James Evans III Loren M. Decuir

President Director

Cecile Coleman Anita S. Breaux

Vice President C. E. O.

***Virgil Browne Glencoe Charter School***

4491 LA Hwy 83

Franklin, LA 70538

Tel: 337-923-6900 FAX: 337-923-6942

I have received and agree to all rules and regulations in the **V. B.** **Glencoe Charter School** **Student Handbook** for the 2018-2019 School Year. Please review all policies in this handbook with your child.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name Grade Homeroom Teacher

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Parent Signature

Check one below:

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Student Signature Date

We agree to accept the Family/School Compact.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Teacher Signature Date

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



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# *Virgil Browne Glencoe Charter School*

# 4491 LA Hwy 83

Franklin, LA 70538

Tel: 337-923-6900 FAX: 337-923-6942

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, 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 we ask for your permission to use information about your child.

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

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

Check one of the following choices:

\_\_\_\_\_\_ I grant permission for a photo/image and personally identifiable information to be published on the school’s website, 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, yearbook, bulletin boards and digital classrooms.

Student’s Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s School: **\_\_\_\_\_\_\_\_\_\_\_\_\_V. B. Glencoe Charter School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student’s Grade: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent/Guardian: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**V. B. GLENCOE CHARTER SCHOOL**

**4491 LA HWY 83**

**FRANKLIN, LA 70538**

**PHONE: 337-923-6900**

**FAX: 337-923-6942**

**STUDENT**

**HANDBOOK**

**2018 - 2019**

**LOREN M. DECUIR, DIRECTOR**

**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.
* When my child is 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 do my best at all times and respect others.
* I will cooperate with teachers and other students.
* I will complete all assignments on time.
* I will be on time for school every day.
* 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 obey all school policies.

We understand the importance of education and the importance of the family and school working cooperatively in the education process.

Adhering to this concept, we agree to accept this Family / School Compact**.**

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

**MISSION STATEMENT**

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

**ADMISSION**

State Law requires a child to be five years of age on or before September 30th to enter kindergarten, and six years of age on or before September 30th to enter first grade. If the child has not attended school before, or has never attended school in Louisiana, it is mandatory that the parent bring a birth certificate and social security card for the child. State Law also makes it mandatory for parents to present evidence that the child has been immunized against polio, MMR (measles, mumps, rubella), DTP (diphtheria, tetanus, pertussis), Hepatitis B and Chicken Pox, Meningitis, and any other Louisiana immunization requirements before entering a Louisiana school.

**New Student Application Documentation –** completed enrollment application, birth certificate, social security card, immunization record, and last report card.

**ATTENDANCE POLICY**

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.

Elementary students (K-8th) are required to attend one hundred sixty-five (165) days per year to receive credit in all full credit courses. When your child returns to school after an absence, please send a signed Doctor’s note to the child’s teacher explaining the absence. If your child will be absent for more than two consecutive days, please contact the office. We encourage you to schedule medical/dental appointments outside school time whenever possible. Habitual absenteeism will be reflected in student grades. If a child is absent 1 day he/she is given 1 day to make up work, 2 days, 2 days to make up work, etc…

**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.

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

**TARDINESS**

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.

**ARRIVAL AT SCHOOL**

Students are not to arrive at school before 7:30 AM. Assistance is available 30 minutes before school. If you have an emergency situation, you must receive permission from the Director. A student needing assistance should immediately go to the office. Any student arriving after 8:00 a.m. shall be brought into the office by an adult to be signed in.

**DISMISSAL**

School is dismissed at 3:25 PM. Upon dismissal, bus riders and car riders are to report directly to the school entrance.

**Regular bus riders will ride the bus unless their teacher receives a note. If you have a situation and you need to change the way a student gets home, you must call the office before 1:00 p.m. Any changes after this time must be approved by the Director.** Car riders on the Middle School Campus load on Chapel Lane. Car riders on the Elementary School campus load after the 1st load of busses. If you arrive later, remain behind the 2nd load of busses to ensure safety of all children departing school.

**EMERGENCY SCHOOL CLOSING**

In the event school is closed due to bad weather or any emergency, 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)

**Inclement Weather Grades K-3 ReCESS**

Daily outdoor recess is a valuable factor in promoting healthy classroom conditions. Occasionally, we must cancel recess due to extreme weather conditions. As a rule, however, please have children come to school prepared to play outside.

**School Food Services**

We provide a monthly lunch and breakfast menu calendar for your planning. V. B. Glencoe Charter School has qualified for the Community Eligibility Program for the 2018 – 2019 School year. All enrolled students of the school are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day for the 2018 – 2019 school year.

**Field Trips -** Lunches for students will be bagged or student may bring their own packed lunch. Please refrain from bringing fast food items since field trips are school sponsored events therefore state food service rules apply.

**Fees, Dues, & Donations**

A school workbook/supply fee of $25.00 is charged annually, a $5.00 Art Supply fee for Kindergarten through 8th grade students and a $5.00 Science Lab Fee for 7th and 8th grade. We periodically request donations to help fund various activities. Donations are voluntary and anonymous. Participation in the activity for which donations are solicited is not conditional on student enrollment. If an economic hardship arises contact Director for possible granting of fees and dues waiver.

**Change of Address or Withdrawals**

Please notify the school office of any change of address or telephone number. It is important that we have a current telephone number to reach parents in the event of an emergency. Notify V. B. Glencoe Charter School immediately if you plan to withdraw student from school. All fees and books must be accounted for before a final report card will be issued.

**Medication**

V. B. Glencoe Charter School prefers medications be administered at home rather than at school. If this is not possible, inform the office staff or school nurse of medication 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, chap stick, 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.**

**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 should be medicine and fever free for 24 hours before returning to school.

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

**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.

**Emergency Procedures**

Each classroom has emergency procedures posted near the door. We hold 10 emergency drills annually. When you come to the school, please take a moment to review these procedures.

**GRADES**

Grade Percentage

|  |
| --- |
| K – 2Grade |
| A/B ---- S |
| C/D ---- N |
| F ---- U |

A 100-93

B 92-85

C 84-75

D 74-67

F 66-0

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

**FAILURE POLICY**

**Kindergarten:** For a student to be promoted to the first grade, students must demonstrate proficiency in kindergarten skills as defined in Louisiana Content Standards.

1. Students must be proficient in these reading standards, but not limited to: answer questions about stories; read sentences containing cvc words; rhyme; and recognize the alphabet letters and sounds.
2. Students must be proficient in these math standards but not limited to: addition and subtraction within 5; identify two and three dimensional shapes; and count to 100.

**First-Second Grade**: For students to be promoted items 1-4 must be met. They are:

1. Students must demonstrate proficiency in first grade skills as defined by the Louisiana State Standards by meeting the following requirements.
2. Must make a minimum 67% passing grade in Reading;
3. Must make a minimum 67% passing grade in Mathematics; and
4. Minimum of 160 days of attendance in a school year of 180 days.

**Third Grade:** For the students to be promoted, these criteria must be met.

1. Students must pass Math, Reading, and one other major subject, Science, Social Studies, or Language.
2. Minimum of 160 days of attendance in a school year of 180 days.

**Fourth Grade**

Each LEA shall identify third and fourth grade students who have not met an acceptable level of performance that would enable them to successfully transition to the next grade level. Fourth grade students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan.

**Fifth- Seventh Grades:** To be promoted, students must demonstrate proficiency in fifth-seventh grade’s skills as defined by the Louisiana State Standards, by meeting the following requirements:

1. Students must pass four major subjects (ie. Reading, Language, Math, Science, Social Studies) with a minimum of 67% passing grade.
2. Minimum of 167 days of attendance in a school year of 180 days

**Eight Grade:**

Eighth grade students shall score at least at the “Basic” achievement level in either English language arts or mathematics and “Approaching Basic” in the other subjects in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments in the spring, following the completion of summer remediation, may be placed on a high school campus in the transitional ninth grade. For any student who recently completed the eighth grade and is transferring into the LEA from another state or country after the completion of summer remediation, the LEA shall review the student’s academic record to determine appropriate placement in ninth grade or transitional ninth grade. Such placement shall occur no later than October 1 of each school year.

**RENAISSANCE: Every 6 weeks**

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

NO Office Referrals

* **Bronze Card**---GPA 2.9 – 2.0, No D’s or F’s on report cards, No ‘U’s on report cards, A or B in conduct,

NO office Referrals

* **End of Year Renaissance T - Shirt** – To qualify for a Renaissance T - Shirt you must achieve Renaissance 5 of 6 grading periods. If the 6th grading period is needed to achieve 5, teacher recommendation to the Director for approval.
* **Perfect Attendance**---To qualify for perfect attendance, a student must be present from 8:00 a.m. to 3:25 p.m. per the 2017 – 2018 school calendar.

**HOMEWORK**

It is expected that homework assignments at school will be taken home and completed before the following school day. Some activities will be assigned specifically as homework. Special reports may be required from time-to-time. Parent assistance is helpful on these reports. We encourage parents to spend time each day with their student reviewing school assignments. We hope that parents will encourage their students to read extensively, setting aside a regular reading time each day. Daily assignments, which are not completed on time, may result in a lowering of the student’s grade.

**Failure to Complete Homework**

* **First offense** per grading period will result in a warning and a note/phone call home to the parent/guardian by the teacher.
* **Second offense** per grading period will result in student being issued a detention mark and recess/lunch detention.
* **Third offense** per grading period will result in student being issued a detention mark and recess/lunch detention.
* **Fourth offence** per grading period will result in student serving after school detention which begins promptly at 3:30 p.m. until 4:25 p.m. Parents/Guardians make arrangements for timely pickup.

**TITLE I READING & MATH LABS**

Each school year, students at risk of failing the LEAP 2025 tests are offered remediation/tutoring services in Title I Reading and Math Labs during the school day. Consideration for this program is based on LEAP 2025 scores, teacher recommendation, parental request, or student request. Elementary students at risk of failing will also be given remediation in the classroom by Title I Paraprofessionals.

Selection for these labs or tutoring does NOT mean your child is going to fail the LEAP 2025 test. It does mean that this student may need some extra help in mastering some skills necessary to succeed on these tests. Students may not need to attend these labs all year. The lab teachers will notify students when they no longer need to attend these labs.

Remember, these remediation/tutoring labs are only intended to improve the education of your child.

**School Building level Committee (SBLC)**

The School Building Level Committee provides a number of support services for special need students including: Speech, Hearing & Vision screening and Special Education (IDEA).

**STUDENT DRESS AND GROOMING**

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

**DRESS CODE**

**Pants**

Navy or khaki zip up uniform pants. Uniform pants shall be made of standard twill, polyester, or cotton uniform material. The following will not be allowed: jean, carpenter, or cargo style, button up the front, zippers or pockets on the side, or sweat pants. No torn, ripped, cut or cut off clothing of any fashion that is not properly hemmed. Waistband must cover the top of the hipbone. Skinny or tight fitting pants are not allowed. **Elastic waist pants/shorts may be worn in Pre-K, K & 1st only.**

**Shorts, Skirts, Skorts, Capris, Dresses**

Navy or khaki in color. The length must be no more than 2 inches above the knee. Leggings worn under the skirts/dresses must be solid navy, beige, black, gray or white, no patterns. Dresses may be navy, khaki, or hunter green.

**Shirts**

Solid Navy or Hunter green short or long sleeved polo style shirts. Shirts SHALL be tucked in at all times. If an under shirt is worn it must be white, navy or hunter green and not visible on sleeve.

**Socks**

Socks – solid colored socks must be worn at all times.

**Belts**

Belts must be worn at all times and must fit appropriately.

**Shoes**

Athletic/tennis shoes are required. All shoes must tie or Velcro. Slip on or novelty shoes are not allowed. (ex: lights or roller blades) If students in Pre - K - 2nd grade do not know how to tie their shoes, they must wear Velcro. SHOES WORN MUST PERMIT RUNNING AND EXERCISING IN P.E.

**Sweatshirts/Sweaters**

Sweatshirts and sweaters must be navy, white, black or hunter green. Plain or school logo and must be free of name brand logos. **Please label clearly with your child’s name**.

**Jackets**

Outerwear garments used outdoors may be any color, not to be worn inside 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.

**Grooming/Make-up/Jewelry**

School uniform must be clean and neat.

Haircuts and hairstyles must be neat, clean and presentable so that vision is not obstructed. Excessively distracting hair color and/or styles are not allowed.

Appropriate wristwatches, chains (inside shirt), and rings may be worn. Earrings must be single and non-dangling.

Make-up is not allowed in grades Pre-K - 4. Light makeup is allowed in 5th – 8th grades.

Fingernails, haircuts and hairstyles may be prohibited if, they present a danger to the student’s health and safety, or create a classroom or school disorder.

**Friday/Field Trips**

Blue jeans (made of blue jean material, not colored leggings) or shorts (no more than 2 inches above the knee) will be allowed if worn with the V. B. Glencoe Charter School T-Shirt. Regular uniform should be worn if the above attire is not available. No excessively tight clothing, pants/trousers or tops/blouses shall be permitted.

In questions regarding dress and grooming, the Director has the discretion of deciding whether a student’s appearance is disruptive to the learning process. Any student who repeatedly has to be warned of violating the dress code will be subject to disciplinary action. Failure to adhere to this policy will result in loss of dress down privileges.

**Consequences for Dress code Violations**

* **First Violation**: Verbal warning to student.
* **Second Violation**: Warning to student, detention mark issued, and parent contact.
* **Third Violation**: Warning to student, detention mark issued, and parent contact.
* **Fourth Violation**: After School detention begins promptly at 3:30 until 4:25 p.m. Parent/Guardian makes arrangements for timely pickup.

**CONDUCT BEHAVIOR/MANAGEMENT**

A student should act in an acceptable manner at all times. He/she should be courteous and considerate of his/her teachers and schoolmates. He/she must be orderly, attentive, respectful, responsible, compassionate, polite, kind, decent and moral. Proper behavior is expected from all students so that the classroom educational climate is not compromised. Each classroom teacher will issue weekly conduct grades. Parents are urged to check weekly progress reports to monitor their child’s classroom behavior.

**DISCIPLINE**

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

We are grateful to all students who build a sense of pride in V. B. Glencoe Charter School and who behave responsibly by following school rules. We emphasize the positive aspect of self-discipline by recognizing students through classroom awards, Gator Bucks, school certificates, notes home to parents, reward assemblies, special privileges, and positive visits with the Director. Everyone who obeys the rules at school will be recognized in some way. In the event rules are not followed the following is a summation of disciplinary procedure. The Director and/or the Advisory Committee will handle hearings for suspensions, expulsions, and grievances of parents and students. The Advisory Committee consists of 3 teachers that make recommendations on major discipline issues for staff and students.

**SUSPENSION**

Student work will be given. After returning, all tests will be made up in accordance to class test dates.

**DISCIPLINARY ACTION FOR STUDENTS WITH DISABILITIES**

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

**GENERAL SCHOOL RULES**

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

…treat students and school staff with respect.

…walk quietly when in the halls and in the restrooms.

…obey classroom rules.

…show good effort and achievement in school activities.

…follow GATOR Rules (Appendix A)

…follow Bus Rules

1. Referral Slips will be issued to students for the following:
2. Reaching maximum step on classroom consequences.
3. Vandalism
4. Placing self-or others in danger, including but not limited to:

Harassment, making threats, fighting, throwing objects, contact sports, being in off-limit areas

1. Stealing
2. Blatant disrespect or disobedience
3. Sexual Harassment
4. Profanity
5. Three Tardies
6. The following are governed by state and local law and will be referred to the appropriate civil authority:
7. Vandalism
8. Pulling the Fire Alarm
9. Use of tobacco, alcohol, or drugs
10. Sexual harassment (2nd Offense)
11. Violation of Safe School Policy

**SAFE SCHOOL POLICY**

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

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

The V. B. Glencoe Charter School Board is the exclusive owner of any public school building and any desk or book sack utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or security guard employed by the School Board, have 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 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 employee, and any other person or object or School Board property and at school sponsored events. Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, according to School Board discipline policies and provisions. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials when criminal violations are indicated. Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator’s office, and a copy of it shall be sent to the Board within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/designee. No actions taken pursuant to the policy by any teacher, principal, administrator, or school security guard employed by the School board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

**FIGHTING POLICY**

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

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

The Director will:

* Conduct a thorough investigation.
* Call the parent/legal guardian of the student(s) involved to come to the school. (Depending on the nature/severity of the incident.)
* Have the authority to suspend student(s) after a thorough investigation pending hearing with the Advisory Committee.

**BUS RULES**

In order for you to understand the regulations covering the conduct of your child while he/she is riding the school bus, the following information is provided for a safer and more efficient transportation program. It is requested that you and your child read these regulations.

**Students:**

* Must be seated at all times.
* Anything being brought to or from school must be placed in a book sack and remain in book sack for the entire ride. (Cell phones & electronic devices are NOT ALLOWED)
* Book sacks are to be placed in students lap, not on the floor.
* No food or drinks allowed on bus.
* Keep hands and feet to yourself, and out of the aisles. Do not extend your arms, head or objects out of windows.
* Sit straight and face forward.
* Normal conversation tones are permissible, loud noises will not be tolerated.
* All busses are full, therefore students will not be allowed to ride another bus or have other friends ride that are not assigned to this bus.
* Obtain permission from the driver before opening window when it’s cold or raining.
* Must obey rules and respect driver at all times.
* No items with strong odors such as finger nail 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 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 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 exists 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.

* Alcohol, drugs, pets, glass objects (except eye glasses), Weapons
* Tobacco, matches, cigarette lighters, obscene material.
* Cell phone or electronic communication devices.

**LATE ARRIVALS AT BUS STOP LOCATIONS**

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

* **First Offense:** Written notice to be signed by parent/guardian before student will be allowed to ride the bus again.
* **Second Offense:** Written notice and three day suspension from the bus.
* **Third 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, driver will contact the Director for instructions. Students will be returned to school.

**Field Trips**

Throughout the school year, students will have the opportunity to leave the school and visit various educational sites. Parental permission is required in order to ensure that parents know where their children are at all times. Field trips are part of the school’s charter. Admissions to events and bus costs for students are paid by the school. Lunches for students will be bagged or student may bring their own packed lunch. Please refrain from bringing fast food items since the field trips are school sponsored events state food service rules apply. Field trips are part of the child’s experiences at V. B. Glencoe Charter School. If a child is **NOT** to attend a field trip, he/she must remain at home. An absence will be counted against the student and will be noted in school computer system. V. B. Glencoe Charter School does not have services for children not on field trips. Field trips are for members of the class only. Field trips are not only for fun, but more important, for the well roundedness of our students. Standard rules of conduct are expected of all students during these trips. Please remind your child that the bus driver is in charge on the bus. The driver’s expectations will be enforced by parents and teachers accompanying students on the field trip. A student may be excluded from field trips when school personnel determine their behavior poses a potential threat to self, others, or property. Parents will be notified in advance if a student is to be excluded.

For your child’s safety, V.B. Glencoe Charter School Board enacted a policy regarding chaperones. The policy states, any person 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 check must be on file prior to field trip. Questions or concerns, please contact the Director. Make sure you bring the following items with you; picture ID, Original Social Security Card, $15.00 money order made payable to Sheriff’s Department.

**Parent Visits**

Parents are invited and encouraged to visit the school. We ask that you arrange your visit with the teacher in advance, and that you check-in at the office to pick-up a VISITOR PASS when you arrive. We are unable to have friends or relatives (including pre-school brothers or sisters) spend time in the classroom with students.

**Lost and Found**

Lost and found items are stored near the office. Students and parents 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.

**Stay-in From Recess, Grades K-3**

If a student has been ill or has a medical reason not to go outside, please provide a note or phone call to the office. A “stay-in” permission note will be issued for these rare exceptions.

**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. 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.

**Classroom Treats (Grades K-5)**

We welcome you to bring treats to school parties and special recognitions. However, we ask that you bring them to the school office after 1:30 PM unless prior arrangements have been made with the Office.

**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.**

**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.

**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.

**ZERO TOLERANCE POLICY**

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

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

* Drugs—unauthorized possession, transfer, use, or sale of drugs and/or alcohol.
* Drug paraphernalia—unauthorized possession, transfer, or sale of paraphernalia used in drug use.
* Arson—the willful and malicious burning of any part of a building or its contents.
* Battery upon a school employee—the actual unlawful and intentional touching or striking of a school employee against his or her will, or the intentional causing of bodily harm to a school employee.
* Stealing/Larceny/Grand Theft—the intentional unlawful taking and/or carrying away of property valued at $100 or more belonging to or in the lawful possession or custody of another.
* Burglary of school property—breaking, entering, or remaining in a structure without justification or excuse during the hours the premises are closed to the public.
* Criminal mischief—willful and malicious injury or damages more than $200 to public property, or to real or personal property belonging to another.
* Possession of firearm (s)—any firearm which will expel a projectile by the action of any explosive.
* Possession of weapons—possession of a knife, a switchblade knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object that may be used as a weapon.
* Bomb threat—any such communication directed at a school employee or building that has the effect of interrupting the educational environment.
* Explosive—preparing, possessing, or igniting on school property explosives likely to cause serious bodily or property damage.
* Sexual acts—acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
* Aggravated battery—intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
* Inciting or participating in major student disorder—leading, encouraging, or assisting in major disruptions that place students, staff, and the educational process at risk or which result in destruction or damage of private or public property or personal injury to participants or others.
* Convicted felon—any student who has committed an act which had it been committed by an adult, would have constituted a felony.
* Any other offense that the Director may reasonably deem to fall within this category or that state or parish policy places within this violation category.

**THREATS, HARASSMENT, INTIMIDATION, AND BULLYING (CYBERBULLYING)**

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

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

See also, Electronic Communications between Employees and Students. **See also, Bullying, Hazing, and Terrorizing Policy on website** [**www.vbglencoecharter.org**](http://www.vbglencoecharter.org)

**SMOKING/TOBACCO POLICY**

Students shall not be permitted to have tobacco and/or tobacco paraphernalia in their possession nor are they allowed to use or possess tobacco products on the school grounds, or in school buildings after hours, or when riding school buses.

**CELLULAR 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 and/or other electronic devices are not permitted on campus or on school buses.

Consequences for violations:

* On any offense the cell phone and or electronic communication devices will be taken from the student, tagged and kept in the office.
* **First Offense:** The student will receive an official office referral/ warning. The parent/guardian of the child will be allowed to pick the cellphone up the same day.
* **Second Offense:** The student will receive detention and the cellphone will be held until the end of the grading period.
* **Third Offense:** The student will receive detention and the cellphone will be held until the last week of the school year.
* Continued violation will result in the student being suspended and/or referred to the School Building Level Committee.

**PARENTS RIGHT TO KNOW**

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

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

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

§416.18.  **TEACHER BILL OF RIGHTS**

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

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

**STUDENT COMPUTER ACCESS AND USE**

**Children’s Internet Protection Act Compliance Policy**

**INTERNET SAFETY**

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

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

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

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

**PERMISSIONS**

1. The Student Computer Access and Use policy shall be distributed to the student and parent/guardian through the school handbook and shall be posted on the V. B. Glencoe School Board website.
2. Parental permission shall be assumed unless specifically denied. Denial of Permission Forms are available at all schools.
3. Parental/guardian permissions that are assumed include:

* Access to the internet and email system
* Permission to publish students’ work to classroom web sites
* Permission to have unidentified photos of students published to classroom web sites

**COMPUTER AND INTERNET USE TERMS AND CONDITIONS**

1. Acceptable Use ‑ The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited.
2. Privileges ‑ The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.
3. Security ‑ Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the Director, who shall immediately contact the Technology coordinator or designee. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.
4. Vandalism ‑ Vandalism shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the Director or designee, who must scan for appropriateness and viruses.
5. Consequences of Misuse – The Director may discipline (up to and including expulsion) any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the Code of Conduct for computer use, or any rules contained in the Acceptable Use Agreement.
6. Cyber bullying: Cyber bullying shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. Cyber bullying is defined as the use of the Internet to harass or bully others. V. B. Glencoe Charter School is a place of tolerance and good manners. Students may not use the network or any school’s computer facilities for hate mail, defamatory statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

**RESPONSIBLE USE**

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

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

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

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

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

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

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

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

**CIPA Monitoring Policy Update**

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

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

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

a. All internet addresses and searches

b. District email

c. Personal email (ex. yahoo, hotmail, aol, etc.)

d. Instant messages

e. Documents, including attachments

Suspicious or inappropriate online activities will be reported to the V. B. Glencoe Charter School immediately. The District makes no guarantee that the functions or the services provided by or through the V. B. Glencoe Charter School system will be error-free or without defect. 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 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 and Training Policy**

*Revision to section 54.520(c)(1)(i) of the Commission’s rules*. On August 10, 2011 the FCC revised section 54.520(c)(1)(i) of the Commission’s rules to include the new certification requirement added by the Protecting Children in the 21st Century Act. We revised section 54.520(c)(1)(i) to add a certification provision that a school’s Internet safety policy must provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.15

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

The Information Technology Director or designee will run filtering logs quarterly in order to identify suspicious and inappropriate activity. All network activity is monitored through the V.B. Glencoe Charter School or other monitoring systems. This includes:

a. All Internet addresses and searches

b. Email

c. Personal email (ex. yahoo, hotmail, AOL, etc.)

d. Instant messages

e. Documents, including attachments

Suspicious or inappropriate online activities will be report 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 defect. The V. B. Glencoe Charter School is not responsible for the accuracy or quality of the information obtained through the monitoring system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

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

Teachers will incorporate within their lesson plans age appropriate Internet Safety training for student. Teachers will access training materials from <http://commonsense.org>. Randomly, the curriculum specialist or the designated representative will review lesson plans to ensure all students are trained.

The training provided is designed to promote the V. B. Glencoe Charter School commitment to:

1. The standards and acceptable use of Internet services as set forth in the V. B. Glencoe Charter School Internet Safety Policy;
2. Student safety with regard to:
3. safety on the Internet;
4. appropriate behavior while online, on social networking websites, and in chat rooms
5. Cyberbullying awareness and response.
6. 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

James Evans III Loren M. Decuir

President Director

Cecile Coleman Anita S. Breaux

Vice President C. E. O

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**2018 - 2019**

**PARENTAL INVOLVEMENT POLICY**

**PART I. GENERAL EXPECTATIONS**

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

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

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

1. The V. B. Glencoe Charter School will take the following actions to involve parents in the joint development of its school wide parental involvement plan under 1112 of the ESEA:

* Parents will be invited to attend planning meetings concerning the school’s

NCLB application as well as the parental involvement policy.

* If parents cannot attend the planning meetings, they will be afforded an opportunity to express their ideas in writing concerning the NCLB application as well as any policy development.

1. The V. B. Glencoe Charter School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
   * Parents will be invited to meet with school staff on an annual basis in the process of school review and improvement and given an annual school report card.
2. The V. B. Glencoe Charter School will provide the following necessary coordination, technical assistance, and other support to assist in Title I, Part A planning and implementation of effective parental involvement activities to improve student academic achievement and school performance.
   * Parents will be given a list of ways they can be involved in the school decision-making as well as how they can stay abreast of what is happening throughout the school year.
   * The school will post a school calendar on the website ([www.vbglencoecharter.org](http://www.vbglencoecharter.org)) as well as an event calendar so that parents may participate in all school related activities.
   * Letters, memos, etc. concerning school activities will be sent home with students’ progress reports and signed papers.
   * Parent/Teacher Conferences, Math Night, and LEAP 2025 Night are held each year and gives the parents an opportunity to see what students need to accomplish during the school year. It is also a time for parents, teachers, and students to visit and form valuable working relationships with one another.
   * Twenty volunteer hours are encouraged for all families. This is done in an effort to encourage participation in the learning process.
   * Service programs are a way for parents to share what they know with us. We are always looking for parents who can lend a hand through lectures, activities, or demonstrations. This enables the students to see parents in action, lets us get to know them and what they do for a living, and encourages students to feel “special” when they come to school.
3. The V. B. Glencoe Charter School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs, by:
   * Kindergarten teachers and students will hold a FUN Day and invite area Head Start and Pre-school students along with their parents to V. B. Glencoe Charter School to tour the school and play games etc.
4. The V. B. Glencoe Charter School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantages, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
   * Parents will be given a survey annually to identify any barriers to greater parental involvement. The staff will collect and tabulate the results of the survey and make suggestions as to any changes needed in the parental involvement activities or parental involvement plan.
   * Parents will be invited to the annual evaluation meeting of the parental involvement policy at the end of each school year.
5. The V. B. Glencoe Charter School will build the school’s and parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
   * 1. The school will, with the assistance of its Title I, Part A staff, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
        + The State’s academic content standards,
        + The State’s student academic achievement standards,
        + The State and local academic assessments including alternate assessments
        + The requirements of Part A
        + How to monitor their child’s progress, and
        + How to work with educators:
6. V. B. Glencoe Charter School holds an annual LEAP 2025 Night to inform parents about the LEAP 2025 test and give parents information on how they can help prepare their children for this assessment.
7. Parents are invited to a meeting annually to discuss and explain our Title I Program and answer any questions.
8. A Family/School Compact, Parents Right to Know, and the Parental Involvement Plan are distributed in the Student Handbook at the beginning of each school year.
9. School Report Cards as well as LEAP 2025 test results are sent home to parents each year in a format that is easy to understand.
10. Progress reports are sent home weekly in grades 1st – 8th. In kindergarten papers to be signed are sent home on a weekly basis. Parents should sign and return the next school day.
11. Parent/ Teacher Conferences are held each semester so that parents may keep abreast of their child’s academic progress. Parents may schedule a conference with their child’s teacher(s) at a mutually agreeable time by calling the school office.
12. The V. B. Glencoe Charter School will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement by:
    1. Parents will be offered several opportunities to attend classes and seminars such as workshops in Math, Reading, and Science or Social Studies. At each presentation, they will be afforded an opportunity to give suggestions and evaluate the school and the program presented.
    2. Any and all parents may contact the Director at any time with any concern they may have with their child.
13. The school district will, with the assistance of its parents, educate its teachers, principals, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school by:

* Arrange school meetings at a variety of times so that they are convenient for parents to attend.
* Encourage participation by parents in all facets of school activities such as science fairs, elocution contests, renaissance rewards, field trips, after school sports, etc.
* Conduct parental involvement training with teachers annually.

1. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start and public preschool programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children, by:

* At the end of each school year, V. B. Glencoe Charter School invites the local Head Start agencies as well as the public preschool programs for a FUN Day. This introduces the students and parents to programs offered by V. B. Glencoe Charter School and they are given the opportunity to enroll their children in Kindergarten for the following year. Letters will be sent home with current students and advertised in the local newspaper informing parents about enrollment in Kindergarten and any information necessary for such enrollment.

1. The school will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is send to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

* School report cards as well as LEAP 2025 scores are sent home to parents in a timely manner. Phone calls to the parents of students needing to attend LEAP 2025 Summer Remediation are made by the teachers and/or Director.
* The Parental Involvement Policy will be made available in another language upon request by a parent.

**Parent Service Commitment**

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

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

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

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

Participation in School Committees: 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.