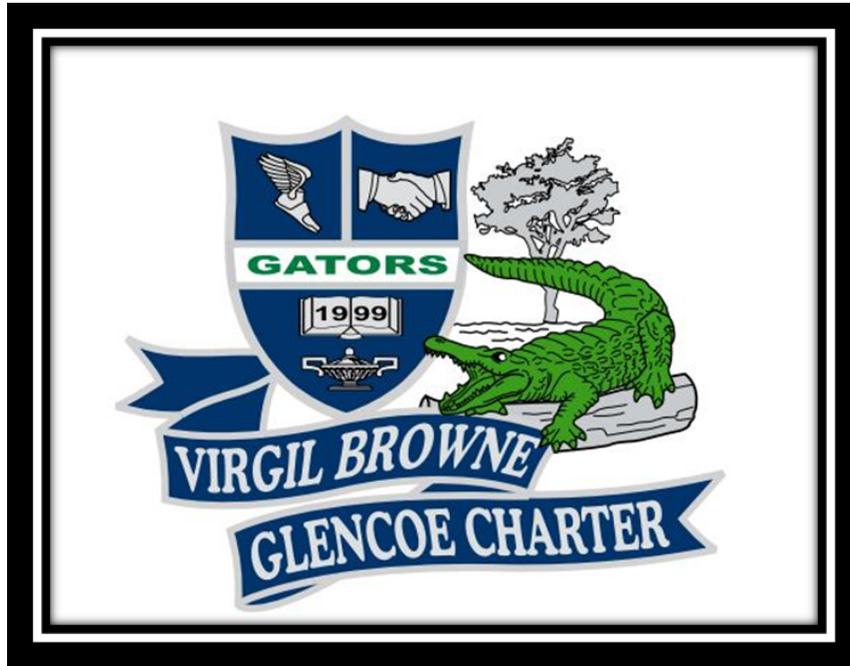


**V. B. GLENCOE CHARTER SCHOOL**  
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# **STUDENT HANDBOOK**

## **2022-2023**

**LOREN M. DECUIR, DIRECTOR**  
**BRANDAN M. TRAHAN, ASSISTANT PRINCIPAL**

### **MISSION STATEMENT**

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

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## Calendar and Important Dates 2022-2023

Aug. 3, 2022	8th - 12th Orientation
Aug. 4, 2022	First Day back for Teachers
Aug. 8, 2022	Pre K - 7 Orientation
Aug. 9, 2022	First Day back for students grades K - 12
Aug. 11, 2022	First Day for Pre K and K Group 1
Aug. 12, 2022	First Day for Pre K and K Group 2
Sept. 5, 2022	Labor Day
Sept. 21, 2022	Early Release
Oct. 7-11, 2022	Fall Break
Oct. 11, 2022	Teacher Professional Development Day (No Students)
Oct. 18, 2022	Report Card Day Parent/Teacher Conferences 4:00 - 6:00
Nov. 8, 2022	Election Day (No School)
Nov. 21- 25, 2022	Thanksgiving Holiday
Nov. 29-Dec 16, 2022	Fall EOC
Dec. 21, 2022	Early Release 1:25
Dec. 22-Jan 4, 2023	Christmas Holidays (Students return Jan 5, 2023)
Jan. 10, 2023	Report Card Day Parent/Teacher Conferences 4:00 - 6:00
Jan. 16, 2023	Martin Luther King, Jr Day
Feb. 20 - 24, 2023	Mardi Gras Holidays
March 21, 2023	Report Card Handout
March 7-9, 14-16, 2023	ACT Testing Window
March 29, 2023	Early Release 1:25
April 7- 14, 2023	Easter/Spring Break
Apr. 18- May 24, 2023	LEAP Testing Window Grades 9-12
April 25 - May 26, 2023	LEAP Testing Window Grades 3-8
May 24, 2023	Pre K and K Awards and Last Day; Early Release 1:25
May 12, 2023	Seniors Last Day
May 15, 2023	Senior Awards and Graduation Practice
May 16, 2023	Graduation
May 24 -25, 2023	1st - 11th grade Awards (TBA); Early Release 1:
May 26, 2023	Report Card Pick Up

### End of Grading Period and Report Card Handout Dates

<b>End of Grading Period</b>	<b>Report Card Handout</b>
October 12, 2022	October 18, 2022 (Parent -Teacher Conferences)
December 24, 2022	January 10, 2023 (Parent -Teacher Conferences)
March 17, 2023	March 21, 2023
May 26, 2023	May 26, 2023

## 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.**

## **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](http://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**

Regular attendance is vital for student success. When students attend regularly, starting as early as preschool and kindergarten, they have an opportunity to achieve academically and thrive. Research shows that when students are chronically absent they are less likely to read proficiently by third grade, achieve in middle school and graduate from high school.

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

1. In compliance with Louisiana's Compulsory School Attendance Law (R.S. 17:221), all students between the ages of five and eighteen are required to attend a public or private day school unless the child graduates from high school before his/her eighteenth birthday. Any child below the age of five who legally enrolls in school is also subject to the compulsory attendance law.
2. Beginning in the 2022-2023 school year, Louisiana requires any child who turns five years of age on or before September 30th to enroll in Kindergarten. Participation in a year long, full-day kindergarten program is now required to enter first grade.
3. 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.

***The following attendance policies will be followed:***

1. 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.
2. Parents should call the office to notify of a student's absence. Doctor's excuses must be turned in within 48 hours of the child's return to school. Failure to do so will result in the absence being unexcused.
3. For a doctor's excuse to be valid, the child must have been seen by the doctor. ***In cases of excessive absences, doctor excuses will be verified.***
4. Early Check Out: Any student leaving school before dismissal will have an early check out logged to his/her record. This counts as an absence due to the loss of instructional time. If a child is needing to check out of school before the end of the school day, the parent (or someone designated on the Emergency Contact Card) should report to the Front Office and sign the child out before 3:00 pm.
5. If your child will be absent for more than two consecutive days, please contact the office.
6. We encourage you to schedule medical/dental appointments outside school time whenever possible.
7. *All attendance policies will be enforced during the 2022-2023 school year. Students are responsible for all work missed during an absence. Students with extended absences as a result of medical issues will be provided work through Google Classroom when possible.*
8. *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.*
9. *Students who miss a test due to an absence will be able to make-up the test in our afterschool test center.*

***CHRONIC ABSENTEEISM***

- ***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 director or designee as stated below:
  - a. prior school system-approved travel for education;
  - b. death in the immediate family (not to exceed one week);
  - c. natural catastrophe and/or disaster.

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

## **NOTICE OF TRUANCY:**

**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.

Approved July 2022

## **BUS TRANSPORTATION AND POLICIES**

During the 2022-2023 school year, bus capacity will be at 100%. The following regulations covering the conduct of your child while he/she is riding the school bus, will remain in effect and will be enforced for a safer and more efficient transportation program. It is requested that you and your child read these regulations.

### **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:**

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

## BUS RULES

### Entering and Exiting the Bus:

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

### Students:

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

### Parents:

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

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

If your child is riding a V. B. Glencoe Charter School bus that is 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 Arrival for Pick Up Locations**

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

- **First Offense:** Written notice to be signed by parent/guardian.
- **Second Offense:** Written notice and one day suspension from the bus.
- **Third Offense:** Written notice and one-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.

*See full Transportation Plan in the Addendum.*

### **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 2022-2023 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, restroom, or other area of campus, whether in the building or in a virtual setting, to upload to any social media platform will result in immediate referral to the Advisory Committee.***

## **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.

## **COMMUNICATION WITH TEACHERS**

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

- Teachers will communicate with parents on behavior and academics through the use of communication apps of teacher choice, use of school/home folders, email messages, parent command center, and phone communication.
- Parents should check each child's backpack/folder for notes from the teacher or staff daily, especially in younger grades/
- Teacher conferences are scheduled at the end of the first and second quarter. Additional conferences will be scheduled as needed.
- Parents requesting a conference should reach out to teachers through email or by calling the office. Teachers will endeavor to schedule a conference during planning time available.
- Progress Reports/Graded papers will be sent home weekly. These should be returned with a parent signature the next day. Attention to these reports of student progress is essential in monitoring your child's progress toward learning goals. Parents may also view their child's current academic status through the Student Progress Center. Instructions for creating an account can be found on our web-site at [www.vbglencoecharter.org](http://www.vbglencoecharter.org).
- Please feel free to consult with the office regarding any problems or questions concerning your child. It is the desire of the administrators and the faculty to be of service to both parents and students.

## **CONDUCT/ BEHAVIOR MANAGEMENT**

A student should always act in an acceptable manner. He/she should be courteous and considerate of his/her teachers and schoolmates. He/she must be orderly, attentive, respectful, responsible, compassionate, polite, kind, decent and moral. Proper behavior is expected from all students so that the classroom educational climate is not compromised. Students in Grades 1 - 6 will receive weekly conduct grades. Students in grades 7th - 12th grade will receive conduct evaluations by each teacher in each subject area for each grading period. Parents are urged to check weekly progress reports to monitor their child's classroom behavior.

## **DISCIPLINE POLICIES**

V. B. Glencoe Charter School has adopted Positive Behavioral Interventions and Supports (PBIS) which provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate 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, office referrals, and detention will be given as warranted.

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

## **GENERAL SCHOOL RULES**

1. V. B. Glencoe Charter School is a place of learning. In accordance with that goal, students are expected to follow the GATOR RULES.

### **V. B. Glencoe students:**

<b>G</b>	<b>Guarantee safe behavior</b>
<b>A</b>	<b>Always show respect</b>
<b>T</b>	<b>Work together as a Team.</b>
<b>O</b>	<b>Organize for success.</b>
<b>R</b>	<b>Are Responsible for our words and actions.</b>

The GATOR Rules outline expected behaviors in each area of campus. In general rules include:

- a. Treat students and school staff with respect.
- b. Walk quietly when in the halls and in the restrooms.
- c. Obey classroom, school, and bus rules and policies.
- d. Show good effort and achievement in school activities.
- e. Follow the dress code
- h. Always follow all behavior expectations.

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

- Reaching maximum step on classroom consequences.
- Disruption in the class/hallway/bathroom
- Willful disobedience
- Minor physical contact
- Electronic violations
- Uniform violation (per policy)
- Inappropriate language
- Misuse of supplies or property

- Non-compliance - minor
- Inappropriate internet action - minor
- Chewing gum
- Not attending class prepared
- Tardy to class (high school)
- Throwing objects
- Being in off-limit areas
- Misuse of restroom privileges
- Student driver violations
- Other minor behaviors

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

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

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

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

## **ATHLETIC EVENTS**

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

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

1. All spectators and participants at all athletic events shall exhibit the qualities of good sportsmanship.

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

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

## **FIGHTING**

V. B. Glencoe Charter School explicitly prohibits violence of any nature on the school grounds, or in school buildings at any 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 Director or Designee 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.)
- ***Violations will result in suspension and/or a hearing with the Advisory Committee.***

V. B. Glencoe Charter School considers fighting an extremely serious offense that will result in a minimum 1-day suspension.

- Only if a student is unprovoked and did not participate in the argument leading up to the fight will they avoid suspension.
- “Stand Your Ground” is only acceptable after every effort is used to diffuse an altercation. If there is an opportunity to tell an adult/staff member/administration about the events leading to a fight, the student bears responsibility for that choice.
- All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for removal or expulsion.
- Students, both male and female in grades 9-12 will be remanded into the custody of law enforcement for fighting on school grounds or on a school bus, including athletic facilities, locker rooms, athletic events, parking lots, etc., before, during, or after school hours.
- VBGC will also discipline students for actions regardless of law enforcement penalties and charges.
- There is **ZERO TOLERANCE FOR FIGHTING**. Incidences deemed necessary will be brought to the Advisory Committee by the administration of VBGC for further review. Decisions are at the discretion of the committee and/or director.

## **TOBACCO, SMOKELESS TOBACCO, VAPOR PRODUCTS 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 at any time, and/or when riding school buses, including any school-sponsored event, which may be held away from the school. This includes vapor products. ***Violations will result in suspension and/or a hearing with the Advisory Committee.***

## **WEAPON USE AND/OR POSSESSION**

The Board shall authorize the Director or designated official to immediately suspend and recommend a disciplinary hearing for any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain, or any other object deemed dangerous on the school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. When the student is found in possession of a weapon, the Director shall be immediately notified and shall take appropriate disciplinary action.

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

The Director shall immediately recommend a student for expulsion if he/she is found carrying or possessing a firearm, knife, or other dangerous weapon, or who distributes, sells, gives, or loans any controlled dangerous substance, in any form, governed by the Uniform Controlled Dangerous Substances Law.

## **ZERO TOLERANCE POLICY**

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

***The infractions listed below constitute offenses of this ZERO Tolerance Policy and will result in suspension, Advisory Hearing for removal, and/or immediate expulsion, and/or 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 (fighting)—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 a state or parish zero tolerance category.

## **CONSEQUENCES:**

### **DETENTION**

V.B. Glencoe Charter School uses after school detention when students have habitually broken school/classroom rules or committed a major infraction. Students that are assigned detention will receive a letter to bring home to their parents outlining the infraction and when the detention will take place. Detention will be held after school from 3:30pm – 4:30 pm. 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 a suspension, for a major infraction or repeated detention assignments with no change in behavior, a conference will be scheduled and held with the student, the parent and/or guardian, and 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.

### **ADVISORY COMMITTEE AND REMOVAL FROM ENROLLMENT**

V. B. Glencoe Charter School is a school of choice and makes clear its policy on discipline and the requirements of parental involvement in enforcing policies conducive to learning. V. B. Glencoe Charter School shall remove a student from school if an offense committed by the student is serious enough to warrant such action, is habitually in violation of school policies, rules, regulations, or is in violation of state or federal law, including attendance, after multiple attempts to remediate the issue have failed.

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

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

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

## 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

## HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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

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

Bullying shall mean:

1. A **pattern** of more than one of the following: **\*EACH instance MUST BE reported!**
  - a. Gestures, including but not limited to obscene gestures and making faces.
  - b. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors.  
\*\*\*Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - c. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - d. Repeatedly and purposefully shunning or excluding from activities.
  - e. Any student who campaigns to other students trying to exclude them from friendships, parties, etc. will be considered bullying and when verified shall result in severe punishment and bullying documentation.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, reported to administration more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.
4. Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or

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

## **NOTICE TO STUDENTS AND PARENTS -PROHIBITION AGAINST BULLYING**

V. B. Glencoe Charter School believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to a teacher, counselor, coach, or any member of administration.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that the appropriate resolution of the investigation or complaint has not been reached, the parent should set up a meeting with the Executive Director immediately.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

***All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the Director or Assistant Principal. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.***

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria, or school bus
- Reassignment of classes
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Assignment to an alternative school setting

If necessary, counseling, and other interventions will also be provided to address the social- emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians, and other school personnel may report incidents of bullying to an administrator, teacher, counselor, or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experiences bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

### 1. Reporting

- Any student, parent, teacher, or staff who is subject to or witnesses an incident of bullying or harassment, must report the incident immediately to administration.
- **\*EACH instance MUST BE reported!**
- A Bullying Report Form, found on the school's website, available in the office, or found on the LDOE website must be completed.

### 2. Investigation

- Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

### 3. Notification

- Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent/guardian should be notified immediately.

### 4. Discipline

- Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.

### 5. Follow Up

- Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

### 6. Documentation

- Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

## Cyber Bullying Policy

Cyber-bullying is the intended act of transmitting any (electronic, digital or internet technology) textual, visual, written, or oral communication with the intent to inflict cruelty, coercion, abuse, torment, intimidation, harassment (direct or indirect), embarrassment, or cause fear of physical harm, emotional or mental distress to any person or student either on or off school property.

Cyber bullying can involve, but is not limited to, using a local bulletin board service, internet chat room, blogs, websites postings, video or digital pictures, texting, electronic mail, online messaging service, online community social networking websites, cell phones, or other technology utilized to send obscene, mean, vulgar, harassing, or threatening communications. Cyber bullying is not limited to sharing or taking images intended to humiliate; re-sharing images is against the law; videoing someone being harassed and sending the video to others; using someone else's account/contact list to forward rude, mean or threatening messages; posting sensitive, and/or private information about any person;

pretending to be someone else in order to make another person look or feel bad or to send threatening messages or images or to engage in an activity causing hurtful emotions; intentionally excluding a person from an online group, electronic textual, visual, written, or oral communication; sending or forwarding unsuitable images, videos, text, or other communication; accessing or deleting text, emails, videos, or other communication; persuading or encouraging the act of cyber bullying; recording or usage of recorded messages, text, videos, or other communications for the purpose of cyber bullying.

Cyber bullying will not be tolerated by any student or school personnel. The act of cyber bullying will result in an immediate suspension of the person(s) performing the act until an investigation is performed by the Director or Assistant Principal in conjunction with the St. Mary Parish Sheriff's Office. The Advisory Committee will meet and review the findings of the investigation upon its conclusion. If found to have cause, and upon the recommendation of the Advisory committee, the person(s) shall be immediately expelled from V. B. Glencoe Charter School in accordance with all applicable state statutes.

The full **HARASSMENT, INTIMIDATION, AND BULLYING POLICY** plan is located in the Appendix of this document and on the school's website.

## **TERRORIZING POLICY**

The policy concerning terrorizing is as follows:

**Definition of Terrorizing:** Terrorizing is the intentional communication of information that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, with the intent of causing members of the general public to be in sustained fear for their safety; or causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the general public.

### **Reporting of Terrorizing**

**Student** – A student who comes into contact with a terrorizing threat will report it immediately to the nearest school employee.

**Employee** – Any employee who is exposed to a terrorizing threat shall immediately report the threat to an administrator of that school.

**Administrator** – School administrator will analyze the terrorizing threat and contact the V. B. Glencoe Charter School Board immediately and law enforcement as deemed necessary.

### **Handling a terrorizing threat – evidence**

**Note** – written note will be secured in the Director's or Assistant Principal's office with as little physical contact as possible.

**Graffiti** – area is to be sealed off by administrator. Student/public exposure is to be held to a minimum if possible. Photographs are to be taken when possible. Graffiti is not to be removed until law enforcement has gathered evidence.

### **Communication**

Once a terrorizing threat is made, it will be dealt with accordingly. The threatened student will be informed of terrorizing threat immediately and maintained in a secure posture in an administrative office with a school employee. Parent(s) of threatened student(s) will be informed immediately. The decision to take student(s) off campus or allow student(s) to remain in school will be made by parents. If there is a threat to an employee, the employee is to be informed immediately.

### **Media Contact**

Representatives for the Board of Directors will serve as the only media contact in a terrorizing threat situation. It is recommended that school administrators and/or teachers refrain from making comments to the media.

### **Consequences**

Any student found guilty of a terrorizing threat shall be recommended for expulsion from school. Terrorizing is against the law. Therefore, a student may be charged with this act of violence according to law enforcement procedure. This statute provides that whoever commits the offense of terrorizing shall be fined not more than fifteen thousand dollars (\$15,000) or imprisoned with or without hard labor for not more than fifteen years, or both.

The **TERRORIZING POLICY** is located in the Appendix of this document and on the school's website.

**\*\* As applicable for all policies of V. B. Glencoe Charter School, first day of school attendance constitutes acceptance of all school policies.**

**V. B. Glencoe Charter School will follow Louisiana Department of Education guidelines as it pertains to bullying, harassment, cyber bullying, or terrorizing.**

Adopted July 2022

## **DUE PROCESS, GRIEVANCE, & APPEAL PROCESS**

### **DUE PROCESS**

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

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

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

### **GRIEVANCE PROCEDURE**

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

1. Students and parents should first discuss concerns with the teacher/coach/or Athletic Director.
2. If not satisfied with the outcome of the decision, the student/parent may request a meeting in writing with the administration.
3. The administration will follow the policy and procedures of the handbook and make a decision about each situation. It is very important to resolve an academic conflict as quickly as possible.

4. If the student/parent feels that the policies and procedures of the Student Handbook have not been followed, they can write a letter to the school Advisory Committee who will determine if the Board needs to hear the case. You will have (10) days to file your complaint in writing.
5. The Advisory Committee will have (5) days to determine if a hearing is granted.
6. If recommended, a hearing of the Hearing Committee will be held within 10 days or prior to the next Board meeting, whichever is sooner.
7. The decision of the Hearing Committee is final.

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

## **APPEAL PROCESS FOR REMOVAL OR EXPULSION**

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

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

- 1) The student shall provide a written request for appeal. This written request must be submitted via email or regular mail to the Director, and must be received within five (5) school days of the dismissal/expulsion. This written request shall include:
  - (a) the request for an appeal,
  - (b) the reason(s) why an appeal should be granted, and
  - (c) a report of the incident leading to the dismissal from the student's perspective.
- 2) The Hearing Committee will review the request and determine if a hearing will be held. A date will be selected for the subsequent hearing within five (5) school days of receipt of the written appeal request.
- 3) If a hearing is granted, a closed meeting will be held with the committee. The student, a guardian, and the adults who witnessed it on campus may participate. During the hearing, the student may bring an advocate. If the student is under the age of 18, the registering parent/guardian must attend the appeal hearing with the student. In addition to the parent/guardian, a suitable advocate may also attend. The student must notify the Director of the name of the proposed advocate and the relation to the student at least one day prior to the hearing. Members of the VBGC faculty, staff, administration, student body, Board of Directors, and/or Board of Directors committees are not eligible to serve as a student's advocate during an appeal hearing.
- 4) After the hearing of evidence, the Hearing Committee will deliberate in private. Following deliberation, the Committee's decision will be mailed within 72 hours of the decision to the student's last mailing address on file. The decision of the Hearing Committee is final.
- 5) If the Hearing Committee upholds the decision of the Advisory Committee or Director, the parent or guardian of the student may, within 10 days, appeal to the district court for the parish in which the school is located. The court may reverse the ruling of the Hearing Committee.

Adopted July 2022

## DRESS CODE AND GROOMING

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

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

### DRESS CODE

#### General

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

#### ID'S

- Every student at V. B. Glencoe Charter School will be issued an identification badge which was paid for with school fees.
- ID's are considered a part of the school uniform and must be worn for reasons of accessibility, behavior, and safety.
- Students wear ID badges with a school issued lanyard or metal clip. If the ID, lanyard, or clip is lost or broken, the parent must bring/send money for a replacement. Replacement cost is \$5.
- Students are not allowed to deface their identification tag. This includes placing stickers over the photo, scratching/writing, coloring, or preventing view of the information found on the ID. Students will be expected to purchase a replacement if this occurs.

#### Pants

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

#### Shorts, Skirts, Skorts, Capris, Dresses

- Navy blue or khaki made of twill, polyester, or cotton uniform material.
- 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.
- Students who wear dresses or skirts must have shorts underneath.

## Shirts

- Solid navy blue or hunter green short or long-sleeved polo style shirts. Polo shirts must have 2 or 3 buttons and a collar.
- Polo shirts may have an approved school logo or crest.
- High school students (9th - 12th grade) may wear solid red polo style shirts in addition to the colors listed above.
- Shirts **SHALL** be tucked in at all times.
- If an undershirt is worn it must be white, navy or hunter green and not visible on the sleeve. Undershirts must be free of writings and emblems.

## Socks

- Socks must be worn at all times. Socks should have no vulgar or inappropriate pictures or writing.
- Tights that match the uniform may be worn without socks.

## Belts

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

## Shoes

- Athletic/tennis shoes are required through 5th grade.
- All shoes must be tied or secured with Velcro.
- All shoes must have a complete front and back.
- In addition to Athletic/tennis shoes, students in 6th - 12th grade may wear Top-sider style shoes; however, students **must** bring athletic tennis shoes for P.E.
- The following shoe types are not permitted: Boots (cowboy boots, “Ugg” style boots, heavy military type boots) or shoes with metal tips, stacked or pumped shoes, bedroom slippers, “Heelys”, or light up shoes.
- If students in Pre - K - 2nd grade do not know how to tie their shoes, they must wear Velcro.

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

## Boots (Medical Crutches)

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

## Sweatshirts/Sweaters/Jackets

- Sweatshirts and sweaters must be navy, white, gray, black or hunter green.
- Sweatshirts/Sweaters must be plain, one solid color or have the school logo or small brand logo.
- No sweatshirts, sweaters, or jackets with hoods are permitted.
- Please label clearly with your child’s name.
- Outerwear/Cold Weather 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.
- No hoodies, scarves, or bandanas may be worn.

## Hair

- Haircuts and hairstyles must be neat, clean and presentable so that vision is not obstructed.

- Bangs or braids should not cover the face.
- Hair must be neat and clean with no "unnatural" colors . Unnatural colors are defined as not naturally occurring on humans.
- Extreme hairstyles (i.e. symbols and words, mohawks) and hair that is distracting to the educational setting will not be allowed.
- Students who are in violation of this rule will have 48 hours to correct the issue.

### **Facial Hair**

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

### **Jewelry/Piercings**

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

### **Body Decorations**

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

### **Special Attire Days**

- Spirit T-shirts may be worn on Fridays with jeans or uniform pants. An order form for spirit shirts will be available at orientation or within the first weeks of school.
- Mastery T-shirts may be worn on Mondays with jeans or uniform pants. Students may earn Mastery t-shirts based on Leap 2025 scores.
- Blue jeans (made of traditional denim blue material, not colored or 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.
- Tight fitting, exaggerated size, faded, torn, frayed, patterned or ripped jeans are not permitted. Wearing leggings under ripped jeans does not make them uniform appropriate. No holes allowed.
- Regular uniform pants should be worn if the above attire is not available.

### **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

- **First Violation:** Reteach the expectation and documentation of parent contact. Call made to parents to bring proper uniform attire.
- **Second Violation:** Minor referral and documentation of parent contact. Call made to parents to bring proper uniform attire. Parents must sign the minor referral form.
- **Third Violation:** Minor referral and morning or lunch detention assigned. Call made to parents to bring proper uniform attire. Minor referral must be signed and returned.
- **Fourth Violation:** A major referral will be filed and after school detention assigned. After school detention begins promptly at 3:30 until 4:30 p.m. Parent/Guardian must make arrangements for timely pickup.
- After the fourth violation, consequences for willful disobedience may be applied.

### **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](mailto:ldecuir@vbglencoecharter.org) to discuss financial hardships, or to request a Uniform Request Form.

Adopted July 2022

## 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 or email changes, please let the office know right away. The student may be released only to persons listed on the registration card unless prior arrangements are made with the Director.

## 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](http://www.vbglencoecharter.org)

## FEE POLICY

The 2022-2023 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. The complete fee policy can be found in the Appendix of this document.

Elementary School (K-5 <sup>th</sup> )	
Orientation Fee: <ul style="list-style-type: none"> <li>● Home/School Folder and/or Planner</li> <li>● Consumable Classroom Materials</li> <li>● ID &amp; Clip</li> </ul>	\$20.00
Art/STEAM Supply Fee	\$5.00
Technology Fee: <ul style="list-style-type: none"> <li>● School and home access to online resources.</li> </ul>	\$5.00
<b>Total:</b>	<b>\$30.00</b>

Middle School (6 <sup>th</sup> – 8 <sup>th</sup> )	
Orientation Fee: <ul style="list-style-type: none"> <li>● Home/School Folder &amp; Planner</li> <li>● Consumable Classroom Materials</li> <li>● ID &amp; clip/lanyard</li> </ul>	\$20.00
Science Lab Supply Fee (6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade)	\$10.00
Quest for Success Course Fee (8 <sup>th</sup> grade)	\$10.00
Technology Fee: <ul style="list-style-type: none"> <li>● School and home access to online resources.</li> </ul>	\$5.00
<b>Total:</b>	<b>\$35.00 - \$45.00</b>

High School	
Orientation Fee: <ul style="list-style-type: none"> <li>● Home/School Folder</li> <li>● Planner</li> <li>● ID &amp; clip/lanyard</li> <li>● Consumable Classroom Materials</li> </ul>	\$20.00
Academic Class Supply Fees: <ul style="list-style-type: none"> <li>● Physical Science</li> <li>● Biology</li> <li>● Biology II</li> <li>● Chemistry</li> <li>● Environmental Science</li> <li>● Introduction to Engineering</li> <li>● Principles of Engineering</li> <li>● AP Computer Science</li> <li>● Engineering Design &amp; Development</li> </ul>	\$10.00 / each

Academic Class Supply Fees: <ul style="list-style-type: none"> <li>● Survey of Fine Arts</li> <li>● Art I</li> <li>● Art II</li> <li>● Digital Media</li> </ul>	\$20.00 / each
Technology Fee: <ul style="list-style-type: none"> <li>● School and home access to online resources.</li> </ul>	\$5.00
<b>Total:</b>	<b>Varies by Student Schedule</b>

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

## FIELD TRIPS

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

- Admission to events and educational sites outside of school, including bus transportation, is paid for by the school.
- Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct.
- Written parental permission is required for student attendance on a field trip.
- Packed lunches will be provided by the school. Students may bring their own packed lunch if desired; however, please refrain from bringing fast food items as state and federal food service rules apply.
- All persons wishing to chaperone on field trips must have a simple background check by the local Sheriff's Department in the parish in which you reside. Background checks must be on file prior to the field trip. When obtaining your background check, you should bring the following items with you: Picture ID, original Social Security Card, and \$15 money order made payable to the Sheriff's Department.
- Field trips are for students of the class only. Siblings of students are not allowed to attend with parent chaperones.
- Chaperones may be limited based on the venue, the activity, and at the discretion of the director.

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

## 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- 12 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 1-12 are based on the following point systems: (BESE approved grading scale, 2011)

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

### 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

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

- **Gold Card**---GPA 4.0, All A's, 'S' on report cards, A in conduct, NO 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 the End of Year Renaissance award, students must achieve Renaissance in 3 grading periods. If the 4th grading period is needed to achieve 3, a teacher recommendation may be submitted 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 2022 - 2023 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 major grade. Late work may result in lowering of the grade earned.

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

***FOR ALL GRADES: A HOMEWORK GRADE WILL BE GIVEN EACH QUARTER. The homework grade will account for 10% of the grade in each course.***

It is important to note that ultimately it is the child's responsibility to complete homework assigned. However, parents play an important role. It is the parent's responsibility to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Ensure that homework, projects, etc. are done by the student and not the parent.
- Help your child prepare 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.
- Discuss problems related to home study with your child's teacher.

It should also be noted that work that does not reflect the effort and ability of the student will not be accepted as complete.

### **HOMEWORK ASSISTANCE SERVICES**

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

### **REMEDIATION**

#### **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), parent, and an administrator.

## **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 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. Proposed in-person and/or virtual activities for the 2022 -2023 school year include, but are not limited to, the following:
  - Orientation
  - Two scheduled Parent/Teacher Conferences
  - Open House Night
  - Literacy/Math Night
  - Book Fair Family Night
  - STEAM 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
  - Annual School Report Card
  - Monthly academic and 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
  - School-wide/School Sponsored Activity Days
  - 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! Each family is encouraged to contribute 20 hours of volunteer 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.

### **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/ SEARCH POLICY**

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

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

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

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

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

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

- Any teacher, administrator, or security guard employed by the School Board, who has a reasonable belief that any public school building, desk, book sack or area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverage, nitrate based inhalants, stolen goods or other items the possession of which is prohibited by any laws, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, book sack, area or grounds of said public school.
- In addition, the School Board or administrator reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students, for the purpose of enforcing compliance with any health, safety, or security policies, rules and regulations.

- Any student not present during the search shall be informed of the search immediately thereafter.
- Students, parents, and school employees shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of any students, book sacks, automobiles, school employees, and any other person or object or School Board property and at school sponsored events.
- Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, according to School Board discipline policies and provisions.
- Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials when criminal violations are indicated.
- Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search.
- This written, dated, and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Board within five (5) days.
- The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/designee.
- No actions taken pursuant to the policy by any teacher, administrator, or school security guard employed by the school board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

## **SCHOOL FOOD SERVICES**

VBGC is an approved CEP school, meaning all students will receive free lunch and breakfast. Meals are prepared and served according to USDA guidelines. A standard menu will be provided monthly and posted on our school web-site. Breakfast and lunch will be served in the cafeteria. Students planning to eat breakfast must arrive at school by 7:50.

### Outside Food/Drinks

- VBGC is a closed campus meaning students cannot leave campus for lunch or errands. This also means parents cannot call and check out student drivers to leave campus and then check back in. This is for safety reasons.
- If a parent brings or sends outside food, it must be in a paper bag or lunch box with no fast-food wrapping.
- Only water may be brought in or sent with outside lunches. No fruit juice, colored or flavored water, or sodas are allowed.
- **ABSOLUTELY NO ENERGY DRINKS (This applies to anytime during the school day.)**
- **ONLY CLEAR WATER BOTTLES.** No fast-food cups or Yeti style cups are allowed.
- If there is a medical reason for other food or drink, please notify the school nurse.
- If your student requires a special diet accommodation for allergies or medical reasons, please contact the school nurse.

Cafeteria Behavior: Students are required to be respectful to lunch attendants, staff, and each other during lunch. Various discipline will be applied for misbehavior in the lunchroom.

## **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](http://www.vbglencoecharter.org).*

## **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.

## **TEACHER BILL OF RIGHTS §416.18.**

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

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

## **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.

## **VISITORS**

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

- The school policy is to accept visitors in the school who have legitimate business here.
- All visitors must sign in/out in one of the main offices and present a valid driver's license.
- A visitor's badge must be secured from the office and displayed by the visitor at all times.
- Visitors, including parents, are not permitted to go into their child's classroom unannounced during school hours.

## HIGH SCHOOL 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 Grading Scale:

A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	0% – 50%

The honors grading scale will be used for the following courses: any course designated as honors, dual enrollment and advanced placement courses, advanced math, calculus, trigonometry, biology II, chemistry II, and physics.

### III. Determining Grade Point Average in Grades 9 - 12

A grade point average (GPA) is the average of all course grades and is based on the final letter grade in all courses attempted. If a student repeats a failed course, the grades on the failed course will still be computed into the GPA. All GPAs will be carried out four places behind the decimal. The GPA will be used to determine graduation ranking for the following honor designations:

GPA	Honor Designation
3.75 - 4.00	Summa Cum Laude
3.5 - 3.7499	Magna Cum Laude
3.0 - 3.4999	Cum Laude

### IV. Grade-Level Classifications

High school students will be classified by Carnegie Units earned and sessions attended:

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

## **V. 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.

## **VI. ACT Testing**

- A. 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.
- B. Students in grades 9 & 10 will participate in the Pre ACT testing.

## **VII. Graduation Requirements**

- A. 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.
  1. In alignment with 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, Informational Technology, and Digital Design and Emergent Media.
  2. While the STEM (Pre-Engineering) \* is technically Jump Start pathways, students in the TOPS University Pathway may choose to follow this pathway within their curriculum of study.
  3. Students who successfully complete the four required courses in the STEM pathway will earn a Silver STEM diploma endorsement. Students who successfully complete the four required courses in the STEM pathway and four courses from the Additional Course list will earn a Gold STEM diploma endorsement.
  4. 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.
- B. In addition, Louisiana requires public school students to take one of the following steps as part of their individual graduation plans:
  1. Complete the Free Application for Financial Student Aid (FAFSA)
  2. Complete the Louisiana TOPS form
  3. Certify a waiver in writing to opt out
  4. Receive a waiver through the district hardship waiver process
- C. 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.
  1. 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.
  2. 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.

**TOPS UNIVERSITY DIPLOMA - TOTAL 24 UNITS**

<b>Required</b>	<b>Courses</b>	<b>Required</b>	<b>Courses</b>
1	ENGL I	1	Biology I
1	ENGL II	1	Chemistry I
1	English III, AP English Language Arts and Composition, IB Literature, IB Language and Literature, or IB Literature and Performance	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	English IV, AP English Literature and Composition, IB Literature, IB Language and Literature, or IB Literature and Performance.	1	U.S. History, AP U. S. History, or IB History of the Americas I
1	Algebra 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.
1	Geometry	2	One of Western Civilization, European History, or AP European History; one of World Geography, AP1 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.
1	Algebra II	.5	Health Education (JROTC I and II may be used to meet the Health Ed requirements as per Bulletin 741SS2347)
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.	1	Physical Education I
2	Foreign Language (both units in the same language)	.5	PE II, Marching Band, Extracurricular Sports, Cheering, or Dance Team
1	Art, Dance, Theater, Speech III and IV (one combined), Fine Arts Survey, Drafting, Media Arts, Photography I/II, Digital Photography	3	Electives

**Jump Start TOPS Tech Career Diploma - TOTAL 23 UNITS**

<b>Required</b>	<b>Courses</b>	<b>Required</b>	<b>Courses</b>
1	ENGL I	<b>0.5</b>	Health Education (JROTC I and II may be used to meet the Health Ed requirements as per Bulletin 741 SS2347)
1	ENGL II	<b>1</b>	Physical Education I ½ Physical Education II, Marching Band, Extracurricular Sports, Cheering, or Dance Team.
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).	<b>1</b>	U.S. History, AP U. S. History, or IB History of the Americas I
<b>1</b>	Algebra I, Applied Algebra I, or Algebra I Part 2	<b>1</b>	Government, AP U. S. Government and Politics: Comparative, AP U. S. Government and Politics: United States, or Civics with a section on free enterprise.
<b>2</b>	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).	<b>2</b>	One of Western Civilization, European History, or AP European History; one of World Geography, AP1 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.
<b>1</b>	Biology I	<b>.5</b>	Health Education (JROTC I and II may be used to meet the Health Ed requirements as per Bulletin 741SS2347)
<b>1</b>	Chemistry I, Earth Science, Environmental Science, Physical Science, Agriscience II and is an elective course), or any AP or IB Science courses.	<b>1</b>	Physical Education I
<b>1</b>	U. S. History, AP U. S. History, or IB History of the Americas	<b>0.5</b>	PE II, Marching Band, Extracurricular Sports, Cheering, or Dance Team
<b>1</b>	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.	<b>9</b>	Jump Start course sequences, workplace experiences, and credentials as approved in Regional Jump Start proposals.

### **VIII. Credit Recovery Course & Units**

Students who are enrolled in a credit recovery course must have previously taken and failed a course. The failed grade is included on the official transcript. Students may earn a maximum of seven credits (recovery) that may be applied towards their diploma graduation requirements. Students may not earn more than two Carnegie units each year through the credit recovery program.

### **IX. Graduation Ceremony**

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

- A. Successful completion of the course of studies required by the State of Louisiana.
- B. Successful completion of the course of studies required by V. B. Glencoe Charter School.
- C. Passing all required parts of the state mandated testing.
- D. All debts to VBGCS must be paid, which include financial obligations and detention/discipline debts, before graduation practice.
- E. Attendance of mandatory graduation practice.
- F. Beginning with the Class of 2023, for a 4.0 graduate to speak at graduation, as a top graduate, that student will have met the requirements of having completed 6 hours of dual enrollment courses. If a 4.0 student has not taken 6 hours of dual enrollment coursework, they will not address the class, unless none of the 4.0 graduates have taken the required courses.

### **X. Homework**

Homework is assigned by teachers to provide practice on material covered that day, to determine student knowledge and understanding of a concept, to prepare students for testing, and to build skills and abilities of students. When assigned, homework will be meaningful and reasonable in length (or amount). It is extremely beneficial for students to complete homework in order to strengthen understanding of material. Many assignments are also picked up and graded. Homework assignments can significantly impact a child's grades.

### **XI. Make-up Policy**

After an absence, students are required to make up work immediately upon their return to school. Missed assignments must be made up within three (3) school days after returning to school. It is the responsibility of the student to arrange make-up work and/or tests.

Test Make-Up 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.

### **XII. 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 worn beyond reasonable use. Textbooks that have been lost, damaged, or not returned at the end of the year will be billed to the student at the cost of a new book.

### **XIII. Academic Honesty Policy**

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

**Cheating:**

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

**Plagiarism:**

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

- Does not properly attribute words or ideas to a source.
- Quotes from another author's writing without citing the author's work. This, of course, includes failing to cite materials from the World Wide Web, as well as copying materials from library books or peers' papers.
- Cites, with quotation marks, portions of another author's work, but uses more of that work without quotation marks and without attribution.
- Takes a paper, in whole or in part, from a site on the Web or a "library" of already written papers.
- Steals, borrows, buys, or copies a paper from another student and then submits that paper as the student's own work. The student who supplies the paper has also committed plagiarism.
- Submits the same paper twice for two different assignments and/or in two different classes, unless both teachers have given permission.
- Takes the results of another's research and attempts to pass those results off as his/her own work.

If the student is caught plagiarizing:

- The student will fail the assignment, but will have to re-do the assignment for up to 50% credit.
- The student's parents/guardians will be contacted by the teacher and informed about the student's plagiarism.
- A written disciplinary referral will be placed in the student's file documenting the first occurrence.
- Two or more occurrences will result in additional consequences, as determined by the administrator.

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

**XIV. 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.

**XV. Physical Education**

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

#### **XVI. Student Drivers**

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

#### **XVII. 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. Students wishing to bring outside guests must obtain a permission slip from the dance sponsor that is to be completed by the outside student's principal, and returned to the school.

**Appendix**  
**Appendix A**  
**STUDENT COMPUTER ACCESS AND USE**  
**Children's Internet Protection Act Compliance Policy**  
**INTERNET SAFETY**

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

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

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

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

**PERMISSIONS**

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

## COMPUTER AND INTERNET USE TERMS AND CONDITIONS

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

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

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

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

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

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

## RESPONSIBLE USE

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

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

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

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

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

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

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

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

## **CIPA MONITORING POLICY UPDATE**

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

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

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

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

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

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

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

## **CIPA MONITORING AND TRAINING POLICY**

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

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

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

- A. The standards and acceptable use of Internet services as set forth in the V. B. Glencoe Charter School Internet Safety Policy;
- B. Student safety with regard to:

- a. safety on the Internet;
- b. appropriate behavior while online, on social networking websites, and in chat rooms
- c. Cyberbullying awareness and response.

C. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

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

## **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS**

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

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

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

## **DEFINITIONS**

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

## **NOTIFICATION**

The V. B. Glencoe Charter School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student’s attendance, be notified of the

provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

## **INAPPROPRIATE COMMUNICATIONS**

The V. B. Glencoe Charter School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the V. B. Glencoe Charter School to make all employees and students aware of the expectations and procedures of the school system and the V. B. Glencoe Charter School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their director at the first opportunity available, any student-initiated communication that may be construed as inappropriate.

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

## **VIOLATIONS**

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

## Appendix B

### V. B. GLENCOE CHARTER SCHOOL STUDENT TRANSPORTATION POLICY

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

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

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

#### 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 bus as they would in the school and, therefore, the school director will deal with any unacceptable behavior. Improper conduct may result in the withdrawal or suspension from the bus. Reinstatement will be at the discretion of the school director (or designee) after consultation with the transportation coordinator and the student and parents/ guardians. 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 director or assistant principal of the school. Bus drivers will report unsatisfactory behavior to the director or assistant principal of the school.

#### 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.

## Appendix C

### 2022 – 2023 Fee Schedule

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

#### List of Fees

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

The 2022-2023 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-5 <sup>th</sup> )	
Orientation Fee: <ul style="list-style-type: none"> <li>● Home/School Folder and/or Planner</li> <li>● Consumable Classroom Materials</li> <li>● ID &amp; Clip</li> </ul>	\$20.00
Art/STEAM Supply Fee	\$5.00
Technology Fee: <ul style="list-style-type: none"> <li>● School and home access to online resources.</li> </ul>	\$5.00
<b>Total:</b>	<b>\$30.00</b>

Middle School (6 <sup>th</sup> – 8 <sup>th</sup> )	
Orientation Fee: <ul style="list-style-type: none"> <li>● Home/School Folder &amp; Planner</li> <li>● Consumable Classroom Materials</li> <li>● ID &amp; clip/lanyard</li> </ul>	\$20.00
Science Lab Supply Fee (6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> grade)	\$10.00
Quest for Success Course Fee (8 <sup>th</sup> grade)	\$10.00
Technology Fee: <ul style="list-style-type: none"> <li>● School and home access to online resources.</li> </ul>	\$5.00
<b>Total:</b>	<b>\$35.00 - \$45.00</b>

High School	
Orientation Fee: <ul style="list-style-type: none"> <li>● Home/School Folder</li> <li>● Planner</li> <li>● ID &amp; clip/lanyard</li> <li>● Consumable Classroom Materials</li> </ul>	\$20.00
Academic Class Supply Fees: <ul style="list-style-type: none"> <li>● Physical Science</li> <li>● Biology</li> <li>● Biology II</li> <li>● Chemistry</li> <li>● Environmental Science</li> <li>● Introduction to Engineering</li> <li>● Principles of Engineering</li> <li>● AP Computer Science</li> <li>● Engineering Design &amp; Development</li> </ul>	\$10.00 / each
Academic Class Supply Fees: <ul style="list-style-type: none"> <li>● Survey of Fine Arts</li> <li>● Art I</li> <li>● Art II</li> <li>● Digital Media</li> </ul>	\$20.00 / each
Technology Fee: <ul style="list-style-type: none"> <li>● School and home access to online resources.</li> </ul>	\$5.00
<b>Total:</b>	<b>Varies on Student Schedule</b>

Other	
Student Parking Permit: (High School Students Only)  A completed parking application, copy of driver's license, and proof of insurance is required. Parking permits can be purchased starting a week before the start of school.	\$15.00
Technology Insurance (Pre-K – 12 <sup>th</sup> Grade)  Nonrefundable insurance per device; signed contract required for student use of device. If not paid, parent assumes full responsibility for damages and loss of device. If the \$20.00 insurance fee is used towards the repairing of a device, another \$20.00 will be needed to cover subsequent devices. Insurance covers incidental damages, not the loss of a device.	\$20.00 (\$40.00 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, 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's 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 the school year or upon withdrawal of their dependent child. Fees will be limited to no more than the replacement cost of the book or material, but may, at the discretion of the board, be reduced according to the physical condition of the lost or damaged book or material.

## **School Supply Lists**

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

## **Economic Hardship Waiver**

V. B. Glencoe Charter School seeks to balance fairness with equity and an acknowledgement of economic hardship facing many families in the communities that we serve. Hardships considered for fee waivers include, but are not limited to, loss of wages, a catastrophic illness, a death in the family, providing foster care services, or homelessness. As such, the director 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 Director.
- Provide additional documentation requested by the Director.
- Commit to informing the Director if the family's economic circumstances change and the fee is able to be paid later in the academic year.

**Please send an e-mail to Loren Decuir, Director, at [ldecur@vbglencoecharter.org](mailto:ldecur@vbglencoecharter.org) to discuss payment arrangements, financial hardships, or to request a Fee Waiver Request Form.**

**Revised: June 2022**

## Appendix D

# SECLUSION-AND-RESTRAINT-POLICY

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

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

This policy and the guidelines and procedures regarding seclusion and restraint maintained by the Director shall be provided to all school employees and every parent of a student with a disability under Bulletin 1508. All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported by the School Board to the Louisiana Department of Education (LDE).

### **Guidelines and Procedures**

The V.B. Glencoe Charter School Board shall require the Director and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees (defined under La. R. S. 17:416.21 as teachers, paraprofessionals, administrators, support staff, and related services providers) and every parent of a student with an exceptionality (students with disabilities identified under Bulletin 1508/1706), and shall include reporting requirements and follow-up procedures,

including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the LDE.

## **SECLUSION**

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

Seclusion is permitted only:

- For behaviors that involve an imminent risk of harm.
- As a LAST resort when de-escalation attempts have failed and the student continues to pose an imminent threat to self or others.
- As long as necessary to minimize the imminent risk of harm while summoning the assistance of crisis intervention personnel, emergency medical services personnel, and/or law enforcement officers when a crime has been committed. 8 Seclusion is prohibited:

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

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

## **SECLUSION ROOM**

A seclusion room is permitted only under the following conditions:

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

Seclusion Room is prohibited:

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

## **MECHANICAL RESTRAINT**

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

## **PHYSICAL RESTRAINT**

Physical restraint is permitted only under the following conditions:

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

Physical restraint is prohibited:

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

## **MONITORING & DOCUMENTATION**

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

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

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

## **SECLUSION AND RESTRAINT PROCEDURES**

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

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

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

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

# **Appendix E**

## **Ready to Achieve! 2022-2023 Reopening Plan**

### **V. B. Glencoe Charter School**

#### **Instructional Model for the 2022-2023 School Year**

V. B. Glencoe Charter School will operate a full traditional in-person model of instruction for the 2022-2023 school year following guidelines for maintaining a safe learning environment.

#### **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 of 100.4 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.

##### **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.

#### **Isolation for Individuals with Confirmed or Suspected COVID-19:**

**All positive cases should be reported to the school. The school nurse will follow-up with parents.**

Individuals with confirmed or suspected COVID-19 infection should not return to school until the following “end of self-isolation criteria” are met. Day 0 is the day symptoms began or, if asymptomatic, the day the person took a test that had a positive result. Day 1 is the day after symptoms began, or if a person does not have symptoms, the day after the person tested positive (use the date the test sample was collected).

- Stay home for 5 days.
- If symptoms are resolving after 5 days, you can return to school.
  - If you continue to have a fever or your other symptoms have not improved after 5 days, you should stay in isolation until you are fever-free for at least 24 hours without the use of fever-reducing medication and your other symptoms have improved.
- Continue to wear a mask around others for 5 additional days (i.e., through Day 10).
  - If school cannot ensure masking for 5 additional days, then the individual should isolate for a full 10 days.
  - Student athletes participating in contact sports should not return to athletic events for the full 10 days

Symptomatic, positive, or quarantined individuals will be contacted by the school nurse for specific details regarding returning to school. A doctor note with a confirmed positive test result is required upon return to school. ***Please see absence procedures below.***

## **Absences for Confirmed or Suspected COVID-19**

An excused absence will be entered *when a doctor's excuse is provided confirming a positive COVID case or alternative diagnosis*.

- Home COVID tests will be treated the same as a parent note and will not result in an excused absence.
- The parent's choice to quarantine without a documented positive case will not be an excused absence unless the student has been quarantined by a physician as documented by a doctor's excuse,

### **Continuing Learning During Isolation:**

Students will be responsible for making up missed work during isolation for COVID 19 as with any illness. All students have access to school issued Chromebooks. Materials and lessons will be posted and accessible on Google Classroom to the greatest extent possible.

- Students in grades 7-12 should have access to their device daily, except during school holidays.
- A device pick up can be arranged for students in grades k – 6<sup>th</sup> grade.
- Packets for grade K – 4<sup>th</sup> can be made for students who do not have the internet and must be picked up by parents or sent home with a sibling.

Please see Low Cost Internet Options below.

## **Medium/High Community Levels of COVID 19**

At a medium COVID-19 Community Level, people who are immunocompromised or at risk for getting very sick with COVID-19 should talk to their healthcare provider about the need to wear a mask.

During a high Covid 19 Community Level, school leadership will have the option to implement the wearing of face coverings.

## **Direct Contact with a Person with COVID 19**

Direct contact is defined as being within 6 feet for at least 15 minutes over a 24-hour period.

### **Direct Contact Outside of the School Setting:**

An individual who has been in direct contact with someone who has COVID-19 should wear a well-fitting mask for 10 days. It is the responsibility of the child and parent to self-monitor masking. Parents and staff must inform the teacher/school on the first day of school after exposure.

### **Covid 19 Outbreak within the School Setting:**

Masking will be required if it is determined that an outbreak of COVID 19 has occurred within a cohort, or core group, on campus.

A cohort is a core group of students that follow the same schedule or similar schedules throughout the day. This could be a classroom or a grade level.

- A cohort outbreak occurs when there are 3 or more positive cases within 14 days that are not attributed to a known exposure outside of the school setting. *When this occurs, the cohort group will be required to wear a well-fitted mask until there are 14 days of no new positive cases.*
- A school outbreak occurs when 5% of the school population have positive cases within 14 days that are not attributed to a known exposure outside of the school setting. *When this occurs, all students and staff will be required to wear a well-fitted mask until there are 14 days of no new positive cases.*
- Seating charts will be maintained in classrooms and on buses to track school exposure.
- Implementation of full virtual learning for a COVID outbreak will be an individual, case-by-case decision. That decision will ultimately be made by school leadership, with guidance and expertise from the 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 school leadership 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.

## **Exposure Notification to Parents**

### **Elementary COVID Courtesy Exposure Call**

- If the school receives a report of a positive COVID case on campus that is not attributable to an outside exposure, a courtesy exposure robo-call will be sent to that student's class.

Good morning/afternoon: This is (insert name) from (insert name). This is a courtesy call to inform you, your student was exposed to COVID-19 at school. If your child becomes ill, keep him/her home and contact the school. Thank you.

### **Middle/High School COVID Courtesy Exposure Call**

- If the school receives a report of a positive COVID case on campus that is not attributable to an outside exposure, a courtesy exposure robo-call will be sent to that student's schedule. If a positive case is identified on a sports team, the coach will be responsible for notifying the parents of the remaining players of the exposure.

Good morning/afternoon: This is (insert name) from (insert name). This is a courtesy call to inform you, your student was exposed to COVID-19 at school. If your child becomes ill, keep him/her home and contact the school. Thank you.

- If there are **three or more cases in one grade level that are not attributable to an outside exposure in a 14 day period**, an exposure robo-call will be sent to the entire grade level and the cohort will be required to wear a well-fitting mask.

Good morning/afternoon: This is (insert name) from (insert name). This is a courtesy call to inform you, your student was exposed to COVID-19 at school. At this time, we ask that your student wear a well-fitting mask at school until further notice. If your child becomes ill, keep him/her home and contact the school. Thank you.

## **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, and throughout the day.
- 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.
- Personal refillable water bottles are highly recommended for all students.

• **Face Coverings:** Please see guidance above for community and cohort levels of COVID 19

## **Disinfecting and Cleaning Measures**

Disinfecting and cleaning measures will be conducted at least once a day to reduce the risk of germs spreading by touching surfaces in the following areas throughout the day:

- Frequently touched surfaces, such as door handles, light switches, and faucet handles
- Office spaces, common areas, and work areas
- Restrooms
- Classrooms
- Water fountains; Students are asked to bring a water bottle from home.
- If an area was used by a sick person or someone who tested positive for COVID-19 within the last 24 hours, the space should be cleaned and disinfected.

## **Wi-Fi Access and Low Cost Options:**

**T-Mobile Project 10 Million – Free Hotspots and Internet to 10 million qualifying customers.**

<https://www.t-mobile.com/brand/project-10-million>

**Version – Low cost Internet for those who qualify.** <https://www.verizon.com/info/low-income-internet/>

**Cox - Low-cost student internet \$9.95/month.**

<https://www.cox.com/residential/internet/connect2compete.html>

## Appendix E

### Bullying, Harassment, Terrorizing Policy

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

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

*Bullying* shall mean:

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

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

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

## **Notice to Students & Parents**

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

### **Reporting**

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

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

### **Students & Parents**

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

### **School Personnel**

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

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

### **False Reports**

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

### **Investigation Procedure**

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

1. **Timing**

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed as expeditiously as possible, but not later than ten (10) school

days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

## 2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the [Bullying Investigation](#) form.

## 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.

B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or Article 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

## 4. Documentation

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.

- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

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

#### Handling Evidence

Whenever an employee/administrator receives notice of an allegation of bullying, hazing, or similar behavior, including threats, any physical evidence of the alleged act/communication obtained by the building administrator in his investigation of the same shall be privately stored in his office. If the act/communication is in the form of graffiti, the area of graffiti shall be sealed off by the building administrator to the extent possible and/or photographs of it shall be taken. Offensive graffiti shall be removed as soon as possible, but it shall not be removed until law enforcement has been notified and has been given an opportunity to examine it.

#### Disciplinary Action

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

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

#### Training

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

#### Retaliation

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

Clarence Vappie  
President  
Alison Provost  
Vice President

**Virgil Browne Glencoe Charter School**  
**4491 LA Hwy 83**  
**Franklin, LA 70538**  
**Tel: 337-923-6900 FAX: 337-923-6942**

Loren M. Decuir  
Director  
Morgan Segura  
C. F. O

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Student's Name

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Grade

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Homeroom Teacher

**STUDENT HANDBOOK:**

\_\_\_\_\_ I have received and agree to all rules and regulations in the V. B. Glencoe Charter School **Student Handbook** for the 2022-2023 School Year. Please review all policies in this handbook with your child.

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**INTERNET PERMISSION:**

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.

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**FAMILY SCHOOL COMPACT:**

\_\_\_\_\_ We agree to accept the Family/School Compact.

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**PHOTO/IMAGE USAGE PERMISSION**

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.

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**

---

**Parent's 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.

Clarence Vappie  
President  
Alison Provost  
Vice President

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Loren M. Decuir  
Director  
Morgan Segura  
C. F. O

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.

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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