

Directory

Main Office

3755 Church Street
Telephone: 658-4969 • Fax: 658-5261
www.zacharyschools.org

Zachary Early Learning Center

4400 Rollins Place
Telephone: 654-6011 • Cynthia Myers, Principal
www.zacharyelc.org

Northwestern Elementary School

4200 Rollins Road
Telephone: 654-2786 • Martha Davis, Principal
www.northwesternelementary.org

Zachary Elementary School

3775 Hemlock Street
Telephone: 654-4036 • Jennifer Marangos, Principal
www.zacharyelementary.org

Copper Mill Elementary School

1300 Independence Boulevard
Telephone: 658-1288 • Dewey Davis, Principal
www.zacharyelementary.org

Northwestern Middle School

5200 East Central
Telephone: 654-9201 • Debby Brian Principal
www.northwesternmiddle.org

Zachary High School

4100 Bronco Lane
Telephone: 654-2776 • Wes Watts, Principal
www.zacharyhigh.org

Port Hudson Career Academy

205 W Flanacher Road
Telephone: 658-7381 Patrick Jenkins, Principal
www.porthudsoncareeracademy.org

Dear Parent,

Please remove this page and return to your child's school, so that we may maintain a record of you having received the booklet.

Thank you,
Principal

Date _____

This is to certify that I have received and read a copy of the "Student Rights and Responsibilities Handbook and Discipline Policy"

Parent's Signature

Student's Signature

Names of children attending Zachary Community School Board schools and grades of each:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

If you have any questions, please feel free to contact your child's school.

Cut Along Dotted Line

Dear Parent,

Your child's art, writing, or picture may be considered for publication on the Zachary Community School Board website, your school's website, or other media outlets throughout the coming school year. In order for that to occur, we must have this form signed and returned to the school. The websites may be accessed on the Internet at <http://www.zacharyschools.org>. Please complete and return the following consent form. Forms will be filed at the school location. The following information is considered private and will not be placed in any publication, except where described below.

Today's Date _____ School Year _____

Student's Name _____

Mailing Address _____

City, State, and Zipcode _____

Home Phone _____

Age _____ Grade _____

Teacher's Name _____

School _____

I give permission for my child's writing, picture or art, first name and last name initial, age, grade, and school's name to be published on the Zachary Community School Board websites at <http://www.zacharyschools.org> or in other media outlets.

Parent's Signature

Student's Signature

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ZACHARY COMMUNITY SCHOOL DISTRICT
PARENTAL INVOLVEMENT PLAN78

Dear Students and Parents,

Welcome to the Zachary Community School System. Once again, our district has ranked as the highest academic performing school system in the State of Louisiana. It is an outstanding honor earned by the hard work and dedication of our students, faculty and staff. With your hard work this year, we can again be recognized among the elite.

Stellar academic opportunities and an environment of integrity and character are our goals. The teachers in our school district are tops in their fields. They are highly-qualified and supported by all of the resources they need to be successful in the classroom.

Our district is committed to enriching the whole child. We stress the importance of patriotism, good citizenship and doing the right thing. We prize character traits such as honesty, integrity and fairness.

Everyone has a part to play in ensuring our success. Parents, you must help us by making sure that your child attends school every day and is well-prepared to learn. Be involved in your child's learning. Help with homework, encourage reading. We expect nothing less than your child's best effort, and we pledge to give nothing less than ours.

A strong relationship between school and home is vital to the success of our students. Both the schools and the district office will regularly provide you with information through newsletters and materials sent home. We invite you to call the school or the superintendent's office with any questions you may have. Our offices are always open to you.

This book is intended to inform you of all the rules, regulations, responsibilities and expectations we have of our students. Respect for others is critical to an environment conducive to learning. Good behavior is expected of all students.

On behalf of the teachers, staff, administration and Board, I wish you a successful and enjoyable school year.

A handwritten signature in black ink, appearing to read "Wanda Drake". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Superintendent



4656 Main Street
Zachary, LA 70791
225.658.4969
Fax 225.658.5261
www.zacharyschools.org

August 12, 2011

TO: Parents, Faculty and Staff
FROM: Zachary Community Schools

The Zachary Community School facilities have been inspected for asbestos-containing materials and the results of the inspections are contained in an Asbestos Management Plan, which is on file at the school office.

The Asbestos Management Plan includes the results of all the inspections conducted on all the buildings indicated. It also contains the results of the materials sampled which were taken during the inspections and the plans for asbestos abatement.

The Asbestos Management Plan is available to review during regular working hours at the school office. A copy of the Management Plan will be made, upon request, for a nominal fee to cover the cost of copying and handling.

A handwritten signature in black ink, appearing to read "Warren Drake". The signature is fluid and cursive.

H. Warren Drake, Jr.
Superintendent

NOTICE OF USE OF PERSONAL HEALTH INFORMATION (HIPAA)

This Notice Describes How Medical Information About Your Child May Be Used and Disclosed and How You Can Get Access To This Information. Please Review It Carefully.

We understand that information we collect about your child and their health is personal. Keeping health information of your child private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the system's Privacy Officer your concerns about how their health information is shared. The law says:

1. We must keep their health information from others who do not need it.
2. You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request.

Your child may receive certain services from nurses, therapists, social workers, doctors or other health care related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program (IEP) or other plan document. This use may cover such health services your child had before now or may have later.

We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services as a result of the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child for reimbursement by Medicaid. We may share your health care information with health plans, insurance companies, or government programs to help get the benefits and so that the School System

can be paid or pay for such health care or medical services. In most cases, you may see your child's health information but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs. If you think some of the health information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information.

You may ask to have the health information sent to others. You will be asked to sign a separate form, called an authorization form, permitting the health information of your child to go to them. The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent any time by letting us know in writing.

Note: A child 18 years old or older can give consent for his or her health information to be kept private from others unless the child signs an authorization form.

We follow laws that tell us when we have to share health information of your child even if you do not sign an authorization form. We always report:

1. Contagious diseases, birth defects and cancer;
2. Firearm injuries and other trauma events;
3. Reactions to problems with medicines or defective medical equipment;
4. To the police or other governmental agencies when required by law;
5. When a court orders us to;
6. To the government to review how our programs are working;
7. To a provider or insurance company who needs to know if your child is enrolled in one of our programs;

8. To Worker's Compensation for work related injuries;
9. Birth, death and immunization information;
10. To the federal government when they are investigating something important to protect our country, the President and other government workers;
11. Abuse, neglect and domestic violence, if related to child protection or vulnerable adults; or
12. To parents and others designated by law.

We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety. This notice is yours. You may ask for a copy at any time. If there are important changes to this notice, you will get a new one within 60 days. If you have questions about this notice of privacy rights of your child or that such rights have been violated, you can contact:

Zachary Community School Board Office • (225) 658-4969 • 3755 Church Street, Zachary LA 70791

You can also complain to the federal government Secretary of Health and Human Services (HHS) or to the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to the School Board, Secretary of Health and Human Services or Office of Civil Rights.

MISSION STATEMENT

The mission of the Zachary Community School Board is to assist every student in reaching his or her maximum potential through high-quality instruction and good stewardship of community resources.

STUDENT RIGHTS AND RESPONSIBILITIES

I. QUALITY EDUCATION

A. RIGHT

Students have the right to pursue, through study and application, a quality education at public expense and to attain personal goals through participation in the entire school program.

B. RESPONSIBILITY

In order to obtain a quality education, students must attend classes daily, be on time for all classes, and obey school and district regulations.

II. ATTENDANCE

A. RIGHTS

1. **All students have the right to attend school until graduation, provided they are not expelled because of their conduct.**
2. **Student absences may be excused due to extenuating circumstances for the following reasons:**
 - a. **Extended personal physical or emotional illness as verified by a physician**
 - b. **Extended hospital stay as verified by a physician**
 - c. **Extended recuperation from an accident as verified by a physician**
 - d. **Extended contagious disease within a family as verified by a physician**
 - e. **Visitation with a parent who is a member of the U.S. Armed Forces who has been called to duty or is on leave from a combat zone(not to exceed 5 days)**
 - f. **Observance of special and recognized holidays of the student's faith**
 - g. **Prior school system approved travel for education**
 - h. **Death in the immediate family (not to exceed one week)**
 - i. **Natural catastrophe and/or disaster**
3. **Students granted excused absences for the above reasons shall be allowed to make up any school work which was missed.**

B. RESPONSIBILITIES

1. Students are expected to be in attendance every school day scheduled by the Zachary Community School Board. The only acceptable reasons for being absent from school are listed in item II-A-2 above. In order for students to make up work missed due to one of these reasons, written statements from a parent, legal guardian or physician stating reasons for absences shall be given to proper school personnel within five (5) school days after the student returns to school. After five (5) school days, the absence will have to be excused by the Director of School and Home Relations.
2. Students shall request makeup work for days missed due to temporarily excused absences or extenuating circumstances.
3. Since tardies are related to a student's attendance in school, they will be addressed by the school's recommended tardy plan. **Tardiness on the part of the student will not be tolerated.**
4. Unexcused check-ins are considered tardies and absences in the classes missed.
5. It is recommended that a student who becomes seriously ill (i.e. diabetes, heart condition, high blood pressure, cancer) or pregnant notify the principal or guidance counselor in writing immediately upon knowledge of the condition. A physician's statement shall be required to be put on file stating the pupil's medical condition, approval for continued attendance, and activities in which the pupil may not participate. The student shall keep the school administration continually apprised of his/her progress. The school shall not be held responsible for any medical problems that may arise with a student while in school

C. Responsibilities imposed by state laws and regulations

1. Louisiana Law mandates compulsory school attendance and every parent or legal guardian of a stu-

dent shall enforce and be held accountable for the attendance of their child for every day scheduled by the school board until their 18th birthday, unless the student graduates before their 18th birthday. LA R.S. 221(A)

2. Beginning in August 2010, in order to be eligible to receive grades/credit for course work, High School students will not be allowed to exceed five (5) absences per semester. Pre-K through Eighth Grade students will not be allowed to exceed ten (10) absences each school year. Absences of two or fewer consecutive school days due to personal illness or serious illness in the family may be validated by a parent written excuse note. If a student is absent for three (3) or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist to be excused. These new guidelines will not allow students to be excused for vacations or other family trips.

The responsibility for a student attending school lies with the parents or the legal guardian. If the student is chronically absent or chronically late (tardy) to school or class, the parent and/or student shall be referred to the Office of School and Home Relations (Child Welfare and Attendance). If attendance does not improve, the parent shall be referred to the Zachary City Prosecutor and Zachary City Court.

III. SAFETY

A. RIGHT

Students have the right to expect that school will be a safe place to obtain an education.

B. RESPONSIBILITIES

1. In order to assure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.
2. It is the responsibility of the parent/guardian to insure that the school is given current, working telephone num-

bers, emergency numbers, and address. The school must be informed of any change in status concerning these numbers.

3. Students have a responsibility to report any problems at the school to the teachers and/or administrators.

IV. OFFICIAL INFORMATION

A. RIGHTS

1. Parents or guardians have the right to review with a counselor all official files and data which pertain to the student personally. Students 18 years of age or older may make the same request. They have a right to challenge the accuracy of the data through a formal hearing. Schools must produce such records for examination within 30 days of a written request. The school shall respond to reasonable requests for explanation and interpretation of a student's records.
2. No official record, file or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law unless the student and/or parent has executed a written release of such information to a particular person or agency.

B. RESPONSIBILITY

Parents must provide the school with information of any illness, medication or medical condition that may affect the student's behavior and/or academic performance.

V. ON CAMPUS COMMUNICATIONS

A. RIGHTS

1. Students have the right to express their opinions verbally, provided such expressions are not indecent, vulgar, or lewd and are not slanderous of another person.
2. Students have the right to distribute written materials, but prior to distribution, the student must receive written approval from the principal or his/her designee. The

written approval will include the number of times a day and the number of days the material can be distributed in the school. At least 48 hours prior to the intended time for distribution, materials should be submitted for review to determine compliance with the above stated prohibitions. Distribution of materials in areas of the campus that would disrupt order or impede the free flow of student movement is prohibited. Students receiving permission to distribute the materials are also responsible for the cleanup of the materials distributed in a manner that is not disorderly or coercive, and all materials must bear a permanent official disclaimer of school sponsorship.

B. RESPONSIBILITIES

1. Students are responsible for knowing that certain expressive activities are prohibited, such as:
 - a. Indecent, vulgar or lewd material or obscenity;
 - b. Material that invades the privacy of others;
 - c. Material that promotes illegal activities;
 - d. Material that infringes on someone's copyright; and
 - e. Material from non-student sponsored organizations.
2. Students in kindergarten through grade twelve are required to exhibit appropriate conduct as required by La. R.S. 17:416.12 to address and respond to any public school system employee by using the respectful terms:

“Yes, Ma’am” and “No, Ma’am” or “Yes, Sir” and “No, Sir,” as appropriate, or “Yes, Miss, Mrs., or Ms. (Surname)” and “No, Miss, Mrs., or Ms. (Surname)” or “Yes, Mr. (Surname)” and “No, Mr. (Surname),” as appropriate, each such title to be followed by the appropriate surname.

VI. DRESS AND GROOMING

A. RIGHT

Students have a right to a safe and orderly environment. Uniforms have been shown to result in a safe and orderly environment for learning.

B. RESPONSIBILITY

All students have a responsibility to dress and appear on school campuses according to standards of propriety, safety and health set forth by the Zachary Community School Board and the School Improvement Team.

The School Improvement Team will, after consultation with the populations they represent, recommend to the principal a suggested dress and grooming code in order that the principal may make informed decisions regarding the dress and grooming code for the school. The principal will make his/her decision in accordance with the constitution and laws of the United States of America and the state of Louisiana. The dress and grooming policy shall be posted at each school, and a copy sent home to each parent. Please refer to the School Handbooks for more detailed dress code information.

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

1. Elementary School

The Zachary Community School Board has adopted a policy that requires all elementary school students shall wear mandatory uniforms.

- a) Students shall adhere to the regulations adopted by School Improvement Teams.
 - The uniform shirt is a navy or white, knit, short or long sleeve golf-style shirt. Shirts must be tucked into the pants and must be long enough to stay tucked in when the arms are raised over the head.
 - Shirt style is pull-over with three buttons at the top.
 - Shirts may not be excessively stained, faded, or frayed and will not have holes or be worn. Only white under-shirts may be worn. Shirts other than white or navy may not be worn. Decals may not show through the material of the uniform shirt. Long-sleeved shirts over or under the uniform shirt are not allowed.
 - Uniform slacks will be khaki. They should be a style worn at the waist. They may not be rolled at the waist or ankle, nor may they be gathered by elastic at the ankle.
 - Pants made of denim, corduroy, or any stretch fabric are prohibited. No slacks with pockets below the hips may be worn. Tight-fitting pants are unacceptable. No frayed hems on slacks will be allowed. All pants must be worn with a solid black, brown, cordovan, or navy belt. Belts must be visible. Length of slacks must be to the top of the shoe.
 - Uniform khaki skirts, skorts and jumpers may be worn by girls only. Skirts must be loose fitting and the length must be at least to the knee.
 - Uniform shorts may be worn by boys and girls. Shorts may not be more than 3" above the knee.
 - Shoes with closed toe and closed heel are required. Loafers, oxfords, and athletic style shoes are acceptable.
 - Boots are not allowed.

- Sandals, flip flops, house shoes, slippers, and similar types of shoes are not acceptable. Shoes with excessively high heels or excessively raised soles are not permitted for safety reasons.
- Socks must be worn and they must be visible. Socks must be solid white, dark blue, black, or brown. Females may substitute neutral-colored stockings for socks.
- A uniform sweatshirt (pullover or zip-up without a hood) or sweater in NAVY may be worn during cold weather or if necessary in cool classrooms. Large logos on sweatshirts, jackets, or coats are not acceptable.
- Boy scout and girl scout uniforms may be worn to school on the day of a scheduled scout meeting. For more uniform dress policy information, see the School Improvement Teams' School Handbook.

2. MIDDLE SCHOOL

The Zachary Community School Board has adopted a policy that requires all middle school students shall wear mandatory uniforms.

- a) Students shall adhere to the regulations adopted by School Improvement Teams.
 - The uniform shirt is a navy or white, knit, short or long sleeve golf-style shirt. Shirts must be tucked into the pants and must be long enough to stay tucked in when the arms are raised over the head.
 - Shirt style is pull-over with three buttons at the top.
 - Shirts may not be excessively stained, faded, or frayed and will not have holes or be worn. Only white under-shirts may be worn. Shirts other than white or navy may not be worn. Decals may not show through the material of the uniform shirt. Long-sleeved shirts over or under the uniform shirt are not allowed.
 - Uniform slacks will be khaki. They should be a style worn at the waist and must have belt loops. They may not be rolled at the waist or ankle, nor may they be

gathered by elastic at the ankle.

- Pants made of denim, corduroy, or any stretch fabric are prohibited. No slacks with pockets below the hips may be worn. Tight-fitting pants are unacceptable. No frayed hems on slacks will be allowed. All pants must be worn with a solid black, brown, cordovan, or navy belt. Belts must be visible. Length of slacks must be to the top of the shoe.
- Shorts are not permitted. No jeans, Capri pants, cargo pants, crop pants, leggings, carpenter pants, sweat pants, hip-huggers, biking shorts, or stretch pants are allowed.
- Uniform khaki skirts may be worn by girls only. Skirts must be loose fitting and the length must be at least to the knee.

Shoes with closed toe and closed heel are required. Loafers, oxfords, and athletic style shoes are acceptable. Boots may be worn with slacks, provided the slacks are worn over the boots and the slacks are not cut. Slacks may not be tucked into the boots. No boots may be worn with uniform skirts. Sandals, flip flops, house shoes, slippers, and similar types of shoes are not acceptable. Shoes with excessively high heels or excessively raised soles are not permitted for safety reasons. Backless shoes are not acceptable. Socks must be worn and they must be visible. Shoes that have velcro straps must have straps secured properly to the shoe as designed.

- Socks must be solid white, dark blue, black, or brown. Females may substitute neutral-colored stockings for socks.
- A uniform sweatshirt (pullover or zip-up without a hood) or sweater in NAVY may be worn during cold weather or if necessary in cool classrooms. Large logos on sweatshirts, jackets, or coats are not acceptable.
- Any outer jacket or coat must be solid NAVY, BLACK, KHAKI, RED, or Northwestern Middle attire. Coats or

jackets may not exceed mid-thigh length.

- Spirit Group Sponsors and Club Sponsors, in conjunction with the Administration, may allow their teams/squads/groups to wear their spirit dress on certain approved, pre-determined days.

For more uniform dress policy information, see the School Improvement Teams' School Handbook.

3. HIGH SCHOOL

The Zachary Community School Board has adopted a policy that requires all high school students shall wear mandatory uniforms.

- The uniform shirt is a navy or white, knit, short-sleeved or long-sleeved golf-style shirt with the OFFICIAL Zachary Community Schools logo monogrammed on it. Cap sleeves are not permitted. Girls should wear white or skin-tone undergarments.
- Shirts must be tucked into the pants and must be long enough to stay tucked when the arms are raised over the head. The style will be pullover, with three buttons at the top. Shirts will not be excessively stained, faded or frayed and will not have holes or cuts.
- Only white undershirts may be worn. Shirts other than white may not be worn. Decals and other colors may not show through the material of the uniform shirt. Long-sleeved shirts over or under the uniform shirt are not allowed.

Uniform Slacks

Uniform slacks will be khaki. They should be a style worn at the waist and must have belt loops. They may not be rolled at the waist or ankle, nor may they be gathered by elastic at the ankle. Pants made of denim, corduroy, or any stretch fabric are prohibited. No slacks with pockets below the hips may be worn. Tight-fitting pants or excessively loose-fitting pants are unacceptable. No frayed hems on slacks will be allowed. All pants must be worn with a solid black, brown, cordovan or navy belt. Belts must be visible. Length of slacks must be to

the top of the shoe.

Uniform Skirts

UNIFORM KHAKI SKIRTS MAY BE WORN BY GIRLS ONLY. SKIRTS MUST BE LOOSE FITTING AND THE LENGTH MUST BE AT LEAST TO THE KNEE. SLITS IN SKIRTS MUST NOT RISE ABOVE THE KNEE.

Shoes

Shoes with closed toe and closed heel are required. Loafers, oxfords, and athletic style shoes are acceptable. Boots may be worn with slacks, provided the slacks are worn over the boots and the slacks are not cut. Slacks may not be tucked into the boots. No boots may be worn with uniform skirts.

Sandals, flip-flops, house shoes, slippers, and similar types of shoes are not acceptable. Shoes with excessively high heels or excessively raised shoes are not permitted for safety reasons. Loose shoe laces or loose straps on shoes are prohibited. Socks must be worn and they must be visible. Socks must be solid white, dark blue, black or brown. Females may substitute neutral-colored stockings for socks.

Over Garments

A uniform sweatshirt (pullover or zip-up without a hood) in SOLID NAVY may be worn during cold weather. Large logos on sweatshirts, jackets, or coats are not acceptable. No more than one small logo (cannot be more than two inches square) is permitted. Any outer jacket or coat must be solid NAVY, BLACK, KHAKI, or Zachary High School attire. Denim jackets or jackets with excessive fur or trim are prohibited. No more than one small logo (cannot be more than two inches square) is acceptable on the outer garments. Coats or jackets may not exceed mid-thigh length.

Exceptions

JROTC uniforms, when directed to be worn by the Senior Army Instructor, are allowed during regular school hours. Head Coaches, Spirit Group Sponsors and Club Sponsors, in conjunction with the Administration, may allow their teams/ squads/ groups to wear their spirit dress on certain approved, pre-determined days. Only athletic squads/ spirit squads/

clubs/ organizations are to be included, except in certain, rare, Administrator-approved situations.

Dress and Grooming Code

1. Caps, hats, or head coverings are NOT to be worn during the school day or inside the school building. **DO NOT BRING CAPS OR HATS ON CAMPUS DURING SCHOOL TIME.**
2. Rollers, picks, curlers, forks, beads, or combs in hair are prohibited.
3. Hair color and styles that are a distraction to the learning environment are not permitted.
4. No facial hair will be allowed on students. Sideburns should be no longer than the bottom of the ear. Pony-tails or headbands on males are unacceptable. Male hair length shall not exceed the collar of the shirt nor shall it be worn in styles that cover the student's eyes.
5. Male students are not allowed to wear earrings (or straws to preserve the pierced hole). Girls will be allowed to wear earrings, but other visible body piercing of any type is not allowed. Excessive jewelry is not allowed.
6. Sunglasses are not to be worn on school grounds, unless accompanied by a doctor's order, which must be presented to an administrator for approval.
7. Pictures or writing on books sacks, gym bags, jackets, etc., of an offensive, derogatory, or obscene nature is prohibited at school (e.g. alcohol, tobacco, drugs, weapons, skulls, blood, etc.)

NOTE: Students whose grooming or clothing is inappropriate in the opinion of an administrator will be sent to TOR and allowed to call home to make the proper adjustments. No student will be allowed to leave campus to correct a dress code violation. Refer to Zachary Community Schools Student Rights and Responsibilities Handbook and Discipline Policy for uniform Disciplinary Procedures. Students violating set dress and grooming policies may also be subject to further disciplinary action. Regular school dress policies may be out-

lined and modified for special events at the discretion of the Administration.

After School Dress Policy

Decent, appropriate dress should be worn at all school-sponsored events. Students whose dress or grooming is deemed inappropriate in the opinion of the administration or staff member will be sent home to make proper adjustments.

For more uniform dress policy information, see the School Improvement Teams' School Handbook.

C. UNIFORM DISCIPLINARY PROCEDURES

The following guidelines will be uniformly applied to dress and grooming regulations by each principal or designee:

Uniforms are mandatory. The following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:

- First offense: counseling with the student.
- Second offense: letter of reminder (warning) sent to parent/guardian from the principal with the requirement that it be signed and returned the following day.
- Third offense: on-site detention (Time-out room or Character Action Training Class)
- Fourth offense: 2-days at the appropriate Discipline Center. Middle and high school students may attend Saturday School in lieu of Discipline Center.

Students in non-compliance will be placed in on site detention or TOR until appropriate uniform is obtained from home. If students are unable to obtain uniform from home, they will remain in TOR for the day.

VII. ORDERLY CLASSROOM

A. RIGHT

Students have the right to orderly classrooms in order to have the most effective means of receiving instruction each class day.

B. RESPONSIBILITIES

Students must follow the established classroom rules and

regulations as provided by the teacher for each class.

C. CLASSROOM DISCIPLINE

1. When a student's behavior prevents the orderly instruction of other students, or poses an immediate threat to the safety or physical well-being of any student or teacher, or when a student exhibits disrespectful behavior toward the teacher such as using foul or abusive language directed at a teacher or threatening a teacher, the teacher may have the student immediately removed from the classroom and placed in the custody of the principal or a designee. A student removed from the classroom for these reasons shall not receive credit for school work missed as a result of this removal. If the student is subsequently assigned to an alternative program, provision shall be made for assignments to be completed with appropriate credit given.
2. For a student sent to the principal by the teacher, the principal or a designee shall conduct a counseling session with the student as appropriate. A student in kindergarten through grade six removed from the classroom by the teacher shall not be permitted to return to the class for at least 30 minutes unless agreed to by the teacher initiating the disciplinary action. A student in grade seven through twelve removed from the classroom by the teacher shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action.
3. Prior to readmission of the student to the classroom, the principal shall implement one of the following disciplinary measures in addition to the due process as required by Section XI, Due Process, Page 17 of this handbook:
 - a. in school suspension;
 - b. detention;
 - c. suspension;
 - d. initiation of expulsion hearing;

- e. requiring the completion of all assigned school and homework which would have been assigned completed by the student during the period of suspension; or
 - f. any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee.
4. When the student is removed from the classroom by the teacher, the teacher may require that the parent or legal guardian of the student have a conference with the teacher in the presence of the principal or a designee before the student is readmitted to the classroom. Upon the third removal from the same classroom, a conference between the teacher and the student's parent or guardian shall be required prior to the student being readmitted to the classroom.
5. If the disruptive behavior persists in a classroom by a student, the teacher may request that the principal transfer the student into another setting.

VIII. FULL PARTICIPATION

A. RIGHT

Students have a right to expect to be able to have full participation in all school organizations based upon their academic credentials and personal talent in accordance with School Board policy and guidelines governing that particular activity.

B. RESPONSIBILITY

Students have a responsibility to take part in all school activities which are designed to help develop them into fully functioning, self-reliant adults.

IX. ACCESS TO OUTSIDE SPEAKERS

A. RIGHT

Recognized, approved student organizations have the

right, with the approval of the principal or a designee, to present appropriate outside speakers, films, and other media which afford an opportunity for cultural development and/or academic accomplishment.

B. RESPONSIBILITY

Students have the responsibility to petition for speakers through the previously established procedures of the school. They must also inform the speaker of the school restrictions on such presentations and assemblies as prescribed in writing by the principal or a designee.

X. DECISION MAKING

A. RIGHT

Students have the right to assist in decisions that affect their lives in school. This right includes decisions related to election of courses of study beyond the required curriculum, participation in activities, and representation in an active, student government organization.

B. RESPONSIBILITY

Students should take part in student government by running for office or voting for the candidate of their choice. They are also responsible for making any problems known directly to the staff or through this representation.

XI. DUE PROCESS

A. RIGHTS

1. No student shall be punished for committing any offense except in accordance with law and School Board regulations, and every student shall be afforded due process of law. A copy of the Student Rights & Responsibility Handbook and Discipline Policy listing School Board regulations requiring or prohibiting certain conduct and the ensuing punishments for violations shall be made available to all students.
2. Due process shall include that the student be advised by the principal or a designee of misconduct of the regulation which has been violated and the detailed rea-

sons for such accusation. The student must be asked to explain his or her version of the facts to the school principal or a designee. A student accused of committing a battery on any school employee shall be suspended by the principal or designee from school immediately and the student shall be removed immediately from the school premises with the necessary notifications and other procedures to follow as soon as practicable. For short-term suspension, the student has the right to appeal to the Superintendent or his designee. Should the offense call for long-term suspension, or expulsion, the student shall be entitled to a hearing before the Superintendent or a designee. For an expulsion there may be an appeal to the School Board. Students are entitled to be represented by anyone they choose, including an attorney. The right of due process is more fully described in La. R.S. 17:416, et seq., of the laws of the State of Louisiana and in this handbook.

3. Students attending alternative schools and/or programs as a direct consequence of a hearing for long-term suspension and/or expulsion from their original school have already been afforded due process of law. If behavior warranting expulsion occurs at the alternative school, due process has already occurred and no additional hearing is required.
4. Students with disabilities, who have been placed in an alternative setting through the Individual Education Program (IEP) process, must be provided due process at the alternative setting if behavior warranting expulsion occurs at the alternative setting.

XII. BUS SAFETY

A. RIGHTS

1. Students who ride the school bus to and from school should recognize that it is a privilege.
2. Students have the right to expect that the school bus

will be a safe means of transportation.

TRANSPORTATION: WHO IS ELIGIBLE?

- All Pre-K students who live 1 mile from their school of attendance.
- All grade students who live 1 mile from their school of attendance.
- Students who are authorized through the Superintendent's Office or the School Board.

TRANSPORTATION FOR PRESCHOOLERS

- All preschoolers must be accompanied to the bus. On the return trip, a responsible party must also be waiting at the designated stop to accept the student when the bus arrives.
- Drivers and monitors are strictly prohibited from abandoning other students on the bus to get a student to their door.
- In the event a responsible party is not at the stop to accept the preschooler, the child will be returned to the school.
- Drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to accept the student.
- Drivers will notify dispatch, every effort will be made to contact the parents.

UNDELIVERABLE STUDENTS: WHERE DO THEY GO?

- Early Childhood and Special Education students with door stops must be met at their P.M. bus stop by a responsible party. If no one meets the student, he/she is considered "undeliverable".
- If the student has an emergency contact person on file (within the immediate vicinity of the student's home) that person will be asked to accept the student.
- If the person declines to accept the student, the student will be taken back to school.
- Drivers will notify dispatch, every effort will be made to contact the parents.

Parents who repeatedly use the emergency address or

cause students to be taken to school risk losing transportation privileges for their student

B. RESPONSIBILITIES

Students must follow established school bus rules and regulations in order to insure the safety of others, or lose the privilege of riding the bus.

C. BUS DISCIPLINE

1. Discipline problems on the school bus will be dealt with by the principal or a designee of the school responsible for the student in accordance with state laws and parish regulations. The principal or a designee will take action necessary to insure operational safety of the buses.
2. Procedures for removing a student with disabilities from a bus must follow the same procedures as when a student with disabilities is removed from school through suspension or expulsion.

D. BUS REGULATIONS

1. Students shall:
 - a. cooperate with the driver since their safety depends on it;
 - b. be on time because the bus will not wait;
 - c. cross the road cautiously when waiting for and leaving the bus;
 - d. follow driver's instructions when loading and unloading;
 - e. remain quiet enough not to distract the driver;
 - f. have written permission from parent or guardian and be authorized by the principal or designee to get off at a stop other than their own; and
 - g. be courteous and safety conscious in order to protect and enjoy their riding privilege.
2. Students shall not:
 - a. stand when a seat is available and the bus is in motion;
 - b. extend arms, head or objects out of windows or doors;
 - c. throw objects in the bus or out windows or doors;

- d. use the emergency door except for emergencies;
 - e. eat or drink on the bus;
 - f. damage the bus in any way;*
 - g. use the following items on the bus: tobacco, matches, cigarette lighters, obscene material;*
 - h. fight on the bus;*
 - i. board the bus at the incorrect stop;
 - j. leave the bus without permission;
 - k. show disrespect to the driver;*
 - l. commit an immoral or vicious act;*
 - m. refuse to occupy an assigned seat;
 - n. use profane language;
 - o. show willful disobedience;* or
 - p. carry objects or implements which can be used as weapons.*
3. The following items are not allowed on the bus:
- a. alcohol, drugs, tobacco, matches, cigarette lighters, and ALL telecommunications devices;*
 - b. pets (cats, dogs, etc.);
 - c. glass objects (except eyeglasses);
 - d. weapons (including knives or objects or implements which may be used as weapons);*
 - e. objects too large to be held in laps or placed under seats; or
 - f. use or possession of any item which is inappropriate at school shall not be allowed on the bus.
4. Students may be subject to the following consequences for minor offenses:
- a. First Offense
 - 1. A conference will be held with the student.
 - 2. Parent/guardian will be notified.
 - 3. Warning citation will be issued.
 - b. Second Offense
 - A conference with student and parent/guardian will be held.
 - c. Third Offense
 - 1. Written notification to parent/guardian will be

made.

2. Student will be denied bus transportation for 3-5 days.

d. Fourth Offense

Permanent suspension for the school year from all bus transportation will be enforced after notifying parent/guardian.

*NOTE: Major offenses will result in more severe punishment such as suspension/expulsion from school. Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/guardian.

Bus Transportation is provided by First Student Transportation. This office is located at 4922 Rankin Street in Zachary. You can reach them by telephone at 225-654-9994.

XIII. SEARCHES: STUDENTS AND SCHOOL PROPERTY

(La. R.S. 17:416.3)

The Board respects the civil rights of the students attending its schools and will uphold those rights, but the Board also will not tolerate violations of law, Board policy, or school rules. Searches are used to insure the safety of ALL individuals on campus.

Any teacher, principal, school security guard, or administrator in any parish or city school system of the state may search any building, desk, locker, area or automobile parked on school property for evidence that the law, a school rule, or parish or city school board policy has been violated.

The teacher, principal, school security guard, or administrator may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will

reveal evidence that the student has violated the law, a school rule, or a School Board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. Standards regarding procedures for searching students shall include the following:

A. RIGHTS

1. If at all possible, searches of students should be conducted outside the presence of other students;
2. Students should be asked to empty all of their pockets before the physical search of a student is conducted; and
3. If a “pat down” search of a student is to be conducted, that search should be conducted by a teacher, principal, school security guard, or administrator of the same gender if at all possible. The delay in finding a person of the same gender should not create a significant likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.
4. No action taken pursuant to this policy by any teacher, principal, school security guard, or administrator, employed by the Zachary Community School Board, shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.
5. Whenever any search is conducted of the person of any student based on individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search and the results of the same. This record shall be filed and maintained in the principal’s office and a copy forwarded to the parent of the student

involved.

6. Specially trained dogs may be used only for searches of lockers, rooms, buildings and parking lots. A dog may not be used for the search of the person of a student.

B. RESPONSIBILITIES

1. The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a consent to search of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible. If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

XIV. SEARCHES: PERSONS OTHER THAN STUDENTS

Any school principal, administrator, teacher or school security guard may search the person, book bag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school, or a school employee, while in any school building or on school grounds. This search may

be done randomly with a metal detector. When there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects in violation of the School Board's policy, they may be searched.

DISCIPLINE POLICY

ALTHOUGH THE ULTIMATE RESPONSIBILITY FOR STUDENT CONDUCT RESTS WITH THE STUDENT AND THE PARENTS/LEGAL GUARDIAN, IT IS THE DAILY RESPONSIBILITY OF SCHOOL PERSONNEL TO SEE THAT NO SINGLE PERSON INTERFERES WITH THE TOTAL-LEARNING ENVIRONMENT OF OTHER STUDENTS. THE SCHOOL DEMONSTRATES CONCERN FOR THE GROUP AND ITS WELFARE BY PRESERVING THE PROPER ATMOSPHERE FOR TEACHING AND LEARNING.

The Zachary Community School Board takes a position of "ZERO TOLERANCE" with regard to weapons, explosives, physical attacks or batteries, fighting, and illegal narcotics, drugs, alcohol and controlled substances. Such conduct will not be tolerated by the School Board. These offenses require immediate recommendation for expulsion.

Each student attending Zachary Community School Board school has a right to a quality education. The most important events that occur on the school campus occur in the classroom. To maintain a safe learning environment, certain offenses will not be tolerated and may result in disciplinary action, Saturday school, time-out room or suspension/expulsion. Each principal or a designee is required to plan and implement an effective means of orientation concerning the Student Rights & Responsibilities Handbook and Discipline Policy with emphasis on revisions which have occurred during the past year. This orientation will be conducted for teachers during preschool planning and for students during the first few weeks of school. Following the orientation, all students in homeroom classes will receive a standard form to take home and return with their parents' signatures verifying that the parents have received a copy of the handbook or current revi-

sions. As a public agency, the school shares the responsibility with parents to educate, guide, and, when necessary, discipline students. In an effort to assure parental understanding and support of the school's shared responsibility, the School Improvement Team will meet to discuss school-wide disciplinary problems and trends and to make recommendations in these areas.

The disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. They should be taken with parental involvement and notification. The purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with reasonable rules and regulations and that there will be consequences for non-compliance.

Deviations of behavior may result in attendance at Saturday School, Time-out rooms, Character Action Training classes, suspensions, and/or expulsions. It is the express policy of the School Board to utilize alternatives to suspensions and expulsions and to reserve the use of suspensions and expulsions as the last step in progressive discipline based on the nature of the offense.

As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (La. R.S. 17:416).

It is the final authority of the principal or a designee to maintain discipline during the school day and at any school function. Keeping the school safe is of such a serious nature that it is necessary to prohibit the use of any object as a weapon on the school grounds or bus. Suspensions and expulsions of a student with disabilities shall be handled in accordance with the requirements of state and federal laws and regulations applicable to such students. Copies of such laws and regulations may be obtained from the Special Education Department.

ZERO TOLERANCE FOR FIGHTING POLICY

- A. School principals will call the appropriate law enforcement authorities for every fight involving students who are 14 years of age or older.
- B. Appropriate law enforcement authorities include assigned School Security Officers and Youth Resource Officers.
- C. If there are no assigned School Security Officers or Youth Resource Officers available, the local law enforcement authorities will be called: Zachary Police Department.
- D. These law enforcement authorities will investigate the fight and recommend one of the following actions:
 - 1. Issuing the student a misdemeanor summons;
 - 2. Releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court.
 - 3. Taking the student directly to the Juvenile Detention Facility; or
 - 4. Arresting the student.
- E. Students involved in a fight at school will also be subject to suspension or expulsion as stated in this handbook.
- F. Pushing and shoving are not considered fighting, but once a punch is thrown, a “fight” has occurred.
- G. Since pushing and shoving lead to fighting and are violations of school policy, the student will be subject to suspension or expulsion as stated in this handbook.
- H. Non-aggressive self-defense allows the student to defend himself against an attack, but only to the point where the attacker backs off.
- I. Students who are suspended for fighting will be required to undergo counseling before being readmitted to school.
- J. Counseling will include anger management and conflict resolution. It will be provided and supervised by the Zachary Community School Board. Parents or guardians will be advised and encouraged to participate.
- K. This Zero Tolerance for Fighting Policy is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities. It is your

responsibility to alert a principal, teacher, coach, etc. to any hostile attempt directed to you. Administrators are then required to take immediate action to prevent further hostile attempts.

MINOR OFFENSE REGULATIONS

I. MINOR OFFENSES AND DISCIPLINE

- A. Definition: Minor offenses shall include but not be limited to the following:
 - 1. Cutting class
 - 2. Unexcused tardies
 - 3. Disobedience
 - 4. Profane/abusive language
 - 5. Possession of inappropriate articles at school, such as trading cards, comic books, games, etc.
 - 6. Failing to use respectful terms required by La. R.S. 20 17:416.12 for students in kindergarten through twelfth grade.
 - 7. Throwing objects
 - 8. Refusing to sit in assigned seat
- B. Disposition of Minor offenses
 - 1. The teacher shall do one or more of the following:
 - a. Counsel/warn the student.
 - b. Administer constructive punish work.
 - c. Contact parent or guardian by phone or request a conference to be held at school.
 - d. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
 - e. Other disciplinary measures approved by the principal and faculty of the school and in compliance with school board policy.
 - f. Refer student to administration when nec-

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| ABUSIVE LANGUAGE | Short term suspension, long-term suspension or recommended expulsion. |
| ALCOHOL | See "POSSESSION OF ALCOHOL;" "UNDER THE INFLUENCE OF ALCOHOL OR DRUGS" |

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| ARSON | Long-term suspension or recommended expulsion. Also see “COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS” |
| ASSAULT AND/OR BATTERY ON ADMINISTRATOR, FACULTY OR SCHOOL PERSONNEL | Recommended expulsion. |
| ASSAULT AND/OR BATTERY ON A STUDENT | Short-term suspension, long-term suspension or recommended expulsion. |
| BOMB THREATS | See “COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS” |
| BREAKING AND ENTERING SCHOOL OR PRIVATE PROPERTY ON SCHOOL GROUNDS | Short-term suspension or long-term suspension until reimbursement for damages or theft is made - or recommended expulsion. |
| BULLYING, CYBERBULLYING, INTIMIDATION, HARASSMENT, AND HAZING CELL PHONES, BEEPERS AND ALL OTHER ELECTRONIC DEVICES | SHORT TERM SUSPENSION, LONG TERM SUSPENSION, RECOMMENDED EXPULSION First offense: confiscate device and assign student to Saturday school; return device to parent. Second offense: confiscate device and assign student 2-day suspension; return device to parent . Additional offenses: confiscate device and recommend |

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| | short term suspension; long-term suspension; or expulsion; return device to parent. |
| CHEATING | Detention, short-term suspension, long-term suspension or recommended expulsion. |
| CIGARETTES – See “POSSESSION OR USE OF CIGARETTES, LIGHTERS, TOBACCO PRODUCTS” | See page 43 |
| COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS | Recommended expulsion. |
| COMPUTER HACKING & COMPUTER NETWORK VIOLATIONS | Short-term suspension, long-term suspension or recommended expulsion. |
| COUNTERFEIT MONEY – See “POSSESSION AND/OR DISTRIBUTION OF COUNTERFEIT MONEY” | See page 43 |
| CURSING SCHOOL PERSONNEL – See “DISRESPECT FOR AUTHORITY/CURSING SCHOOL PERSONNEL” | See page 40 |
| DISRESPECT FOR AUTHORITY/CURSING SCHOOL PERSONNEL. | Short-term suspension, long-term suspension or recommended expulsion |
| DISTURBANCES – See “MAJOR DISTURBANCES;” “MINOR DISTURBANCES” | See page 42 |

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| <p>DRUGS – See “POSSESSION OF DRUG PARAPHERNALIA;” “POSSESSION OF ILLEGAL DRUGS;” “UNDER THE INFLUENCE OF ALCOHOL OR DRUGS”</p> | <p>See page 43</p> |
| <p>EXPLOSIVE DEVICES - See “POSSESSION OR USE OF EXPLOSIVE DEVICES/FIREWORKS, AND/OR AMMUNITION AND/OR LOOK-ALIKE DEVICES”</p> | <p>See page 44</p> |
| <p>EXTORTION/INTIMIDATION</p> | <p>Long-term suspension or recommended expulsion.</p> |
| <p>FIGHTING, PROVOKING A FIGHT</p> | <p>one on one – short-term or long-term suspension; two or more on one - recommended expulsion. (If it can be determined that a participant in a fight was provoked into fighting and only engaged in self-defense, that participant may not be subjected to suspension.)</p> <p>Zero Tolerance Related to Fighting at School. The appropriate law enforcement authority shall be notified by telephone whenever a fight occurs at school involving students who are fourteen (14) years or older. Principals and assistant principals have the discretion of calling the appropriate law enforcement authority with respect to students</p> |

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| | involved in fighting who are under 14 years of age, if the situation so warrants. The principal or assistant principal will make the call. Once suspended or expelled for fighting in school, a student must undergo mandated counseling, inclusive of anger management and conflict resolution before being readmitted to his or her home school. The student must show proof of such counseling when re-entering. |
| FIRE ALARM - See "TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM OF FIRE" | See page 44 |
| FORGERY OF ADMINISTRATOR'S, TEACHER'S OR PARENT'S NAME TO A SCHOOL DOCUMENT OR NOTE | Short-term suspension, long-term suspension or recommended expulsion. |
| GAMBLING | Short-term suspension. |
| LEAVING CAMPUS | Short-term suspension. |
| MAJOR DISTURBANCES: A. INCITING A MAJOR DISTURBANCE ON CAMPUS B. PARTICIPATING IN A MAJOR DISTURBANCE ON CAMPUS | A. Recommended expulsion. B. Recommended expulsion. |
| MINOR DISTURBANCE | Short-term suspension or long-term suspension. |

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| <p>MOLESTING STUDENT/ INDECENT BEHAVIOR/SEXUAL HARASSMENT/PORNOGRAPHY - Students should report sexual harassment to the teacher, guidance counselor or the administration.</p> | <p>Short-term suspension, long-term suspension or recommended expulsion.</p> |
| <p>OTHER MAJOR OFFENSES</p> | <p>Long-term suspension or recommended expulsion</p> |
| <p>POSSESSION OF ALCOHOL</p> | <p>Recommended expulsion.</p> |
| <p>POSSESSION AND/OR DISTRIBUTION OF COUNTERFEIT MONEY</p> | <p>Recommended expulsion.</p> |
| <p>POSSESSION OF DRUG PARAPHERNALIA</p> | <p>Short-term suspension or long-term suspension.</p> |
| <p>POSSESSION OF ILLEGAL DRUGS</p> | <p>Recommended expulsion.</p> |
| <p>POSSESSION OR USE OF CIGARETTES, LIGHTERS, TOBACCO PRODUCTS</p> | <p>Short term suspension or long-term suspension.</p> |
| <p>POSSESSION OR USE OF DANGEROUS WEAPONS</p> | <p>A. Possession of a dangerous weapon-recommended expulsion. B. Use of a dangerous weapon - recommended expulsion. C. Use of an object as a weapon - recommended expulsion. D. Possession of a look-alike weapon -short-term suspension, long-term suspension or recommended expulsion.</p> |

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| <p>POSSESSION OR USE OF EXPLOSIVE DEVICES/FIREWORKS, AND/OR AMMUNITION AND/OR LOOK-ALIKE DEVICES</p> | <p>Recommended expulsion.</p> |
| <p>STEALING/THEFT</p> | <p>Short-term suspension with reimbursement or recommended expulsion.</p> |
| <p>TAMPERING OR DESTROYING SCHOOL RECORDS, ROLL BOOKS, OR SCHOOL PROPERTY</p> | <p>Recommended expulsion.</p> |
| <p>TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM OF FIRE</p> | <p>Short-term suspension, long-term suspension or recommended expulsion</p> |
| <p>TERRORIZING</p> | <p>Recommended expulsion.</p> |
| <p>THREATENING ADMINISTRATOR, FACULTY OR SCHOOL PERSONNEL</p> | <p>Long-term suspension or recommended expulsion.</p> |
| <p>THREATENING STUDENT(S)</p> | <p>Short-term suspension, long-term suspension or recommended expulsion.</p> |
| <p>TRESPASSING While trespassing, any offense committed by a student on another school campus carries the same disposition as if it had been committed on his/her own campus</p> | <p>Phone principal or a designee of student's school – short term suspension. (If student refuses to leave campus, contact law enforcement authorities.)</p> |
| <p>TRUANT/HOOKY</p> | <p>short-term suspension or long-term suspension.</p> |

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| UNDER THE INFLUENCE OF ALCOHOL OR DRUGS | short-term suspension and counseling. |
| VANDALISM | long-term suspension until reimbursement and/or recommended expulsion. |
| WEAPONS – See “POSSESSION OR USE OF DANGEROUS WEAPONS” | See page 43 |

- essary, using the proper referral procedure.
2. The administrator shall do one or more of the following:
 - a. Counsel/warn the student.
 - b. Refer the student to the school counselor.
 - c. Refer to Saturday School.
 - d. Refer to Time-Out Room (TOR) or Character Action Training (CAT) class where available.
 - e. Seek and encourage parent/guardian involvement.

* NOTE: An accumulation of offenses may result in the taking of more severe disciplinary action such as short-term suspension or long-term suspension, except for any offense involving item A6 above.

MAJOR OFFENSE REGULATIONS

I. MAJOR OFFENSES AND DISCIPLINE

- A. Dispositions given for each offense are maximums.
- B. Except in offenses which the School Board has taken the position of “ZERO TOLERANCE,” administrators may assign or recommend lesser punishments according to their determination of the nature and circumstances of the offense.

NOTE: If a school has rules in addition to those set forth in this handbook, those rules shall be in writing and a copy shall be provided to the students. These rules shall not conflict with those found in this handbook.

II. ALCOHOL AND DRUG OFFENSES

- A. Possession of prescription/non-prescription medication without evidence of a prescription or a physician's order on file at school - short-term suspension, long term suspension or recommended expulsion.
- B. Distribution of medication, including non-prescription medication, or possession of same with intent to distribute; recommended expulsion.
- C. Use, distribution, or possession with intent to distribute alcohol, nitrate-based inhalants and/or any other inhalants injurious to the health and well being of students; recommended expulsion.
- D. Use of, possession of, or distribution of any imitation/ counterfeit or falsely represented controlled dangerous substance, e.g. synthetic marijuana: RECOMMENDED EXPULSION

NOTE: Medication Policy (See Zachary Community School Board Policy)

III. MAJOR DRUG, FIREARM AND KNIFE LAWS

Administrators may not assign lesser punishment for the following offenses:

(The Zachary Police Department shall be notified when a student is in possession of drugs, intending to distribute drugs, or distributing drugs in a Drug Free Zone, or is in possession of a knife, firearms or explosives).

- A. Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, a school bus, or in actual possession at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of four(4) complete school semesters and shall be referred to the district attorney for appropriate action.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on

school property, on a school bus, or in actual possession at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action.

The Superintendent, however, may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing.

La. R.S. 17:416 (C)(2)(a)(i) and (b)(i). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941, et seq); Title 28 Part XLIII Bulletin 1706 Subpart A - Regulations for Students with Disabilities, Section 519 B.

- B. Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters. La. R.S. 17:416 (C)(2)(a)(ii).
- C. Any student who is under sixteen years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event following a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters. La. R.S. 17:416(C)(2)(b)(ii).
- C. Any case involving a student in kindergarten through

grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, or a school bus, or at a school-sponsored event, following a hearing, shall be referred to the Board through a recommendation for action from the Superintendent.

- D. The principal or designee shall immediately suspend a student who is found carrying or possessing a firearm or knife, the blade of which equals or exceeds two inches in length, or other dangerous instruments. He/she shall immediately recommend the student's expulsion except, in the case of a student in kindergarten through grade five who is found carrying or possessing a knife as described in this section. The principal or designee may, but shall not be required to recommend the student's expulsion. La. R.S. 17:416 (B)(1)(b).
- E. In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

DISCIPLINE PROCEDURES

I. REMOVAL FROM SCHOOL CAN BE ONE OF THREE TYPES:

- A. Short-term suspension – two (2) to nine (9) days.
- B. Long-term suspension – ten (10) to twenty (20) days
- C. Expulsion – denial of attendance in the traditional school setting for the remainder of the school year or longer

WARNING: UPON THE FOURTH SHORT-TERM SUSPENSION THE STUDENT MAY BE RECOMMENDED FOR EXPULSION FROM THE SCHOOL.

II. RULES GOVERNING ATTENDANCE AT DISCIPLINE CENTERS

- A. Parents or legal guardians are required to accompany the student on the first day of assignment to the Discipline Center to meet with the moderator in charge and must present the admission form at that time.
- B. Specific rules governing attendance at Discipline Centers will be provided to the parent/guardian upon admission to Discipline Centers.
- C. Uniforms are mandatory for all elementary middle and high school students attending a discipline center. Uniforms are mandatory for all elementary, middle and high school students attending an alternative education center.

III. SHORT-TERM SUSPENSION PROCEDURES

- A. Prior to any suspension, the school principal or a designee shall advise the student in question of the particular misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee.
- B. When the principal or designee denies the student's attendance rights, the principal or designee shall secure "affirmative notice." The school administration shall maintain data relative to attempts made to secure "affirmative notice." The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families In Need of Services, and/or City Prosecutor/District Attorney's Office. A home visit is encouraged in cases where "affirmative notice" cannot be delivered by telephone. Failure to secure "affirmative notice" by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families In Need of Services and/or and/or City Prosecutor/District Attorney. In no case shall a student be denied attendance rights without evidence of "affirmative notice" being completed. "Affirmative notice" shall

be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.

- C. The parent/guardian should be notified of the suspension, and that the student will be or has been removed from class and will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian or next of kin, provided that the procedure in Section III A is complied with as soon as possible, thereafter.
- D. After principal or designee has secured “affirmative notice,” the student will be given a Discipline Center form that will admit him/her to that center. Students under short-term suspensions will be assigned to the closest available Discipline Center for the duration of the suspension. Additional copies of the discipline center and suspension reports shall be sent to the appropriate offices. In addition, the principal or designee shall keep a copy on file. It should be noted students, who attend the Discipline Center, will be allowed to make up all work.
- E. If the parent or guardian of the suspended student wishes to contest the suspension, the parent or guardian, within five (5) school days after receipt of written notification of the suspension, may submit a written or personal request to the Superintendent or a designee to review the matter. Upon such request the Superintendent or designee shall schedule a hearing at the earliest convenience to be held in accordance with the hearing procedure described within the context of the long-term suspension procedure. The decision of the

Superintendent or designee on an appeal of a short-term suspension shall be final, and there shall be no right to appeal such decision of the Superintendent or his designee to the Board. It is suggested that parents or guardians who wish to appeal a short-term suspension should send the student to the Discipline Center on the designated days. If the appeal is denied and the student attended the Discipline Center, the student will then receive credit for those days he/she attended.

IV. LONG-TERM SUSPENSION PROCEDURES

- A. The principal or a designee must make every reasonable effort to investigate all aspects of a discipline problem. The principal or a designee shall have reasonable cause to believe that the student is guilty of an offense which would constitute grounds for disciplinary action and that the situation warrants severe disciplinary action before recommending to the Superintendent or a designee that the student be placed on long-term suspension.
- B. The principal or a designee shall determine, according to the nature and the seriousness of the offense, whether a student recommended for long-term suspension may remain in school or be denied attendance rights pending a hearing. Prior to denying attendance rights, the school principal or a designee shall advise the student in question of the particular misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. (A hearing must be scheduled on all long-term suspensions. If the student is denied attendance, this fact shall be stated on the recommendation.)
- C. When the principal or designee denies the student's attendance rights pending a hearing by the Superintendent or designee, the principal or designee shall secure

“affirmative notice.” The school administration shall maintain data relative to attempts made to secure “affirmative notice.” The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families In Need of Services, and/or City Prosecutor/District Attorney’s Office. A home visit is encouraged in cases where “affirmative notice” cannot be delivered by telephone. Failure to secure “affirmative notice” by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families In Need of Services and/or and/or City Prosecutor/District Attorney. In no case shall a student be denied attendance rights without evidence of “affirmative notice” being completed. “Affirmative notice” shall be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.

- D. The parent/guardian should be notified of the suspension, and that the student will be or has been removed from class and will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian, next of kin, or police provided that the procedures in Sections A, B and C above are complied with as soon as possible, thereafter.
- E. After principal or designee has secured “affirmative notice,” the student will be given a Discipline Center form that will admit him/her to that center. Students under long-term suspensions will be assigned to the appropriate Discipline Center pending a hearing. Additional

copies of the Discipline Center and suspension reports shall be sent to the appropriate offices. In addition, the principal or designee shall keep a copy on file. It should be noted students who attend the Discipline Center will be allowed to make up all work.

V. HEARINGS: LONG-TERM SUSPENSIONS

- A. The school shall notify the parent or guardian of the suspension hearing date and the action to be taken if the parent is not present. The hearing will take place not later than ten (10) school days after the incident.
- B. If suspension proceedings are conducted without the presence of a parent, written notification of the actions will be sent by certified mail to the parent or legal guardian not later than three (3) school days after the hearing.
- C. The parent or guardian may appeal the suspension to the School Board within five (5) days after receiving notification by certified mail. In so appealing, the parent or guardian shall enclose a copy of the principal's or the designee's recommendation for a long-term suspension and the Superintendent's or a designee's notification after the hearing. The School Board will review the appeal and take whatever course of action deemed appropriate and will so notify the parent or guardian of its decision. In the absence of a timely appeal, the decision of the Superintendent or a designee shall become final.
- D. After two long-term suspensions, the third occurrence during the same school year which warrants a suspension will result in disciplinary action in accordance with the expulsion procedure.
- E. Upon the student's return to school, the principal or a designee shall schedule a conference to be attended by appropriate school personnel and by the student and, usually, the student's parent(s), guardian(s), or other family members. Follow-up conferences should

be planned as indicated or as required to assist the student in adjusting to the school environment.

VI. EXPULSION PROCEDURES

- A. In addition to the other offenses for which expulsion is warranted, a principal or a designee shall initiate proceedings for an expulsion when a student has received more than two long-term suspensions in one school year, or more than three short-term, out-of-school suspensions, or a combination of the two types adding up to four suspensions (in other words, when students incur their third long-term suspension or their fourth short-term, out-of-school suspension, they may be recommended for expulsion), or when the principal or a designee has reasonable cause to believe that the student has committed a third offense in the same school year which might otherwise warrant long-term suspension.
- B. Statements taken from students should be in the student's handwriting and signed by the student. If a student is only willing to give an anonymous handwritten statement, the investigator should certify at the end of the student's statement that it was given under the condition of anonymity. If a student will only give an oral anonymous statement, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and that the student would only give the statement if he/she could remain anonymous. Recorded statements may be taken with the student identifying him/her self on the recording. If a student will only give a recorded statement by remaining anonymous, the investigator will so state at the beginning of the recording. A brief written report should be prepared which would include the following:
 - 1. The investigator's conclusions as to why the incident occurred, who was involved, who was at fault

- and the penalty imposed or recommended; and
2. The evidence on which the conclusions were based, i.e., signed statements taken, unsigned statements taken, verbal only statements taken, recorded statements taken, evidence seized, lab test results on drugs, etc. Copies of all written evidence must be attached to the report. After a principal or a designee has made every reasonable effort to investigate all aspects of the discipline problem and is satisfied that the nature and seriousness of the offense could result in a recommended expulsion, the principal must then decide whether or not to recommend expulsion to the Superintendent or a designee (hearing officer). There are some instances in which the principal has no discretion. Penalties that are mandated under Louisiana Revised Statute 17:416 (Drugs and Weapons) and other provisions of Louisiana law are not optional and must be imposed by the principal.
 3. Prior to suspending a student pending the expulsion, the school principal or a designee shall advise the student in question of the particular misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. When the principal or designee denies the student's attendance rights pending a hearing by the Superintendent or designee, the principal or designee shall secure "affirmative notice." The school administration shall maintain data relative to attempts made to secure "affirmative notice." The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families In Need of Services, and/or City Prosecutor/District

Attorney's Office. A home visit is encouraged in cases where "affirmative notice" cannot be delivered by telephone. Failure to secure "affirmative notice" by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families In Need of Services and/or City Prosecutor/District Attorney. In no case shall a student be denied attendance rights without evidence of "affirmative notice" being completed. "Affirmative notice" shall be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.

4. The parent/guardian should be notified of the proposed expulsion, that the student will be or has been removed from class, and that the student will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian, next of kin, or police provided that the procedure in the above sections is complied with as soon as possible, thereafter.
5. The principal or a designee shall mail a copy of the proposed expulsion form including the specific reasons for the expulsion to the parent or guardian on the day of the student's removal from school, but no later than the following school day. At the same time, the principal or a designee shall notify the parent or guardian of the time, date and place of the expulsion hearing and a right to review by the School Board and to appeal to the

19th Judicial District Court. This report will be sent by certified mail, return receipt requested or hand delivered to the parent or guardian. For a student with disabilities, a Parent Notice of the Discipline (IEP) meeting date should also be mailed with the proposed expulsion form.

6. Where the Superintendent or a designee has proceeded with the expulsion hearing when the parent/guardian and student fail to appear, written notification shall be given to the parent/guardian of the findings and action taken no later than three (3) school days after the hearing. In such notice the Superintendent or a designee shall inform the parent/guardian that the findings and the action taken shall become final five (5) calendar days after the receipt of the notification.
7. The hearing shall be held as soon as possible but no later than ten (10) school days after the student's removal from the school, unless an alternate date is agreed upon by all parties.
8. Pending the hearing by the Superintendent or his designee, the student shall be denied normal attendance privileges, but shall be placed in an alternative setting.
9. At the hearing conducted by the Superintendent or his designee, the specific reason(s) concerning the cause(s) for the proposed expulsion will be presented by the principal or a designee in support of the recommendation. The student's prior performance and attendance may be discussed. The student or a representative may produce witnesses or offer evidence in the student's behalf and may cross-examine any witnesses that are brought to the hearing. This is not the right to cross-examine students or other witnesses who have given statements only and who are not present at the hearing.

10. After hearing the case, the Superintendent or designee shall determine whether the student is guilty of the principal's or a designee's charges and whether he/she is expelled from the school system or if other corrective or disciplinary action is imposed. If the findings and disposition of the expulsion hearing are made at the conclusion of the hearing, the Superintendent or a designee shall inform the parent/guardian and the student of the findings and disposition of the case. In any event, the Superintendent or a designee shall mail (by certified mail, return receipt requested), or hand deliver to the parent or guardian, the Child Welfare and Attendance section, and to the principal or a designee, a decision of the findings no later than seven (7) school days after the hearing if the parent or guardian was present or no later than three (3) school days after the hearing was scheduled and if the parent or guardian was not present. General Counsel may review cases where he/she reasonably believes there is a legal issue which has surfaced either at the hearing level or from any other source. Should General Counsel determine that there is a legal issue serious enough to warrant, he/she may recommend to the Superintendent that the designee's decision be overturned subject to the Superintendent's final decision prior to the matter going to the Board should such be timely requested. In the event that the Superintendent or a designee determines that a student should be expelled, the parent or guardian of the expelled student or the student (if the student is 18 years of age or older), may request a review of the expulsion decision by the School Board. The request for review must be requested by mail and must be postmarked within ten (10) days after receipt of written notification of the ex-

pulsion decision by the parent of a minor student. The request for review may also be hand delivered to the School Board Office at 3755 Church Street, Zachary, Louisiana, within ten (10) days after receipt of written notification of the expulsion decision by the parent of the minor student. Requests for review which are not mailed within this time period shall not be processed unless extenuating circumstances can be demonstrated by the parent/guardian or student.

11. In the event that a parent/guardian or student timely requests a review of an expulsion decision by the Board, the Superintendent shall list each such request as an agenda item for the first or second next regularly scheduled meeting of the Board. If the review request is received after the deadline for completion of the Board meeting agenda, then the item will be placed on the agenda of the second or third next regularly scheduled meeting.
12. The written record of the expulsion proceedings, to include all evidence and prior decisions rendered and also include a statement by parents or guardians (and/or student if of legal standing) that provides the basis for the request to review, will be provided to all School Board members in the agenda packet on the Monday prior to the Board Meeting at which the review is to be on the agenda.
13. Upon the request of the presiding officer, the Board Members will indicate whether or not they have had the opportunity to review the case. Upon affirmation by the Members, the presiding officer will then inquire as to whether or not any Member requests a hearing of the case which will be scheduled as per the original guidelines at the next regularly scheduled Board meeting. Absent a motion and second to hear the case, the Superintendent's recommendation stands. The parent

or student shall have the right to determine if the expulsion review is conducted in public or private session.

14. At the review by the Board, the Board will function similarly to an Appellate Court in reviewing evidence from the expulsion hearing. Each side should present to the Board two(2) days prior to the review, a written report stating each side's position with attached documents, which were presented at the hearing. At the review hearing by the Board only one person will argue for each side, and normally no testimony will be taken nor will new evidence be presented. Each side should be allowed ten (10) minutes (no more than 15) to argue the case. Members of the School Board may ask questions of either side during this presentation or following the presentation as the Board chooses. After hearing the arguments of both sides, the Board shall deliberate the case privately if executive session is requested but openly if an open session is requested. Following the deliberation, the Board will meet in open session to affirm, modify or reverse the action taken by the hearing officer. This decision of the Board will be based solely on the report submitted, whatever documentary evidence is submitted with the report, and the oral argument of each side.
15. The Superintendent shall notify the parent, guardian (and/or student, if of legal standing) in person, or in writing, certified mail return receipt requested or hand delivered, of the decision of the School Board. The parent, guardian or student may, within ten (10) calendar days, appeal to the 19th Judicial District Court an adverse ruling of the School Board in upholding the action of the Superintendent or the designee. The court may reverse or revise the ruling of the School Board upon a finding

that the ruling of the Board was based on an absence of any relevant evidence in support within.

VII. STATUS AND REHABILITATION OF SUSPENDED AND EXPELLED STUDENTS

During the period of suspension, the student who is denied attendance privileges at his/her home school shall be assigned to a Discipline Center during school hours. Participation and presence of the suspended student at school extracurricular activities are denied. The student who is allowed to remain in school pending a hearing by the Superintendent or a designee is considered to be on probation. A student suspended for allegedly committing a battery on any school employee shall not be allowed in a school even on probation until all hearings and appeals associated with the alleged violation have been exhausted. Additional violation of school rules will result in loss of attendance privileges until the case is resolved at the hearing. The necessity to suspend or expel a student usually indicates that additional support and remedial services are necessary. The principal and professional staff have a responsibility to provide proper counseling and to make every effort to help students returning from suspension and expulsion to remain in school. Students who are suspended and do not attend a Discipline Center shall receive an unexcused absence for each day of nonattendance during the suspension. A student found guilty at a suspension hearing or expulsion hearing of committing a battery on any school employee shall not be assigned to attend the school to which the school employee who was the victim of the battery is assigned.

A. ALTERNATIVE PROGRAMS:

1. Character Action Training Class (CAT)

This intervention removes the student (K-5) from the regular classes and requires supervised character training as well as supervised learning away from other students and school activities.

2. Time-Out Room

A one-day suspension in the student's home school in grades 6- 12. This intervention removes the student from regular classes and requires supervised learning away from other students and school activities.

3. Saturday School

This program is designed to provide an alternative to students in lieu of short-term suspensions.

4. Discipline Centers

This alternative is designed as intervention centers for grades 6- 12 students who have become involved in disciplinary infractions resulting in short-term suspension (2 to 9 days) or a long-term suspension (10 to 20 days) as determined by the home school's principal and assistant principal. Referrals to a Discipline Center are determined by the home school administrator with the notification of the parent or legal guardian.

5. Alternative Academy

This alternative is designed for students expelled from the traditional school setting by the superintendent or his designee.

VIII. CORPORAL PUNISHMENT

The Zachary Community School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of the school year.

The following guidelines shall apply to any use of corporal punishment:

- A. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed

beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to affect student behavior modification.

- B. The principal or the designee shall punish corporally only in the presence of a second school employee, who should be informed beforehand of the reasons for the punishment.
- C. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation.
- D. School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. In any case, complete documentation of each incident of corporal punishment shall be made including name of student, time, date and details of violation, the form of discipline administered, the names of the person administering the punishment and the witness, each of whom shall sign the documentation upon completion.
- E. Corporal punishment shall be administered in the office of the principal, assistant principal or in such place or places as may be designated by the principal.
- F. Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and kept on file in the principal's office.
- G. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
 - 1. Age of child;
 - 2. Size of child;

3. Sex of child;
 4. Ability to bear the punishment; and
 5. Overall physical condition of the child.
- H. Corporal punishment shall not be administered in anger or with malice at any time.
- I. Corporal punishment shall be administered by paddling the buttocks only.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to restrain a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

IMPERMISSIBLE CORPORAL PUNISHMENT

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be impermissible corporal punishment. Any accusations involving employees using impermissible corporal punishment shall be promptly investigated.

IX. OFFENSIVE STUDENT CONDUCT AT END OF YEAR

A. NON-GRADUATING STUDENTS

Any student who commits offenses during the last ten (10) days of school which carry recommendations for suspension and/or expulsion shall have such recommendation extended into the next school year.

B. GRADUATING STUDENTS

Any senior committing a serious major offense (alcohol/drug/indecent behavior) after the last regular class period, as upheld by the Hearing Office upon the principal's or a designee's recommendation, will be excluded from year-end activities (including participation in graduation exercises). Diplomas may be given to or mailed to the student at the end of the

closure of school. Zachary Community School Board Policy also mandates that all schools will include this regulation in their senior orientation prior to the end of the year, and each senior will sign a slip indicating knowledge of these regulations. Parents will receive a letter including information about these regulations from individual schools.

X. SPECIAL EDUCATION DISCIPLINE PROCEDURES

All procedural safeguards afforded regular education students must be extended to students with disabilities and their parents. In addition, discipline procedures for students with disabilities must follow Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941, et seq); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519.

FOR EXCLUSIONS OF MORE THAN 10 CONSECUTIVE DAYS, OR WHEN PATTERN OF EXCLUSIONS HAS OCCURRED, OR UPON THE FOURTH EXCLUSION (SUSPENSION):

The student's Special Education teacher must notify the parent of a Discipline Individual Education Program (IEP) meeting. A Discipline Individual Education Program (IEP) meeting must be held to determine if the behavior is a manifestation of the student's disability. The IEP meeting must be appropriately constituted with the following persons: Officially Designated Representative (ODR) – the principal or assistant principal; the student's Special Education teacher; at least one of the student's Regular Education teachers; the parent, the student, if appropriate; and, any additional persons with knowledge of the student and the disability. (Note: If the parent does not attend the scheduled manifestation determination review (MDR) meeting, the school will reschedule the MDR meeting it within (3) school days. If the parent does not attend the rescheduled MDR meeting, the school personnel shall meet without the parent.) If the behavior is a manifes-

tation of the student's disability, the student will not be suspended nor expelled. If the behavior is NOT a manifestation of the student's disability, the student will follow procedures as a regular student.

School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 days, if the student carries a weapon to school or to a school function; or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.

A hearing officer (from a State approved list) may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 days if that hearing officer, in an expedited due process hearing determines that the public agency has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

34 CFR Part 300.519 Discipline Procedures (IDEA-97)

EMERGENCY REMOVAL

Emergency Removal is used only when the student exhibits a substantial danger to himself/herself or others. In no case can this removal last longer than nine (9) school days. During this nine-day period, school officials shall initiate a meeting to review the student's Individual Education Program (IEP), consider an interim placement, or invoke the aid of a State listed Hearing Officer or the courts to remove the allegedly dangerous student from school if they believe that maintaining the student in the current placement would be substantially likely to result in injury to the student or others.

SPECIAL EDUCATION GLOSSARY

CHANGE OF PLACEMENT:

The removal of a special education student for more than ten

(10) consecutive school days; or The student is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another. C.F.R. 300.519, IDEA Regulations.

SPECIAL EDUCATION STUDENT:

Any student who is presently identified as exceptional. Any student whom the system has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred, may assert any protections provided for in IDEA Part 300 Regulations and Louisiana’s Regulations for Implementation of the Children with Exceptionalities Act(R.S. 17:1941, et seq); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities. This does not apply to students identified as gifted or talented.

**STUDENT COMPUTER/NETWORK
ACCEPTABLE USE POLICY**

The Zachary Community School Board is making Internet access available to students to prepare them to participate productively in the information society of the 21st century. Internet access will give students the opportunity to inquire, study, communicate, and gain new understandings about our global society.

A. RIGHT

Students have the right to use the system’s educational network as a tool to enhance learning, as it becomes available at their location.

B. RESPONSIBILITY

Students have the responsibility to learn and follow guidelines that are deemed appropriate in using the educational network.

All access to the Internet will be teacher directed and will conform to the following:

C. RULES FOR USE OF COMPUTER NETWORK AND INTERNET:

Students shall:

- Sign a statement as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies before using the computers at Zachary Community Schools.
- Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.
- Not access visual depictions that are obscene, pornographic or harmful to minors.
- 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.
- Not access objectionable or inappropriate material over the Internet.
- Not post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, slanderous, sexually harassing, terrorizing or illegal. Students shall not use any language online that is not permitted in the classroom.
- Not post personal information about themselves (last names, addresses, or telephone numbers) or any other person.
- Not forward personal mail without permission.
- 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.

- Observe the copyright law. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
- Not make any purchase on the Internet while using school equipment or Internet service.
- Not use e-mail, chat rooms, net meeting rooms, and other form of direct electronic communication including instant messaging systems unless authorized.

Also Note:

- Installation of software is allowed only by the District's administration, and should not be undertaken by any other user.
- Users are not permitted to work in or to modify the Network Operating System.
- Unauthorized exploration or changes to any system files are prohibited.
- The Zachary Community School Board computers must be used only for educational activities and are limited to activities that have been approved by a teacher or staff member.
- The presence of food or drink in the vicinity of the computers or computer related equipment is forbidden.
- Documents and/or mail stored on the District network should be deleted regularly in order to conserve file space.
- The Zachary Community School Board reserves the right to purge accounts after proper notification of exceeding space regulations.
- Students are not to download large files unless absolutely necessary, and only with the approval of the teacher. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the file from

the system computer once the research project in question is completed.

- Users must remember to log off any computer before leaving the area as userids will be used as the primary method for tracking computer usage.
- If a user is concerned that their password is no longer secure, then see the system administrator for a new password.
- Standard 3 ½" diskettes, CDs and portable memory drives are acceptable for file storage. Please be careful when inserting or removing these diskettes. CDs and memory sticks are the preferred forms of storage.
- Interpretation, application and modification of the policy is within the sole discretion of the Zachary Community School Board.
- Any questions or issues regarding this policy should be directed to the Zachary Community School Board Administration.

D. 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.

E. Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.

All school and district rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state, or Federal laws will be reported to the appropriate law enforcement agency.

Any parent or guardian who has questions or concerns about their child's Internet Access is encouraged to discuss these concerns with the school principal. Parents or guardians are also encouraged to discuss family values with their

children to guide their activities on the Internet.

ELECTRONIC TELECOMMUNICATIONS DEVICES POLICY

No student shall possess, use or operate any electronic telecommunication device, including but not limited to any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof during school hours or in any school bus used to transport public school students, unless in the event of an emergency as declared by the principal or his/her designee or after regular school hours as authorized by a school official.

Students who have received authorization shall be required to leave all electronic telecommunication devices in their cars..

A violation of these provisions shall be grounds for disciplinary action.

A properly authorized medical device worn by a student shall not be in violation of this policy.

Revised: July, 2009

SEXUAL HARASSMENT COMPLAINTS

Any student complaint about another student engaging in sexual harassment reported to a teacher or counselor shall be immediately reported to the principal. The principal is responsible to investigate the complaint. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The principal may request assistance of the Superintendent in investigating student on student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of The Student Rights and Responsibilities Handbook and Discipline Policy. Student complaints about an employ-

ee shall be handled as provided in the School Board's Risk Management Plan.

COMMUNICATIONS WITH LANGUAGE-MINORITY STUDENTS AND PARENTS

All schools with language minority students are obligated to provide written or verbal communications with these students and parents or guardians in a language they can best understand. This handbook may be translated or interpreted to meet the Office of Civil Rights (OCR) standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974.

COMMUNICABLE DISEASE CONTROL POLICY

Current immunization records are required for all students entering school for the first time, including kindergarten, in compliance with the immunization schedule established by the legislature in La. R.S. 17:170 unless compliance is waived pursuant to the statute. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Vaccine Preventable Disease Section's School Immunization Report forms to provide for control of preventable communicable diseases.

FEES AND FINES DUE FOR LOST OR DESTROYED TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students shall be required to pay full price for textbooks and library books that are lost or damaged beyond use. The School Board also requires students to pay for any other school property damaged as a result of student misconduct. The School Board shall hold the diploma of any high school student until all fees and fines have been paid.

GRADUATION

High school students must meet all course and attendance requirements and pass all sections of the Graduation Exit Examination prior to graduating. In addition, these students must meet the same criteria in order to participate in graduation exercises.

GLOSSARY

1. **ABUSIVE LANGUAGE** – Any verbal abuse or bullying of others, including but not limited to slurs, name-calling, or derogatory statements to another person because of that person’s race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation.
2. **ARSON** - The damage to property by the use of an explosive substance or the setting on fire to any school or personal property.
3. **ASSAULT** –
 - A. An attempt to commit a battery or the intentional placing of another person in reasonable apprehension of receiving a battery which is not self-defense.
 - B. Assault of a school teacher is an assault committed when the victim is a school teacher acting in the performance of employment duties.
4. **BATTERY** –
 - A. The use of force or violence upon a person if actual contact is made.
 - B. Battery of a school teacher is the use of force or violence against a school teacher when the teacher is acting in performance of employment duties.
5. **BURGLARY** - The unauthorized entry of property.
6. **COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS** - The intentional impartation or conveyance, or causing the impartation or conveyance by the use of the mail, telephone,

telegraph, word of mouth, or other means of communication, of any threat or false information knowing the same to be false, including bomb threats or threats involving fake explosive devices, concerning an attempt or alleged attempt being made, or to be made, to commit either aggravated or simple arson.

7. **COMPUTER HACKING** - The accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof with intent to view, alter, delete, or insert programs or data without authority.
8. **DISRESPECT FOR AUTHORITY** - Any unprovoked act of aggression which demonstrates a disregard or interference with authority or supervising personnel.
9. **DISTURBANCE** -
 - A. Minor Disturbance - An act of misconduct that disrupts the orderly process of educational activities in that area that is confined to a limited area, and/or which jeopardizes safety of children.
 - B. Major Disturbance - A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children.
10. **DRUGS** - Illegal narcotics or any controlled dangerous substances.
11. **DRUG PARAPHERNALIA** - All equipment products and materials of any kind which are used with drugs such as roach clips, rolling papers, pipes, etc.
12. **EMERGENCY** - An unexpected situation that requires prompt action.
13. **EXCUSED TARDY** - Acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies or natural disasters.
14. **EXPLOSIVE DEVICES** - Including fireworks, bullets, bombs, and incendiary devices.
15. **EXTORTION** - The taking of goods or services by threats or intimidation.

16. **FIGHTING** - The exchange of blows between two or more students with the intent of harming one another.
17. **GAMBLING** - To play a game of chance where a reward is expected.
18. **HABITUAL OFFENDER** - One who has committed several offenses, not necessarily of the same type.
19. **INDECENT BEHAVIOR** - Socially unacceptable behavior, that is morally offensive.
20. **INDIVIDUAL EDUCATION PROGRAM (IEP)** – A written statement for a student with disabilities that contains an overview of instructional needs that is developed, reviewed, and revised in a meeting in accordance with C.F.R. 300.341-300.350, IDEA Regulations.
21. **INTIMIDATION** - To make timid or fearful.
22. **LOOK-ALIKE** - Similar to; appear to be.
23. **MOLESTATION** - To make indecent advances in which physical contact is made.
24. **PORNOGRAPHY**-Material (such as books, writing, or photographs) that show erotic behavior and is intended to cause sexual excitement.
25. **PROBATION** - A condition in which students are temporarily placed to assist them in adjusting to a normal school setting.
26. **PROVOKING A FIGHT** - To purposely cause or invite any intentional gesture written, verbally, electronically, or physically promote a student or students to fight.
27. **REASONABLE BELIEF** - A suspicion founded upon circumstances sufficiently strong to warrant a belief in a reasonable person that something is true.
28. **ROBBERY** - Taking of anything of value belonging to another by the use of force or intimidation.
29. **SCHOOL BUILDING LEVEL COMMITTEE (SBLC)** – A group of knowledgeable persons comprised of school staff and parents who meet in response to a student's needs.
30. **SELF-DEFENSE** - An act of protecting oneself from an aggressor where the force used is only sufficient

to repel the aggressor. The right of an individual to protect him/herself by using force upon another when it can be reasonably concluded that the use of force more probably than not was committed SOLELY for the purpose of preventing forcible offense against him/herself. A PERSON WHO IS THE AGGRESSOR OR WHO BRINGS ON DIFFICULTY CANNOT CLAIM THE RIGHT OF SELF-DEFENSE. A STUDENT CANNOT CLAIM THE RIGHT OF SELF-DEFENSE WHENEVER HELP OR FLIGHT IS AVAILABLE. RESPONDING TO A VERBAL CONFRONTATION BY USING PHYSICAL FORCE IS NOT ACCEPTABLE AND CANNOT BE CLAIMED AS SELF-DEFENSE.

31. **SERIOUS BODILY INJURY** -Impairment of physical condition not limited to the following: loss of consciousness, concussion, bone fracture, impairment of function of bodily member or organs, wound requiring suturing, and serious disfigurement.

32. **SEXUAL HARASSMENT**

A. Student to Student or Student to Staff Harassment -In this context, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other inappropriate verbal, visual, written or physical conduct of a sexual nature at school or a school sponsored event.

B. Extended Definition - Sexual harassment may also include but is not limited to:

1. verbal harassment or abuse;
2. uninvited letters, telephone calls, or materials of sexual nature;
3. uninvited or inappropriate leaning over, cornering, patting or pinching;
4. uninvited sexually suggestive looks or gestures;
5. intentional brushing against a student's or a school employee's body;
6. uninvited pressure for dates;
7. uninvited sexual teasing, jokes, remarks or ques-

tions;

8. any sexually motivated unwelcome touching; or
9. attempted or actual rape or sexual assault.
33. **TARDY** - When one is not in his or her classroom when the tardy bell rings.
34. **TERRORIZING** - The intentional communication of information, known by the offender to be false, 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, thereby causing any person to be in sustained fear for his or another person's safety; causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the public.
35. **THEFT** – Taking other's property without permission, by stealing, fraud or trickery.
36. **THREAT** - A communication in person, in writing or through the use of the Internet to injure a person or to kill a person, who is a teacher, employee of the school system or a student of the school.
37. **TRESPASSING** - Unauthorized entry on a school campus other than the one a student normally attends except when the student has been assigned to an alternative program.
38. **TRUANT/HOOKY** - One who is absent from school without permission.
39. **VANDALISM** - The defacing, damaging, and/or breaking of others' property through willful misconduct.
40. **WEAPON** - Any object which, under the circumstances, may be used to inflict bodily injury or damage to property.
41. **WILLFUL DISOBEDIENCE** - The refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus.
42. **ZERO TOLERANCE** – An anti-violence policy making school a safer place for learning. Automatic recommendation for expulsion by the school administration.

Zachary Community School District **Parental Involvement Plan** **(Title I)**

1. STATEMENT OF PURPOSE

A major goal of the Zachary Community School District Title I program is to encourage greater involvement of parents in the education of their children in developing strong partnerships with teachers, principals, other staff, the community and their school.

Title I Guidelines for Parental Involvement, Section 1118 No Child Left Behind Act of 2001, reads that a local educational agency (LEA) receives funds under this part only if such agency implements programs, activities and procedures for the involvement of parents in programs assisted under this part. Such activities shall be planned and implemented with meaningful consultation with parents of participating children.

Each LEA that receives funds under this part shall develop jointly with, agree upon, and distribute to parents of participating children a written parent involvement plan establishing the expectations for parent involvement and describing how the LEA will involve parents in the joint development of the plan.

The Zachary Community School District is committed to the goal of providing quality education for every child in this district. The child benefits if the school and home form a partnership promoting high expectations for our children. Parents are the children's first teachers. Parents' support for their children and for the school is critical to their children's success at every step along the way. The Zachary Community School District intends to include parents in all aspects of the district's Title I program. The goal is to have a strong school/home partnership that will help all students in the district succeed.

2. PARENTAL INVOLVEMENT IN DEVELOPING WRITTEN PLAN

To assist schools in developing a school parental involvement plan specific to the Title I schools, a District Advisory Committee, consisting of Title I staff, school staff and parents, will be formed to develop the district (LEA) Parent Involvement Plan.

Each Title I school will select one representative to serve on the Title I District Advisory Committee. The goal is to also have parents from each school serving on the committee. The district committee will meet once each fiscal year. The meeting will be for review, discussion and revision of the district parental involvement plan.

To disseminate the District plan to parents, the plan will be placed on the District website and in the District handbook. To make the plan available to the community, the District will place a copy of the handbook in the public library.

3. ANNUAL MEETING FOR TITLE I PARENTS

Each school will conduct an annual open house where parents will be provided information about the Title I program. At this meeting, parents may volunteer to serve on the district-wide or individual school advisory committee if slots are still available. Parents will be apprised of state student performance standards, state and local assessments, pupil progression plan and ways to help their children.

Parents will be notified of open house meetings by letters that will be sent home with students as well as newspaper announcements and information posted on the district and school websites.

4. SCHOOL-PARENT COMPACT

Each school must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with parents of children participating in the program. These compacts will outline how parents, staff and students will share responsibility for promoting high student achievement. Parents on each school's School Improvement Team (SIP) will be involved in designing these compacts. The

content of the compact will be discussed as needed at parent/teacher conferences held during the year.

Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents and students will have for helping students achieve the goals. Parents are urged to discuss the compact with their children before signing it and having their children sign.

5. TYPES OF PARENT INVOLVEMENT

There are many ways in which parents can become involved with their children's education. The Zachary Community School District values both at home contributions and those which take place at school and in the community.

Technology is a high priority in the ZCSD. A Parent Command Center is available on-line at each school's website for parents to monitor student progress. In order for parents to be aware of technology at the schools, Technology tours will be given at every school during Open House meetings. Notification of the Open House meetings will be posted on the school website and in the school newsletter sent home to every parent.

Reading to children at home, talking with them at family mealtimes, providing an at home study period, monitoring the TV programs, and making sure homework assignments are complete are as important as volunteering at school and serving on advisory committees. For additional ways parents can become involved, parents should check with the child's classroom teacher and principal.

6. MATCHING PROGRAMS TO THE NEEDS OF THE PARENT AND CHILD

Each year, the District will assess the needs of parents and students in the community through surveys sent home to parents. Workshops, training sessions, and other programs will be available to match the expressed needs. Parents will be notified about these opportunities through the individual schools and the District and school websites. Parents may

call the District Title I contact at any time to make suggestions for various educational programs.

7. STAFF-PARENT COMMUNICATION

The Zachary Community School Board will in-service all principals at the Principals' meetings in the values and utility of the contributions of parents and how to communicate with parents. The principals will be instructed to conduct the same in-service to their teachers at their faculty meetings

District informational packets consisting of calendars, school activities, fees, etc. will be mailed to parents in the summer. A Title I brochure describing the Title I program will be distributed at each school's Open House meeting and sent home with students at the beginning of the school year. Also, during the school year, a District newsletter will be sent periodically to every parent and information related to school and parent programs will be posted on the District and school websites. Each school will also send notices, fliers, progress reports and calendars of activities home with children.

Communications will be made through telephone calls, letters, parent-teacher conferences, and home visits as needed. Home Visits will be made when necessary by the Child Welfare and Attendance Supervisor, School Social Worker, Superintendent, and any other personnel directly related to the educational growth and development of the child.

Parents are encouraged to talk to their child's teacher when they are not concerned about a problem, as well as when they are concerned about a problem. Teachers are encouraged to send notes and make telephone calls to parents when children are experiencing success, as well as when they are having difficulties. Parents may also call the school office or Social Worker about problems and concerns.

8. COORDINATION, TECHNICAL ASSISTANCE AND OTHER SUPPORT

The Title I Director and Central Office staff will provide coordination, technical assistance and support necessary to

assist participating schools in planning and implementing effective parent involvement. The Title I Director, School Social Worker, LA4 Director, and the Special Education Director will jointly plan district level parent Involvement activities.

9. EVALUATION

Parents of children in school wide programs will be involved in the development of the School Improvement Plan (SIP) at each school and in decisions of what Parent Involvement activities are appropriate for their particular school.

An annual evaluation of the Title I Parental Involvement Program will be conducted. The evaluation will include an assessment of how much parental involvement is increasing at the school and the district level and what barriers to parental participation still need to be overcome. The District and each school will revise its Parental Involvement Plan on the basis of the annual review.

10. RESERVATION

Each Title I school will be allocated a percentage of Title I funds for Parent Involvement, based on the number of students enrolled in each school. The remaining funds will be used for district-wide Parent Involvement activities. The Title I Director will inform each school of their budget and the accounting procedures for submitting receipts and financial forms.

11. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents, to support a partnership between the schools, parents and the community, and to improve student academic achievement, each school will do the following:

Parents will be assisted in understanding the State's academic content standards, accountability system, local academic assessments and their children's progress at annual Open House meetings. Also, instructional awareness programs and parent conferences will be held throughout the year.

Literacy and mathematics training will be provided to parents during planned parent involvement activities at each Title I school.

12. PARENTAL INFORMATION AND RESOURCE CENTERS

There are no parent resource centers in our community. Each school will establish a parent information section in their library with resources for parents to use. Parents will be informed of this section through school websites and notices sent home with students.

Parents in Louisiana may contact this Parent Information and Resource Center for further information concerning No Child Left Behind and how to assist their children in meeting its requirements:

Louisiana Promise,
Volunteers of America Highland Center,
520 Olive Street, Suite C-4,
Shreveport, LA 71104,
Phone: 318-429-6968,
Toll-Free Information Line: 1-866-751-6958

13. PARENTS RIGHT TO KNOW

Parents will be informed of their right to know the professional qualifications of their child's teacher and/or paraprofessional through a Title I brochure distributed at the Open House meetings and sent home to students. If requested, the principal, supervisor, or personnel director will provide the information verbally or in writing. This information is also available on the State Department of Education website.

If a child will be assigned for a 4 week period to a teacher who is not highly qualified, the principal will write a letter to the parents of the children in that class informing them of this situation.

Complaint Procedure for Programs Covered Under No Child Left Behind

A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that the Zachary Community School District has violated a requirement of federal statute or regulations which apply to programs under the No Child Left Behind Act.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with ZCSD regarding the complaint.

Local Complaint Procedures

1. Referral - Complaints against the Zachary Community School District will be sent in writing to the Director of Federal Programs.
2. Acknowledgement - The Director of Federal Programs will acknowledge receipt of the complaint in writing.
3. Investigation - The Director of Federal Programs and other pertinent district administrators and staff will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the Superintendent of the school district.
4. Opportunity to Present Evidence - The Superintendent may, in his or her discretion, provide for the complainant and/or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
5. Report and Recommended Resolution - Once the Superintendent has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the

complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Superintendent will issue the report to the complainant, complainant's representative, and the Director of Federal Programs.

6. Right to Appeal – When necessary, the complainant may appeal the recommended resolution to the Louisiana Department of Education

Louisiana Department of Education Complaint Procedures For The Elementary and Secondary Education Act of 1965

If the Zachary Community School's Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online at the following website address:<http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc>. Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A Statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

7. Follow-Up - The Director of Federal Programs will insure that the resolution of the complaint is implemented.
8. Time Limit - The period between the Zachary Community School Districts receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Filing a Complaint:

Local complaints should be addressed as follows:

Gwendolyn Longmire
Director of Federal Programs
Zachary Community School System
3755 Church Street
Zachary, LA 70791

Zachary Community School District
Title I Parental Involvement Suggestion Sheet

District Parental Involvement Policy:

District Level Parental Involvement Activities:

Please return this form to:
Dr. Gwendolyn Longmire, Director of Federal Pro-
grams, at the Zachary Community School Board
Office or to your child’s school.

