weather conditions.
- Under NO circumstances is a child to be dropped off at the bus stop before the bus arrives.
- The child must remain in the vehicle until the bus arrives.
- If you arrive at the bus stop late and the children have already loaded the bus and the door is closed, DO NOT attempt to stop the bus to put your child on. You must provide your own transportation to school that morning. It is your responsibility to be on time. Drivers have strict schedules to follow and are not allowed to wait for a late student. Also, please do not attempt to catch the bus at another stop.
- Students should not approach the bus until the bus has come to a complete stop and STOP arms are out. Once STOP arms are out, vehicles are NOT to pass or go around the parked bus. This creates a very dangerous situation for students who may decide to run back to parked cars.
- Be on time to pick your child. If you have an emergency, please call the school so we may inform the driver and make necessary arrangements.

If no parent or guardian is at the bus stop to pick up a student, including all students under the age of 10 or with a relevant transportation accommodation in the student's IEP, will be brought back to the school building. School personnel will contact parents to arrange for pick-up. If no contact with a parent can be made, proper authorities will be notified. The incident will be counted as a late pick-up (see below).

If your child is riding a V. B. Glencoe Charter School bus that is picking up or dropping students off in a public parking lot:

- Parents or guardians are responsible for supervision of students at all designated bus stops.
- Students should remain in cars while waiting for the bus at all designated bus stops.
- Please get out of your vehicle when you see the bus approaching the drop off point.
- Stand near your vehicle so that your child can see you before he/she exits the bus. This will not only help the driver to know that you are there, but it will also alert other drivers to the fact that students are exiting the bus and be more aware of the children in these parking lots.
- **Students in grades PreK-3 must be escorted to and from the bus by an adult or older sibling.**
- The following items are not allowed on the bus at any time. Disciplinary action will be taken:
 - Alcohol, drugs, pets, glass objects (except eyeglasses), weapons.
 - Tobacco, matches, cigarette lighters, obscene material.
 - Cell phone or electronic communication devices.

D. Responsibilities and Expectations of Students

Riding on a school bus is considered to be an extension of the school. Students are expected to behave on the school bus as they would in the school and, therefore, the school director will deal with any unacceptable behavior. Improper conduct may result in the withdrawal or suspension from the bus. Reinstatement will be at the discretion of the school director (or designee) after consultation with the transportation coordinator and the student and parents/ guardians.

BUS RULES

Entering and Exiting the Bus:

- Students should remain in cars while waiting for the bus at designated bus stops.
- Parents and students should avoid congregating in groups while waiting for the bus.
- When entering the bus students should remain in a single file line.
- Buses will drop off and pick up students at designated building entrance points by grade level.

Students:

- Students must remain seated at all times facing the front.
- Students must sit in assigned seats the entire ride.
- Anything being brought to or from school must be placed in a book sack and remain in a book sack for the entire ride.
- Cell phones & electronic devices are NOT ALLOWED. Regular school cell phone rules apply.
- Book sacks are to be placed in students' laps, not on the floor.
- No food or drinks allowed on the bus.
- Keep hands and feet to yourself, and out of the aisles. Do not extend your arms, head or objects out of windows.
- Sit straight and face forward.
- Normal conversation tones are permissible, loud noises will not be tolerated.
- All buses are full; therefore, students will not be allowed to ride another bus or have other friends ride that are not assigned to this bus.
- Obtain permission from the driver before opening the window when it's cold or raining.
- Must obey rules and respect drivers at all times.
- No items with strong odors such as fingernail polish, perfumes, etc. allowed on the bus.
- Do not throw objects out of windows or doors.

- Do not use emergency exit doors or windows except in emergencies.
- Do not damage the bus in any way.

E. Responsibilities of the School Bus Driver

1. The bus driver's number one responsibility is to transport students safely to and from school and extracurricular programs. The bus driver is also responsible for maintaining order and proper behavior on the bus, and for compliance with all policies and rules of the district as applicable.
2. The bus driver is responsible for seating arrangements and has the authority to assign students to a seat. Factors such as safety, fairness, physical disability, age, and conduct are major considerations.
3. Bus drivers have the responsibility of maintaining a clean and safe bus which includes:
 - a. Conducting thorough pre-trip and post-trip inspections and reports which must be turned into the transportation coordinator
 - a. Ensure that all necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, reflectors, etc.
 - b. Keep the interior of the bus swept and free of trash at all times.
 - c. Disinfect the bus daily as instructed by the transportation coordinator.
 - d. Ensure that the bus is adequately fueled before starting the route.
 - e. Buses shall be maintained in safe operating condition through a regular preventative maintenance and inspection program. Bus drivers will be responsible for getting buses to the shop for scheduled maintenance with the direction of the transportation coordinator.
4. Drivers must never use corporal punishment, and have no authority to deny a child the privilege of riding the bus, or drop a student at other than the designated stop. Loss of bus riding privileges can come only from the school director in conjunction with the transportation coordinator.
5. Bus drivers shall allow only students of V.B. Glencoe Charter School to be transported in the bus, unless authorized by the transportation coordinator.
6. If the bus driver needs to contact the parent/ guardian of a student for any reason they must contact the school and the school will be responsible for reaching out to parents.
7. Bus drivers should completely fill out and turn in all reports, discipline referrals, mechanical defect slips, pre-trip and post-trip inspection reports to the front office of the school.

F. Proper Reporting

Students who have difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the problem cannot be resolved by the driver, then it should be reported to the director or assistant principal of the school. Bus drivers will report unsatisfactory behavior to the director or assistant principal of the school.

H. Transportation Accommodations:

Students with Special Needs:

Specific transportation accommodations will be provided to students who have formal accommodations written into their IEP. It is the school director's responsibility to make all student transportation IEP requirements known to the transportation coordinator so that proper accommodations can be provided, including, but not limited to, a child specific aide and/or a specialized equipment, such as special or adapted buses with lifts or ramps. Special bus services will be contracted with an independent driver and bus owner as needed.

Students Experiencing Homelessness:

Specific transportation accommodations will be provided to students who are documented as experiencing homelessness. It is the school director's responsibility to make an effort to accommodate transportation in the form of alternative bus

stops for identified students who cannot get to a regularly designated bus stop due to lack of transportation. Appropriate accommodations will include but is not limited to, an alternative site within walking distance or a stop added to the route at the students temporary place of residence. Arrangements can be made by contacting Loren Decuir at ldecuir@vbglencoecharter.org or Megan Castille at mcastille@vbglencoecharter.org.

I. Car Rider Pick-Up and Drop Off Guidelines

In accordance with Act No. 362 of the 2023 Regular Session of the Louisiana Legislature, the following regulations for Car Rider Pick up area will be followed for students in Pre-kindergarten through fifth grade:

1. Students shall remain a safe distance from the pick up area.
2. Students shall wait in the pick up area and wait for vehicles to come to a complete stop.
3. Designated school employees working in the pick up area will be easily visible.
4. A student in grades Pre-kindergarten through third grade shall be accompanied by a school employee while he is walking to and from a pick up area.
5. A student being dropped off shall remain in the appropriate passenger restraint until the vehicle in which he is a passenger comes to a complete stop.

In addition to the guidelines above, these measures will help to ensure safety on campus and prevent the blocking of service vehicles and parent vehicles coming to check out students :

1. Cars may not line up before 7:20 in the morning and 2:55 in the afternoon.
2. Drivers must remain in their vehicles at all times while in the car line area.
3. As a reminder, Louisiana laws prevent cell phone use in school car lines (La RS 32:300.8) and smoking within 200 feet of a school building, including in carlines (La RS 40:1300.264).
4. All children as required by law should be in proper child restraints (La RS 32:295) and seat belts (La RS 32:295.1).
5. Parents will be given a number to use to facilitate orderly pick up procedures.

We appreciate your cooperation with these rules and laws to help us make sure our campus and students are safe.

Change of Transportation: Students may only ride the bus they are assigned. (No change of transportation will be approved for riding a different bus.) NO EXCEPTIONS.

Approved June 2026

Appendix C

V. B. Glencoe Charter School 2026 – 2027 Fee Schedule

V. B. Glencoe Charter School provides a range of programming to students across academic, social, extracurricular, athletic, and other domains. As outlined in our Charter document, V. B. Glencoe Charter School strives to provide hands-on and experiential activities to all students and strives to create these programs with minimal contributions (fees) from families and participating students. All fees requested will be communicated to families as early as possible, and a clear waiver process will be made available to ensure no undue economic hardship is caused by student fees (See below.)

List of Fees

The V. B. Glencoe Director will create a description of all fees to be collected by the school. All fees will be approved by the Board of Directors of the school. V. B. Glencoe Charter will make every effort to communicate these fees before the beginning of each academic year and will communicate any updates via school website,

direct family communication, or other appropriate means.

The 2026-2027 fees for V. B. Glencoe Charter School are outlined below. This list includes the purpose and use of fees and the amount of each fee. Fees are due at registration or at the beginning of each school year.

Elementary (K- 6th grade)	
Orientation Fee: • Home/School Folder • Consumable Classroom Materials • ID & lanyard	\$20.00
Art/Elective Supply Fee	\$5.00
Technology Fee: -- School and home access to online resources.	\$5.00
Total:	\$30.00

Middle School and High School	
Orientation Fee: • Home/School Folder • Consumable Classroom Materials • ID & clip/lanyard	\$20.00
Academic Class Supply Fees	\$20.00
Technology Fee: -- School and home access to online resources.	\$5.00
Total:	\$45.00

High School Class Fees	
• Freshman (9th Grade) \$20.00 • Sophomore (10th Grade) \$20.00	• Junior (11th Grade) \$40.00 • Senior (12th Grade) \$60.00
<u>Class fees will help cover the expenses for homecoming activities and dance, ring ceremony, prom, graduation breakfast, and graduation. (Class shirts are NOT included in fees for 26-27.)</u> **Individual student tickets for entry into various events and Class shirts are not included.	

Other	
Student Parking Permit: (High School Students Only)	\$15.00
A completed parking application, copy of driver's license, and proof of insurance is required. Parking permits can be purchased starting a week before the start of school.	
Technology Insurance (Pre-K – 12 th Grade)	\$20.00 (\$40.00 family maximum).
Nonrefundable insurance per device; signed contract required for student use of device. If not paid, the parent assumes full responsibility for damages and loss of device. If the \$20.00 insurance fee is used towards the repairing of a device, another \$20.00 will be	

needed to cover subsequent devices. Insurance covers incidental damages, not the loss or deliberate damage of a device.	
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Organizations and extracurricular activities may require fees to participate. Mandatory fees will be stated and are required to be paid prior to a student participating. Organizations and activities may require participation in additional fundraisers. Organizations include, but are not limited to, 4-H, Beta, and athletics.
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Collection of Fees

- School Leaders (or their designee) will collect fees from families and/or students. Payment will only be accepted through **Online Fee Payments** (see www.vbglencoecharter.org).
- In accordance with V. B. Glencoe Charter School's Financial Policies and Procedures, documentation of the transaction will be available through the Online Fee Payment portal and will serve as the school's and family's records.

Damage to Textbooks/Instructional Materials

V. B. Glencoe Charter School may require parents and/or legal guardians to compensate the school for lost, damaged, or unnecessarily damaged books and materials, and for any books which are not returned to the school at the end of the school year or upon withdrawal of their dependent child. Fees will be limited to no more than the replacement cost of the book or material, but may, at the discretion of the board, be reduced according to the physical condition of the lost or damaged book or material.

School Supply Lists

School supply lists must be approved by the School Leader or designee. Each class supply list should take into account what is truly needed to support the child's educational experience. The estimated cost of the required list should be no more than \$75 per student, per year. This does not include cost for items, such as book sacks, that can be used for multiple years.

Withholding of Educational Access, Grades, or Diplomas

Generally, students will not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee, nor shall fees be charged as fines for punitive measures. The school reserves the right to withhold attendance on field trips funded by the school, however. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat § Ann. 17:112(C).

Athletic Fees

As an extra curricular activity, participation in athletics is a privilege and a choice. Athletic fees must be paid prior to participation in any sport. Students with any outstanding athletic fees will not be allowed to sign up for future sports activities. **Note: No waivers will be given for athletic fees.**

Economic Hardship Waiver: Please send an e-mail to Loren Decuir, Director, at ldecuir@vbglencoecharter.org to discuss payment arrangements, financial hardships, or to request a Fee Waiver Request Form.

V. B. Glencoe Charter School seeks to balance fairness with equity and an acknowledgement of economic hardship facing many families in the communities that we serve. Hardships considered for fee waivers include, but are not limited to, **loss of wages, a catastrophic illness, a death in the family, providing foster care services, or homelessness.** As such, School Leaders (or their designee) will offer fee reductions and waivers to students and families who complete the following steps:

- Make a good faith effort to pay the full fee, including by requesting additional time and/or a payment plan.

- Request a waiver or fee reduction from the school leader (or designee).
- **Provide documentation of economic hardship** as requested by the school leader (or designee).
- Commit to informing the school leader (or designee) if the family's economic circumstances change and the fee is able to be paid later in the academic year.

Please send an e-mail to Loren Decuir, Director, at ldecuir@vbglencoecharter.org to discuss payment arrangements, financial hardships, or to request a Fee Waiver Request Form. Revised/Approved: May 2026

Appendix D

SECLUSION-AND-RESTRAINT-POLICY

Seclusion/Restraint Procedures for Students with Exceptionalities as Required Under Louisiana Revised Statutes 17:416.21 (Act 328 of 2011 and Act 522 of 2016) & Louisiana Bulletin 1706, Regulations for the Implementation of the Exceptional Children's Act.

This document provides procedures/guidance for the use, reporting, documentation and oversight of seclusion and restraint at V.B. Glencoe Charter School following issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE). These procedures specifically address the statutory requirements of La.R.S.17:416.21 (Louisiana Act 328 of 2011 and Act 522 of 2016) and revised Louisiana Bulletin 1706, Regulations for the Implementation of the Exceptional Children's Act regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. May it be known that this procedural/guidance document may be updated according to any changes implemented in Acts 328 and 522 and Bulletin 1508 and in no way constitutes the totality of interventions and strategies that may be used by V.B. Glencoe Charter School and its personnel in addressing the educational needs of students with exceptionalities. If you have any questions, please call Loren Decuir, Director, or email at ldecuir@vbglencoecharter.org.

Definitions

Imminent risk of harm shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

Seclusion shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.

Seclusion room shall mean a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

Mechanical restraint shall mean the application of any device or object used to limit a person's movement. Mechanical restraint does not include: (1) A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

Physical restraint shall mean bodily force used to limit a person's movement. Physical restraint does not include: (1) Consensual, solicited, or unintentional contact; (2) Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from

one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

Positive behavior interventions and support shall mean a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

School employee shall mean a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

SECLUSION AND RESTRAINT

The V.B. Glencoe Charter School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the school also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The V.B. Glencoe Charter School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The V.B. Glencoe Charter School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The V.B. Glencoe Charter School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's Individualized Education Program (IEP) or behavior intervention/management plan.

The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identified as also having a disability.

Documentation and Notification

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such a report shall be submitted to the school Director no later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

This policy and the guidelines and procedures regarding seclusion and restraint maintained by the Director shall be provided to all school employees and every parent of a student with a disability under Bulletin 1508.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported by the School Board to the Louisiana Department of Education (LDE).

Guidelines and Procedures

The V.B. Glencoe Charter School Board shall require the Director and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be

provided to all school employees (defined under La. R. S. 17:416.21 as teachers, paraprofessionals, administrators, support staff, and related services providers) and every parent of a student with an exceptionality (students with disabilities identified under Bulletin 1508/1706), and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the LDE.

SECLUSION

Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion does not include time-out, "which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming". The term does not include in-school suspension or student requested breaks. Seclusion is permitted only:

- For behaviors that involve an imminent risk of harm.
- As a LAST resort when de-escalation attempts have failed and the student continues to pose an imminent threat to self or others.
- As long as necessary to minimize the imminent risk of harm while summoning the assistance of crisis intervention personnel, emergency medical services personnel, and/or law enforcement officers when a crime has been committed.

8 Seclusion is prohibited:
For addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. (Such behaviors SHALL be responded to with less stringent and less restrictive techniques).

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

SECLUSION ROOM

A seclusion room is permitted only under the following conditions:

- As a LAST resort if and when less restrictive measures such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment, have failed to stop a student's actions that pose an imminent risk of harm.
- By a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room.
- If one student is placed in a seclusion room at any given time and the school employee supervising the student is able to see and hear the student the entire time the student is placed in the seclusion room.
- The room is free of any object that poses a danger to the student placed in the room.
- The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Seclusion Room is prohibited:

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

MECHANICAL RESTRAINT

No student shall be subjected to any form of mechanical restraint by school employees.

PHYSICAL RESTRAINT

Physical restraint is permitted only under the following conditions:

- If the student's behavior presents a threat of imminent risk of harm to self or others.
- As a last resort to protect the safety of self and others.
- To the degree necessary to stop dangerous behavior.
- In a manner that causes **NO PHYSICAL INJURY** to the student.
- Results in the least possible discomfort to the student.
- Does not interfere in any way with a student's breathing or ability to communicate with others.
- Does not involve the use of any form of mechanical restraint.
- The student is not physically restrained in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
- Applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.

Physical restraint is prohibited:

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

MONITORING & DOCUMENTATION

Seclusion and Restraint require monitoring, documentation, and analysis of data collected:

- Continuous monitoring.
- Documentation every 15 minutes (with adjustments made accordingly).
- Students are released/removed as soon as the reasons for the action have subsided.
- Parents or guardians are notified as soon as possible.
 - The school shall document all efforts, including conversations, phone calls, electronic communications, and home visits, to notify the parent of a student who has been placed in seclusion or physically restrained.
 - Parents or guardians notified in writing within 24 hours of EACH incident of seclusion/restraint.
 - Reason for seclusion / restraint
 - Description of procedures used
 - Length of time of seclusion/restraint
 - Names and titles of school employees involved.
- The school director notified any time a student is placed in seclusion/restraint.
- School employees who used seclusion/restraint shall complete the Seclusion/Restraint Incident Reporting Form for each incident of restraint and seclusion.
- School employees shall submit the Seclusion/Restraint Incident Reporting Form to the School Director no later than the school day immediately following the day of the seclusion / restraint.
- School employees shall submit a copy of the Seclusion/Restraint Incident Reporting Form to student's parent or guardian.

- When a student is involved in 5 incidents of restraint / seclusion in a single school year*, convene the IEP Team to review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports.
- Review data/documentation at least once every 3 weeks for students secluded and restrained and whose challenging behavior continues or escalates.
- Five (5) incidents in a school year includes the cumulative number of incidents of restraint AND seclusion. (e.g., 2 restraints + 3 seclusions = 5 incidents).

SECLUSION AND RESTRAINT PROCEDURES

I. Dissemination of Policy, Procedures, and LDE Guidance:

The School Director shall make available to school personnel and the parents/guardians/students of majority age, copies of La R.S. 17:416.21 (Louisiana Act 328 of 2011), LDE Guidance (if approved by BESE by such date), and local policies and procedures regarding the use of reasonable restraint and seclusion of students with exceptionalities in the educational environment. Such restraint and seclusion notification shall also be referenced and/or included in the annual notice of student rights and responsibilities provided to the parents/guardians/students of majority age.

II. Use of Restraint and/or Seclusion by School Personnel TIME OUT:

School personnel may separate a student from other students for a limited duration as a behavior management technique, as long as the student is monitored at all times and is not substantially isolated from instructional activities.

Approval date:

Appendix E

Bullying, Harassment, Terrorizing Policy

V. B. Glencoe Charter School is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements of actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean:

1. A **pattern** of any one or more of the following:
 - a. Gestures, including but not limited to obscene gestures and making faces.
 - b. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by e-mail, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
 - c. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
 - d. Repeatedly and purposefully shunning or excluding from activities
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school sponsored or school related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing a student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear or damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect or substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptable by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

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

Notice to Students & Parents

The school shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

Reporting

The director or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the **BULLYING REPORT** form, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students & Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior, or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, or other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain confidential.

School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the school's policy.

Investigation Procedure

Investigations of any reports of bullying, hazing, or similar behavior shall be in accordance with the following.

1. Timing
 - a. The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee.
 - b. The investigation shall be completed as expeditiously as possible, but not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee.
 - c. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.
2. Scope of Investigation
 - a. An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially.
 - b. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.

- c. The principal or his/her designee shall collect and evaluate all facts using the Bullying Investigation form.

3. Parental Notification

- a. Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.
- b. Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.
- c. All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:
 - i. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
 - ii. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.
 - iii. In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or Article 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation

- a. At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:
 - i. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
 - ii. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
 - iii. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
 - iv. Maintain reports/complaints and investigative reports for three (3) years.
 - v. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

Handling Evidence

Whenever an employee/administrator receives notice of an allegation of bullying, hazing, or similar behavior, including threats, any physical evidence of the alleged act/communication obtained by the building administrator in his investigation of the same shall be privately stored in his office. If the act/communication is in the form of graffiti, the area of graffiti shall be sealed off by the building administrator to the extent possible and/or photographs of it shall be

taken. Offensive graffiti shall be removed as soon as possible, but it shall not be removed until law enforcement has been notified and has been given an opportunity to examine it.

Disciplinary Action

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

Training

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus operators, with respect to bullying, in accordance with state statutory provisions.

Retaliation

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

Appendix F

V. B. GLENCOE CHARTER SCHOOL ATHLETICS

Regulations and Code of Conduct for Athletics:

VBGC is proud to offer athletic sports to our students. The following sports will be offered at Middle School, Junior Varsity, or Varsity level as student interest permits:

- | | | |
|---------------------|-----------------|-----------------|
| ● Boys' Basketball | ● Girls' Track, | ● Volleyball |
| ● Girls' Basketball | ● Baseball | ● Cross Country |
| ● Boys' Track | ● Softball | ● Archery |

Athletes:

1. Athletes must be in good standing with the school to participate in sports (all debts must be paid in full).
2. Maintaining a minimum 2.0 GPA from the prior semester is required for each sport season.
3. Athletes will be monitored throughout the season, and if their grades decline, they will be placed on probation.
4. All athletes must comply with the rules and regulations of V. B. Glencoe Charter.
5. In case of any issues, athletes must follow the chain of command:
 - a. Head Coach
 - b. Athletic Director
 - c. Administration

If the chain of command is not followed, the athlete or parent will be referred back to the above chain before handling the situation.

6. Athletes are expected to exhibit good sportsmanship towards teammates, fellow athletes, students, coaches, teachers, administration, and parents.
7. Disciplinary actions taken by the school will result in the athlete being placed on probation for the remaining sport season, and if necessary, they may be removed from the team until further notice.

Parents:

1. Parents must sign and comply with the parent contract provided for each sport season.
2. Parents are required to adhere to all rules and regulations of each sporting event in compliance with the Handbook and LHSAA standards.
3. In case of any issues, parents must follow the chain of command:
 - a. Head Coach
 - b. Athletic Director
 - c. Administration

If the chain of command is not followed, the athlete or parent will be referred back to the above chain before handling the situation.

4. Parents are encouraged to continually support their athletes, coaches, fellow parents, staff, and all other visitors to our sporting events.

LHSAA Compliance:

As an LHSAA participating school, the V. B. Glencoe Athletic Department must ensure adherence to all LHSAA policies and procedures are followed at every athletic event, including the rules set by VB Glencoe Charter School.

LHSAA paperwork, including proof of physical, must be completed before any athlete is allowed to try out or begin practicing for any sport. All LHSAA and VBGC rules will be communicated with athletes and parents prior to each season.

LHSAA Eligibility Rule 4.2:

Per Rule 4.2, student athletic involvement in other sport programs is not allowed until the final date of each season. Each sport's ending date will be announced as soon as it is available. This date is subject to change based on makeups, post season play, cancellations, etc. Rule 4.2 states:

- A student who is a member of an LHSAA member school may not participate in practices or games with an independent team in the same sport in which he/she is competing.
- Once a student becomes a member of an LHSAA school team, he/she may not participate with an independent team or an organized exhibition group in that same sport.
 - A student who is a member of an LHSAA school team may not practice with or play in a contest with an independent team in the same sport that the school team he represents is competing.
 - Practicing with or playing on an independent team while a student is a member of the school team in that same sport shall be a violation of this rule.
- This rule shall be in effect for a student from the time he/she reports for the school team until the student is no longer a member of the school team for any reason, or until the team has completed its sports season including state playoffs, if applicable.

ATHLETIC EVENTS

The purposes of athletic events are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort.

The following code of conduct will be expected from all persons in attendance at all VBGC Athletic events:

1. All spectators and participants at all athletic events shall exhibit the qualities of good sportsmanship.
2. All participants and spectators at all athletic events shall maintain the qualities of self control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
 - a. Using or possessing unlawful drugs or articles, which may be injurious to self or others;
 - b. Consuming, possessing, or being under the influence of any alcoholic beverage;
 - c. Using or displaying obscenities, including inappropriate hand gestures;
 - d. Damaging public or private property;
 - e. Entering restricted areas without proper authorization;
 - f. Loitering in entrances, exits, dressing rooms, press box, etc.;
 - g. Fighting;
 - h. Throwing objects;
 - i. Any other act of harassing spectators, participants, game officials, and coaches.

Violators will be subject to removal from the activity and VBGC students will also be subject to disciplinary action in accordance with established school system procedures and policies. Depending on the situation, a spectator may or may not be warned prior to removal.

By adhering to these regulations and code of conduct, we can ensure a positive and enjoyable athletic experience for all participants and spectators.

Varsity Lettering and Jacket Policy for V.B. Glencoe Charter

Policy Statement:

At V.B. Glencoe Charter, we recognize the commitment and dedication of our student-athletes by awarding varsity letters and athletic jackets for their participation in major and minor sports. This policy outlines the specific criteria for earning letter awards and jackets, as well as the methods of earning individual awards for all sports. Additionally, it emphasizes the importance of adherence to the athletic policy and the expectations for managers and statisticians.

Athletes, including managers and statisticians, are eligible to receive a varsity jacket at the beginning of their junior year, regardless of meeting the requirements before that time. Only one jacket may be awarded to an athlete during their high school program (grades 7-12).

General Criteria for Earning Letter Awards and Athletic Jackets:

To be eligible for a varsity jacket, an athlete must meet the following requirements:

1. Letter Awards:

- a) Two letters in major sports OR
- b) One letter in a major sport and two letters in minor sports OR
- c) Three letters in minor sports.

2. Adherence to Athletic Policy: All athletes must adhere to the school's athletic policy throughout the season.

3. Coach Recommendation: Athletes must be recommended by their respective coaches and approved by the Athletic Director.

4. Participation Requirements: Athletes must actively participate in sports according to the designated criteria:

- a) Major sports: Based on quarters, innings, matches, or contests and points earned.
- b) Minor sports: Based on participation in the designated number of events or competitions.

5. Completion of Sports Season: Athletes are required to complete the respective sports season, including playoffs, unless injured.

Specific Criteria for Earning Letters:

The following specific criteria apply to each sport:

1. Volleyball:

- a. Play in at least 50% of the sets for the season.

2. Basketball:

- a. Play in at least 50% of the quarters.

3. Track:

- a. Participate in at least 75% of the track meets.
- b. Earn an average of 1 point in regular scheduled meets, or score any points in district, regional, or state meets.
- c. Points earned for relay events will be divided among competitors of that relay (ex: #points/4 competitors)

4. Baseball and Softball:

- a. Play in at least 50% of the innings.

5. Cross Country:

- a. Participate in at least 50% of the meets and/or the Regional Meet.

6. Archery:

- a. Compete in at least 2 events, including Regionals and/or State.
- b. Score at least 200 points in 2 or more competitions.

Individual Awards for All Sports:

1. Certificate of Participation: All athletes who do not qualify for a letter will receive a certificate of participation.

2. Service Bar for First Letter: Athletes earning their first letter will receive a service bar.

3. Jacket Application for Second Letter: Athletes who earn a second letter by the end of their sophomore year may apply for a varsity jacket and receive another letter/bar.

4. Jacket Types: The style of jackets will be determined by the school. Only the school issued letter jackets can be worn at school.

Managers and Statisticians:

An athlete/manager/statistician meeting requirements will receive a jacket at the beginning of the junior year. Managers and statisticians are essential team members and are required to:

1. Attend all games and practices as scheduled and fulfill all duties as required by each coach.
2. Maintain attendance records and document the presence of athletes for all practices, meets, and games.

Forfeiture of Rewards and Awards:

If an athlete quits a sport or is removed from the team before the end of the season, they forfeit all rewards and awards that might have been earned prior to quitting or removal from the team. This policy encourages athletes to fulfill their commitments and responsibilities for the entire sports season.

This policy will be reviewed periodically to ensure fairness, consistency, and alignment with the school's athletic values and objectives.

Athletic Drug Policy

The Louisiana High School Athletic Association requires all schools to enact a Substance Abuse Policy as well as comply with their guidelines and regulations. The following policy has been created in regards to the LHSAA Rule 1.10.

Virgil Browne Glencoe Charter School:

1. Must maintain a copy of a signed LHSAA Substance Abuse Contract and Consent Form.
2. Retain an accurate and up to date list of all student athletes.
3. Ensure that all student athletes who have been randomly identified are tested.

Students/Parents:

1. Must Sign the LHSAA Substance Abuse Contract and Consent Form.
2. Must agree to all random drug testing and consequences of a positive drug test.
3. Selection of students are allowed for any student who participates in any sport at the school.

Testing Procedures:

1. At least 10% of all student athletes will be tested at each testing session.
2. Testing sessions will occur during the fall, winter, and/or spring sport seasons.
3. More testing sessions may be conducted at the discretion of the school if deemed necessary.

Results of Testing:

1. Negative Test Results provide no further action.
2. Positive Test Results will result in the following:
 - a. 1st Positive-
 - Immediate contact with parent, student, athletic director, and administration in the form of a conference/ phone call.
 - Student athlete becomes ineligible upon notification of the school for the remainder of the sports season.
 - Student will have to be retested and produce a negative result before playing the next sport season.
 - Student is not allowed to participate in any capacity in any other sport season until a negative result is reported by the school.
 - b. 2nd Positive-
 - Same as a. above, but the student will remain ineligible for the rest of the school year.
 - c. 3rd Positive- Same as a. above, but the student will become ineligible for the remainder of his/her high school career.

Appendix G

ESSA/TITLE 1

PARENT AND FAMILY ENGAGEMENT PLAN

TITLE 1

Title I is a federally-funded program designed to provide educational and supplemental services to meet the needs of children. Title I funds may be used for supplementary instructional activities, special personnel, materials, and equipment. Title I services economically disadvantaged children who need assistance and support to improve their academic performance.

Title I funding is utilized to reach the goal of helping children meet high curriculum and performance standards. V. B. Glencoe utilizes funding to secure certified personnel to assist students in remediation labs in both Reading and Math, as well as provide paraprofessionals in kindergarten and 1st grade classes. A portion of Title 1 funding is reserved for Family and Parent Engagement activities each year.

V. B. Glencoe Charter School Parent and Family Engagement Plan

Statute: Section 1116(a)(2)ESEA states that each LEA must establish the LEA's expectations for parent and family engagement.

V. B. Glencoe Charter School will be governed by the following statutory definition of parent and family engagement, and **will carry out programs, activities, and procedures** in accordance with this definition: Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (D) the carrying out of other activities, such as those described in section 1116 of the ESEA.

The **V. B. Glencoe Charter School** agrees to implement the following activities to engage parents and families:

Category	Planned Activities	Timeframe/Dates of Action/Activities
Informative Communications (newsletters, emails, websites ,etc.)	- Monthly Calendars (Print version will be sent home; digital copy to be placed on our website) - JCampus Connect App in place for teacher parent communication - Emails - teacher and staff emails available for parent use	- In place at BOY - Maintain

	- Website / Facebook - maintained and up to date - Student Planners - in use for 3 - 6th grade; 7th - 8th grade uses Google calendar; Prek - 2 use weekly class newsletters - Translation services available as needed	
Parent-Teacher Conferences <i>(opportunities to discuss progress)</i>	- Parent Teacher Conferences scheduled to coincide with Report Card Handout dates (three dates) - Parents may schedule conferences with teachers or administrators as needed.	- Dates published on school calendar - Appointment schedules
Workshops and Learning Sessions <i>(host sessions to educate families on child development or strategies to support learning at home)</i>	- Orientation by grade bands 5th grade Parent Transition meeting and 5th grade Orientation - Open House Nights - Literacy Night (Prek - 4th) - Math and Stem Night (5th - 12th) - Colleges, Careers, and Coffee (parent and student monthly meeting) - Career Exploration activities planned by Student Success Office	Planned by administration and committees
Family Events <i>(organize fun and educational events, that involve children and their families in school activities)</i>	Events planned for the 2025- 2026 School year: - Student of the Month Breakfast - Birthday Lunch - Grandparents Day - Fall Family Picnic - Gators vs. Gators Homecoming Events (Student Council) - Book Fair and Family Night - Mardi Gras Parade - Awards Programs - Volunteers/ Parent Work Days (digital sign up sheet available)	Planned by committees
Feedback Mechanisms <i>(create channels for families to provide feedback on programs and policies)</i>	- Family and Parent Engagement/Title 1 Meeting - Parent Advisory Group will be formed in the 2025-2026 school year - Special Education Advisory Council in place - Title 1 parent surveys	Planned by Administration

APPENDIX H

Notice Regarding Title IX Amended Regulations

Title IX states “[n]o Person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” 20 U.S.C. § 1681(a)

Virgil Browne Glencoe Charter School (“Glencoe”) does not discriminate on the basis of sex in the education program or activity that it operates, and Glencoe is required by Title IX, as amended, not to discriminate in such a manner.

Title IX was originally enacted in 1972. Amended regulations addressing student and employee sexual harassment under Title IX were issued on May 6, 2020 and became effective as of August 14, 2020. The amended regulations define student and employee sexual harassment under Title IX and establish procedures to respond to an allegation of Title IX sexual harassment. Glencoe is updating its policies implementing the amended regulations. Below is a summary of these amendments/updated policies.

This Notice explains how to report a complaint of sexual harassment, the steps Glencoe takes to investigate the complaint, the decision making process, and the appeal process.

I. NOTIFICATION REGARDING REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

To all students, parents or legal guardians, employees, and applicants for employment:

Glencoe's Title IX Coordinator is:

Title IX Coordinator

Sommer Francis, School Success Coordinator

Brandan Trahan, Assistant Principal

The Title IX Coordinator is the person authorized by Glencoe to coordinate its Title IX compliance program. Any person may report sex discrimination, including sex harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination), in person, by mail, by telephone, or e-mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Glencoe employee who knows or learns information concerning conduct related to sexual harassment or allegations of sexual harassment should immediately notify the Title IX Coordinator.

Reports may be made at any time (including during non-business hours) by using the Title IX Coordinator's telephone number or email address, or by mail to the Title IX Coordinator's office address, listed above. Inquiries about the application of Title IX may be directed to the Title IX Coordinator or to the Assistant Secretary of Education at the United States Department of Education, or both.

II. DEFINITIONS UNDER TITLE IX

"Actual knowledge" is present when the Title IX Coordinator, any official with authority to institute corrective measures, or ANY EMPLOYEE (excluding respondent) of Glencoe has notice or receives a report or information or learns of sexual harassment or allegations of sexual harassment. Any employee with actual knowledge of sexual harassment or allegations of sexual harassment is required to make a report to the Title IX Coordinator.

"Complainant" means the individual who is alleged to be the victim of conduct that could constitute sexual harassment. A person may be a complainant even when no report is filed and no grievance is pending. At the time of filing, the complainant must be participating in or attempting to participate in the educational program or activity of Glencoe.

"Decision-maker" means the persons tasked with the following: 1) the responsibility of making initial determinations or responsibility (also referred to as the "initial decision-maker" or 2) the responsibility to decide any appeal (also referred to as the "appeal decision-maker") in formal complaints of sexual harassment in the Title IX grievance process.

“Deliberate indifference” is when Glencoe’s response is clearly unreasonable in light of known circumstances.

“Determination regarding responsibility” is the formal conclusion of the initial decision-maker on each allegation of sexual harassment as to whether the respondent did or did not engage in the alleged conduct constituting sexual harassment.

“Education program or activity” includes any location, event or circumstance over which Glencoe exercised substantial control over both the respondent and the context in which the harassment occurs.

“Formal complaint” is a document filed by a complainant, the complainant’s parent/guardian, or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Glencoe investigate the allegations.

“Respondent” means the individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. A person may be a respondent even when no report is filed and no grievance is pending.

“Sexual harassment” - Conduct “on the basis of sex” that meets one or more of the following:

1. An employee of Glencoe conditioning the provision of an aid, benefit or service of Glencoe on an individual’s participation in unwelcome sexual conduct (*quid pro quo* sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Glencoe’s education program or activity;
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v) means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. “Domestic violence” as defined in 34 U.S.C. 12291(a)(8). “Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction;
5. “Dating violence” as defined in 34 U.S.C. 12291(a)(10). “Dating violence” means violence committed by a person-
 - (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (b) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) the length of the relationship;
 - (ii) the type of relationship;
 - (iii) the frequency of interaction between the persons involved in the relationship; or
6. “Stalking” as defined in 34 U.S.C. 12291(a)(30). “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to- (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

“Supportive measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures should be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, increased monitoring or supervision, mutual contact restrictions between the parties, etc.

III. REPORTS OF SEXUAL HARASSMENT

Any person may report sex discrimination, including sex harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination), in person, by mail, by telephone, by email, or by any other means that results in Glencoe’s Title IX Coordinator receiving the person’s verbal or written report. **Any Glencoe employee** who knows or learns information concerning conduct related to sexual harassment or allegations of sexual harassment should immediately notify Glencoe’s Title IX Coordinator. Failure to report will subject the employee to discipline up to and including termination.

Glencoe shall follow all state laws regarding reporting allegations of criminal misconduct (i.e., sexual assault on a student) and all state laws and regulations regarding mandatory reporting.

IV. RESPONSE TO NOTICE OF SEXUAL HARASSMENT

Glencoe has specific obligations in responding to the notice of sexual harassment. Each of the procedural requirements set forth in the amended regulations are to ensure a fair process for both parties. Glencoe must respond promptly to actual knowledge of sexual harassment in an education program or activity and respond in a manner that is not deliberately indifferent. Glencoe must treat complainants and respondents equitably by offering supportive measures to a complainant and following a grievance process before imposing any disciplinary sanctions on a respondent.

- A. **Complainant.** The Title IX Coordinator will contact the complainant promptly (even if a formal complaint has not been filed) to:
1. discuss the availability of supportive measures;
 2. consider the complainant’s wishes regarding supportive measures;
 3. inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
 4. explain the process for filing a formal complaint.

The process for filing a formal complaint is described below in the section of the policy entitled “Formal Complaint Process.”

- B. **Respondent.** The Title IX Coordinator’s response to the respondent will also protect the respondent’s due process rights so as not to impact the respondent’s access to education prior to the grievance process and a determination regarding responsibility. However, the regulations permit Glencoe to immediately remove a respondent from the education program or activity on an emergency basis if Glencoe conducts an individualized safety and risk analysis and determines that an emergency removal is necessary to protect any student or other individual from an immediate threat to physical health or safety. This provision shall not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder. An employee respondent may also be placed on administrative leave when a formal complaint has been filed. In either instance, Glencoe must

provide respondent with notice and an opportunity to challenge the decision immediately after removal.

V. FORMAL COMPLAINT PROCESS

A. Basic Elements of Grievance Process

The following are all components of Glencoe's grievance process:

1. Treat complainants and respondents equitably by providing remedies to a complainant after a determination of responsibility for sexual harassment has been made against a respondent, and by following this grievance process before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies must be designed to restore or preserve equal access to the Glencoe's education program or activity. Remedies may include supportive measures but may also include disciplinary action against the respondent.
2. Provide an objective evaluation of all available evidence without making credibility determinations based on a party's status as complainant, respondent, or witness.
3. The Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal process must not have a conflict of interest or bias for or against the complainant or respondent. Training is provided for these individuals on definition of sexual harassment, scope of Glencoe's program or activity, how to conduct an investigation and grievance process, hearings, the use of any technology to be used at hearings, appeals and informal processes. Investigators are trained on how to prepare an investigation report. Decision-makers are trained on issues of evidence and questioning.
4. There is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility has been made at the conclusion of the grievance process.
5. Glencoe will provide reasonably prompt time frames for completing the grievance process, including a process for temporary delays or limited extension of time frames for good cause such as law enforcement involvement, absence of a witness, party, etc. with written notice to both parties explaining the reasons for the delay.
6. Identify possible disciplinary sanctions and remedies that may be implemented. Remedies may include disciplinary action up to and including suspension or termination of employment (if an employee) and suspension or expulsion (if a student).
7. Glencoe has adopted the preponderance of the evidence standard to determine responsibility.
8. Provide procedures and permissible reasons for appeal by a respondent or a complainant.
9. Provide a description of the range of supportive measures available to complainants and respondents.
10. Disallow evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

B. Written Notice

Glencoe provides a written notice to all known parties upon receipt of a formal complaint. The Notice shall be sent to the parties contemporaneously. The Notice includes all of the following:

1. Notice of the grievance process, including any informal resolution process;
2. Notice of the allegations potentially constituting sexual harassment as defined in Title IX with sufficient details (names, dates, conduct, location, etc.) to allow the respondent to prepare a response before any initial interview;
3. A statement that the respondent is presumed not responsible for the conduct and responsibility will be determined at conclusion of grievance process;
4. Notice of the parties' right to have an advisor (may be an attorney) and to inspect and review evidence, and that
5. The code of conduct prohibits knowingly making false statements or providing false information in the grievance process.

If a formal complaint is initiated (1) without knowledge of the respondent's identity or (2) by the Title IX coordinator without knowledge of the complainant's identity, and the identity of the complainant and/or respondent is later discovered through the Title IX investigation, Glencoe shall provide an additional, updated Notice to all parties.

C. Dismissal of Formal Complaint

1. A complaint must be dismissed if the allegations do not constitute sexual harassment as defined even if proved, did not occur in the Glencoe's program or activity, or did not occur against a person in the United States.
2. A complaint may be dismissed if complainant notifies the Title IX Coordinator at any time that they wish to withdraw the complaint or an allegation, if the respondent's enrollment or employment ends, or if specific circumstances prevent Glencoe from gathering evidence (e.g. passage of several years between complaint and alleged conduct, non-cooperation of complainant, etc.).
3. Notice of dismissal must be provided to both parties, including the reasons for dismissal.

D. Consolidation of Complaints

Where allegations arise out of the same facts or circumstances, formal complaints can be consolidated against more than one respondent, by more than one complainant against one or more respondents, or by one party against another party.

E. Investigation

Glencoe's investigative process:

1. Ensures that the burden of proof and gathering evidence rests on Glencoe rather than the parties (note: certain treatment records cannot be obtained without voluntary, written consent; also parent consent may be sought under FERPA if applicable);
2. Provides an equal opportunity for the party to present witnesses and evidence;
3. Does not restrict either party's ability to discuss the allegations or gather and present evidence;
4. Provides the same opportunity to have others present during interviews or other proceedings, including an advisor (who may be an attorney) and ensures that any restrictions on advisor participation apply equally to both parties;

5. Provides written notice to a party who ate;
6. Provides both parties and their advisors, if any, an equal opportunity to review all evidence that is directly related to the allegations in the formal complaint, including evidence on which Glencoe does not intend to rely and any exculpatory or inculpatory evidence from any source. This evidence must be provided prior to the completion of the final investigative report and in time to give the parties at least 10 days to submit a written response, which investigator must consider before completing the investigation report; and
7. Includes preparation of a written investigation report that fairly summarizes the relevant evidence; report will be provided to the parties and their advisors at least 10 days before a determination of responsibility for review and written response.

F. Hearings and Written Questions

No hearing is required in K-12 educational institutions. School officials may determine that hearings will be held in certain circumstances, and under such circumstances written notice to the parties will be provided. With or without a hearing, after Glencoe has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker must provide each party the opportunity to submit written, relevant questions that the party wants asked of another party or witness, provide each party with the answers, and provide for limited follow-up questions. The recent amendments to Title IX provide restrictions, with limited exceptions, on certain types of questions related to the complainant. If the decision-maker determines that any submitted questions shall be omitted as irrelevant, the decision-maker will provide written notice and explanation as to why such question(s) were omitted.

G. Determination of Responsibility

The decision-maker cannot be the investigator or the Title IX Coordinator. The decision-maker issues a written determination of responsibility that:

1. Identifies the allegations that potentially constitute sexual harassment as defined in the amendments;
2. Describes Glencoe's procedural steps taken from the receipt of the complaint to the determination;
3. Includes findings of fact supporting the determination;
4. Includes conclusions regarding application of the code of conduct to the facts;
5. Includes a statement of, and a rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions imposed upon the respondent, and whether remedies to restore or preserve equal access to Glencoe's education program or activity will be provided to the complainant; and
6. Includes procedures for appeals.

H. Appeals

1. Both parties have the right to appeal a determination of responsibility and Glencoe's dismissal of a complaint or any allegations for the following reasons:
 - a. A procedural irregularity that affected the outcome;

- b. New evidence that was not reasonably available at the time of the determination regarding responsibility and could affect the outcome; or
 - c. Conflict of interest on the part of the Title IX Coordinator, investigator, or decision-maker that affected the outcome
- 2. Glencoe will ensure that written notice is provided to both parties of the appeal and provide both parties an equal opportunity to submit a written statement in support of, or challenging, the determination.
- 3. A written decision of the appeal will be provided to both parties simultaneously.
- 4. The decision-maker for the appeal (the appeal decision-maker) cannot be the Title IX Coordinator, the investigator or the initial decision-maker.

I. Informal Resolution

At any point during the formal complaint process, Glencoe may offer to facilitate an informal process that does not require a full investigation as long as both parties receive written notice of their rights and the parties provide written, voluntary consent. Glencoe cannot require the waiver of the right to an investigation and adjudication of formal complaints as a condition of employment or continuing employment of an employee, or enrollment or continuing enrollment of a student. Glencoe cannot offer to facilitate an informal resolution process unless a formal complaint has been filed. Glencoe cannot offer informal resolution in the context of a complaint alleging that an employee harassed a student. At any point prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VI. RECORD KEEPING

- A. Glencoe must keep records related to reports of sexual harassment for a minimum of seven (7) years, including investigation records, disciplinary sanctions, remedies, appeals and records of any action taken, including supportive measures or the complainant's decision not to file a formal complaint under Title IX.
- B. Records should reflect that Glencoe's response was not deliberately indifferent and that measures were taken to restore or preserve equal access to the education program or activity.
- C. If Glencoe does not provide a complainant with supportive measures, it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
- D. Glencoe must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers and any employee designated to facilitate an informal process.
- E. Glencoe must post training materials on its website.

VII. RETALIATION

- A. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations.

- B. Complaints of retaliation may be reported and filed under the Title IX grievance process.
- C. Glencoe must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations with regard to conducting an investigation into the complaint.

Gator Expectations by Setting

V. B. Glencoe Charter School	Arrival and Dismissal	Hallway	Cafeteria	Playground /Lunch Break Area	Bathrooms	Bus	Technology Use	Assemblies
Listen to Learn L	* Listen actively for instructions from the duty teachers.	* Use appropriate voice level. * Listen actively for instructions.	* Listen to directions given by the cafeteria staff. * Use appropriate voice levels.	* Freeze at the bell and wait for instructions. * Line up promptly when instructed.	* Use appropriate words and voice levels. * Report inappropriate behavior.	* Follow the rules and obey the bus driver. * Use appropriate voice levels.	* Listen to assigned material only. * Use wired headphones when necessary.	* Listen actively for instructions. * Be attentive and ready to participate.
Exceed Expectations E	* Walk orderly to your designated area. * Arrive/leave on time.	* Walk orderly to your destination. * Walk on the right side of the hall.	* Walk orderly to your designated area. * Stay seated. * Keep lunch items within your space.	* Stay in your designated area. * Use equipment properly. * Bring appropriate snacks.	* Be quick and quiet. * Flush the toilet. * Wash hands with soap and water.	* Walk one at a time onto and off the bus. * Sit properly in your assigned seat. * Keep your backpack on your lap.	* Devices are for educational purposes only. * Keep default settings on the device.	* Enter/exit quickly and quietly. * Sit in designated area.
Accept Responsibility A	* Take care of your restroom needs. * Ensure proper uniform code.	* Keep the center of the hall clear. * Enter classrooms quietly and ready to learn.	* Have your ID ready. * Throw away all trash. * Return lunch tray.	* Settle conflicts peacefully- report to an adult when necessary. * Throw away all the trash.	* Keep the restroom clean. * Tuck, zip, & buckle to prevent uniform violations. * Return to class promptly.	* Keep all materials in your backpack.	* Keep the device free of stickers or other customization. * Keep the device clean. * Avoid eating or drinking around the device.	* Use information presented to achieve academic success.
Demonstrate Respect D	* Be aware and respectful of others personal space.	* Be aware and respectful of other's personal space.	* Be polite to cafeteria staff. * Choose appropriate conversations at the table.	* Play fairly, include others. * Take turns. * Return equipment to the appropriate area.	* Be polite. * Respect other's privacy.	* Be kind to those around you.	* Respect classmates and school staff on and off campus. * Practice digital citizenship when using technology.	* Eyes on the presenter. * Clap when appropriate.
Show Self Control S	* Walk directly to the cafeteria or your class's designated area. * Remain in your classroom until your group is dismissed.	* Keep your hands, feet, objects, and negative comments to yourself.	* Use table manners when asking for food.	* Avoid any wet, and/or muddy areas. * Keep your hands, feet, objects, and negative words to yourself.	* Use the appropriate amount of paper. * Keep water in the sink.	* Keep your hands, feet, and objects inside the bus.	* Do not disassemble the device in any way	* Sit calmly. * Represent our school with dignity to guests.

TEACHER BILL OF RIGHTS §416.18

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

- A. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
- B. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
- C. A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the Director or Assistant Principal pursuant to R.S. 17:416(A)(1)(c).
- D. A teacher has the right to have his/her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
- E. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
- F. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
- G. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
- H. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
- I. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

APPENDIX I: COURSE REQUIREMENTS CHART

Fall Grade 9 Entry 2024-2025

TOPS UNIVERSITY DIPLOMA		JUMP START TO POST-SECONDARY DIPLOMA	
Requirements	Course	Grade	Course
English	1 One of the following: English I, English Language Part I; Cambridge IGCSE, or English Literature Part I; Cambridge IGCSE	1	One of the following: English I, English Language Part I; Cambridge IGCSE, or English Literature Part I; Cambridge IGCSE
	2 One of the following: English II, English Language Part II; Cambridge IGCSE, or English Literature Part II; Cambridge IGCSE	2	One of the following: English II, English Language Part II; Cambridge IGCSE, or English Literature Part II; Cambridge IGCSE
	3 One of the following: English III, English Language Part III; Cambridge IGCSE, or English Literature Part III; Cambridge IGCSE	3	One of the following: English III, English Language Part III; Cambridge IGCSE, or English Literature Part III; Cambridge IGCSE
	4 One of the following: English IV, English Language Part IV; Cambridge IGCSE, or English Literature Part IV; Cambridge IGCSE	4	One of the following: English IV, English Language Part IV; Cambridge IGCSE, or English Literature Part IV; Cambridge IGCSE
Mathematics	1 One of the following: Algebra I, Advanced Math: Functions and Statistics, Advanced Math: Probability and Statistics, or Advanced Math: Calculus	1	One of the following: Algebra I, Advanced Math: Functions and Statistics, Advanced Math: Probability and Statistics, or Advanced Math: Calculus
	2 One of the following: Algebra II, Advanced Math: Functions and Statistics, Advanced Math: Probability and Statistics, or Advanced Math: Calculus	2	One of the following: Algebra II, Advanced Math: Functions and Statistics, Advanced Math: Probability and Statistics, or Advanced Math: Calculus
	3 One of the following: Algebra III, Advanced Math: Functions and Statistics, Advanced Math: Probability and Statistics, or Advanced Math: Calculus	3	One of the following: Algebra III, Advanced Math: Functions and Statistics, Advanced Math: Probability and Statistics, or Advanced Math: Calculus
	4 One of the following: Algebra IV, Advanced Math: Functions and Statistics, Advanced Math: Probability and Statistics, or Advanced Math: Calculus	4	One of the following: Algebra IV, Advanced Math: Functions and Statistics, Advanced Math: Probability and Statistics, or Advanced Math: Calculus
Science	1 One of the following: Biology I, Chemistry I, or Physics I	1	One of the following: Biology I, Chemistry I, or Physics I
	2 One of the following: Biology II, Chemistry II, or Physics II	2	One of the following: Biology II, Chemistry II, or Physics II
	3 One of the following: Biology III, Chemistry III, or Physics III	3	One of the following: Biology III, Chemistry III, or Physics III
	4 One of the following: Biology IV, Chemistry IV, or Physics IV	4	One of the following: Biology IV, Chemistry IV, or Physics IV
Social Studies	1 One of the following: U.S. History, AP U.S. History, or U.S. History II	1	One of the following: U.S. History, AP U.S. History, or U.S. History II
	2 One of the following: World History, AP World History, or World History II	2	One of the following: World History, AP World History, or World History II
	3 One of the following: Government, AP Government, or Government II	3	One of the following: Government, AP Government, or Government II
	4 One of the following: Economics, AP Economics, or Economics II	4	One of the following: Economics, AP Economics, or Economics II
Health and Physical Education	1 One of the following: Health Education I, Physical Education I, or Physical Education II	1	One of the following: Health Education I, Physical Education I, or Physical Education II
	2 One of the following: Health Education II, Physical Education II, or Physical Education III	2	One of the following: Health Education II, Physical Education II, or Physical Education III
	3 One of the following: Health Education III, Physical Education III, or Physical Education IV	3	One of the following: Health Education III, Physical Education III, or Physical Education IV
	4 One of the following: Health Education IV, Physical Education IV, or Physical Education V	4	One of the following: Health Education IV, Physical Education IV, or Physical Education V
Foreign Language	1 One of the following: Spanish I, French I, or German I	1	One of the following: Spanish I, French I, or German I
	2 One of the following: Spanish II, French II, or German II	2	One of the following: Spanish II, French II, or German II
	3 One of the following: Spanish III, French III, or German III	3	One of the following: Spanish III, French III, or German III
	4 One of the following: Spanish IV, French IV, or German IV	4	One of the following: Spanish IV, French IV, or German IV
Art	1 One of the following: Visual Arts I, Music I, or Theater I	1	One of the following: Visual Arts I, Music I, or Theater I
	2 One of the following: Visual Arts II, Music II, or Theater II	2	One of the following: Visual Arts II, Music II, or Theater II
	3 One of the following: Visual Arts III, Music III, or Theater III	3	One of the following: Visual Arts III, Music III, or Theater III
	4 One of the following: Visual Arts IV, Music IV, or Theater IV	4	One of the following: Visual Arts IV, Music IV, or Theater IV
Electives	1 One of the following: Computer Science I, Career Development I, or Leadership I	1	One of the following: Computer Science I, Career Development I, or Leadership I
	2 One of the following: Computer Science II, Career Development II, or Leadership II	2	One of the following: Computer Science II, Career Development II, or Leadership II
	3 One of the following: Computer Science III, Career Development III, or Leadership III	3	One of the following: Computer Science III, Career Development III, or Leadership III
	4 One of the following: Computer Science IV, Career Development IV, or Leadership IV	4	One of the following: Computer Science IV, Career Development IV, or Leadership IV