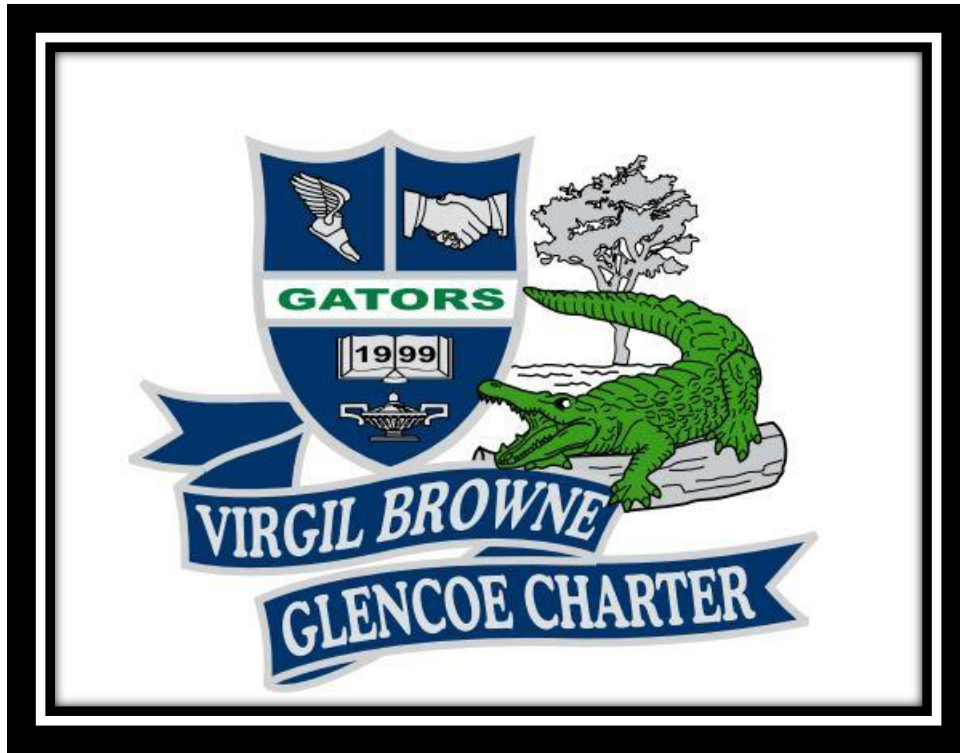


V. B. GLENCOE CHARTER SCHOOL
4491 LA HWY 83
FRANKLIN, LA 70538
PHONE: 337-923-6900
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STUDENT HANDBOOK

2021-2022

LOREN M. DECUIR, DIRECTOR

BRANDAN M. TRAHAN, ASSISTANT PRINCIPAL

Message from the Director

To all parents and students of V. B. Glencoe Charter School:

We are excited to welcome everyone back to campus for the 2021-2022 school year. It has been an honor to work with you, our staff, and our students during the last year as we maneuvered through unprecedented times. We learned many lessons together that I feel will make us stronger and more resolved to be the best choice for the educational endeavors of the students in our area.

I am so very thankful that with all of us working together, V. B. Glencoe had minimal numbers of positive COVID 19 cases last year with no school-based transmission. When we made decisions to quarantine classes, we did so out of the most abundance of caution and the collaboration with local health officials.

We continue to prioritize the health, safety, and wellbeing of our students and staff as we are planning for the 2021-2022 school year. As such, we utilized the best-practice guidelines as published in the **Ready to Achieve! 2021-2022 School Operational Guidelines** by the Louisiana Department of Education which outlines the **Louisiana Department of Health Operational Guidelines for Louisiana Public and Nonpublic Schools** to draft our reopening procedures and policies. It should be noted that the best-practice guidance is considered recommendations and not mandates. It should also be noted that as the community transmission of COVID 19 continues to fluctuate, so will our guidelines and efforts to ensure the health and safety of our students and staff. Our **Ready to Achieve! 2021-2022** plan can be found on the following pages. Any updates made throughout the year will be communicated to parents through our calling system, website, and Facebook page.

In addition to maintaining a healthy and safe environment for learning, we will focus on enhanced measures to insure continued academic growth and closure of any learning gaps that may be the result of COVID 19 closures and measures. These efforts will include the reopening of our remediation labs for during school tutoring sessions and after school tutoring for students with the most need.

I am looking forward to a great year of growth for our Gators! If you have any questions or concerns, please feel free to contact me at ldecur@vbglencoecharter.org.

All my best,

Loren M. Decuir

Director
V. B. Glencoe Charter School
4491 LA Hwy 83
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LOUISIANA DEPARTMENT OF HEALTH OPERATIONAL GUIDELINES FOR LOUISIANA PUBLIC AND NONPUBLIC SCHOOLS

In light of the Governor’s Roadmap to Restarting Louisiana, the Department is issuing guidance pertaining to opening public and nonpublic school facilities to serve students in the 2021-2022 school year. This guidance is based on current medical knowledge of how COVID-19 is transmitted, exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.

Protective measures in school settings include:

- Social distancing, achieved by establishing and, for the maximum number of days possible, maintaining small groups of individuals that minimally interact with other groups or individuals, including in shared indoor spaces;
- Correct use of masks;
- Handwashing and respiratory etiquette;
- Cleaning and maintaining healthy facilities; and
- Contact tracing in combination with isolation and quarantine.

The State of Louisiana is following the guidelines of public health experts when making decisions regarding the resumption of instruction in public and nonpublic school facilities.

Louisiana’s plan for statewide reopening of schools outlines phases that are initiated once certain public health criteria are met. Throughout these phases, restrictions will be gradually relaxed as the public health situation improves, allowing greater flexibility, including the potential of resuming school building-based instruction. Should the public health situation decline, restrictions may also be gradually tightened. School systems should be prepared for either situation to occur during the course of the year.

In Phases 1, 2, and 3, school facilities may open to students for in-person instruction with certain restrictions in place. These restrictions are outlined by the Louisiana Department of Health.

The Louisiana Department of Education (LDOE), in consultation with the Louisiana Department of Health, offers the following best practices in order to assist schools in planning as it relates to public health guidelines, as well as limiting the spread of COVID-19.

NOTE: Best practices may change in accordance with updates from the Centers for Disease Control (CDC) and Louisiana’s Office of Public Health. Best practices are based on current medical knowledge of how COVID-19 is transmitted, primarily through close physical contact, vocal and musical activities during which aerosol particles might be emitted, and touching shared surfaces or objects.

Ready to Achieve! 2021-2022 V. B. Glencoe Reopening Plan

Instructional Model for the 2021-2022 School Year

V. B. Glencoe Charter School will operate a full traditional in-person model of instruction for the 2021-2022 school year.

In the event of a student, class, or school wide quarantine, students will be expected to participate with his or her classes via Zoom or Google Meets following the regular schedule. Details for attendance and participation in class will be given at the time of need.

Protocols for Self-Monitoring and Screening

Self-Monitoring from home:

- Parents of students and employees are encouraged to self-monitor for symptoms of COVID-19 prior to arrival on campus. Individuals with a temperature should not report to school or work.
- Individuals must stay home, inform the school, and notify their healthcare provider if they have two or more of the following symptoms: headache, fever, cough, nasal drainage, sore throat, nausea, diarrhea, loss of taste, loss of smell.
- Please follow the most up-to-date COVID 19 screening decision chart with CDC and LDH recommendations. See Addendum to view the screening decision chart.

Symptomatic Students and Employees at School:

Students and employees displaying symptoms of COVID 19 while at school will be isolated. Students will be adequately supervised until the student is picked up. It will be the responsibility of the parent/guardian to promptly pick up the student from school.

Direct Contact with a Person with COVID 19

- An individual must stay home if he/she may have been in direct contact with someone who has COVID-19. Parents and staff must inform the school/supervisor on the first missed day of school.
- Students or staff members who have been determined to be in direct contact with an individual with COVID-19 will be asked to quarantine and monitor for COVID-19 symptoms. The number of days for quarantine will be based on current CDC guidance at the time of direct contact. Direct contact is defined as being within 6 feet for at least 15 minutes over a 24-hour period. Vaccinated individuals or individuals who have had COVID-19 within the last 90 days will not have to quarantine unless symptoms are developed. Documentation must be provided for the quarantine to be waived.
- Seating charts will be maintained in classrooms and on buses to determine and minimize the number of students who may need to quarantine due to close contact.
- The decision to close schools is an individual, case-by-case process. That decision will ultimately be made by school leadership, with guidance and expertise from their Regional Medical Director.
 - All decisions about implementing school-based strategies (e.g., dismissals, event cancellations, other social distancing measures) will be made locally, in collaboration with the superintendent/principal and Regional Medical Director.
 - Factors that will be considered in closing a school or classroom will be the level of community transmission, number of students/faculty affected and risk of spread at the school.

Requirements to return to school for symptomatic, positive, or quarantined individuals:

Symptomatic, positive, or quarantined individuals will be contacted by the school nurse for specific details regarding returning to school based on the current CDC guidance at the time. In general, the following guidelines will be followed:

1. 10 days after symptom onset OR 10 days after testing positive if you have no symptoms
2. 24 hours fever-free without use of fever-reducing meds
AND
3. Significant improvement of symptoms
OR
4. A written excuse from a Healthcare Provider with a return-to-school date or an alternate diagnosis.
5. Quarantine individuals must complete the Self-Certification form found on our school website.
6. Options for shortening the length of quarantine will be discussed with families of quarantined individuals.

Face Coverings

Following the recommendations from the CDC and LDOE:

- According to the Presidential Executive Order No. 13998 on Promoting COVID-19 Safety in Domestic and International Travel, school buses may operate at 100% capacity if all passengers are masked. Windows should be kept open when it does not create a safety or health hazard. Seating charts should be created and consistently enforced
- While inside the school facility, all unvaccinated adults and students in grades 3-12 should wear a face covering to the greatest extent possible and practical within the local community context.
- Students in grades PreK-2 may wear face coverings inside the building, but it is not required.
- The director has the discretionary power to determine the requirements of face masks/coverings to ensure the safety of the school learning environment based on CDC guidelines and the context of the COVID 19 prevalence in the school or the community.
- Masks/coverings must not contain wording, emblems and/or insignias that promote profanity, obscenity, political messages, drug/alcohol/tobacco use, or gang/hate-related slogans. Also, masks/coverings cannot contain images of faces.
- Individuals with documented health conditions and unable to wear face masks must notify the principal immediately at the beginning of the school term or upon diagnosis by a licensed physician. Proof of such condition/diagnosis must be presented to the principal.
- The principal/administrator has the discretionary power to determine the appropriateness of face masks/coverings to ensure the safety of the school learning environment.
- While outdoors, all fully vaccinated and unvaccinated adults and students do not need to wear a face covering if they adhere to physical distancing requirements.

Social Distancing

- As recommended by the CDC and LDOE, a social distance of 3 feet between students, and 6 feet between adults and students or adults and adults, should be maintained to the greatest extent possible in classrooms and common areas, such as hallways and cafeterias.
- Static, or cohort groups, will be maintained in Grades PreK - 8 grade, and, to the greatest extent possible, in grades 9 -11.
- The composition of a group may change if students are able to maintain a physical distance of at least three feet from other students and six feet from adults in a classroom or indoor setting, to the greatest extent possible. Adults should maintain six feet of distance from other adults.
- Seating charts will be maintained in each classroom. Teachers should maintain static groups for assignments requiring group work.

- Room size will dictate the maximum number of occupants. This maximum will be adhered to the greatest extent possible.
- Traffic patterns will be mapped to ensure staggering transitions, to adhere to allow for social distancing. Markers will be utilized in hallways and major traffic areas to denote proper social distancing.
- Cohorts will be separated on playground areas for recess periods. Social distance should be adhered to in playground areas.
- In the case of exposure to a COVID 19 person, contact tracing of direct contacts will determine individuals who must quarantine. Direct contact is defined as being within 6 feet for at least 15 minutes over a 24-hour period. Individuals determined to be within 6 feet of a COVID 19 positive person will be asked to follow quarantine guidelines.

Personal Hygiene

- Using hand sanitizing with sanitizers containing a minimum of 60% alcohol and hand washing with soap is recommended as a prevention to the spread of COVID 19.
- Students and staff should wash or sanitize hands upon entering the bus, arrival at school, before and after eating, before and after PE or recess activity, and at dismissal.
- Students may bring hand sanitizer from home with the appropriate alcohol content.
- Proper hand washing for 20 seconds with soap and water will be explained to students and practiced with younger students.
- Teachers will be provided with hand sanitizer and soap as needed.

Disinfecting and Cleaning Measures

Disinfecting and cleaning measures will be conducted throughout the day.

- Frequently touched surfaces, such as door handles, light switches, and faucet handles, will be disinfected multiple times throughout the day.
- Office spaces, common areas, and work areas will have limited access and will be cleaned throughout the day.
- Restrooms will be cleaned throughout the day.
- Classrooms will be disinfected at least twice during the day and thoroughly cleaned daily.
- Water fountains will only be used to fill water bottles or cups and will be cleaned multiple times per day. Students are asked to bring a water bottle from home.
- Playground equipment will be adequately cleaned as needed. Social distance will be adhered to on the playground.

Breakfast and Lunch Service

Students will continue to receive free breakfast and lunch meals as approved by the USDA for the duration of the 2021-2022 school year.

- To the greatest extent possible, meals will be served in the cafeteria spaces.
- Three feet social distancing guidelines and protocols will be followed when eating in the cafeteria. Some students may be eating in classrooms and/or other areas of the school as determined by the director as needed to maintain social distancing.
- Cafeteria tables will be properly cleaned and sanitized frequently.
- Students will wash their hands before meals and after meals. Sharing of food or beverages will not be allowed.

Refer to <https://www.cdc.gov/coronavirus/2019> for the most up to date information regarding COVID 19.

Calendar and Important Dates 2021-2022

Aug. 1, 2021	First Day back for Teachers
Aug. 9, 2021	Orientation
Aug. 11, 2021	First Day back for students grades K - 11
Aug. 16, 2021	First Day for Pre K and K Group 1
Aug. 17, 2021	First Day for Pre K and K Group 2
Sept. 6, 2021	Labor Day
Oct. 7, 2021	Fall Carnival
Oct. 8-11, 2021	Fall Break
Oct. 12, 2021	Teacher Professional Development Day (No Students)
Oct. 19, 2021	Business and Community Day/ Early Dismissal 1:25 Parent Teacher Conferences - 2:30 - 6:00
Nov. 22- 26, 2021	Thanksgiving Holiday
Dec. 17, 2021	Early Release 1:25
Dec. 21, 2021 -Dec. 31	Christmas Holidays (return Jan 3, 2022)
Jan. 14, 2022	Teacher Professional Development Day (No Students)
Jan. 17, 2022	Martin Luther King, Jr Day
Feb. 2, 2022	Parent Teacher Conferences - 4:00 - 6:00
Feb. 28 - Mar. 4	Mardi Gras Holidays
April 11- 18, 2022	Easter/Spring Break
April 19 - May 13, 2022	LEAP Testing Window Grades 9-11
April 25 - May 25, 2022	LEAP Testing Window Grades 3-8
May 25, 2022	Pre K and K Awards and Last Day; 8th grade Graduation
May 26, 2022	Last Day of School

End of Grading Period and Report Card Handout Dates

End of Grading Period	Report Card Handout
October 13, 2021	October 19, 2021(Parent -Teacher Conferences)
January 5, 2022	January 10, 2022
March 18, 2022	March 23, 2022
May 26, 2022	May 26, 2022

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.

V. B. Glencoe Charter School recognizes that both families and schools cooperatively teach children under the following compact conditions. 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 quality curriculum and instruction.
- We will prepare well-planned and meaningful lessons.
- We will create a welcoming environment for all 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 reinforce good behavior.
- We will encourage all students to achieve to the best of their ability and provide weekly progress reports on students.
- Staff will be available to meet with parents upon request by contacting the school office.
- We will hold parent-teacher conferences annually each semester during which time this compact will be discussed as it relates to the individual child's achievement.
- 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 provide a quiet time and place for my children to do 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. When it is necessary for my child to be absent, I will see that their missed work is made up in a timely fashion.
- I will encourage my child to read at home, and will read to them.
- I will attend at least one parent/teacher conference a year to discuss the academic progress of my child.

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

- I will obey all school policies
- I will follow the instructions of the administration, teachers, and staff.
- I will always do my best and respect others.
- 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 complete all assignments on time.
- I will attend school 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 be on time for school every day.

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.

Please have the student and parent sign the first page of this booklet and return it to your child's teacher.

MISSION STATEMENT

V. B. Glencoe Charter School offers all children a high-quality education that prepares them for the 21st century.

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
- 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.

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.

ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

Parents/Guardians of students who have been marked absent on the computer system will be called using the JPAMS automatic notification system. Please make sure your phone numbers are up to date.

All students are required to attend one hundred sixty-seven (167) days per year to receive credit in all full credit courses and be eligible for promotion to the next grade. When your child returns to school after an absence, please send a ***signed Doctor's note*** to the child's teacher explaining the absence. If your child will be absent for more than two consecutive days, please contact the office. We encourage you to schedule medical/dental appointments outside school time whenever possible. Habitual absenteeism will be reflected in student grades.

Please note the following policies that will be followed:

- 1. Absent students will be given a makeup period to complete all work missed ranging from 1-5 days, depending on the number of days absent.*
- 2. Students who miss a test due to an absence will be able to make-up the test in our afterschool test center.*
- 3. All attendance policies will be enforced during the 2021-2022 school year. Students are responsible for all work missed during an absence. Students will be given a schedule for online learning activities if they must quarantine.*
- 4. Any student with 10 or more unexcused absences may be required to appear before the Advisory Committee.*

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 principal 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.

NOTICE OF TRUANCY:

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. The parent may be fined no more than fifty (\$50) dollars or perform not less than twenty-five (25) hours of community service.

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 eleven (11) 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 11 days that are not extenuating circumstances.

TARDIES

School hours are from 8:00 AM until 3:25 PM. First bell will ring at 8:00 AM each day. A student is considered tardy when arriving at school after the first 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.
- When a student receives six (6) tardies, parents will be notified for a conference.
- When a student receives nine (9) tardies, the parents/student will be referred to FINS Court.
- 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.

BUS AND TRANSPORTATION POLICIES

During the 2021-2022 school year, school buses will operate at 100% capacity. According to the Presidential Executive Order No. 13998 on Promoting COVID-19 Safety in Domestic and International Travel, school buses may operate at 100% capacity ***if all passengers are masked. This includes PreK – 2nd Grade students.*** Therefore, bus operators, any VBGCS employees, and all passengers will be required to wear face covering while on a bus.

Personal Hygiene and Environmental Cleaning on Buses

- Buses will be equipped with hand sanitizer stations upon entering the bus. Upon entering the bus, all passengers will be required to sanitize their hands.
- If weather permits, windows on buses will be kept down to the greatest extent possible to maintain maximum air flow.
- Bus drivers will clean high-touch surfaces, including seats and handrails, after each group’s use. At the end of the day, the bus will be extensively cleaned.

Entering and Exiting the Bus

- Students should remain in cars while waiting for the bus at designated bus stops.
- Parents and students should maintain social distance at bus stops and avoid congregating in groups while waiting for the bus.
- When entering the bus students should remain in a single file line, maintaining social distancing, with masks on.
- Buses will drop off and pick up students at designated building entrance points by grade level. Six feet distance must be maintained while entering and exiting the school buildings.

Transportation Options

Car riders:

- Parents have the option of dropping off their children and picking them up from school.
- Parents will be given a number to use to facilitate orderly pick up procedures.

Change of Transportation:

Only students assigned to a particular bus can ride that bus. (No change of transportation will be approved for riding a different bus.) NO EXCEPTIONS.

ARRIVAL AND DISMISSAL

The school day begins at 8:00 am and ends at 3:25 pm.

Students are not to arrive at school before **7:40 AM**. There is no supervision before **7:40** am for students; parents are responsible for their children until this time. Unattended children dropped off without supervision will be reported to authorities due to safety concerns for the child. Assistance is available 30 minutes before school. If you have an emergency, you must receive permission from the Director. A student needing assistance should immediately go to the office. Any student arriving after 8:00 a.m. shall be brought into the office by an adult to be signed in.

Cars and Buses will drop off and pick up students designated entrance points:

- *Elementary cafeteria gate*
- *Middle school side door (close to cafeteria)*

Dismissal Protocols for Car riders:

- *Parents/guardians will be assigned a number to be displayed in the car line.*
- *Students will stay in their classroom until called*
- *Parents will be asked to pull up to designated spots (marked with cones) where students will meet parents.*
- *Cars should stay in the car line following cars to the road.*
- *Cars will line up behind the first set of buses for either campus (Elementary or Middle School/High School).*

Parents must not use their cell phones while driving in the parking lot and music must be turned down. The safety of your children is our first priority. (Louisiana Law RS 32:300.8)

BUS RULES

During the 2021-2022 school year, bus capacity will be at 100%. Per federal mandate, masks must be worn by all passengers on public transportation, including school buses. As under normal circumstances, bus transportation is a privilege. Failure to follow bus rules may result in removal from the bus.

In addition to the guidelines above, 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.

Students:

- **Students must enter the bus remaining 6 feet apart.**
- **Students must use hand sanitizer upon entering the bus.**
- **Students must remain seated at all times facing the front.**
- **Students must sit in assigned seats the entire ride to remain socially distanced to the greatest extent possible.**
- 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)
- 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 busses 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.
- 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).
- See full Transportation Plan in the Addendum.

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

- 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.

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 ARRIVALS FOR PICK UP AT BUS STOP 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-month suspension from the bus.
- **Fourth Offense:** Written notice and permanent 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 the Director for instructions. Students will be returned to school.

CELL PHONE/ELECTRONIC DEVICES USE FOR STUDENTS

In accordance with R.S. 17:239, students are not permitted to use or operate any electronic telecommunication device unless authorized by the school Director. Cell phones, smart watches and/or other electronic devices are not permitted on campus or on school buses. On any offense the cell phone, smart watch and or electronic communication devices will be taken from the student, tagged and kept in the office.

This cell phone policy will be strictly enforced during the 2021-2022 school year.

Consequences for violations:

- **First Offense:** The student will receive a warning. 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 an 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 an 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, whether in the building or in a virtual setting, to upload to any social media platform will result in disciplinary action which may include referral to the Advisory Committee.

CHANGE OF ADDRESS/PHONE NUMBER/EMAIL

It is important that we have a current telephone number and email and address to reach parents in the event of an emergency. We will use the most up to date phone number and email to send out messages using the JCall messaging system. Please notify the school office of any change of address, telephone number, *or email* immediately.

CLASSROOM TREATS (GRADES K-5)

Only store bought, individually wrapped treats may be brought to share with your child's class. Students may bring a snack for themselves for afternoon recess.

Note: Due to allergic reactions, V. B. Glencoe Charter School is a zero-tolerance nut zone. For the safety of all children, classroom and recess treats should not include nuts of any variety.

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. Each classroom teacher will issue weekly conduct grades. Parents are urged to check weekly progress reports to monitor their child's classroom behavior.

DISCIPLINE POLICIES

V. B. Glencoe Charter School has adopted the **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 and increased academic performance. 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. 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 the Director. Everyone who obeys the rules 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, detention, or office referrals will be given as warranted.

CONSEQUENCES:

DETENTION

V.B. Glencoe Charter School uses after school detention when students have broken school/classroom rules. Students that are assigned detention will receive a letter to bring home to their parents outlining when the detention will take place and what the detention is for. Detention will be held after school from 3:30pm – 4:25pm. 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.

SUSPENSION

In the event a student's behavior warrants him/her being suspended, a conference will be scheduled and held with the student, the parent and/or guardian, and if necessary, teacher and/or the school building level committee.

Student work will be given. After returning, all tests will be made up in accordance to class test dates. The student's absence will be recorded as unexcused.

The Director and/or the Advisory Committee will handle hearings for suspensions, expulsions, and grievances of parents and students. Students who have 4 suspensions, or one suspension for a major zero tolerance offense, or excessive office referrals will be referred to the Advisory Committee. The Advisory Committee consists of 3 teachers that make recommendations on major discipline issues for staff and students. Recommendations could include Academic or Disciplinary Probation or immediate removal from V. B. Glencoe Charter School.

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

GENERAL SCHOOL RULES

1. V. B. Glencoe Charter School is a place of learning. In accordance with that goal, students are expected to...
 - a. Treat students and school staff with respect.
 - b. Walk quietly when in the halls and in the restrooms.
 - c. Obey classroom rules and school policies.
 - d. Show good effort and achievement in school activities.
 - e. Follow GATOR Rules (Appendix A)
 - f. Follow Bus Rules
 - g. Follow the dress code
 - h. Always follow all behavior expectations.
2. Referral Slips will be issued to students for the following:
 - a. Reaching maximum step on classroom consequences.
 - b. Vandalism
 - c. Placing self-or others in danger, including but not limited to:
Harassment, making threats, fighting, throwing objects, being in off-limit areas
 - d. Stealing
 - e. Blatant/excessive disrespect or disobedience
 - f. Sexual Harassment
 - g. Profane/obscene language, drawings or gestures or engaging in immoral conduct.
 - h. Three Tardies
3. The following are governed by state and local law and will be referred to the appropriate civil authority:
 - a. Vandalism
 - b. Pulling the Fire Alarm
 - c. Use of tobacco, alcohol, or drugs
 - d. Sexual harassment (2nd Offense)
 - e. Violation of Safe School Policy

FIGHTING POLICY

V. B. Glencoe Charter School explicitly prohibits violence of any nature on the school grounds, or in school buildings (whatever time), and/or when riding school buses, including any school-sponsored event, which may be held away from the school.

Therefore, students who are implicated/participated in a physical altercation (i.e. fight) shall be subject to the following procedure:

The Administrator will:

- Conduct a thorough investigation.
- Call the parent/legal guardian of the student(s) involved to come to the school. (Depending on the nature/severity of the incident.)
- Have the authority to suspend student(s) after a thorough investigation.
- Students involved in fighting will be brought before the Advisory Committee.

TOBACCO AND SMOKELESS TOBACCO POLICY

Students shall not be permitted to have tobacco and/or smokeless tobacco paraphernalia in their possession nor are they allowed to use or possess tobacco products on the school grounds, or in school buildings after hours, or when riding school buses. This includes vapor products. Violations will result in suspension and/or a hearing with the Advisory Committee.

THREATS, HARASSMENT, INTIMIDATION, AND BULLYING (CYBERBULLYING)

V. B. Glencoe Charter School prohibits all discriminatory harassment or bullying of students on the basis of sex, race/color/national origin, and disability.

In an effort to ensure the safety and security of all students and staff of V. B. Glencoe Charter School, **zero tolerance** against threats, harassment, intimidation, bullying, including cyber bullying (bullying through any social media or online platform; including text messaging) is essential. The Director and/or the Advisory committee will investigate all such activity and recommend appropriate disciplinary procedures. (See attached Children’s Internet Protection Act Compliance Policy—CIPA) See Zero Tolerance consequences above.

See also, Electronic Communications between Employees and Students. **See also, Bullying, Hazing, and Terrorizing Policy on website www.vbglencoecharter.org**

ZERO TOLERANCE POLICY

To ensure the safety and security of all students and staff in 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.

The infractions listed below constitute offenses of this ZERO Tolerance Policy and will result in suspension and/or expulsion and charges being filed with the local law enforcement agency:

- Drugs—unauthorized possession, transfer, use, or sale of drugs and/or alcohol.
- Drug paraphernalia—unauthorized possession, transfer, or sale of paraphernalia used in drug use.
- Arson—the willful and malicious burning of any part of a building or its contents.
- Battery upon a school employee—the actual unlawful and intentional touching or striking of a school employee against his or her will, or the intentional causing of bodily harm to a school 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 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 expel a projectile by the action of any explosive.
- Possession of weapons—possession of a knife, 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.
- Bomb threat—any such communication directed at a school employee or building that has the effect of interrupting the educational environment.
- Explosive—preparing, possessing, or igniting on school 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 which had it been committed by an adult, would have constituted a felony.
- Any other offense that the Director may reasonably deem to fall within this category or that state or parish policy places within this violation category.

SECLUSION AND RESTRAINT POLICY

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, including those 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 ***only*** 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.

Only personnel trained in proper techniques for restraint may restrain a child.

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.

Please see the full Seclusion and Restraint Policy in the Appendix to this document.

DRESS CODE AND GROOMING

Experience indicates that there are sanitation and safety factors directly related to proper dress and grooming. There is a real and reasonable connection between proper dress/grooming and the successful operation of the school with respect to discipline as well as student achievement. It is with this end in mind that V. B. Glencoe Charter School has adopted this student dress and grooming policy.

Face Coverings (Response to COVID 19)

Following the recommendations from the CDC and LDOE:

- According to the Presidential Executive Order No. 13998 on Promoting COVID-19 Safety in Domestic and International Travel, school buses may operate at 100% capacity if all passengers are masked. Therefore, all passengers of school buses must wear a mask at all times while on the bus.
- While inside the school facility, all unvaccinated adults and students in grades 3-12 should wear a face covering to the greatest extent possible and practical within the local community context.
- Students in grades Pre-K-2 may wear face coverings inside the building, but it is not required.
- Masks/coverings must not contain wording, emblems and/or insignias that promote profanity, obscenity, political messages, drug/alcohol/tobacco use, or gang/hate-related slogans. Also, masks/coverings cannot contain images of faces.
- Individuals with documented health conditions and unable to wear face masks must notify the principal immediately at the beginning of the school term or upon diagnosis by a licensed physician. Proof of such condition/diagnosis must be presented to the principal.
- The principal/administrator has the discretionary power to determine the appropriateness of face masks/coverings to ensure the safety of the school learning environment.
- While outdoors, all fully vaccinated and unvaccinated adults and students do not need to wear a face covering if they adhere to physical distancing requirements.

- Neck Gaiters will be allowed. However, every effort should be made to make sure they are multi-ply and/or have a filter as the CDC is not recommending neck gaiters at this time (9-1-2020).
- Bandanas **will not** be allowed.
- Individuals with documented health conditions and unable to wear face masks must notify the principal immediately at the beginning of the school term or upon diagnosis by a licensed physician. Proof of such condition/diagnosis must be presented to the principal.

Note: The director has the discretionary power to determine the requirements of face masks/coverings to ensure the safety of the school learning environment based on CDC guidelines and the context of the COVID 19 prevalence in the school or the community.

DRESS CODE

- **Pants**
 - Navy or khaki zip up uniform pants. Uniform pants shall be made of standard twill, polyester, or cotton uniform material.
 - The following will not be allowed: jean, carpenter, or cargo style, button up the front, zippers or pockets on the side, or sweatpants.
 - No torn, ripped, cut or cut off clothing of any fashion that is not properly hemmed.
 - Waistband must cover the top of the hipbone. Skinny or tight-fitting pants are not allowed.
 - **Elastic waist pants/shorts may be worn in Pre-K, K & 1st only.**
- **Shorts, Skirts, Skorts, Capris, Dresses**
 - Navy or khaki in color.
 - The length must be no more than 3 inches above the knee while standing or 6 inches above the ground when kneeling.
 - Leggings worn under the skirts/dresses must be solid navy, beige, black, gray or white, no patterns.
 - Dresses may be navy, khaki, or hunter green. Students that wear dresses or skirts must have a pair of shorts on underneath.
- **Shirts**
 - Solid Navy or Hunter green short or long-sleeved polo style shirts.
 - 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.
- **Socks**
 - Solid colored socks must be worn at all times.
- **Belts**
 - Belts must be worn at all times and must fit appropriately. (Except for PK, K and 1st when wearing elastic pants/shorts)
- **Shoes**
 - Athletic/tennis shoes are required. All shoes must be tied or secured with Velcro.
 - Slip on or novelty shoes are not allowed. (ex: lights or roller blades)
 - If students in Pre - K - 2nd grade do not know how to tie their shoes, they must wear Velcro. **SHOES WORN MUST PERMIT RUNNING AND EXERCISING IN P.E.**
- **Sweatshirts/Sweaters**
 - Sweatshirts and sweaters must be navy, white, gray, black or hunter green. Sweatshirts/Sweaters must be plain, one solid color or have the school logo and must be free of name brand logos.
 - *******Hoods may not be worn inside of the school building.**
 - **Please label clearly with your child's name.**
- **Jackets**
 - Outerwear garments used outdoors may be any color, but may not be worn inside the building.
 - **Please label clearly with your child's name.**
- **Hats/Caps/Sunglasses**
 - Hats, caps, and sunglasses may not be worn inside the building or school bus at any time.
 - An exception will be made for students wearing headdresses for religious reasons.

Grooming/Make-up/Jewelry

- School uniforms must be clean and neat.
- Haircuts and hairstyles must be neat, clean and presentable so that vision is not obstructed.
- Excessively distracting hair styles are not allowed. Students that are in violation of this rule will have 48 hours to correct the issue.
- Appropriate wristwatches (with the exception of smart watches), chains (inside shirt), and rings may be worn. Earrings must be single post style and non-dangling.
- Make-up is not allowed in grades Pre-K - 4. Light makeup is allowed in 5th – 9th grades.
- Boys shall be clean shaven.
- Fingernails, haircuts and hairstyles may be prohibited if they present a danger to the student's health and safety, or create a classroom or school disorder.

Special Attire Days

Spirit T-shirts may be worn on Fridays with jeans or uniform pants. An order form for spirit shirts will be available at orientation.

- Blue jeans (made of blue jean material, not colored leggings) or shorts (no more than 3 inches above the knee) will be allowed if worn with the V. B. Glencoe Charter School T-Shirt.
- Jeans must not be torn, ripped or cut off or have any holes in them. Wearing leggings under ripped jeans does not make them uniform appropriate.
- Regular uniform pants should be worn if the above attire is not available.
- No excessively tight clothing, pants/trousers or tops/blouses shall be permitted.

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.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

- **First Violation:** Verbal warning to the student.
- **Second Violation:** Warning to student, detention mark issued, and parent contact.
- **Third Violation:** Warning to student, detention, and parent contact.
- **Fourth Violation:** A minor referral will be filed and detention assigned. After School detention begins promptly at 3:30 until 4:25 p.m. Parent/Guardian must make arrangements for timely pickup.

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.

EMERGENCY INFORMATION

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 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.

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

FEE POLICY

The 2021-2022 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. The complete fee policy can be accessed on our web-site at www.vbglencoecharter.org. Fees are due at orientation each year.

Elementary School (K – 5 th)	
Orientation Fee: <ul style="list-style-type: none">· Home/School Folder and/or Planner (3rd-5th)· Consumable Classroom Materials	\$20
Art/STEAM Supply fee	\$5
Technology Fee: <ul style="list-style-type: none">· School and home access to online resources	\$5
Total	\$30

Middle School (6th – 8th)	
Orientation Fee: · Home/School Folder and Planner · Consumable Classroom Materials	\$20
Science Lab Supply Fee (6 th , 7 th , 8 th grade) Quest for Success Supply fee (8 th grade)	\$10
Technology Fee: · School and home access to online resources	\$5
Total	\$35
High School	
Orientation Fee: · Home/School Folder · Planner · ID and lanyard · Consumable Classroom Materials	\$20
Academic Class Supply Fees: · Physical Science · Biology · Engineering Essentials · Chemistry · Intro to Engineering · Principles of Engineering	\$10/ each
Academic Class Supply Fees: · Survey of Fine Arts · Art I	\$20/ each
Technology Fee: · School and home access to online resources	\$5
Total	\$35- \$65
Other	
Student Parking Permit: (High School Students Only) A completed parking application, and copy of driver's license is required. Parking permits can be purchased starting a week before the start of school.	\$15
Technology Insurance (Pre-K – 10 th grade) Nonrefundable insurance per device; Signed contract required for student use of devices; If not paid, parent assumes full responsibility for damages and loss of device.	\$20 (\$40 family maximum)
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, Junior Beta, Senior Beta, and athletics.	

FIELD TRIPS

- Limited field trips will be allowed with special permission from administration. If approved, all masking, cohorting, and transportation requirements must be followed. This includes all drivers, staff, chaperones, and students wearing face coverings on buses and in public spaces as required.
- Chaperones will be limited and only used when school personnel are not available. In addition to following chaperone background check requirements, chaperones must complete self-monitoring and follow face covering and social distancing guidelines. Proof of vaccination will be required for not wearing a face covering where acceptable.

GRADES AND PROGRESS MONITORING

Curriculum Overview

The faculty and staff of V. B. Glencoe Charter School are 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.

Grading Policy

Grades 1- 8 will assign letter grades to show progress made by students. Kindergarten will assign S, N, or U to show progress. First through second grade will also use S, N, or U for Social Living. The academic grading scales for **grades 1-8** are based on the following point systems:

Grading Scale:	Grade	Percentage	K – 2 nd grade
	A	100-93	A/B ---- S
	B	92-85	C/D ---- N
	C	84-75	F ---- U
	D	74-67	
	F	66-0	

(BESE approved the above grading scale beginning in the 2011-2012 school year)

ACADEMIC INTEGRITY (ELEMENTARY AND MIDDLE SCHOOL)

Academic dishonesty includes giving, receiving, or using unauthorized aid on any academic work. Plagiarism, a form of academic dishonesty, includes the copying of language, structure, or ideas of another and attributing the work to one's effort. This also includes forging someone's signature. The consequences will be a disciplinary referral that may result in academic penalties such as a reduction in grades or loss of academic credit. Disciplinary action may also include suspension from class or school.

RENAISSANCE: EVERY 9 WEEKS

- **Gold Card**---GPA 4.0, All A's, 'S' on report cards, A in conduct, NO 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 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 office Referrals
- **End of Year Renaissance Awards**– To qualify for a Renaissance award you must achieve Renaissance 5 of 6 grading periods. If the 6th grading period is needed to achieve 5, teacher recommendation to the Director for approval.
- **Perfect Attendance**---To qualify for perfect attendance, a student must be present from 8:00 a.m. to 3:25 p.m. per the 2021-2022 school calendar.

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 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 encourage their students to read extensively, setting aside a regular reading time each day.

Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last-minute morning rush. Ultimately, it is the student's responsibility to check that everything needed for the next day has been packed.

THE FOLLOWING CONSEQUENCES WILL BE IN PLACE FOR FAILURE TO COMPLETE HOMEWORK (With the exception of any homework assigned a grade):

K - 4th Grade:

- Each grade level will develop a homework policy that is age appropriate, approved by the Director, and shared with parents.
- A warning will be given to the student after the 1st missed homework assignment.
- The teacher will contact the parent(s) after the 2nd missed homework assignment.
- Consequences that are age appropriate for continued missed homework assignments will be given, ranging from taking away recess in younger grades to detention after three missed assignments in older grades.
- Homework marks restart each grading period.

5th - 8th Grade:

- A warning will be given to the student after the 1st missed homework assignment.
- The teacher will contact the parent(s) after the 2nd missed homework assignment.
- A Detention mark will be given after the 3rd missed homework assignment and for each subsequent missed assignment.
- The student will serve detention after every third detention mark.
- Consistently doing homework may result in bonus points at the end of the 9 weeks at the discretion of the teacher.
- Homework marks restart each grading period.

REMEDICATION

TITLE I READING & MATH

Elementary students at risk of failing or working below grade level expectations will be given remediation in the classroom by Title I Reading and Math teachers and/or Paraprofessionals. Data will be collected to determine a student's response to interventions provided. Students who do not progress as expected will be referred to the School Building Level Committee.

SCHOOL BUILDING LEVEL COMMITTEE (SBLC)

The School Building Level Committee identifies students in need of evaluations for support services for special needs including: Speech, Hearing & Vision screening, and referral for 504 and

Special Education (IDEA) evaluations. The SBCL is made up of a lead teacher, the classroom teacher(s), and an administrator.

GRIEVANCE POLICY

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. If a student/parent has a complaint, the Grievance Policy should be followed. Students and parents need to first discuss concerns with the teacher/coach. If not satisfied with the outcome of the decision, the student/parent may request a meeting with the administration. The administration will need a written request from the teacher and the student/parent before a meeting will be scheduled. 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. 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. The decision of the board is final. You will have (10) days to file your complaint in writing.

GRIEVANCE PROCEDURE

If a student and/or parent/guardian feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem and make sure you have all of the facts relating to the situation.
2. Make sure that you have a rational attitude about the problem.
3. Seek to resolve the problem by setting up an appointment to meet with the teacher.
4. If you believe the problem is not resolved, set up an appointment to meet with a school administrator.
5. If left unresolved, you can ask for a meeting with the Advisory Committee.
6. If still unresolved, you can contact any of the school board members. Please call the school for contact information.

LOST AND FOUND

Lost and found items are stored near the office. Students may check there for missing items. Please LABEL all coats, hats, gloves, boots, lunch boxes and thermos bottles brought to school. Students are responsible for any items they bring to school. Because these items tend to accumulate over time, we periodically donate unclaimed items to charitable organizations.

PARENTAL INVOLVEMENT

In-person parental involvement activities may be severely limited due to COVID 19 guidelines. Every effort will be made to continue activities and programs that include parents as stakeholders in our school community that can be allowed within the mandates of the Governor and the CDC.

In an effort to involve parents in the education as well as decision making of the school, the following plan will be in place:

- Parents will be invited to attend various **in person and/or virtual** events throughout the school year. Parents may have an opportunity to fill out survey forms to add input and suggestions.

- Proposed in-person and/or virtual activities for the 2021 -2022 school year include, but are not limited to, the following:
 - Orientation
 - Two scheduled Parent/Teacher Conferences
 - Open House Night
 - Academic/LEAP 2025 Night
 - Book Fair Family Night
- Parents can keep abreast of happenings at school through various means of communication, including:
 - Newsletters from the Teachers
 - V. B. Glencoe Charter School Website
 - V. B. Glencoe Charter School Facebook
 - V. B. Glencoe Charter School Newsletter
 - V. B. Glencoe Town Hall Meetings hosted through digital interactive video.
 - Annual School Report Card
 - School academic calendar as event calendar will be posted on the school’s website
- A Parent/Teacher organization will be formed to allow parents an opportunity for continued involvement in school activities and policies.
- Volunteers are always welcome at V. B. Glencoe. Many opportunities for volunteering include:
 - Volunteer Work Days
 - Chaperones for field trips or club sponsored events
 - Fall or Spring Carnival
 - Community Day or other School Sponsored activity
 - Help in classrooms or in office
 - Monitoring classes during teacher meetings
- School notices, forms, and information will be made available in the parent’s language upon request by a parent.
- A Title 1 Parent Survey will be completed each year to evaluate parental involvement policies and to identify barriers to participation in their child’s education.

PARENT SERVICE COMMITMENT

At V. B. Glencoe Charter School, we believe that success depends on the combined efforts of teachers, students, and families. When families are actively involved in the education of their children, everyone benefits!

One of the suggestions for each family is that parent (s) or an adult family member contributes **20 Hours** of time over the course of the school year. There are many ways this time can be used to benefit the students at V. B. Glencoe Charter School. Some of the activities parents may volunteer for are as follows:

Work days: Volunteering time on Saturday work days for campus cleanup and improvements.

Volunteer hours at school: copying, office duties, sitting with classes during meetings, and Chaperoning Field Trips, etc.

Participation in School Committees: Parent Teacher Organization, Field trips, Grants & Budgets, Parental Involvement, Fundraisers, Marketing, Professional Development, Special Events, or Renaissance. For more information, please call the school office at 337-923-6900.

PARENTS' RIGHT TO KNOW

The No Child Left Behind act enables a parent to request information regarding the professional qualifications of your child's teacher(s). You may request the following information by sending a written request to the Director

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you have any further questions, please do not hesitate to contact the Director.

PETS AND OTHER NEAT THINGS FROM HOME

Pets, toys, and other neat things should be left at home. If a pet (or toy) is to be displayed for show-and-tell, arrangements should be made between the parent and the teacher as to the appropriate time to bring the pet (or toy). The pet (or toy) should arrive with the parent and should leave with the parent.

V. B. Glencoe Charter School does not assume financial responsibility for loss or damage to personal property brought from home, including cell phones. Items deemed by school personnel/bus drivers to be disruptive to the learning/safety of students will be confiscated. Items confiscated from students will be available to parents but will not be released to students. It is the student's responsibility to notify parents of confiscated items.

SAFE SCHOOL POLICY

V. B. Glencoe Charter School has adopted the following "Safe Schools" 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, principal, administrator, or security guard employed by the School Board, 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, principal, 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

V. B. Glencoe Charter School has qualified for the Community Eligibility Program for the 2021-2022 School year. All enrolled students of the school are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day for the 2021-2022 school year.

SCHOOL PROPERTY - RESPONSIBILITY FOR DAMAGES

Students are responsible for the condition of all textbooks and library books checked-out to them. A charge may be assessed if these books are lost or damaged beyond normal wear. Any child who willfully damages school property, or fails to return property lent to him/her when it is requested, shall cause his/her parents to be liable for repair or replacement of damaged and/or unreturned items, and shall subject himself/herself to disciplinary action. If parents object to their child checking out library books, parents must send a letter stating so.

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

TEACHER BILL OF RIGHTS §416.18.

A. 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:

1. 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.
2. 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.
3. 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 principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. 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).
5. 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.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
 7. 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).
 8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
 9. 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.

USE OF OFFICE TELEPHONE

The telephone located in the school office is for business use only. Neither teachers nor students will be called out of class for a phone call.

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.

******SEE ALSO COVID 19 INFORMATION AND SYMPTOM MONITORING**

VISITOR GUIDELINES FOR 2021-2022

School campuses will be restricted for non-essential visitors, volunteers, and other groups.

Essential visitors will be allowed to access a school campus in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:

- conduct CLASS® observations
 - observe teacher candidates as part of the teacher preparation quality rating system
 - provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation
-
- Under special circumstances, non-essential visitors, volunteers, and activities involving external groups may be approved by the director or administration.
 - To reduce the spread of the virus and reduce exposure to our staff and students, all unvaccinated visitors and parents must have a face covering, *and sanitize their hands upon arrival*, and maintain social distance.

Parents will not be allowed into the building unless there is an emergency or approved by the director as an essential visitor. No parent will be able to eat lunch with their child or visit the classroom.

HIGH SCHOOL ADDENDUM

I. 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.

II. Grading Policy

Regular Courses

A	93% – 100%
B	85% – 92%
C	75% – 84%
D	67% – 74%
F	0% - 66%

Honors / Advanced Placement Courses

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

III. State Testing

End of Course (EOC) exams are a Louisiana mandate, and are required in the following classes: English I, English II, Algebra I, Geometry, Biology, and U. S. History. In addition, ACT® and/or WorkKeys, and other course mandated exams will be administered.

IV. 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.

V. Graduation Requirements

Students must earn a minimum of 24 (Tops University) or 23 (Jump Start) credits in required classes, as well as meet all state and local requirements for the End of Course (EOC) tests, and attendance to be eligible for graduation. All required coursework, testing, payments of school graduation fees, and other requirements must be met in order to participate in the graduation ceremony.

TOPS UNIVERSITY DIPLOMA

1	English I
1	English II
1	English III, AP English Language Arts and Composition, IB Literature, IB Language and Literature, or IB Literature and Performance
1	English IV, AP English Literature and Composition, IB Literature, IB Language and Literature, or IB Literature and Performance.
1	Algebra I
1	Geometry
1	Algebra II
1	Algebra III, Advanced Math – Function and Statistics, Advanced Math – Pre-Calculus, Pre-Calculus, IB Math Studies I, IB Math Studies II, Calculus, AP Calculus AB, IB Mathematics SL I, IB Mathematics SL II, Probability and Statistics, AP Statistics, AP Calculus BC, IB Further Mathematics, IB Mathematics HL I, IB Mathematics HL II, AP Computer Science A.
1	Biology I
1	Chemistry I
2	Earth Science, Environmental Science, Physical Science, Agriscience II, Chemistry II, AP Chemistry, IB Chemistry I, or IB Chemistry II, AP Environmental Science or IB Environmental Systems, one of Physics I or IB, Physics I, one of AP Physics C: Electricity & Magnetism, AP Physics C: Mechanics, or IB Physics II, AP Physics I and AP Physics II, one of Biology II, AP Biology, IB Biology I, or IB Biology II.
1	U.S. History, AP U. S. History, or IB History of the Americas I
1	Government, AP U. S. Government and Politics: Comparative, AP U. S. Government and Politics: United States, or Civics with a section on free enterprise.
2	One of Western Civilization, European History, or AP European History; one of World Geography, AP Human Geography, or IB Geography, one of World History, AP World History, IB World History, or IB History of the America II, Economics; AP Macroeconomics; AP Microeconomics, or IB Economics.
½	Health Education (JROTC I and II may be used to meet the Health Ed requirements as per Bulletin 741SS2347)
1	Physical Education I
½	PE II, Marching Band, Extracurricular Sports, Cheering, or Dance Team
2	Foreign Language (both units in the same language)
1	Art, Dance, Theatre, Speech III and IV (one combined), Fine Arts Survey, Drafting, Media Arts, Photography I/II, Digital Photography
3	Electives
24	Total Units

Jump Start TOPS Tech Career Diploma

1	English I
1	English II
2	English III, English IV, any AP or IB English courses, Business English, Technical Writing, or comparable Louisiana Technical College (LTC) courses offered by Jump Start regional team as approved by the State Board of Elementary and Secondary Education (BESE).
1	Algebra I, Applied Algebra I, or Algebra I Part 2
2	Geometry, Math Essentials, Financial Literacy, Business Math, Algebra II, Algebra III, Advanced Math – Functions and Statistics, Advanced Math Pre-Calculus, Pre-Calculus, or comparable Louisiana Technical College (LTC) courses offered by Jump Start regional team as approved by the State Board of Elementary and Secondary Education (BESE).
1	Biology I
1	Chemistry I, Earth Science, Environmental Science, Physical Science, Agriscience II and is an elective course), or any AP or IB Science courses.
1	U. S. History, AP U. S. History, or IB History of the Americas I
1	Civics or ½ unit of Government, AP U. S. Government and Politics: Comparative, or AP U. S. Government and Politics: United States; and ½ unit of economics, AP Macroeconomics or AP Microeconomics.
½	Health Education (JROTC I and II may be used to meet the Health Ed requirements as per Bulletin 741 SS2347)
1	Physical Education I
½	Physical Education II, Marching Band, Extracurricular Sports, Cheering, or Dance Team.
9	Jump Start course sequences, workplace experiences, and credentials as approved in Regional Jump Start proposals.
23	Total Units

In alignment to the curriculum and courses offered at V. B. Glencoe Charter School, those students who opt to enroll in the Jump Start Program will have the option of declaring the STEM (Pre-Engineering) *, Business Management, Hospitality & Tourism, or Pre-Educator Pathways.

While the STEM (Pre-Engineering) * and Pre-Educator pathways are technically Jump Start pathways, students in the TOPS University Pathway may choose to follow these two pathways within their curriculum of study.

* Students who successfully complete the four required courses will earn a Silver STEM diploma endorsement. Students who successfully complete the four required courses and four courses from the Additional Course list will earn a Gold STEM diploma endorsement.

In addition to the requirements outlined above, students in the Jump Start program are *required* to successfully complete one, or more, industry-based certifications. These certifications will be embedded into the courses taken by students and will be available to students who are also in the TOPS University pathway.

Cumulative high school grade point averages will be used to determine class rankings. The student with the highest-grade point average will be named valedictorian and the student with the second highest grade point average will be named salutatorian. Students transferring from other schools offering honors classes others than those offered at V. B. Glencoe Charter School may not apply the additional points when computing class rankings. In the event of a tie, the individual grading periods for the required core curriculum courses for math, science, language arts, and social studies will be used as a tie breaker. If a tie still exists, each person tied will be awarded the honor.

Students graduating within the following grade point averages will be classified as *honor* graduates, and will receive the association distinction:

- Summa Cum Laude 3.7500 – 4.0000
- Magna Cum Laude 3.5000 – 3.7499
- Cum Laude 3.0000 – 3.4999

All students at V. B. Glencoe Charter School will be required to participate in, and complete the Louisiana Department of Education’s Community Service Endorsement.

To earn the Community Service Endorsement, the student must have 80 documented community service hours by graduation. These hours of service may be earned anytime between ninth and twelfth grade.

Students will be required to document their earned hours on the Community Service Diploma Endorsement Student Documentation Form, and are to be kept in the homeroom teacher’s class throughout the school year.

VI. Homework

Students are encouraged to complete any homework assignments that his/her teachers may assign. Failure to complete homework may result in lower test scores. Each teacher will outline his/her class homework policy in their class syllabus. Homework will not exceed 5% of the course grade for any grading period.

VII. Make-up Policy

After an absence, students are required to make up work immediately upon their return to school. Students granted excused absences will be permitted to make up schoolwork. Students without an excused absence, but with a written explanation from a parent/guardian for the reason of said absence *may* be permitted to make up schoolwork at the discretion of the school’s administration. Missed assignments must be made up within three (3) school days after returning to school. It is the responsibility of the student to arrange make-up work and/or tests.

Test Center will be held at least once per week. Any missing test(s) must be made up within 2 sessions of the student’s return, or the teacher reserves the right of assigning a “0” for the missing assessment.

VIII. Textbooks

Textbooks, equipment, and other supplies loaned to students by school personnel remain the property of V. B. Glencoe Charter School. Charges will be made for textbooks and/or equipment damaged or wear 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.

IX. 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 know how to cite sources properly is not a reasonable defense for plagiarism.

X. **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.

XI. **Hall/Campus Pass**

Students must possess a hall pass while outside of the classroom during class time. Teacher permission alone is insufficient without a hall pass. Students are not allowed to leave one class to enter another classroom, nor are they to disturb any class in session while in the halls or on campus.

XII. **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.

XIII. **Student Drivers**

A completed parking application, a copy of the driver's license, and insurance is required. Parking permits can be purchased starting a week before the start of school, and will cost \$15.00

XIV. **Extracurricular Activities**

Extracurricular activities may be limited due to COVID 19 guidelines. Every effort will be made to continue activities that can be allowed within the mandates of the governor, CDC, LDOE, and the Board of Directors.

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.

- **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 who wish to bring a guest must complete the form obtained from the office. Guests over nineteen (19) are not allowed at high school dances.

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:
 - Access to the internet and email system
 - Permission to publish students' work to classroom websites
 - Permission to have unidentified photos of students published to classroom websites

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1. 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.
2. 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.
3. 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.

4. **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.
5. **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.
6. **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 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. We revised section 54.520(c)(1)(i) 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.¹⁵

V. B. Glencoe Charter School is dedicated to making every effort to monitor online activities of students. 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 V.B. Glencoe Charter School or other monitoring systems. This includes:

- a. All Internet addresses and searches
- b. 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.

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:
 - i. safety on the Internet;
 - ii. appropriate behavior while online, on social networking websites, and in chat rooms
 - iii. 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

Appendix A

STUDENT TRANSPORTATION POLICY

V.B. Glencoe Charter School

Policy Statement

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.

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. Please refer to the Student Handbook for consequences of late pickups from the bus stop.
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. Please refer to the student handbook for specific bus rules.

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 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 principal (or designate) after consultation with the Transportation Coordinator and the student and parents/ guardians. Please see the student handbook for bus rules.

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 report 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 principal/director of the school. Bus drivers will report unsatisfactory behavior to the school principal/director.

G. Assignment of Students to Buses

All students will be assigned a bus at the beginning of the school year. The student will be assigned the bus stop closest to the physical address on file at school unless the parent requests an alternate pick-up location with the transportation coordinator. All new students throughout the year will request a bus through the secretary at the time of enrollment. New students will be assigned the closest bus stop available to their physical address.

Specific transportation accommodations will only 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.

V. B. Glencoe Charter School

2021-2022 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 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 2020-2021 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 School (K – 5th)	
Orientation Fee: · Home/School Folder and/or Planner · Consumable Classroom Materials	\$20
Art/STEAM Supply fee	\$5
Technology Fee: · School and home access to online resources	\$5
Total	\$30

Middle School (6th – 8th)	
Orientation Fee: · Home/School Folder and Planner · Consumable Classroom Materials *	\$20
Science Lab Supply Fee (6 th , 7 th , 8 th grade) Quest for Success Supply fee (8 th grade)	\$10
Technology Fee: · School and home access to online resources	\$5
Total	\$35

High School	
Orientation Fee: <ul style="list-style-type: none"> · Home/School Folder · Planner · ID and lanyard · Consumable Classroom Materials 	\$20
Academic Class Supply Fees: <ul style="list-style-type: none"> · Physical Science · Biology · Engineering Essentials · Chemistry · Intro to Engineering · Principles of Engineering 	\$10/ each
Academic Class Supply Fees: <ul style="list-style-type: none"> · Survey of Fine Arts · Art I 	\$20/ each
Technology Fee: <ul style="list-style-type: none"> · School and home access to online resources 	\$5
Total	\$35- \$65

Other	
Student Parking Permit: (High School Students Only) A completed parking application, and copy of driver's license is required. Parking permits can be purchased starting a week before the start of school.	\$15
Technology Insurance (Pre-K – 10 th grade) Nonrefundable insurance per device; Signed contract required for student use of devices; If not paid, parent assumes full responsibility for damages and loss of device.	\$20 (\$40 family maximum)
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, Junior Beta, Senior Beta, and athletics.	

Collection of Fees

- School Leaders (or their designee) will collect fees from families and/or students. The standard methods of payment are cash, check or money orders.
- In accordance with V. B. Glencoe Charter School Financial Policies and Procedures, the school will generate a receipt or other documentation of the transaction for the school's records and for those of the family.

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. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. § Ann. 17:112(C).

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 each 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 requested 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.

Families will be given the opportunity to purchase school supply packs that will be delivered to the school at the beginning of the school year.

Economic Hardship Waiver

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 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 additional documentation 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 email to ldecuir@vbglencoecharter.org to discuss payment arrangements, financial hardships, or to request a Fee Waiver Request Form.

Revised: July 13, 2021

SECLUSION-AND-RESTRAINT-POLICY

V.B. Glencoe Charter School

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 means 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 means 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 means 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 means 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 means 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 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

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.
 - Parent or guardian 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.
- 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

II. 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.

Clarence Vappie
President
Alison Provost
Vice President

Loren M. Decuir
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2021 - 2022 PARENTAL INVOLVEMENT POLICY

Note: Due to COVID 19 guidelines, volunteer opportunities will be limited to off-campus or virtual activities, or to those that would be allowed within the mandates of the governor of Louisiana during the 2021-2022 school year.

PART I. GENERAL EXPECTATIONS

The V. B. Glencoe Charter School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the State Department of Education.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the school.
- The school will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:
 - Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
 - that parents play an integral role in assisting their child’s learning;
 - that parents are encouraged to be actively involved in their child’s education at school;
 - 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;
 - the carrying out of other activities, such as those described in section 1118 of the ESEA.
- The school will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The V. B. Glencoe Charter School will take the following actions to involve parents in the joint development of its school wide parental involvement plan under 1112 of the ESEA:
 - Parents will be invited to attend planning meetings concerning the school’s NCLB application as well as the parental involvement policy.
 - If parents cannot attend the planning meetings, they will be afforded an opportunity to express their ideas in writing concerning the NCLB application as well as any policy development.

2. The V. B. Glencoe Charter School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Parents will be invited to meet with school staff on an annual basis in the process of school review and improvement and given an annual school report card.

3. The V. B. Glencoe Charter School will provide the following necessary coordination, technical assistance, and other support to assist in Title I, Part A planning and implementation of effective parental involvement activities to improve student academic achievement and school performance.
 - Parents will be given a list of ways they can be involved in the school decision-making as well as how they can stay abreast of what is happening throughout the school year.
 - The school will post a school calendar on the website (www.vbglencoecharter.org) as well as an event calendar so that parents may participate in all school related activities.
 - Letters, memos, etc. concerning school activities will be sent home with students’ progress reports and signed papers.
 - Parent/Teacher Conferences, Academic Open House Night, and LEAP 2025 Night are held each year and gives the parents an opportunity to see what students need to accomplish during the school year. It is also a time for parents, teachers, and students to visit and form valuable working relationships with one another.
 - i. Proposed activities for the 2021 -2022 school year include, but are not limited to, the following:
 1. Orientation
 2. Two scheduled Parent/Teacher Conferences
 3. Open House Night
 4. Academic/LEAP 2025 Night
 5. Book Fair Family Night
 - Twenty volunteer hours are encouraged for all families. This is done in an effort to encourage participation in the learning process and encourage a sense of family in the school setting.
 - i. Volunteer opportunities:
 1. Volunteer Work Days
 2. Chaperones for field trips or club sponsored events
 3. Fall or Spring Carnival
 4. Community Day or other School Sponsored activity
 5. Help in classrooms or in office
 6. Monitoring classes during teacher meetings
 - In addition to volunteer opportunities listed above, parents will be invited to join the V. B. Glencoe Parent Organization. The role and responsibilities of this organization will be determined during the organization process. The intention is to form an organization of parents that can help assist in all the parental involvement activities listed in this plan.
 - Service programs are a way for parents to share what they know with us. We are always looking for parents who can lend a hand through lectures, activities, or demonstrations. This enables the students to see parents in action, lets us get to know them and what they do for a living, and encourages students to feel “special” when they come to school.

4. The V. B. Glencoe Charter School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs, by:
 - Pre-K teachers and students will hold a FUN Day and invite area Head Start and Pre-school students along with their parents to V. B. Glencoe Charter School to tour the school and play games etc.
 - Pre-K teachers will host a Pre-K registration Round Up day when parents can come register students for Pre-K 4 and tour the school. Kindergarten teachers will participate if there are anticipated openings for kindergarten for the following school year.

5. The V. B. Glencoe Charter School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - Parents will be given a survey annually to identify any barriers to greater parental involvement. The staff will collect and tabulate the results of the survey and make suggestions as to any changes needed in the parental involvement activities or parental involvement plan.
 - Parents will be invited to the annual evaluation meeting of the parental involvement policy at the end of each school year.

- A. The V. B. Glencoe Charter School will build the school's and parent's capacity for strong parental involvement, to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - A. The school will, with the assistance of its Title I, Part A staff, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
 - The State's academic content standards,
 - The State's student academic achievement standards,
 - The State and local academic assessments including alternate assessments
 - The requirements of Part A
 - How to monitor their child's progress, and
 - How to work with educators:
 1. V. B. Glencoe Charter School holds an annual Title I/LEAP 2025 Night to inform parents about the LEAP 2025 test and give parents information on how they can help prepare their children for this assessment. Parents will also be informed about our Title I Program and have any questions answered.
 2. A Family/School Compact, Parents Right to Know, and the Parental Involvement Plan are distributed in the Student Handbook at the beginning of each school year.
 3. School Report Cards as well as LEAP 2025 test results are sent home to parents each year in a format that is easy to understand.
 4. Progress reports are sent home weekly in grades 1st – 8th. In kindergarten papers to be signed are sent home on a weekly basis. Parents should sign and return the next school day.
 5. Parent/ Teacher Conferences are held each semester so that parents may keep abreast of their child's academic progress. Parents may schedule a conference with their child's teacher(s) at a mutually agreeable time by calling the school office.

- B. The V. B. Glencoe Charter School will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement by:
1. Parents will be offered opportunities to attend presentations such as workshops in Math, Reading, and Science or Social Studies. At each presentation, they will be afforded an opportunity to give suggestions and evaluate the school and the program presented.
 2. Any and all parents may contact the Director at any time with any concern they may have with their child.
- C. The school district will, with the assistance of its parents, educate its teachers, principals, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school by:
- Arrange school meetings at a variety of times so that they are convenient for parents to attend.
 - Encourage participation by parents in all facets of school activities such as science fairs, elocution contests, renaissance rewards, field trips, after school sports, etc.
 - Conduct parental involvement training with teachers annually.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start and public preschool programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children, by:
- At the end of each school year, V. B. Glencoe Charter School invites the local Head Start agencies as well as the public preschool programs for a FUN Day. This introduces the students and parents to programs offered by V. B. Glencoe Charter School and they are given the opportunity to enroll their children in kindergarten for the following year. Letters will be sent home with current students and advertised in the local newspaper informing parents about enrollment in kindergarten and any information necessary for such enrollment.
- E. The school will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- School report cards as well as LEAP 2025 scores are sent home to parents in a timely manner. Phone calls to the parents of students needing to attend LEAP 2025 Summer Remediation are made by the teachers and/or Director.
 - The Parental Involvement Policy will be made available in another language upon request by a parent.

Parent Service Commitment

At V. B. Glencoe Charter School, we believe that success depends on the combined efforts of teachers, students, and families. When families are actively involved in the education of their children, everyone benefits!

One of the suggestions for each family is that parent (s) or an adult family member contributes **20 Hours** of time over the course of the school year. There are many ways this time can be used to benefit the students at V. B. Glencoe Charter School. Some of the activities parents may volunteer for are as follows:

Work days: Volunteering time on Saturday work days for campus cleanup and improvements.

Volunteer hours at school: copying, office duties, sitting with classes during meetings, and Chaperoning Field Trips, etc.

Participation in School Committees: Parent Teacher Organization, Field trips, Grants & Budgets, Parental Involvement, Fundraisers, Marketing, Professional Development, Special Events, or Renaissance.

For more information, please call the school office at 337-923-6900.

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I have received and agree to all rules and regulations in the **V. B. Glencoe Charter School Student Handbook** for the 2021-2022 School Year. Please review all policies in this handbook with your child.

_____ Student's Name _____ Grade _____ Homeroom Teacher

_____ Student Signature _____ Parent Signature

Check one below:

_____ We have read and understand the guidelines and disciplinary consequences associated with INTERNET uses at school. I have discussed the policy with my child and give him/her permission to use the INTERNET under these guidelines.

_____ My child does not have permission to use the INTERNET at school.

_____ Parent Signature _____ Student Signature _____ Date

We agree to accept the Family/School Compact.

_____ Parent Signature _____ Student Signature _____ Date

_____ Teacher Signature _____ Date

This institution is an equal opportunity provider. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.



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Parental/Guardian Consent Form

We are sending you this parental/guardian consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the school's website, Facebook page, yearbook, bulletin boards and digital classrooms.

As you are aware, there are potential dangers associated with posting of personally identifiable information on a website since global access to the internet does not allow us to control who may access such information. These dangers have always existed; however, we as a school do wish to celebrate your child and his/her work. The law requires us to ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as a parent or guardian. The personally identifiable information we are asking to use may include first name, photographs or images; class; and school name.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the director of your child's school, and such rescission will take effect upon receipt by the school.

Check one of the following choices:

_____ I grant permission for a photo/image and personally identifiable information to be published on the school's website, Facebook page, yearbook, bulletin boards and digital classrooms.

_____ I do not grant permission for a photo/image and personally identifiable information to be published on the school's website, Facebook page, yearbook, bulletin boards and digital classrooms.

Student's Name: (please print) _____

Student's School: **V. B. Glencoe Charter School**

Student's Grade: _____ Date: _____

Name of Parent/Guardian: (please print) _____

Signature of Parent/Guardian: _____

Relation to Student: _____

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