

# **Student/Parent Handbook**

## **2024-2025**

9560 Hwy. 33, Farmerville, LA 71241

[www.darbonnewoods.com](http://www.darbonnewoods.com)

Phone 368.8051/Fax 368.8258

*"D'Arbonne Woods Charter School is an Equal Opportunity Employer"*

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# D'Arbonne Woods Charter School

## Administrative Staff

### **Executive Director**

Doug Postel

### **K-3 Supervisor/Curriculum**

Dee Coates

### **9-12 Supervisor/Dean of Students**

Carrie Manning

### **Special Education Supervisor**

A'naliese Towns

### **Counselor**

Mary Louisa McMahon

### **Business Manager**

Jan Coleman

### **4-8 Supervisor/Curriculum**

Stephanie Miller

### **Transportation/Operations/CTE**

Steven Ehrhard

### **Athletic Director**

Josh Barham

### **Legal Counsel**

Scott Wolleson

## **Board Members**

### **Kim Neese - Board President**

Annemarie Anderson, Mary Barrios, Andy Hudson, Denise McClendon

Larry Proctor, Blake Simpson, Ryan Willis

## 2024 - 2025 DWCS SCHOOL CALENDAR

AUGUST 12-AUGUST 16 (Monday-Friday) {No Students}.....MANDATORY EMPLOYEE INSERVICE

AUGUST 19 (Monday).....K-12 STUDENTS FIRST DAY

SEPTEMBER 2 (Monday) {Holiday}.....LABOR DAY

SEPTEMBER 19-20 (Thursday-Friday) {Student Virtual Day on Thursday}.....STAFF DEVELOPMENT

OCTOBER 7-11 (Monday-Friday) {Holiday}.....FALL BREAK

OCTOBER 25 (Friday).....END OF 1<sup>ST</sup> GRADING PERIOD

NOVEMBER 11 (Monday) {Holiday}.....VETERANS DAY

NOVEMBER 25-29 (Monday-Friday) {Holiday}.....THANKSGIVING

DECEMBER 23-JANUARY 3 (Monday-Friday) {Holiday}.....CHRISTMAS/NEW YEARS

JANUARY 10 (Friday).....END OF 2<sup>ND</sup> GRADING PERIOD/1<sup>ST</sup> SEMESTER

JANUARY 20 (Monday) {Holiday}.....MARTIN LUTHER KING, JR. DAY

FEBRUARY 14 (Friday) {Student Virtual Day}.....STAFF DEVELOPMENT

FEBRUARY 17 (Monday) {Holiday}.....PRESIDENTS' DAY

MARCH 7 (Friday).....END OF 3<sup>RD</sup> GRADING PERIOD

MARCH 17-21 (Monday-Friday).....SPRING BREAK

APRIL 18-21 (Friday-Monday) {Holiday}.....EASTER

APRIL 25 (Friday).....SENIORS' LAST DAY

MAY 8 (Thursday).....STUDENTS' LAST DAY  
 END OF 4<sup>TH</sup> GRADING PERIOD/2<sup>ND</sup> SEMESTER

MAY 9 (Friday) .....TEACHERS' LAST DAY

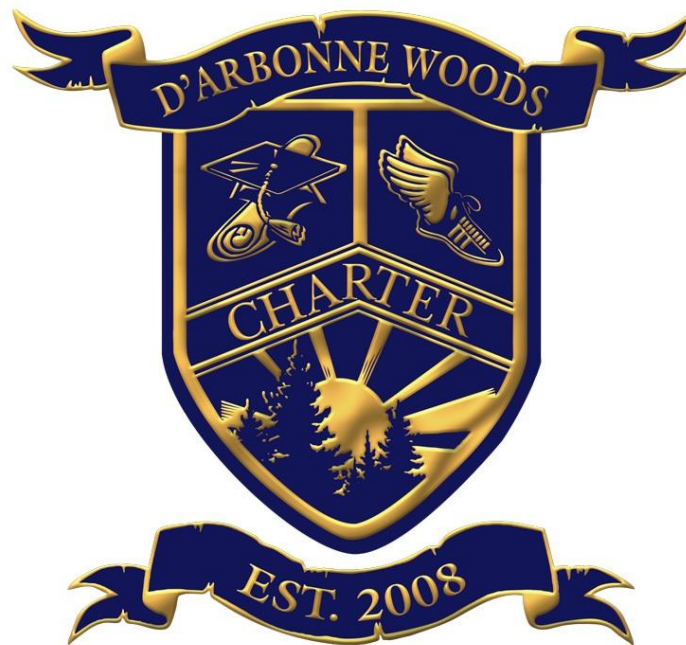
\*157 Days for Students (1<sup>st</sup> Semester-82; 2<sup>nd</sup> Semester-75)

MANDATORY EMPLOYEE IN-SERVICE	HOLIDAY	STAFF DEVELOPMENT
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## SCHOOL CREST MEANING

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As D'Arbonne Woods Charter School (DWCS) grows, we are fortunate to add rich traditions that define who we are and establish our strong beliefs. These beliefs are to be carried on by each graduating class. Our crest was designed to represent those characteristics which make our school unique. The sun rays represent our students and the light they are to the world. The pine trees are symbolic of our area and were an inspiration for our name, which originated in 2008. The graduation cap and diploma represent the strong academic foundation for student success and lifelong learning. The winged shoe is the ancient symbol for athletic competition. The incorporation of athletics helps form character through discipline and teamwork.





***For our school stands tall  
amongst the lush piney woods  
Growing in our hearts the love  
we have for you  
As we walk and talk our navy blue  
The sun shines over our golden school  
D'Arbonne Woods  
D'Arbonne Woods  
Howl with pride and we will thrive  
Hail to the Timberwolves!  
Hooooooooooooooooowl***

**TEACHER BILL OF RIGHTS**  
**(LSA-R.S. 17:416.18)**

**Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:**

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

**\* The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish or other local public school board policy enacted or adopted relative to the discipline of students.**

## **CODE OF CONDUCT**

The Student Code of Conduct has been formulated in compliance with Relevant Law. Policies and procedures of the DWCS School Board and administrative regulations that pertain to student conduct are addressed in the Code. The Code is designed to inform students, parents, legal guardians, and school personnel of rules of conduct applicable to this school district. DWCS is committed to providing each student with a quality education. This goal can only be achieved in a cooperative school climate free from disruptions, which hinder and interfere with the educational process. The rights of students, teachers, parents, and administrators are to be valued and protected under federal and state laws. DWCS will strive to achieve a working balance between rights and responsibilities, which foster a positive school climate where there is mutual respect and an opportunity for students to develop to their fullest potential. A spirit of cooperation is a must if quality education and effective discipline are to be a reality. The responsibilities are defined as follows:

### **STUDENT RESPONSIBILITIES:**

- Attend school daily, except when lawfully excused, and be on time to all classes.
- Sign a statement indicating he/she has received and read the handbook.
- Follow the rules and regulations established by the teacher and the school on the bus, at school, and at school sponsored events.
- Follow student Code of Conduct and school policies and procedures concerning appropriate behavior and dress. Do not use your cellphone or smart watch during the school day.
- Do not check out during the school day to get food off campus.
- Cooperate with all lawful and reasonable directives issued by school personnel.
- Show respect for others and their property.
- Do not make profane, insulting, threatening, or inflammatory remarks while on campus **and** while on **SOCIAL MEDIA**. We have to investigate social media threats and insults!
- Avoid any behavior that creates unrest among the student body including talking or sharing information about a student that creates negative drama.
- Express opinions and ideas in a respectful and courteous manner.
- Strive toward self-discipline, setting individual goals, and utilizing good work habits.



## **PARENT/LEGAL GUARDIAN RESPONSIBILITIES:**

- Establish and maintain a positive attitude toward our school and teachers/staff at ALL times, including on SOCIAL MEDIA.
  - This includes questions posed on social media designed to create negative attention toward specific staff members, policies or rules, or the school in general.
  - Parents should feel a responsibility to work things out with teachers and administration and at no time feel justified to engage in social media bullying or abusive behavior that would not be tolerated toward their children.
- Take an active interest in the overall school program.
- Do not check student out to get lunch during the school day.
- Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
- Encourage and lead the child to develop proper study habits at home.
- Assist the child in being properly attired for school according to the dress code.
- Ensure the child's compliance with school attendance requirements and promptly report and explain absences and tardies to the school.
- **Maintain up-to-date addresses and phone numbers in the school office for home, work, and emergencies.**
- Bring to the attention of school authorities any learning problem or condition that may relate to the child's education.

## **School Arrival/Departure**

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Students must arrive between 7:15 am and 7:37 am and departure is 3:12 pm daily.

- There is no supervision before 7:15 a.m. for students. Parents are responsible for their children until this time. Unattended children dropped off or not picked up without supervision will be reported to authorities due to safety concerns for the child. This also applies to students who stay on campus after school unattended for any reason. All students must depart campus immediately following class dismissal via carline, bus line, or sibling driver unless attending a school event/tutoring service where they are checked in and supervised.
- Classes are in session at 7:37 am until 3:12 pm.
- If a student arrives after 7:37 am, the parent or student (driving) must sign in at the office.

- To encourage independence, we ask that parents not walk students to class after the first week of school. We will have staff on hand to assist students to classrooms.
- **Students may not check out after 2:40 in the afternoon.**
- **Three EARLY CHECK OUTS = ONE ABSENCE (elementary) Three TARDIES = 1 ABSENCE**
- **HIGH SCHOOL CLASSES ARE CALCULATED PER CLASS/DAY FOR CARNEGIE CREDITS.**

### **CAR LINE SAFETY POLICY**

- New families to DWCS will be given **TWO SCHOOL APPROVED** safety passes for the carline. If you already have a student at DWCS you will continue to use the passes you already have. Each family will have a single number whether you have 1 or more students enrolled at DWCS.
- Carline safety passes will have an assigned number for each family.
- To pick up your students in the car pickup line you must have a **SCHOOL APPROVED** carline safety pass. Any cars without a **SCHOOL APPROVED** carline safety pass will have to park and check out their students as normal through the elementary or high school office. **There are NO EXCEPTIONS!**

### **STUDENT DROP OFF AND PICK UP PATTERN**

- All students (K-12) drop-offs/pickups are behind the school following the left loop.
- Bus drop off/pickup is on the right side of the school following the right loop.
- Do not leave your car unattended in the car loop lane during pick up or dismissal.
- Parents must not use their cell phones while driving in the parking lot and music must be turned down. The safety of your children is our first priority (Louisiana Law RS 32:300.8).
- Please drive very slowly and carefully while on campus to ensure safety.
- It is unlawful to use tobacco products and or controlled substances on school campuses. Please do not vape or smoke cigarettes while on campus.

## Bus Transportation

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**The school bus IS an extension of the school day and as such, riders are expected to follow ALL school policies, rules, and procedures. Riding the bus is a PRIVILEGE, not a right. DWCS reserves the right to revoke bus riding privileges to any student for safety and or disciplinary infractions.**

### STUDENT BUS RIDER

1. The bus driver will assign seats to students.
2. Students must use their INSIDE VOICE while on the bus.
3. Students must keep their hands to themselves and refrain from touching other bus riders.
4. In the morning students will be picked up at pre-determined locations as determined by the transportation supervisor and the executive director and returned to that address once school is dismissed.
5. Riders will be courteous to the driver and other riders.
6. Riders will not throw anything out of the window.
7. Absolutely no use of profanity will be tolerated.
8. No eating or drinking on the bus unless the bus driver grants permission.
9. Riders will remain seated until instructed by the driver.
10. No smoking or use of tobacco products on the school bus.
11. Keep all body parts and personal materials inside the school bus. Failure to do so can result in serious injury or loss of life.
12. Destruction or damaging of the school bus is prohibited and WILL result in removal from the school bus. Parents may be held responsible for repair or replacement of damage.
13. The use of electronic devices is at the discretion of the driver. Students are NOT permitted to take photographs, record, or film videos on any bus at any time.
14. Bullying will not be tolerated and WILL result in removal from the school bus.
15. Willful indecent conduct WILL result in removal from the school bus.

### PARENTS

1. Parents must inform the school that their children will be riding the school bus. All pick-up

and drop-off locations must be approved by the Transportation Department. Any change to these locations MUST be reported to the student's school prior to the change. Bus Drivers WILL NOT alter these locations unless notified by school personnel.

2. Parents must have their children ready for pick-up when the bus arrives. Drivers are instructed to stop only momentarily if no apparent rider is waiting to board. Riders must board the bus immediately. Drivers WILL NOT wait for riders to appear due to safety issues. In the event of rain or extreme cold, drivers will allow a moment of additional time.
3. If a driver stops at a particular pick-up location and no rider is there to ride the bus for three consecutive days, the driver is not obligated to continue this stop until contacted by the parent\guardian associated with this stop. Parents\guardians are encouraged to notify bus drivers in the event of long absences so that bus service is not needlessly interrupted.
4. Parents wishing to include their child in the school bus transportation system once the school year has begun must inform their student's school.
5. **No one** is allowed to board the school bus except student riders, the bus driver, and school administrators. This includes parents. This is a safety issue and will be enforced.
6. Parents must be courteous to the bus driver and drivers must be courteous to parents. Inappropriate behavior or use of profanity toward the bus driver may result in the removal of their student from the school bus. Problems with a driver should be reported to the Transportation Department.
7. Parents wishing to report a problem on the school bus must report to the dean of students. Investigation and disciplinary measures taken as a result of a school bus incident are at the discretion of the attending school.
8. Questions regarding bus routing and timing should be made to the Transportation Department.
9. The school district will not be responsible for materials left on the school bus.
10. All DWCS buses are equipped with video surveillance. Surveillance may not be viewed by parents due to privacy issues.
11. School bus routing is directly associated with a student's information filed with their school. **Parents must ensure that this information including physical address, phone contacts, and form of transportation are accurately reported to their school.**
12. Students under the age of 10 will not be dropped off at their bus stop if a parent/guardian is not present. Students will remain on the bus and return to the school with the driver and can

be picked-up from the office.

13. Accommodations are available to students that need assistance when riding a school bus provided that the DWCS Transportation Office and administration have supporting documentation on file for the need.
14. In the event of an emergency situation the bus driver will contact the Transportation office at DWCS. Parents and/or guardians will be contacted by the school and informed of the situation and provide instructions on picking up their student(s).

### **SCHOOL BUS BEHAVIOR REPORT**

Students who misbehave on a school bus are subject to being issued a School Bus Behavior Report. This form, issued by the bus driver to the Dean of Students, documents that the student has had a school bus behavior incident. The form will indicate actions taken by the school as a result of this misconduct. Riding the bus is a privilege and is considered an extension of the school. Students will receive the same consequence listed in the discipline section of the student handbook for violating school rules and procedures. In addition, the following consequences will be enforced by the transportation director when students violate the rules on the bus.

- \*1st Violation:           Warning.
- \*2nd Violation:         1 Day Bus Suspension.
- \*3rd Violation:         3 Day Bus Suspension/conference with parent/guardian
- \*4th Violation:         5 Day Bus Suspension/conference with parent/guardian
- \*5th Violation:         10 Day Bus Suspension/conference with parent/guardian

\*DWCS reserves the right to permanently remove any student from the bus who routinely violates the rules OR displays bullying, abusive, or obscene conduct. Students in kindergarten through twelfth grade ride the bus. Older students must respect the fact that we have young children on the bus and the older students must censor their language and behavior!

*The School Bus Behavior Report is completed by the school and appropriate copies delivered to the bus driver, student's parent\guardian, dean of students, and the transportation department in a timely manner so that disciplinary actions taken by the school are made apparent.*

## Student Drivers

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Each student must register and pay a \$25 fee for the parking pass for the car he/she intends to drive to school to the office at the beginning of the year. Student drivers must provide a copy of the registered vehicles proof of insurance, registration, driver's license, and a photo copy of the vehicle license plate. Student drivers will be given a student parking safety pass for their vehicle which must be visible at all times. Replacement passes are \$5. If a second vehicle is driven on campus it must also be registered with the office and a copy of the vehicles proof of insurance, registration, and a photo copy of the vehicle license plate will be needed. Second vehicle parking passes can be purchased for \$15.

- Cars driven to school must be locked and Do NOT leave your keys in an unlocked vehicle.
- Students who are habitually late driving to school will lose their driving privileges.
- There will be no returning to cars once you have entered the building until school is dismissed. In emergency situations, permission may be granted by office staff.
- There will be no loitering or panhandling in the parking lot at any time, before or after school.
- DWCS assumes no liability for damages to any vehicle or contents of any vehicle damaged by acts of vandalism, accidents, theft, storms, etc.
- Students should not to leave vehicle on campus while attending off campus activities.
- Students are not to have any type of weapon, ammunition, or other explosive devices in their possession, including in their vehicles or lockers.
- NO alcoholic beverage, tobacco, or controlled substances are permitted on campus.
- Periodic checks of vehicles and its contents may be conducted throughout the year by the administration, SRO, and/or by the Union Parish Sheriff's Department. The Union Parish Sheriff's Department K-9 units will be utilized throughout the school year as needed.
- Students and parents must observe designated parking areas. Students may not park in the faculty area.
- The student parking lot is not to be used to drop off or pick up students.
- Failure to follow any of these guidelines may result in loss of campus driving/parking privileges and/or other disciplinary action as determined by school policy and strictly enforced by Administration.
- Students cannot check out for lunch and check back in due to safety concerns. Driving

privileges will be revoked for such abuse.

**Driving is a privilege and will be revoked for any and all disciplinary issues on DWCS campus. Student behavior will affect privileges. Habitually tardy student drivers will lose the privilege.**

**RS 17:233- If a student is less than eighteen years of age and is habitually absent or tardy as determined pursuant to this Section, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.**

## Checkouts/Authorized Only Pickups

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### **HALF DAY/EARLY DISMISSAL**

Students with an abbreviated academic schedule must leave the campus within five (5) minutes of the completion of their last class. Repeat offenders will be rescheduled into classes for the entire school day.

### **AUTHORIZED CHECK OUTS**

In the event someone arrives to pick up a student who is not on the checkout list, we must have something in writing from the parent before we will allow the student to leave with a friend early via checkout, or different car pick up. Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick up students from school UNLESS the parent calls, emails, or sends a note verifying their child is riding home with another student in car/bus line. Please update information whenever changes occur.

- Valid photo identification will be required of all individuals picking up students.
- If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will not be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents. These documents must indicate who has legal access to the child and his/her records during school hours.

- In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card.

- Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick up a child.
- Friends and strangers will be denied access to a student in the absence of verified parental consent.
- A parent note, phone call, or email is the only acceptable form of parental consent accepted at DWCS.

## Visitors

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

- The school policy is to accept visitors in the school who have legitimate business here.
- All visitors must register in one of the main offices and present a valid driver's license.
- A visitor's badge must be secured from the office and displayed by the visitor at all times.

## Attendance Policy/Approved Excuses/Truancy RS 17:221

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In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at school. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course. Days and half-days are automatically calculated by our Student Information System and cannot be adjusted.

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



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

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester or 63,720 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

Elementary students must be in attendance a minimum of 63,720 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

Students in danger of failing due to excessive absences may be allowed to make up missed class time. The makeup sessions will be held outside of regular class time and must be completed before the end of the current semester. All other applicable policies must be met.

Regular attendance is essential for a student's successful progress in the instructional program. The parent or legal guardian is responsible for ensuring regular attendance.

Parents will be notified of each absence via our automated call system. Parents/guardians will receive notification in writing after the student's third unexcused absence. A School Building Level Committee (SBLC) meeting will be scheduled with the student's parent or legal guardian, after the fifth unexcused absence. This meeting will include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy.

## **ABSENCES**

When a student misses school, their absence falls under four categories:

- Exempted and Excused: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
- Non-Exempted and Excused: The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family

illness documented by a parent's note. **A maximum of 5 written parent notes will be accepted as a non-exempt excused absence for the school year.**

- Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.
- Suspensions: The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

All student make-up work will be the responsibility of the student upon return to the classroom. Ample time will be provided by the teacher to complete the missing assignments. Typically the number of days to complete make-up assignments are equivalent to the number of days excused. Extenuating circumstances will be considered. It is the responsibility of the student and/or parent to inform the teacher and administration of all extenuating circumstances so a plan that is in the best interest of the student and their academic performance can be considered. All excuses for a student's absence must be submitted to the office the day the student returns to school or the student's absence is considered unexcused. Excuses can be faxed to 318-368-8258.

When students are absent, DWCS attempts to provide verbal notification to parents or legal guardians. If such verbal notification cannot be provided, the school will provide written notification when a student has been absent from school five (5) school days per semester. The accumulation of days absent need not be consecutive.

## **REPORTING ABSENCES**

Schoolwide attendance is taken at the beginning of each day. Parent Command notifies parent each day when a student is absent.

DWCS will provide written notice to a parent or legal guardian of a habitually absent student (5 or more days) and DWCS will report habitually absent students to the truancy office or to the family or juvenile court in the parish.

## TRUANCY RS 17:221

<b>Days</b>	<b>Intervention</b>
<b>1 to 4 Unexcused Absences</b>	<ul style="list-style-type: none"><li>▪ <b>School documents outreach efforts to reach out to parent/guardian.</b></li><li>▪ <b>When the number of unexcused absences increase a student will be referred for school truancy</b></li></ul>
<b>5 or more Unexcused Absences</b>	<ul style="list-style-type: none"><li>▪ <b>School will send written notification to parents and/or guardians.</b></li><li>▪ <b>School will refer to FINS and a court summons for truancy will be issued.</b></li></ul>
<b>15 Unexcused Absences</b>	<ul style="list-style-type: none"><li>▪ <b>School refers case to FINS and a court summons is issued.</b></li><li>▪ <b>School may request that the student be discharged for non-attendance after every attempt to hold student and/or parent or legal guardian accountability for attendance has been utilized.</b></li></ul>

### **APPEAL OF ABSENCES**

When a student exceeds the maximum number of absences allowed, a formal appeal to administration and board of directors can be made by the parent/legal guardian, if they feel any of the absences are because of extenuating circumstances. High school students in danger of failing due to excessive absences may be allowed to make up missed class time. The make-up sessions will be held outside of regular class time and must be completed before the end of the current semester. All other applicable policies must also be met. It is the responsibility of the student and parent to seek out those opportunities to make up absences before the end of the semester. At the end of the semester, the student will fail automatically without attendance recovery completed.

### **TARDINESS**

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. After five minutes has

passed a student will be considered skipping. Habitual tardiness will not be tolerated.

Students who exhibit habitual tardiness shall be subject to appropriate disciplinary action. Parents of students who continue to be tardy shall be notified for a conference with the principal/teacher's supervisor/dean of students, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

- High School students who are habitually tardy will be issued lunch detention or receive disciplinary actions at the discretion of teachers and administration.

## **JURISDICTION**

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus. Students who ride a bus shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the visibility of the bus driver. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band, and other student organizations. In disciplinary matters, the School Board's authority may extend beyond the limits set forth above, in accordance with state law.

## **Field Trips**

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As a learning experience, teachers may plan field trips.

- Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct, truancy or failing grades.
- Parent permission slips must be signed for students to participate in field trips.
- Money and completed/signed permission slip must be turned in prior to the field trip, or the student will not be permitted to take part in the field trip.
- Students are to wear their uniform on field trips for security reasons, unless authorized otherwise by administration.

## DWCS Student Fee, Fines & Charges Policy

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D'Arbonne Woods Charter School may charge student fees to help offset costs associated with the operation of specific classrooms or subjects. Students will not be denied or delayed admission nor access to any instructional activity due to the failure of the parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

D'Arbonne Woods Charter School Student Fees, Fines, and Charges policy and procedures will be posted on the school website and included in the school's student handbook which is provided to each student and his/her parent or legal guardian at the beginning of each school year.

### **FEE DEFINITION**

Fees will include any payment or supplies required as a condition of a student to be enrolled in DWCS or participating in any extracurricular or co-curricular activities. This does not include payment for extracurricular activities or the cost of school meals.

Curricular and co-curricular activities are those which are relevant, supportive, and an integral part of the program of studies the student is enrolled or is under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those which are not relevant, supportive and an integral part of the program of studies the student is enrolled, and which are considered valuable for the overall development of the student.

### **FEE REGULATIONS**

- Students' are not charged or assessed a fee unless the fee has been set and included in the D'Arbonne Woods Charter School's approved Schedule of Fees.
- Fees charged for the same item or service shall be consistent among all grades at D'Arbonne Woods Charter School.
- Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

## **FEE SCHEDULE**

A list of authorized fees, including their purpose, use, amount, or authorized range, and how each fee is collected, shall be as listed on the Schedule of Fees (Appendix A) attached to this policy.

## **ECONOMIC HARDSHIP WAIVER (ACT 240, R.S. 17:177)**

A student or his/her legal guardian may request and receive a waiver of payment of a fee due to the economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not limited to the following:

- Receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutritional Assistance Program, supplemental security income, or Medicaid.
- Is in foster care or is caring for children in foster care.
- Is homeless.
- Is serving in, or within the previous year as served in, active military service.
- Is eligible for free or reduced-price meals in schools not participating in the Community Eligibility Provision Program.
- Is an emancipated minor.

A written request or a waiver of fees shall be submitted to the School Counselor via the High School Secretary. Proof of eligibility shall be included with the fee waiver request form.

All records associated with the fee waiver request due to economic hardship shall be confidential, but not constitute a public record. Items may be audited to ensure compliance with the School Board's policy. A student's personally identifiable information associated with such a waiver request shall not be made public.

## **SCHOOL SUPPLIES**

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by D'Arbonne Woods Charter School. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies. The maximum school fee shall be included in the Student Fee Schedule.

## **DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS**

D'Arbonne Woods Charter School may require parents and/or legal guardians to compensate the school for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the school at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Under no circumstances may the school refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child as a result of failing to compensate the school for lost or damaged textbook. Nor may the school refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the Federal Family Educational Rights and Privacy Act as a result of failing to compensate the school for the lost or damaged textbooks.

Under no circumstances may the school deny student promotional opportunities, as a result of failure to compensate the school for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook or technology during school hours each day. The school shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

## **Lunch Service/Cafeteria**

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**An approved vendor provides all breakfast and lunches for D'Arbonne Woods.** A standard menu will be used, and the monthly menu can be viewed on-line. Breakfast and lunch will be served in the cafeteria. Students who bring lunch from home are able to purchase milk.

### **Outside Food/Drinks**

- DWCS is a closed campus. Students are not allowed to leave campus for lunch or to run errands. Parents cannot call and check out student drivers to leave campus and then check back in. This is for safety reasons.

- If a parent brings outside food, it must be in a paper bag or lunch box with no fast-food wrapping displayed. Staff will not give out food with restaurant logos displayed.
- Parents will have to check their student out to consume outside food that does not comply with the previous statement. All checkouts will count against the attendance record.
- If there is a medical reason for other food or drink, please notify the school nurse.
- ABSOLUTELY NO ENERGY DRINKS.
- ONLY WATER BOTTLES ARE PERMITTED ON CAMPUS IF BROUGHT FROM HOME.
- Drinks purchased from vending machines are approved for sale at various times during the school day and are allowed on campus.

If your student requires a special diet accommodation (including for allergies) from the school cafeteria, you must fill out a Diet Prescription for School Meals form. This form is available from the school nurse and on the DWCS website on the Child Nutrition page. You can also email a request for the form to [foodservice@darbonnewoods.com](mailto:foodservice@darbonnewoods.com). The form must be turned in to the school nurse. These forms must be filled out and turned in at the beginning of every school year. Any prescription change in your student's dietary needs should be reported immediately to the school nurse.

### **Cafeteria Behavior**

Students are required to be respectful to all staff and each other while they are in the cafeteria. Various discipline will be applied for misbehavior in the lunchroom.

## **School Meal Payment Policy**

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- I. Application for Free/Reduced Meals
  - a. Every household is to fill out an application yearly, even if you do not wish to participate.
  - b. Applications must be filled in with black ink. The scanner will not pick up anything that is not written in black ink.
  - c. Applications are due the first week of classes.
  - d. You may turn in a new application at any time during the school year if you have a change of circumstance that you feel may make you eligible for benefits you were not eligible



for at the beginning of the school year. Example: Loss of job, layoff, change in household, etc.

- e. If your application is not turned in when the school year begins, you are responsible for the meal charges incurred from the prior year expiration date until the date your application is received, even if you qualify for free/reduced lunch based on income.

## II. Notification of Outstanding Balance

- a. A statement will be sent home with students at the beginning of each month. If you do not receive the statement from your student it is your responsibility to check on the balance by contacting DWCS or MyMealTime.com.
- b. You are responsible for keeping up with your student's balance. The best way to do this is to register for an account at MyMealTime.com. It is recommended that every parent, even those with students who do not regularly eat in the cafeteria or with students receiving free meals, sign up for an account on MyMealTime.com so you can keep track of your student's cafeteria activity and make sure that there are no erroneous charges. Milk a la carte is not included in the free meals, there is a 50-cent charge if the full meal is not taken, so it is possible that students receiving free meals will accrue a balance.
- c. If you have a question about the outstanding balance contact Jan Coleman at 318-368-8051 or email [foodservice@darbonnewoods.com](mailto:foodservice@darbonnewoods.com). If you would like to dispute a charge on your student's statement, contact Food Service at the contact information provided above within thirty (30) days. After 30 days you are responsible for any charges.

## III. Making Payments and Payments Due Date

- a. It is recommended that you pre-pay for your child's meals.
- b. Balance is due in full by the 10th of the following month (ex: January balance is to be paid on or before February 10).
- c. Payments can be made online (see section IV below), or you can send a check to school with your student. If you wish to pay with cash, please bring it to the elementary or high school office so you can get a receipt.
- d. There will be a \$35.00 fine for any check returned due to insufficient funds.

## IV. Register to Pay for Meals Online

- a. Go to [www.MyMealTime.com](http://www.MyMealTime.com) or download the mobile app and register for a free account.

- b. Be sure to choose D'Arbonne Woods Charter School for the school district.
  - c. Add your students using their name, student ID and birthdate. You can find your student's ID number (SIDNO) on Parent Command.
  - d. Make a payment to your students' accounts with your credit/debit card or electronic check. **A program fee will apply.** *You will have the opportunity to review any fees and cancel if you choose before you are charged.*
- V. Students who are graduating or leaving DWCS.
- a. Payment in full is due immediately.
  - b. Outstanding balance will be sent to collections after 60 days.
- VI. Refunds/Transfers
- a. Parents/guardians may request a refund of their student's balance by June 1.
  - b. Refunds are issued in June unless there is a special circumstance (student is leaving DWCS, change in meal benefit status)
  - c. Parents/guardians may request a transfer of funds between siblings residing in the same household.
  - d. Requests for refunds or transfers can be emailed to [foodservice@darbonnewoods.com](mailto:foodservice@darbonnewoods.com).

## Anti-Discrimination Policy

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The

completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or 3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider. 08/01/2023

## Lockers

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Lockers and desks are school property; therefore, students are not given any expectation of privacy in the use of school resources. Administration reserves the right to inspect or search the school's lockers and desks. Administrators along with the School Resource Officer may utilize law enforcement's K-9 resources to search school property including students' personal effects, lockers, and/or vehicles.

1. All students in grades 8-12 are issued a locker. DWCS staff assumes no liability for lost or stolen books, school supplies, or personal belongings.
2. Students must keep lockers neat and clean.
3. **Backpacks must remain in lockers at all times for students in grades 8-12.**
4. No paper or poster can be placed on the outside of a locker or other surface without approval of an appropriate administrator. Students may not deface lockers in any way.
5. Food must not be stored in the lockers overnight.
6. A student may use only the locker assigned to him/her.
7. If there are violations of locker use regulations, appropriate disciplinary measures will be taken as determined by the administration.
8. Lockers should always be kept completely closed when not in use. Consequences will incur for students who jam locker doors open with any type of object such as pencils, paper, etc.
9. Lockers cannot be traded because of liability, accountability, and safety.
10. **ANY STUDENT WHO USES AN OBJECT TO MAKE A LOCK NOT WORK WILL BE DISCIPLINED BY ADMINISTRATION. THIS IS A SAFETY AND SECURITY ISSUE FOR PROPERTY AS WELL AS FOR THE SECURITY OF EACH STUDENT.**

## Cell Phone/Electronics

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As outlined in Louisiana law LSA-R.S. 17:239, students are prohibited from using cell phones or any electronic telecommunication device in all public-school buildings. Further, SB207 states that “any cell phone or additional communication devices should not be on “his person” or must be powered off and put away for the entire duration of the school day if brought to the campus.”

- Cell phone "use" is defined for this policy as the cell phone being in the "on" position or mode. During regular school hours, student cell phones are required to be kept IN CAR/BACKPACK/LOCKER (must not be on their person) and turned off while in a school building, on school grounds, or on a school bus.
- This policy is inclusive of any electronic telecommunication device, including smart watches with the ability to voice and video record in a student’s possession.
- No student, unless authorized by the school personnel, may use, or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone system, intercom, electro-mechanical paging device, MP3, iPod, Fitbit, Apple/Smartwatches or gaming device in any elementary, middle, or secondary school building, or on the grounds during the instructional day or in any school bus used to transport public school students.
- Cell phones and all other telecommunication devices, including smart watches, must be turned off, stowed away out of sight, and not used during the instructional day or on DWCS campus, including before and after school.
- For the purpose of this policy, the instructional day will be defined to be the time students physically arrive on campus in the morning until the time they are physically off campus in the afternoon. Cell phones are prohibited in the bus/car line and will be confiscated.
- Cell phones seen or heard by a staff member will result in the confiscation of the cell phone.
- Upon arrival at school, cell phones and smart watches are not allowed on the person of any student and must be kept in lockers or vehicles. Students who are obviously in possession of a cell phone will be asked for their phone. Accidental possession is not an acceptable excuse.

At any time staff becomes aware that a student has used their phone in any way, including with their parents, it will be confiscated. The phone should be turned off when the student physically arrives on campus. DWCS has the option of using other corrective strategies for repeat offenders. **Students**

**who use cell phones in bathrooms will have serious consequences because of the safety and privacy of all students.** Students who refuse to give up their cell phone will be suspended from school and their cell phone will be held for the standard amount of time, depending on the number of offenses.

- Use of cell phones is defined as CALLS, TEXTS, PICTURES, VIDEO, AND ALL SOCIAL MEDIA POSTED WHILE ON CAMPUS WILL RESULT IN THE PHONE BEING CONFISCATED PER POLICY.
- Any student responsible for sharing and/or bringing digital pornographic materials onto school grounds or school buses at any time IS subject to suspension and/or expulsion from school. **ANY VIOLATIONS WILL BE REPORTED TO LAW ENFORCEMENT FOR INVESTIGATION.**
- If you need to contact your child, call the office to leave a message for your child. He/she will be allowed to use the school's phone to contact you if necessary.

### **Consequence = Loss of Phone**

1st Offense: Collect the device, student may pick up the device at the end of day and sign an electronic communication device policy.

2nd Offense: Collect the device, parent must pick up the device with a signature. A copy of the electronic communication device will be provided for review with parent/guardian and student. Phone will remain in the office for 5 school days. Phone will not be released until the end of day 5 and only to the Parent and/or legal guardian listed on school record.

3rd Offense: Collect the device, parent must pick up the device with a signature. Device will remain in the office for 30 days. Phone will not be released until the end of day 30 and only to the Parent and/or legal guardian listed on school record. Student will receive 2 days in school suspension.

4th Offense: Collect the device, parent must pick up the device with a signature. Device will remain in the Office for the remainder of the school year and the student will be suspended for 3 days and the suspension will count against the attendance requirements.

## Communication with Teachers

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Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and strive to facilitate open and frequent communications with parents.

- Teachers will communicate with parents about behavior and academics through folders (elementary), email messages, parent command, and phone calls. Teacher conferences are the first line of communication for DWCS parents. However, **make sure to check your child's backpack/folder daily for notes from the teacher or staff.**
- Progress Reports will be sent home with students during each grading period. Parents may also view their child's current academic status through Parent Command. Please feel free to consult with the office regarding any problems or questions concerning your child. It is the desire of the administrators and the faculty to be of service to both parents and students.

## School Announcements

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Visit our school's web page at [www.darbonnewoods.com](http://www.darbonnewoods.com) for pertinent information about school functions and events will appear on this page. You now have the option to subscribe to school calendars via Google Calendars (online or app). This can be used for academics, school events, sports calendars, etc. The school will also use a call system for whole school messages/announcements. Also, check us out on social media (Facebook, Instagram, and Twitter) to see what's going on around campus.

Join our media announcements page on you tube to receive weekly updates about school events:  
<https://www.youtube.com/c/dwcsschoolannouncements>

Announcement requests may be sent to the media team at [announcements@darbonnewoods.com](mailto:announcements@darbonnewoods.com).

## School Closings/Emergencies

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Occasionally, school may be closed due to inclement weather or other unusual circumstances. Please do not call the school or school personnel. The following TV/Radio stations will be notified by school officials: KNOE-TV, KTVE-TV, FM 97.7, and FM 107.5. ALL PERTINENT INFORMATION WILL ALSO BE POSTED ON OUR WEBSITE [www.darbonnewoods.com](http://www.darbonnewoods.com) and Facebook page as well as a robo call or text from DWCS parent communication system.

## EMERGENCY EVACUATION

- Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold fire drills, lockdown drills, and extreme weather drills/procedures to prepare us for the possibility of an emergency. If extreme circumstances arise, and there is a need to evacuate the building, local law enforcement will assist in determining the shelter locations for the students. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.
- Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. **Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.**

## Dress Code/Uniform Information

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The purpose of our Uniform Policy is to ensure a safe and effective learning environment. Cleanliness and neatness are key elements to an effective dress code and are vital to a student's preparedness to learn. Student attire should be appropriate, decent, and non-disruptive. Our goal is to eliminate distinctions based on clothing or appearance. This policy helps ensure that each student will be treated equally. The dress code will begin on the first day of school and will be enforced consistently throughout the year by teachers and administration. If the uniform policy causes an issue or burden please contact the school and administration can provide guidance and assistance in helping resolve the concerns.

## SHIRTS

- Polo navy or white short or long sleeve shirt with collar.  
All shirts MUST be monogrammed with school approved logo and placed on the left-hand side of the person wearing the garment. The monogram is the designated, trademarked school logo.



Navy logo on white, gold logo on navy.

o **NO OTHER MONOGRAMS ARE ACCEPTED.**

o **ALL OTHER DWCS DESIGNS WILL BE CONSIDERED FRIDAY SPIRIT WEAR.**

- Solid white Peter Pan collared shirts are allowed for girls.
- Long sleeve shirt under a short sleeve shirt can only be gray, navy, or white.
  - o Spirit sleeves are only allowed on Friday as spirit wear.
- Solid color navy, gray, gold, black, or white windbreakers and sweatshirts (no hoods) may be worn over a uniform shirt.

#### **PANTS/SHORTS**

- Khaki and navy trousers or shorts.
- Shorts must be no shorter than 2 inches above the knee.
  - o This includes the length of P.E. shorts.
  - o The school reserves the right to check/measure if length is questionable.
- No team apparel will be allowed during the school day as a substitute for school uniform. On game days jerseys may be worn over the school uniform but not in place of the school uniform.
- No jeggings, athletic joggers, or stretch type pants allowed.

#### **SKIRTS/JUMPERS/SKORTS**

- Skirts, skorts, and jumpers must not be shorter than 2 inches above the knee.
- Skirts must have built in shorts, or the student must wear compression shorts underneath.
- Jumpers must have school logo monogrammed on them. Girls may wear the polo style shirt or the Peter Pan collared shirt under jumper.
- All girls must wear bloomers or shorts under their skirt, skorts, and jumpers.
- Leggings may be worn under skirts but must come down to the ankle.
- Leggings must be navy, black, or white ONLY.



- No pants, warmups, or sweatpants may be worn under or over skirts, skorts, shorts, or jumpers.

### **ORDERING SCHOOL APPROVED PLAID (see the school website for color)**

- School approved plaid color is Classic Navy.
- Plaid can be ordered online from [www.LandsEnd.com](http://www.LandsEnd.com) (see pictures)
  - Classic Navy Plaid Box Pleat Skirt (Item #473437-BPX)
  - Classic Navy Plaid Jumper (Item #0650101-BP6)



### **SWEATSHIRTS/SWEATERS**

- Navy, white, gold, gray, or black crew neck sweatshirts with no hoods are allowed to be worn over uniform shirts.
- A collared uniform shirt must be worn under all outerwear.
- Navy, white, gold, or gray sweaters ONLY.
- ONLY SOLID navy, white, gold, black, gray, black sweatshirts or sweaters. No blended colors!

### **COATS/JACKETS**

- Jackets **must be solid** navy blue, gray, gold, black or white (no hoods).
- All outerwear worn in the building must be solid navy, gray, black, gold or white.
  - **WINDBREAKERS AND CREW NECK SWEATSHIRTS (no hood) ARE ALLOWED TO BE WORN OVER UNIFORM SHIRTS.**
    - Only small designer logos are allowed in conjunction with the monogram.

### **SHOES/SOCKS**

- Closed toe tennis shoes must be worn for all students in grades K-5 due to playground safety.
- Flip flops are NOT allowed.
- Shower shoes/house shoes/single strap across the foot/slides are not allowed due to safety on stairs. Closed toe Crocs are acceptable for grades 6-12.
- No inappropriate socks.

### **FRIDAYS/SPIRIT SHIRTS**

- Friday dress will be spirit shirt with uniform bottoms.
- Blue jeans may be worn on Fridays ONLY when determined by the Executive Director.

## **HATS**

For safety purposes hats are not allowed inside the school unless they are part of an athletic uniform. Students are not allowed to wear hats in any building on campus.

## **BLANKETS ARE NOT ALLOWED ON CAMPUS FOR ANY REASON except for Kindergarten!**

### **GROOMING/PERSONAL APPEARANCE**

- Unusual facial make-up or adornments that may be considered a disruption will not be allowed.
- Make-up and/or cosmetics in grades K-5 are not allowed for either gender with the exception of nail polish for female students.
- Make-up may be worn by females in grades 6–12 ONLY if it is not disruptive.
- Proper undergarments must be worn at all times and never be exposed.
- Headdress articles will not be permitted in any buildings on campus at any time. These include bandanas, curlers, caps, beanies, and hats of any kind. Other head articles such as sunglasses (except by written permission of a doctor) or improper eyewear will NOT be permitted in any building.
- No oversized clothing
- Sagging pants are not permitted.
- Pants with holes or slashes are not allowed even if the pants are lined with additional fabric.
- No trench coats of any kind
- No heavy chains, spikes, or chokers
- No nose or eyebrow piercings such as rings or studs (pretend or real)
- No tongue rings or studs
- Body piercings of any kind, exposed or covered, are prohibited, with the exception of pierced earrings for female students.
- No gauges in earlobes of any student.
- Male students may not wear earrings. This includes clip earrings, pierced earrings or studs, or any item used as a post in a pierced ear such as broom straws, pieces of plastic, etc.
- Obscene or inappropriate tattoos (permanent or temporary) are prohibited and must be covered.
- Chains on wallets are prohibited.
- No pajama pants or pants that can be perceived as pajamas may be worn.
- All religious liberties pertaining to dress will be taken into consideration.

## HAIRSTYLES

- Hair color must be a natural hair color. If dyes, tints, or bleaches are used, the result must be a natural hair color. If in doubt, please contact administration, PRIOR to dyeing hair.
- Notched eyebrows are prohibited.
- Hair should be maintained and properly groomed with no extreme or distracting styles allowed except for religious or cultural reasons. Please have parent notify the school in writing for such reasons.

All styles considered to be potentially disruptive cannot be listed; therefore, the school administration will determine whether a particular style is to be considered disruptive and inappropriate.

If you have any questions as to whether something is permissible or not, the best policy is to ask first **before you wear it to school. Administration has the final say over what is appropriate. All dress related to religious liberties will be taken into consideration.**

## P.E. Dress Code

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- No sleeveless/backless tops allowed for males or females.
- ALL athletic shorts – must be no more than 2 inches above the knee.
- Undergarments must NOT be visible.

## School Events Proper Attire

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School Uniform rules strictly apply.

## Agriculture/Welding Safety

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Students will be given an opportunity to experience Agriculture and Welding classes at DWCS. Due to the nature of the class, safety is top priority. Students are required to wear safety gear and the appropriate clothing. They will be given a three-step process for any safety violations:

1. Verbal warning documented by the instructor.
2. Written warning and a parent conference.
3. Students will be rescheduled out of the class for the remainder of the year.

Serious offenses will be handled on a case-by-case basis at the discretion of the instructor, supervisor, dean of students, and Executive Director.

## Grievance Policy

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In a school community the size of DWCS there will be areas in which there will be different opinions regarding different issues. Communication is a key factor in solving issues.

If a student/parent has a complaint, the Grievance Policy below will be followed.

1. Students and parents should discuss concerns with the teacher/coach first.
2. If not satisfied with the outcome of this discussion, the student/parent may request a meeting with administration.  
(Please see chart on page 37 for appropriate person to contact)
3. Administration will follow the policies and procedures of the handbook and make a decision based on each situation. It is very important to resolve an academic conflict as quickly as possible. Depending on severity of the situation/concern please allow 24-48 hours for administration to complete a thorough investigation before a decision is made concerning school policy.
4. If the student/parent feels that policies and procedures of the Student Handbook have not been followed, they may write a letter to the Board President who will determine if the full board needs to hear the case. The decision of the board is final.

<b>Contact After Voicing Concerns with Teacher/ Coach First</b>			<b>Contact After Teacher and Supervisor</b>	<b>Dean of Students must be contacted first.</b>
<b>K-3 Supervisor</b>	<b>4-8 Supervisor</b>	<b>9-12 Supervisor</b>	<b>Dean of Students</b>	<b>Executive Director</b>
Dee Coates	Stephanie Miller	Carrie Manning	Carrie Manning	Doug Postel
318-368-8051	318-368-8051	318-368-8051	318-368-8051	318-368-8051
dcoates @darbonnewoods.co m	smiller @darbonnewoods.co m	cmanning @darbonnewoods.co m	cmanning @darbonnewoods.co m	dpostel @darbonnewoods.co m

## Academics/Grading Scale

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Dual Enrollment Courses will abide by the college/university's grading scale, which may be different than the DWCS scale (usually a 10-point scale). DWCS may use the 10-point scale for other courses as deemed appropriate and necessary. Dual Enrollment Courses, Advanced Placement, Louisiana Department of Education approved Gifted, Honors, and International Baccalaureate courses will use the 5.0 Grading Scale. A list of approved classes can be found at [www.louisianabelieves.com](http://www.louisianabelieves.com).

### REGULAR GRADING SCALE (4.0 scale)

A	=	100 - 90	4
B	=	89 - 80	3
C	=	79 - 70	2
D	=	69 - 60	1
F	=	59 - 0	0

### 5.0 GRADING SCALE (5.0)

A	=	100 - 90	5
B	=	89 - 80	4
C	=	79 - 70	3
D	=	69 - 60	2
F	=	59 - 0	0

\*Promotion is dependent on the grade level Pupil Progression Plan

**5.0 Grading Scale will start with the class of 2026 and will be used in calculating final GPA for Valedictorian and Salutatorian pending Board Approval.**

### ACADEMIC AWARDS

Students being recognized as academic honor students must meet the following criteria:

#### **The honor roll policy is as follows:**

- The honor roll is based on a four (4) point scale using grade point averages.
- The honor roll will include students with grade point averages of 3.0 and above.
- Principal's List will include students with a GPA of 4.0. (A student is required to have all A's in each subject all four of the nine weeks grading periods.)
- "A" Honor Roll will include students with a GPA of 3.5 to 3.99. (Based on final GPA.)
- Honor Roll students will have a GPA of 3.0 to 3.49. (Based on final GPA.)

I. Elementary School (Grades 1-5). The following subjects will be considered in determining honor roll: Math, ELA, Social Studies, and Science.

II. Middle School (Grades 6-8). The following subjects will be considered in determining

honor roll: Math, ELA, Social Studies, Science, and Physical Education.

III. High School (Grades 9-12). Subjects considered in determining honor roll include all courses pursued for Carnegie credit.

Notes:

1. A grade of “D” or “F” in any subject considered for the honor roll will render a student ineligible.
2. Kindergarten will not be considered for the honor roll.

### **PERFECT ATTENDANCE**

Awards will be given to any student who completes an entire year with perfect attendance. This means attending school every day with no absences or checkouts for any reason that are not school excused (Ex: school ball games, club trips, etc.).

### **AR AWARDS**

Top 3-point earners in each grade will receive recognition.

### **LEAP 2025 AWARDS**

Students will receive medals for scoring Advanced on their LEAP test.

### **WORKKEYS/CLEP**

- The Workkeys is a national workforce readiness assessment. A Workkeys goal will be established each year based on student performance on the ACT test. The Workkeys is recognized for TOPS Tech awards.
- HS students will receive awards for meeting their goals on WorkKeys and CLEP tests. Students will be recognized and awarded for their academic achievements. Grades 1-11 will be awarded at their awards day in May. Kindergarten and senior students will be given their awards at either graduation or their individual awards day.
- The College Board’s College Level Examination Program (CLEP) is a nationally recognized credit-by-examination program that provides high school students an opportunity to demonstrate their mastery of college-level materials in introductory subjects and earn college credit. Developed by the College Board, CLEP has been the most widely trusted credit-by-examination program for over 40 years, accepted by 2,900 colleges and universities and administered in over 1,800 test centers. A passing score on particular tests allows students to earn between 3 and 12 credits of college-

level coursework before leaving high school, depending on the guidelines of the specific postsecondary institutions.

- CLEP exam scores range on a scale of 20-80 with a typical passing score of 50 or above.
- CLEP offers 36 exams in five subject areas. The current cost of a CLEP exam is \$89 and shall be paid online when registering for an exam. CLEP scores are available immediately upon completion of the exam in most cases. The amount of credit that can be earned on an individual CLEP exam varies with each college. Students will need to request an exam appointment with the testing coordinator after registering for an exam.
- For more information about CLEP, search at [clep.collegeboard.org](http://clep.collegeboard.org)

## **PROGRESS REPORTS**

Progress reports will be sent home in the middle of each nine weeks.

## **REPORT CARDS**

Students will receive report cards after each nine-week grading period. Report cards notify parents of their child's progress. The number of times your child has missed class is also recorded on the report card. Please see the school calendar for report card dissemination dates.

## **STUDENT PROGRESS CENTER (MONITOR GRADES ONLINE)**

All parents have access to current grades, attendance, and tardy records through Parent Command.

Instructions to access the Student Progress Center follow:

1. Go to [www.darbonnewoods.com](http://www.darbonnewoods.com)
2. Click Parent Command in the top left-hand corner
3. For username: type your child's first and last name in this format: first.last
4. For password: type your child's birthday in this format: 01252006
5. Click your child's picture icon to view details.

\*Kindergarten teachers will assist new parents through the process.\*

## **PUPIL PROGRESSION PLAN**

DWCS will follow the state approved Pupil Progression requirements and procedures for K-12 students. For further information, please contact the school office.

## **Math HONORS (6<sup>th</sup> – 8<sup>th</sup> Grade)**

Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades will have the opportunity to participate in this program. Students will be chosen for the program based on a rubric comprised of 3 categories: standardized LEAP 2025 test scores, STAR Math test results, and the student's previous year's end of year math score.

Students will have the opportunity to be considered each year based on these criteria.

These math classes will offer greater depth, complexity and pacing than a regular math class.

Students who participate in this higher-level math class will need to utilize organizational skills, advanced level thinking skills, and a high motivation to be successful.

These students will demonstrate the following characteristics:

- Mastery of basic skills
- Ability to problem solve in different ways
- Ability to work with mathematical concepts in fluent, flexible, and creative ways
- Energy and persistence in solving difficult problems

Expectations for students:

- Maintain a minimum of a "C" average
- Complete all assignments and homework when assigned
- Fully participate in class discussions and group work
- Satisfy any and all other expectations assigned by the teacher

**IMPORTANT:** If a student is not meeting academic expectations, he/she may be rescheduled into another math class, per the discretion of the instructional coordinator and/or executive director.

Parents will be contacted before the start of the school year if their child has met the requirements to be a part of the honors program.

## **MIDTERM/FINAL EXAM EXEMPTION POLICY FOR HIGH SCHOOL STUDENTS**

High school students will be given a midterm exam. There is no exemption from midterm exams. A student may be exempt from a final exam in a class if the student has an "A" average in the class for the semester.

If the particular class has a standardized LEAP 2025 exam, it will be counted as the final exam and 20% of the final grade in the class. The following courses are required to pass a LEAP 2025 exam: English I, English II, Algebra I, Geometry, Biology, and U.S. History. Per the State Department guidelines, students enrolled in a course which requires a standardized exam must take the exam unless the student has already passed the exam.



## DUAL ENROLLMENT POLICY

In order to enroll in an Academic Dual Enrollment courses offered through D'Arbonne Woods Charter School and a partnering college or university, a student must meet the ACT and GPA requirements set forth by the Board of Regents and must have a recommendation from a faculty member. The following guidelines will be adhered to:

- A student who wishes to withdraw from a dual enrollment course with a 'W' must meet with the dual enrollment committee before he/she will be moved to a regular class. The student's grade will be transferred to the local grading scale and not be on the 10 point grading scale of the dual enrollment course.
- **A student who withdraws from a dual enrollment course with a 'W' or 'W-Grade' will be responsible for reimbursing D'Arbonne Woods the entire cost of tuition for the course. Reimbursement will be made by the last day of the current school year.**
- **If a student fails to complete the dual enrollment course with a final grade of 'C' or better (the student earns a final grade of 'D' or 'F'), the student will be responsible for reimbursing D'Arbonne Woods Charter School for the entire cost of tuition and must be paid by the last day of the school year.**
- **If a student earns an "F" grade in a dual enrollment course, the student will not be permitted to take another dual enrollment course at D'Arbonne Woods Charter School.**
- Students are responsible for any textbooks/materials needed for a course.
- Students are permitted to take dual enrollment courses in the summer at participating college/universities at the expense of the student. An official transcript must be sent directly from the institution to the high school in order to appear on the high school transcript.
- Final Dual Enrollment Grades that are posted on the high school transcript may not match that of college transcript.

DWCS is partnered with LA Tech and has qualified teachers on campus to teach the following courses: Western Civilization 101, 102; English 101, 102; College Algebra; and Trig. DWCS students may receive dual credit for selected courses. To be eligible, a student must have a GPA of 3.00 or better on all courses, and a Composite ACT score of 19; an English sub score of 18; and a Math sub score of 19. Students must submit an application for admission to the university and provide LA Tech their transcript and ACT scores. There is a \$20 application fee. DWCS will pay for the tuition. Eligible students receive college credit and high school credit concurrently. Students will receive two high school credits for each six credit hour college course scheduled.

\*DWCS is partnered with Delta Community College and students may attend classes concurrently on the Delta Campus or online. To be eligible students must have permission from the High School Registrar and they must be 15 years old by the first day of the requested semester. University Pathway students must have a Composite ACT score of 19; an English sub score of 18; and a Math sub score of 19. Students must submit an application for admission to the university and provide Delta with their high school transcript and ACT scores. Students must complete the online application and pay a \$20 application fee. DWCS will pay for the tuition.

\*DWCS is partnered with ULM and students may take classes online. To be eligible students must have permission from the High School Registrar. To be eligible, a student must have a GPA of 3.00 or better on all courses, and a Composite ACT score of 19; an English sub score of 18; and a Math sub score of 19. Students must submit an application for admission to the university and provide LA Tech their transcript and ACT scores. There is a \$20 application fee. DWCS will pay for the tuition. Attached is a copy of the signature page and the courses ULM will offer in the fall of 2024.

\*Students enrolled in an online course through Delta Community College or ULM will be enrolled in a proctored general elect course during the school day at DWCS. They will have class time built into their school schedule to work on the course. Students are responsible for completing all course material.

## **HOMEWORK ASSISTANCE SERVICES**

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

## **TEXTBOOKS - Damaged/Lost**

Students are responsible for their textbooks. Students must replace a lost textbook by paying the current cost of the book. Damage to textbooks will be assessed based on the severity of the damage.

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supplies needed will be requested in writing by the classroom teacher. It is the student's responsibility to check and be sure that everything needed for the next day has been packed.

## **Valedictorian/Salutatorian**

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### **Criteria for Selecting Valedictorian/Salutatorian**

The VALEDICTORIAN and SALUTATORIAN of D'Arbonne Woods Charter School will be selected as follows:

1. The student(s) who attains the highest GPA will be named Valedictorian.
2. The student who attains the next highest score will be named the Salutatorian.
3. In the case of a tie, there may be multiple Valedictorians or Salutatorians.

The following guidelines and procedures have been established for the ranking of students:

1. Final grades shall be used for class ranking. The cumulative grade point average shall be averaged to the thousandth place and shall not be rounded.
2. In order to be eligible for graduation honors of Valedictorian and Salutatorian, a student must complete the following prescribed curriculum:
  - All students vying for the class honors must take and receive grades (A, B, C, D, F) in the TOPS Core 4 Curriculum as defined by the Louisiana Department of Education. This core grade point average will determine Valedictorian and Salutatorian honors.

3. If a student repeats a subject, both the “F” grade and the repeated grade shall be used in computing the average.
4. Students taking college classes in the core subjects (ELA, Math, Science, Social Studies) for dual enrollment high school credit shall be awarded on a 5-point scale.
5. The student(s) earning the highest grade point average shall be named Valedictorian, and student(s) earning the second highest grade point average shall be named Salutatorian.

**5.0 Grading Scale will start with the class of 2026 and will be used in calculating final GPA for Valedictorian and Salutatorian.**

See the following requirements for the TOPS Core 4 Curriculum as defined by the Louisiana Department of Education:



# TOPS CORE CURRICULUM

## TOPS Opportunity, Performance and Honors Awards For High School Graduates of 2018 through 2026<sup>1</sup>

The Taylor Opportunity Program for Students (TOPS) Core Curriculum is one component of the requirements to qualify for the TOPS scholarship. The curriculum outlined on this flyer is used to qualify for the TOPS Opportunity, Performance or Honors Award and consists of 19 units.<sup>2,3</sup>

### ENGLISH = 4 UNITS

Units	Courses
1 Unit	English I
1 Unit	English II
1 Unit from the following	English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)
1 Unit from the following	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)

### MATH = 4 UNITS

Units	Courses
1 Unit	Algebra I
1 Unit	Geometry
1 Unit	Algebra II
	Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence
1 Unit from the following	Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, Differential Calculus I, Integral Calculus I, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics, Statistical Reasoning, or AP Statistics; IB Further Mathematics HL; IB Mathematics HL; AP Computer Science A

### SCIENCE = 4 UNITS

Units	Courses
1 Unit	Biology I
1 Unit	Chemistry I
2 Units from the following:	Earth Science; Environmental Science or Environmental Awareness; Physical Science or Principles of Engineering; Agriscience I and Agriscience II (one unit combined); Chemistry II or AP Chemistry or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II, or AP Physics II; Biology II or AP Biology or IB Biology II or Human Anatomy and Physiology

### CONTACT LOSFA



Ask LEX  
(LOSFA's virtual response assistant,  
available 24/7 at [www.mylosfa.la.gov](http://www.mylosfa.la.gov))



Visit [mylosfa.la.gov](http://mylosfa.la.gov)



Email [custserv@la.gov](mailto:custserv@la.gov)  
or [GeauxFAFSA@la.gov](mailto:GeauxFAFSA@la.gov)



Schedule Virtual Office Hours  
(available 9:00 a.m. - 3:00 p.m. on  
Monday - Friday)

# TOPS CORE CURRICULUM

## SOCIAL STUDIES = 4 UNITS

Units	Courses
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
1 Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
2 Units from the following:	Western Civilization, European History, or AP European History; World Geography or Physical Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, AP Microeconomics; AP Psychology, or African American History

## FOREIGN LANGUAGE = 2 UNITS

Units	Courses
2 Units from the following:	Foreign Language, both units in the same language, which may also include the following AP and IB courses: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, IB Spanish V, Mandarin Chinese I-IV, Hindi I – IV, Portuguese I-IV, Vietnamese I-IV

## ART = 1 UNIT

Units	Courses
1 Unit from the following:	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; IB Theatre I, Drafting, Media Arts I - IV; Photography I, Photography II, Digital Photography, Digital Image & Motion Graphics, Digital Storytelling, Engineering Design & Development, Sound Design

<sup>1</sup> 2027 Graduates and thereafter have a different TOPS Core Curriculum than previous graduates. Please see the TOPS Core Curriculum Ryer for 2027 Graduates and thereafter

<sup>2</sup> GIFTED COURSES: Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student's Individualized Education Plan shall be considered a "Gifted Course" and shall fulfill the core curriculum.

<sup>3</sup> The calculation of the TOPS Core Curriculum grade point average (GPA) will use a 5-point scale for grades earned for certain designated courses in: Advanced Placement (AP), International Baccalaureate (IB), Gifted, Dual Enrollment, Honors, and Articulated offered for college credit by the Louisiana School for the Math, Science and the Arts (LSMSA). For those designated courses, five quality points will be assigned to a letter grade of "A," four quality points will be assigned to a letter grade of "B," three quality points will be assigned to a letter grade of "C," two quality points will be assigned to a letter grade of "D," and zero quality points will be assigned to a letter grade of "F." The courses currently designated to be calculated on the 5.00 point scale can be viewed at <https://mylosfa.la.gov/wp-content/uploads/2020/07/tops-university-course-requirements.pdf>.

## CONNECT WITH LOSFA



Facebook @losfa



Twitter @losfa



YouTube @losfa1000



Instagram @losfa001

LOSFA also uses Signal Vine Text Messaging to connect with students and families. To receive important information and updates from LOSFA, sign up for Signal Vine by texting "LOSFA" to 56500.

## HS Athletic Eligibility Requirements

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See the DWCS Athletics Policy.

## Homecoming Court Selection Policy

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Prior to the homecoming football game each year, students in grades 9-12 will nominate Homecoming court attendants. To be eligible for participation, a student must have been in attendance at DWCS for at least one full semester prior to election, have a cumulative GPA of 2.0, and have no previous suspension in the current school year. The ballot for attendants and queen candidates will consist of those girls who receive the most votes in the following manner.

9th grade ----- 2 attendants

10th grade ----- 2 attendants

11th grade ----- 3 attendants

12th grade ----- 4 attendants

Approximately one week before the Homecoming game, students in grades 9-12 will vote to select a Homecoming Queen from the senior candidates. Attendants will choose an escort from their grade. The escort must meet the eligibility requirements to walk at the morning ceremony. The attendant's father or guardian will escort them at halftime of the Homecoming game. All voting is by secret ballot with no chance for group discussions. A committee appointed by the administration will count the ballots.

## Family Rights and Privacy Act

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The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records.

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that DWCS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, DWCS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in writing. The primary purpose of directory information is to allow DWCS to include this type of information from your child's education records in certain school publications. Examples include: the annual yearbook; honor roll or other recognition lists;

graduation programs; and sports activity sheets, such as for state tournaments, showing height, etc. of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want DWCS to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing before Labor Day.

DWCS has designated the following information as directory information:

[Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

These laws are Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. 7908), and 10 U.S.C. 503(c).

## Homework Policy

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If a child fails to complete home learning, there may be consequences in the classroom. If a child continually fails to complete home learning, consequences may include detention or suspension. It is important to note that home learning is the student's responsibility. **PLEASE NOTE THAT MANY TIMES THE DIFFERENCE BETWEEN PASSING AND FAILING IS HOMEWORK!!** The parent's responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Homework, projects, etc. must be done by the student and not the parent.
- Work that does not reflect the effort and ability of the student will not be graded.
- Discuss problems related to home study with your child's teacher.

## Medical

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All health conditions that may affect your student on campus or may result in an emergency, the following paperwork and/or medication must be turned in to the school nurse prior to your student being on campus. This is for the safety of your student and must be done at the beginning of each school year. Please email the school nurse at [nurse@darbonnewoods.com](mailto:nurse@darbonnewoods.com) to set up an appointment to turn in the proper paperwork and to drop off medications before the first day of school.

- Health Forms filled out completely.
- Note from Primary doctor with up-to-date history and physical notes.
- Current medication list (if taking medications during school hours.)
- List of Allergies and all Allergy forms completed.
- Medication forms for all emergency medications filled out by the prescribing physician. (Inhalers, epi pens, diabetic medications, seizure medications etc.)

### **WHEN TO KEEP CHILD HOME or AWAY FROM SCHOOL**

SOURCES: AMERICAN ACADEMY OF PEDIATRICS



LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS OFFICE  
OF PUBLIC HEALTH

- School officials are responsible for providing and maintaining every reasonable safeguard for a healthy environment for school age children. The sick policy below will be strictly enforced.
- Parents should inform school officials if a student is taking medication that would give the appearance of illness.
- Parents should inform school officials if a student has a condition, disease, or infection that may be spread by casual contact (contagious).

Children should be kept at home or away from school if:

1. The child has a condition, disease, or infection that may be spread by casual contact (contagious).
2. The illness prevents the child from participating in school activities.
3. The child requires more care than the school staff can provide.
4. Fever is above 100.0 degrees F.
5. The child is showing **signs and symptoms of severe illness:** lethargy, irritability, persistent crying, difficulty breathing, pain, aching of muscles or joints, severe headache, nausea, vomiting, or diarrhea. Student can return with a doctor's note and verification the child does not have a communicable disease.
6. The child is showing **signs and symptoms of infection:** persistent cough, colored nasal drainage, sore or red throat, earache, redness of eye (with or without drainage), or skin rash of undetermined source, large in size. Student can return with a doctor's note and verification the child does not have a communicable disease.
7. The child has any open sore, lesion, or wound with weeping or drainage that may be spread by casual contact, that cannot be covered with a bandage, or that a bandage cannot contain the drainage.
8. Ringworm: A fungal infection of the skin and is easily spread from one child to another. There are two types of ringworm: Ringworm of the Scalp and Ringworm of the Skin. The student must be seen by a doctor and be on medication for 24 hours before returning to school. A note from the doctor is required before being admitted back to class.

9. Pink Eye/Conjunctivitis is common condition in schools. It is contagious and must be treated with a medication that is ONLY prescribed by a doctor. Symptoms include redness, itching, swelling, drainage, and excessive matter upon wakening in the morning. (Eyelids may be “stuck” together) Do not send student to school with these symptoms! Student may return to school after being on medication for at least 24 hours and with a note from the doctor stating they may return to class.
10. Head-Lice are often a problem. Any child can get head lice, but it is treatable with time and patience. Our school system follows a “NO NIT” policy. This means a child must be clear of lice and/or eggs before returning to school. About 30% of eggs (nits) can survive treatment and require removal (by hand) before returning to class. Parents MUST bring student to school to be checked in their presence, by school personnel, before being re-admitted to class. Please see school nurse if you need further instruction in this matter. Random lice checks will be made throughout the school year.

**YOUR CHILD SHOULD BE FREE OF FEVER, PAIN, NAUSEA, VOMITING, or DIARRHEA FOR 24 HOURS WITHOUT MEDICATION BEFORE RETURNING TO SCHOOL.**

For students with signs or symptoms of specific Communicable Diseases, the school staff will refer to the Communicable Disease Chart from Louisiana Department of Health and Hospitals, Office of Public Health. These guidelines will be followed to determine if the child needs to be sent home or kept away from school.

**Your child may be excluded from school if symptoms are reviewed to be suspicious of contagion or confirmation is received that he/she has a condition, disease, or infection that is known to be spread by casual contact (contagious).**

Any DWCS Employee can refer a student to the school nurse or appropriate school staff for any of the above listed criteria or for suspicious symptoms of Communicable Disease. If your child needs to be sent home from school, please be prompt in picking him/her up from school as requested. Be sure to keep the child home for the recommended duration. If you are unsure, you may call the school nurse or have the school secretary to contact her.

Hygiene is an everyday concern. Students MUST shower/bathe and apply deodorant daily.

Please encourage your child to WASH THEIR HANDS FREQUENTLY, to cough into their arm or a tissue, and to discard any used tissue in the garbage.

## **HEALTH AND MEDICAL**

### **MEDICATION GUIDELINES**

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) DWCS adopted its Medication Guidelines to comply with this law.

#### **MEDICATIONS AT SCHOOL:**

- will be limited to those which cannot be administered before or after school must be transported to and from school by a parent or guardian (**DO NOT SEND MEDICATION WITH YOUR CHILD**) and you must check it in at the school office.
- must have a MEDICATION FORM on file at school. This 2-sided form includes a MEDICATION ORDER from a LA, TX, AR, or MS licensed physician or dentist and a PARENTAL CONSENT. This form is available at schools and on our website under the health tab.
- must be in a pharmacy-approved container with a prescription label. This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
- will be limited to a 35-day supply.
- must be in the correct dosage form. If a student is to receive a ½ pill, the pills should already be cut in half. A medication measuring spoon should accompany all liquids.
- must have the first dose given at home.
- if a parent or guardian brings medication to give to a child at school, they must first check in at the school office.
- it is the student's responsibility to remember to come to the office (or other appropriate designated location) to take their medications.

### **HEALTH PROBLEMS**

All medical diagnosis and allergies that are reported must be accompanied by a MD's note with a brief explanation and submitted to the school nurse.

## **FIRST AID**

First aid will be limited to the use of ice, water, and band-aids. NO MEDICATION, orally or topically, will be used. A temporary splint may be used if any injury is suspicious of a fracture. Parents will be notified if an injury or condition requires medical evaluation by a physician or dentist.

## **MEDICAL EMERGENCIES**

If your child incurs a serious or life-threatening injury or medical emergency, a reasonable attempt to notify parent / guardian will be made by school personnel. Any appropriate first aid will be made and 911 will be called. Your child will be transported by ambulance to the nearest medical hospital. DWCS will not be held liable for any resulting medical complications or for any expenses incurred in the transport or provision of emergency care.

## **HEALTH and EMERGENCY DATA**

A Health Information Form is to be filled out for each student for the current school year. This form is available in the school office. The school MUST HAVE current phone numbers, at least one emergency contact phone number, and a current address on file for each student. Parents should notify teachers or the school office of any critical health or medical condition concerning their child. Parents should also notify the school office immediately of any change of address or phone numbers that occur during the school year. Failure to do so will hinder our ability to contact you in case of a health problem or emergency at school.

## **MEDICATION ADMINISTRATION**

It is the policy of DWCS that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

### **1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION**

- A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

1. the student's name;
  2. the name and signature of the physician/dentist/other authorized prescriber;
  3. physician's/dentist's/other authorized prescriber's business address; office phone number, and emergency phone numbers;
  4. student's diagnosis;
  5. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication; and
  6. a written statement of the desired effects and the child specific potential adverse effects.
- B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
1. name of pharmacy;
  2. address and telephone number of pharmacy;
  3. prescription number;
  4. date dispensed;
  5. name of student;
  6. clear directions for use, including the route, frequency, and other as indicated;
  7. drug name and strength;
  8. last name and initial of pharmacist;
  9. cautionary auxiliary labels, if applicable; and
  10. physician's/dentist's/other authorized prescriber's name.
- C. Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:
1. drug name;
  2. dosage form;
  3. strength;
  4. quantity;
  5. name of manufacturer and/or distributor; and
  6. manufacturer's lot or batch number.

## 1. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.
- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Oral medications are limited to those prescribed for ADHD, asthma, chronic conditions, life-threatening conditions, and seizures. No antibiotics are to be given by trained unlicensed personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

All policies and procedures are subject to change and updates will be posted on the school website.

## 2. ROLES OF SCHOOL PERSONNEL

### EXECUTIVE DIRECTOR

The executive director shall designate at least two (2) employees to receive training to administer medications at school.

### TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

### SCHOOL NURSE

- A. The school nurse, in collaboration with the executive director, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
  - 1. Proper procedures for administration of medications including controlled substance;
  - 2. Storage and disposal of medications;
  - 3. Appropriate and correct record keeping;
  - 4. Appropriate actions when unusual circumstances or medication reactions occur; and
  - 5. Appropriate use of resources.
- C. A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
- D. A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/ dentist/other authorized prescriber.
- E. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- F. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- G. The parent/legal guardian shall work with those personnel designated to administer medication as follows:

1. Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form
2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
3. Assist in the development of the emergency plan for each student.
4. Comply with written and verbal communication regarding school policies.
5. Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

### 3. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug free zone shall also be met if possible.

#### ASTHMA OR THE USE OF AUTO-INJECTABLE EPINEPHRINE

*Auto-injectable epinephrine* means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Self-administration of medications by a student with asthma or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications,
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
  1. has asthma or is at risk of having anaphylaxis
  2. has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma or anaphylaxis



- C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
1. The name, purpose, and prescribed dosage of the medications to be self-administered.
  2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
  3. The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board. The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both, at all times.

Permission for the self-administration of asthma medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who

uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

*Inhaler* is a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

## 5. OTHER PERMITTED MEDICATIONS

Self-administration of other medications by a student may be permitted by the School Board, provided that:

- a. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- b. The school nurse has evaluated the situation and deemed it to be safe and appropriate and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- c. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- d. The medication is handled in a safe, appropriate manner.
- e. The school principal and the school employed registered nurse determine a safe place for storing the medication.
- f. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
- g. Some medication should have a backup supply readily available.
- h. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).
- i. The school employed registered nurse, and/or the designated employee monitors the student.

#### 4. SUNSCREEN

In accordance with statutory provisions, sunscreen means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician. If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student only if his/her parent or legal guardian has provided written consent for this application. Neither D'Arbonne Woods Charter School nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

#### 5. ACCEPTABLE SCHOOL MEDICATIONS

Medications which may be considered as acceptable under this policy:

- a. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective).
- b. Severe allergic reactions - must have specific written instructions from a physician.
- c. Anticonvulsive medication.
- d. Medication for asthma or diabetes.
- e. Medication given in extenuating circumstances.
- f. Non-prescription (over the counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- g. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
- h. Other specific illnesses that require medication.

## 6. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

- a. An evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes;
- b. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity;
- c. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student; and
- d. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes must annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan.

The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE and is determined competent by the school nurse to provide care and treatment to students with diabetes.

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

## 7. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent. The request shall

state that the parent/legal guardian gives permission for the designee to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, the School Board shall assign a trained employee to accompany the student on the field trip or other school-sponsored activity.

#### 8. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

#### 9. COMMUNICABLE DISEASE CONTROL POLICY

A. All students attending DWCS shall be expected to be in compliance with the required schedule of immunization. Children who are not in compliance shall be excluded from a school attendance. School personnel shall cooperate with public health personnel in providing preventable communicable disease control.

- If you do not participate in immunizations for reasons of religion, medical, or personal a Dissent must be turned into the nurse at the beginning of each new school year.

B. School personnel SHALL be trained in proper routine procedures for effective sanitation and in handling blood and body fluids. Adequate sanitation facilities will be available. Staff members shall be taught the best methods for the restriction and prevention of communicable disease, including, but not limited to, HIV infection (VIDEO, UNIVERSAL PRECAUTIONS FOR SCHOOL STAFF). School personnel will be trained by the school nurse in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to.

C. When reliable evidence or information from a public health office or physician confirms that a student/or staff member is known to have a communicable disease or infection that is known not to be spread by casual contact (i.e. HIV infection, Hepatitis B and other like diseases), the decision as to whether the affected person will remain in the school or employment setting will be addressed on a case by case basis by a review panel to ensure due process: (protocol and review panel membership outlined in the Appendix A).

D. Mandatory screening for communicable diseases that are known not to be spread by

casual contact is not warranted as a condition for school entry or for employment or continued employment.

- E. Irrespective of the disease presence, routine procedures shall be used, and adequate sanitation facilities will be available for handling blood or body fluids within the school setting.
- F. The student or employee shall make available medical records and permit his treating Physician to participate in/and discuss his medical condition with the Review Panel. Any medical information that pertains to students or staff members, proceedings, discussions, and documents shall be confidential information. Before any medical information is shared with anyone in the school setting, a “Need to Know” review shall be made which includes the parent/guardian, student (if 18 years old), or employee unless the information is required to meet a mandate of federal or state law or regulation, or Board of Elementary and Secondary Education policy.
- G. If the affected student cannot attend school, the school system will provide an alternative school program:
  - 1. If the Public Health Officer determines there is a risk of infection to an employee through casual contact while delivering this program, the employee will not be required to provide educational services.
  - 2. If the Public Health Officer determines there is no risk of infection to the employee, the employee will be expected to participate in the delivery of educational services.

## 11. APPENDIX- DUE PROCESS PROCEDURE

### A. THE REVIEW PANEL

#### 1. PANEL MEMBERSHIP

- a. The physician treating the individual.
- b. A health officer from the La. State Health Department who is familiar with the disease.
- c. A child/employee advocate (e.g. nurse, social workers, etc.). from in or outside the school setting approved by the infected person or parent/guardian.
- d. The HIV-AID Coordinator for D’Arbonne Woods Charter School.
- e. A school representative familiar with the child’s behavior in the school setting or the employee’s work situation.

- f. Either the parent/guardian of a child, a student if 18, employee, or their representative.
- g. The school system Supervisor of Child Welfare and Attendance.
- h. The school system Superintendent.
  - 1. The Superintendent shall assign a stenographer to record the proceedings.
  - 2. The Superintendent will designate the chairperson for the panel.

## B. CASE REVIEW PROCESS

- 1. Upon learning of a student/staff member within the D'Arbonne Woods Charter School Board who has been identified as having Acquired immunodeficiency Syndrome, Hepatitis B, or other like diseases known not to be spread by casual contact, the Superintendent shall:
  - a. Consult with the physician of the student/staff member or public health officer who has evidence of a condition that could be transmitted in the school setting:
    - 1. If the Public Health Officer or Personal Physician indicates the student/staff member is well enough to remain in the school setting and is in no immediate health threat through casual contact to the school population because of the illness, the student/staff member shall be allowed to remain in the school setting while the review panel meets.
    - 2. If the Public Health Officer or Personal Physician indicates the student/staff member is not well enough to remain in the school setting and/or that the affected individual has evidence of an illness or infection that is a potential health threat through casual contact to the school population because of the illness, the student/staff member shall be excluded from the school setting while the review panel meets. If the Public Health Officer recommends exclusion because a public health threat exists, the review panel will discuss the conditions under which the individual may return.
  - b. Contact the Review Panel Members to convene a meeting to explore aspects of the individual's case.
  - c. The Superintendent will submit to the parent/guardian of the infected person or staff member a copy of the Communicable Disease Control Policy.
  - d. All federal state statutes, federal and state regulations, and all Board of



Elementary and Secondary Education Policy pertaining to provision of Special Educational Services must be observed.

### C. THE REVIEW PANEL PROCESS

1. The Review Panel shall meet within three (3) operational days to review the case. The following aspects should be considered in that review:
  - a. The circumstance in which the disease is contagious to others.
  - b. Any infectious or illnesses the student/staff member could have as a result of the disease that would be contagious through casual contact in the school situation.
  - c. The age, behavior, and neurological development of the student.
  - d. The expected type of interaction with others in the school setting and the implications to the health and safety of those involved.
  - e. The psychological aspects for the individual remaining in the school setting.
  - f. Consideration of the existence of contagious disease occurring within the school population while the infected person is in attendance.
  - g. Consideration of a potential request by the infected person be excused from attendance in school or on the job.
  - h. The method of protecting the infected person's right to privacy, including maintaining confidential records.
  - i. Recommendations as to whether the student/staff member should continue in the school setting or if currently not attending school under what circumstances he/she may return.
  - j. Recommendation as to whether a restrictive setting or alternative delivery of school programs is advisable.
  - k. Determination of whether an employee would be at risk of infection through casual contact when delivering at alternative educational program.
  - l. Determination of when the case should be received again by the panel.
  - m. Any other relevant information.
2. PROPOSAL FOR DECISION
  - a. Within three operational days after the panel convenes, the Superintendent shall provide a written decision to the affected party based on the information reviewed in the review panel process and will include the rationale for the decision concerning school attendance for the student or

continuation of employment for the staff member.

- b. If the decision is to exclude the affected person from the school setting, a written notification will be sent to the concerned person with information stating conditions under which the exclusion will be reconsidered.
- c. If the affected person is a Special Education student, the IEP Committee must be convened and determine the appropriate program, placement, and services for the student.

#### D. APPEAL PROCESS

##### 1. REHEARING REQUEST

- a. The parent/guardian or affected person who considers the Proposal for Decision unjust may request a re-hearing in writing, directed to the superintendent within three operational days of the date of decision. Grounds for requesting a re-hearing are limited to: (1) new evidence or information that is important to the decision; or (2) substantial error of fact.
- b. The Superintendent within 48 hours from the date of receipt for the request for rehearing shall either grant or deny the request for re-hearing. If the request for rehearing is granted, the chairperson shall reconvene with the same panel that originally heard the matter within five (5) operational days of the date of the request.
- c. Within three (3) operational days after the rehearing, the Superintendent shall submit the decision to the Parent/guardian or affected person.

##### 2. REQUEST FOR A SCHOOL BOARD DECISION

- a. The Parent/guardian, affected person, or their representative may make a final written appeal to the President of the D'Arbonne Woods Charter School Board within five (5) operational days after the Superintendent's decision. The School Board at the next regularly scheduled meeting shall hear the student/staff members appeal along with the proposal for decision and Superintendent's decision. Within two (2) operational days of the hearing, the School Board shall render its decision in writing with copies sent to the Superintendent, Health Department Official, and Parent/guardian or affected person.
- b. Should the Superintendent deny the request for rehearing, the appellant may

appeal to the local School Board by exercising the process in paragraph 2.a.

### 3. REVIEW PANEL REQUEST FOR APPEAL

- a. If the Proposal for Decision or the Superintendent's Decision is contrary to the majority opinion of the review panel, a majority of the panel has the right to appeal either decision in the same manners stated in the "Appeal Process".

Adopted: July 11, 1996

## SCREENINGS

All Kindergarten students are screened for speech, hearing, and vision to rule out any difficulties in these areas. All students grade 1st, 3rd, 5th, 7<sup>th</sup>, and 11th will have hearing and vision screenings.

## Procedures and Other School Information

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### ATHLETIC EVENTS

The purposes of athletic events are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of both the participants and spectators. The following code of conduct will be expected from all persons in attendance at all DWCS athletic events:

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

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

### USE OF THE ELEVATOR

Only physically impaired students who have a doctor's written request may use the elevator.

Students must have permission from an administrator or nurse to use the elevator.

### **CLUBS AND ORGANIZATIONS**

All clubs and organizations on the school campus must be approved by the administration and must have a faculty sponsor or a parent approved by the administration.

### **FACULTY LOUNGE AND RESTROOMS**

The teacher's lounge facility and restrooms provided for teachers are to be used only by staff and faculty members. These areas are off limits to students at all times (during the school day or after school hours when students are participating in extra-curricular events and/or practicing).

### **STUDENT RESTROOMS**

Students will use the restroom that represents the gender on their birth certificate at all times and for all activities and extracurricular activities on campus.

### **FUNDRAISING**

The executive director must approve all fund-raising projects. Students and parents may not sell any items without the approval of the administration.

### **SCHOOL PROPERTY**

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense leading to suspension and possible expulsion. Any student who damages/vandalizes school property will be required to make full restitution for damages. Students will receive disciplinary action for playing or damaging bathrooms.

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### **BIRTHDAY CELEBRATIONS**

Arrangements for parties must be made in advance with the classroom teacher and will be at the discretion of the classroom teacher based on curriculum and behavior.

### **POSTERS AND ADVERTISEMENTS**

Administration must approve all posters, announcements, or advertisements displayed anywhere in the building or on the school grounds.

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## **STUDENT RIGHTS**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are not acceptable. They will result in consequences, such as exclusion from class activities, detention, suspension, expulsion, or other disciplinary action. Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time may parents approach another student or their parent directly. This includes various forms of social media and email. Every student at DWCS shall be held to a high standard of behavior at school, on the playgrounds of the school, during extra-curricular activities, during athletic events, and while traveling to and from school. At all times the students of D'Arbonne Woods Charter School shall be expected to exemplify model student behavior. To this end, administration and classroom teachers shall have both the authority and duty to take appropriate action whenever the behavior of any pupil(s) interferes with or disrupts the maintenance of a proper atmosphere for learning.

## **STAFF/STUDENT GENDER ISSUES**

### **ACT 680**

Per Act 680 a student may not be subject to disciplinary action for

- Declining or refusing to address a person using a name other than the person's legal name or a derivative thereof;
- Declining to address a person by a pronoun that is inconsistent with the person's biological sex; or
- Declining to identify his or her own pronouns.

**Note: Each teacher will contact parents when a problem persists, or the teacher determines it is serious enough for parental intervention. A parent will not be contacted with every interaction between faculty and student.**

### **BULLETIN 741: Reasons for Expulsions**

#### **§1307. Reasons for Expulsions**

A. Students may be expelled for any of the following reasons:

1. Any student, after being suspended for committing any of the offenses listed in §1305, may be expelled upon recommendation by the principal of the public school in which the student is enrolled;
2. Any student, after being suspended on three occasions for committing drugs or weapons offenses during the same school session, shall, on committing the fourth offense, be expelled from all the public schools of the parish or city school system wherein he or she resides until the beginning of the next regular school year, subject to the review and

approval of the local educational governing authority;

3. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which, had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the board; such expulsions shall require the vote of two thirds of the elected members of the local educational governing authority;

4. Any student found guilty of being in possession of a firearm on school property or on a school bus or at a school sponsored event shall be expelled from school according to the requirements of R.S. 17:416(C)(2);

5. Any student in grades six and up found guilty of being in possession of any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event shall be expelled from school according to the requirements of R.S. 17:416(C)(2).

6. Any student older than eleven and in grades six and up, carrying or possessing a knife the blade of which equals or exceeds two inches in length.

A. School officials shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by this Section for possession by a student 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 student's intent to use the firearm or knife in a criminal manner.

B. Expulsion is not mandatory for a student carrying or possessing a firearm or knife for purposes of involvement in a school class or course or school-approved curricular or extracurricular activity or any other activity approved by the appropriate school officials or for a student possessing any controlled dangerous substance governed by the uniform controlled dangerous substances law that has been obtained directly or pursuant to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 17:416.

**HISTORICAL NOTE:** Promulgated by the Board of Elementary and Secondary Education, LR 31:1284 (June 2005), amended LR 34:608 (April 2008), LR 39:2211 (August 2013), LR 43:2483

(December 2017).

**§1309. Guidelines for Expulsions**

- A. No student who has been expelled from any public or nonpublic school outside the state of Louisiana or any nonpublic school within Louisiana for committing any offenses enumerated in R.S. 17:416 shall be admitted to any public school in the state except upon the review and approval by the governing body of the admitting school.
- B. Any student who has been expelled from any public or nonpublic school within or outside the state of Louisiana for one of the reasons listed below shall produce documentation that he or she and his/her parent or legal guardian have enrolled in and participated in an appropriate rehabilitation or counseling program related to the reason(s) for the expulsion prior to being admitted or readmitted on a probationary basis to any public school in the state, unless such requirement is waived by the LEA:
  - 1. possessing on school property or on a school bus a firearm, knife, or other dangerous weapon, or instrumentality customarily used or intended for probable use as a dangerous weapon; or
  - 2. possessing with intent to distribute, or distributing, selling, giving, or loaning while on school property or on a school bus any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law.
- C. Any student who has been expelled from any public or nonpublic school within or outside the state of Louisiana shall provide to any public school or school system in the state to which the student is seeking admission, information on the dates of any expulsion and the reason(s) for which the student was expelled. Additionally, the transfer of a student's records by any public school or school system in the state to any other public or nonpublic school or school system shall include information on the dates of any suspensions or expulsions and the reason or reason(s) for which the student was suspended or expelled. Refer to R.S. 17:416(B)(3).
- D. Any student expelled from school pursuant to the provisions of R.S. 17:416 may be readmitted on a probationary basis to school at any time during the specified period of expulsion on such terms and conditions as may be stipulated by the city or parish city, parish, or other local school board and agreed to in writing by the student and by the student's parent or other person responsible for the student's school

attendance. Such terms and conditions may include but need not be limited to placing the student in a suitable alternative education program as determined by the school board. However, any such written agreement shall include a provision that upon the school principal or superintendent of schools making a determination that the student has violated any term or condition agreed to, the student shall be immediately removed from the school premises without the benefit of any hearing or other procedure applicable to student suspensions and expulsions. As soon thereafter as possible, the principal or his designee shall provide verbal notice to the superintendent of schools of any such determination and also shall attempt to provide such verbal notice to the student's parent or other person responsible for the student's school attendance. The principal or his designee also shall provide written notice of the determination and the reasons therefore to the superintendent and to the student's parent or other responsible person.

AUTHORITY NOTE: Promulgated in accordance with R.S.17:416.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1284 (June 2005), amended LR 34:608 (April 2008), LR 35:1098 (June 2009).

### **§1311. Due Process for Expulsions**

- A. A recommendation for expulsion is made by the executive director.
- B. A hearing is conducted by the executive director of the LEA or someone designated by the executive director.
- C. A determination of whether to expel the student is made by the executive director or his designee.
- D. The dean of students, supervisor(s), and teacher as well as the student may be represented by someone of their choice at this hearing.
- E. Until the hearing takes place, the student will remain on suspension.
- F. The parent or guardian of the student may, within five days after the decision to expel the student has been rendered, request the local educational governing authority to review the findings of the executive director or his designee. Otherwise, the decision of the superintendent shall be final.
- G. The board, in reviewing the case, may affirm, modify, or reverse the action.
- H. If the board upholds the decision of the superintendent, the parent or guardian of the student may, within 10 days, appeal to the district court for the parish in which



the student's school is located. The court may reverse the ruling of the board.

AUTHORITY NOTE: Promulgated in accordance with R.S.17:416.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1284 (June 2005).

## Corporal Punishment- Bulletin 126 §2803

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The Board of Directors of D'Arbonne Woods Charter School shall allow reasonable corporal punishment of unruly students. If such punishment is required it shall be administered with extreme care, tact, and caution, and then only by the Executive Director, Supervisor, or Dean of Students. At no time shall corporal punishment be administered in the presence of another student. All students, parents, and employees of the school shall be made aware of the guidelines of the policy at the beginning of each school year. A Corporal Punishment Written Consent Form will be signed by a parent or guardian to provide consent for the administration of corporal punishment during the current school year pursuant to R.S. 17:416.1.

**Parents who object to the use of corporal punishment are advised to remove their child from DWCS and place them in a school that does not implement corporal punishment.**

1. The following guidelines should be followed regarding the use of corporal punishment:
  - A. Corporal punishment should not be used as a first line of punishment, but instead should be used after other behavior modification efforts have failed.
  - B. The Executive Director, Dean of Students, or Supervisor shall only administer corporal punishment in the presence of another staff member after parents have been notified.
  - C. In all cases where corporal punishment is used, the student should be given a brief but adequate opportunity to explain his/her side of the situation.
  - D. In all cases where corporal punishment is used, the parent/guardian will be notified regarding the facts and the use of corporal punishment.
  - E. A copy of the Corporal Punishment form shall be kept on file.
  - F. The use of corporal punishment shall at all times be reasonable and proper. Consideration should always include, but not be limited to:
    - i. the age of the student
    - ii. the size of the student
    - iii. the gender of the student
    - iv. the student's ability to bear the punishment
    - v. the overall physical condition of the student
  - G. Corporal punishment shall not be administered in anger or with malice at any time.
  - H. Paddling of the student's buttocks is the only corporal punishment that shall be administered at any time.

Nothing contained herein shall be interpreted as prohibiting an employee from using reasonable, physical force, appropriate to the circumstances, in defending himself against a physical attack by 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.

## **SECLUSION AND/OR RESTRAINT**

The D'Arbonne Woods School Board has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees:

### Reporting requirements

1. Notification requirements for school officials and parents/legal guardians

When Handle with Care physical restraint is used, the principal or principal's designee must notify the parents or other legal guardians as soon as possible.

2. The student's parent or other legal guardian shall also be notified in writing, within twenty-four hours, of each incident of physical restraint using the *Handle with Care Incident Reporting Form*.

2. Explanation of methods of physical restraint

*Handle with Care* restraint methods include a continuum of techniques that range from de-escalation to physical restraint. The techniques used in the Handle With Care program include the following:

1. De-escalation Skills – Staff learn to use verbal and nonverbal skills to defuse a volatile situation.
2. Personal Defense
  1. Escape Techniques - Includes skills staff needs to protect themselves when students become physically aggressive by wrist grabs, chokeholds, biting, and hair pulling
  2. Blocking Techniques - Includes skills staff needs to protect themselves when students become physically aggressive by kicking, throwing objects and attacking with a weapon.
    1. Primary Restraint Technique (PRT) and Takedown-Includes skills in single person restraint and escort techniques. Staff will learn single person restraint (PRT) and takedown, single person escort and understand when it is appropriate to use a single person restraint.
    2. Personal Defense Interface - Includes skills staff will use to connect the personal defense technique with the, Primary Defense Technique (PRT).
    3. Two Person Team Escort and Restraint - Includes skills staff will connect to the Primary Restraint Technique (PRT) to perform a two-person escort, two-person restraint and takedown.

4. Letting Go Process - Staff learns the importance of the Letting Go Process (enabling the student to re-establish internal control) and the Post-restraint/Life Space Interview (re-establishing the relationship) and apply it to a restraint situation.

*Handle with Care Information Sheet* will be disseminated on an annual basis to parents of students with disabilities identified under Bulletin 1508. The information will be given to parents at the annual IEP meeting along with the Student Rights and Responsibilities Handbook.

## **SECLUSION**

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

Seclusion of a student without an adult monitoring is prohibited at D’Arbonne Woods Charter School.

## **MECHANICAL RESTRAINT**

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

## **PHYSICAL RESTRAINT**

Physical Restraint is permitted under the following conditions:

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

Physical Restraint is prohibited:

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- When unreasonable, unsafe, or unwarranted.

## **MINOR INFRACTIONS**

D’Arbonne Woods Charter School uses a **MINOR INFRACTION DISCIPLINE FORM** for all

students. Three (3) minor infractions gathered by teachers on the Minor Infractions Form equates to one major infraction with the Dean of Students. Parent contact is required after the first infraction.

Minor infractions are things such as tardiness, talking, running in the hallway, playing, interrupting, not completing tasks assigned, whistling, fidget spinners, getting up without permission, talking over teacher, not following classroom procedures or rules.

### MAJOR INFRACTIONS

A BEHAVIOR REPORT Form will be used to report major infractions. Once the student has been referred to the office, the administration will follow this discipline guide for major infractions. In the table below numbers in parentheses denote time frame (in school days).

Parents will be also required to pick up students who are not in complete compliance with the dress code. The student’s absence will be UNEXCUSED with each noncompliance; therefore, jeopardizing the child’s attendance and violating the State Attendance Law.

#### Kindergarten – 3<sup>rd</sup> Grade Consequences

MISBEHAVIOR	1ST TIME	2ND TIME	3RD TIME
Tardy to Class (HS)	Teacher Discretion	Lunch Detention	ISS/Admin Discretion
Cheating / Plagiarism	Teacher Discretion	Zero/Parent Call	Zero No Recess
Destruction of School Property	Replace/ parent call	Replace/Parent Call	Suspension
Dress code Violation Students advised to keep change of clothes or parents bring to remedy. Hats/Hoodies/etc. kept in office until end of the day.	Parent Call	ISS until dress code compliant. Parents can bring extra clothes.	ISS until dress code compliant. Parents can bring extra clothes.
Fighting K-3	Teacher Discretion	No Recess, ISS	Supervisor/Director
Disrespectful/Willful Disobedience	Teacher Discretion	ISS	ISS/Suspension
Serious Threats	Teacher/Supervisor Discretion.	ISS	ISS/Suspension
Public Display Affection	Teacher Discretion	1 day ISS	2 days ISS
Bullying Behavior - 1 <sup>st</sup> time behavior with one student or same conduct w/different students	Teacher/Supervisor discretion	1 day ISS Documentation of Potential bullying	2 Days ISS or Suspension
Racial Slur/Racially Motivated Behavior	Teacher Discretion Call Home	Recess or 1 or more days of ISS	Supervisor Discretion
Cussing	Teacher Discretion	Recess/1 day ISS	2 Day ISS
Inappropriate language/hand gestures	Teacher Discretion	Recess/1 day ISS	2 day ISS
Restroom Misuse	Teacher Discretion	Recess/1 day ISS	2 day ISS

Consequences are subject to change per the DWCS Administration

### 4<sup>th</sup> – 8<sup>th</sup> Grade Consequences

<b>MISBEHAVIOR</b>	<b>1ST TIME</b>	<b>2ND TIME</b>	<b>3RD TIME</b>
Tardy to Class (HS)	Teacher Discretion	Lunch Detention	ISS/Supervisor Discretion
Alcohol Use and/or Possession	Suspension 1 Day	Suspension 3 Days	Hearing/Expulsion
Cell Phone Violation	5 days taken away	10 days taken away	End of School Year
Cheating / Plagiarism	Zero/Parent Call	Zero/Parent Call/1 day Suspension	Zero/Parent Call/3 day Suspension
Destruction of School Property	Replace/ parent call/ Possible Suspension	Hearing/Expulsion	
Dress code Violation Students advised to keep change of clothes or parents bring to remedy. Hats/Hoodies/etc. kept in office until end of the day.	ISS until dress code compliant	ISS until dress code compliant.	ISS until dress code compliant.
Student Driver Violation	Lunch Detention	3 day Driving Suspension	TBD or Permanent
Fighting 4-8	1-3 day ISS or Suspension – Supervisor Discretion	1-3 day suspension	Admin Discretion – Possible Expulsion
Violence resulting in <b>intentional or unintentional</b> injury	Hearing/Expulsion		
Forgery	1 day ISS	1 day Suspension	3 day Suspension
Disrespectful/Willful Disobedience	Rest of day ISS	2 days ISS/Conference	3 day Suspension
Leaving Campus	1 day Suspension	3 day Suspension	5 day Suspension
Skipping class	Teacher Discretion	Lunch Detention	1 day ISS
Tobacco/E-cig use or possession	1 day Suspension/Vape Awareness Training	3 day Suspension/Vape Awareness Training	Arrested/ Hearing
Serious Threats	Supervisor/ED discretion	Hearing/Expulsion	
Stealing	1 day ISS	2 day ISS	1 day Suspension
Public Display Affection	Lunch Detention	1 day ISS	2 days ISS
Drug Use/Possession	Hearing/Expulsion		
Bullying Behavior - 1 <sup>st</sup> time behavior with one student or same conduct w/different students	1 Day ISS/Conference with Parents	1 day Suspension/Conference /Documentation of Potential bullying	Suspension Conference/Bullying Paperwork Process Begins
Bullying (Includes: cyber that is brought to school, body shaming, sexual orientation, disability targeting, racial slurs, intellectual slur)	1-3 day Suspension/Conference with Parents/Document	3-5 day Suspension/Conference with Parents/Document	Hearing/Expulsion
False Accusations against Faculty	1 day Suspension/Conference	TBD/Conference	Hearing
Racial Slur/Racially Motivated Behavior (Based on Investigation)	1 day Suspension – Intervention with counselor	3 day suspension/Parent Conference Intervention with counselor	Hearing/Expulsion/ Bullying Paperwork
Cussing	1 day ISS	1 day Suspension	3 day Suspension
Inappropriate language/hand gestures between students	1 day ISS	2 day ISS	3 day ISS
Restroom Misuse	1 day ISS	2 day ISS	1 day suspension

Consequences are subject to change per the DWCS Administration

## High School Consequences

MISBEHAVIOR	1ST TIME	2ND TIME	3RD TIME
Tardy to Class (HS)	Teacher Discretion	Lunch Detention	ISS/Admin Discretion
Alcohol Use and/or Possession	Suspension (3 days)	Hearing/Expulsion	
Cell Phone Violation	5 days taken away	10 days taken away	End of School Year
Cheating / Plagiarism	Zero/Parent Call	Zero/Parent Call/1 day Suspension	Zero/Parent Call/3 day Suspension
Destruction of School Property	Replace/ parent call/ Possible Suspension	Hearing/Expulsion	
Dress code Violation Students advised to keep change of clothes or parents bring to remedy. Hats/Hoodies/etc. kept in office until end of the day.	ISS until dress code compliant	ISS until dress code compliant. Parents can bring extra clothes.	ISS until dress code compliant. Parents can bring extra clothes.
Student Driver Violation	Lunch Detention	3 day Driving Suspension	TBD or Permanent
Fighting K-3	ISS/Parent Conference	1-3 day suspension	Executive Director's Discretion/Possible Expulsion
Fighting 4-8	1-3 day suspension	3-5 day suspension	Executive Director's Discretion/Possible Expulsion
Fighting 9-12	May Include Arrest with a Minimum 3 day suspension	May Include Arrest and a Hearing/Possible Expulsion	Hearing/Expulsion
Violence resulting in <b>intentional or unintentional</b> injury	Hearing/Expulsion		
Forgery	1 day ISS	1 day Suspension	3 day Suspension
Disrespectful/Willful Disobedience	Rest of day ISS/ Teacher/Parent Call	2 days ISS/Conference	3 day Suspension/Conference
Leaving Campus	1 day Suspension	3 day Suspension	5 day Suspension
Skipping class	Teacher Discretion	Lunch Detention	1 day ISS
Tobacco/E-cig use or possession	1 day Suspension/Vape Awareness Training	3 day Suspension/Arrested/Vape Awareness Training	Arrested/ Hearing
Serious Threats	Hearing/Expulsion		
Public Display Affection	Lunch Detention	1 day ISS	2 days ISS
Drug Use/Possession	Hearing/Expulsion		
Bullying Behavior - 1 <sup>st</sup> time behavior with one student or same conduct w/different students	1 Day ISS/Conference with Parents	1 day Suspension/Conference /Documentation of Potential bullying	Conference/Bullying Paperwork Process Begins
Bullying (Includes: cyber that is brought to school, body shaming, sexual orientation, disability targeting, racial slurs, intellectual slur)	1-3 day Suspension/Conference with Parents/Document	3-5 day Suspension/Conference with Parents/Document	Hearing/Expulsion
False Accusations against Faculty	1 day Suspension/Conference	TBD/Conference	Hearing
Racial Slur/Racially Motivated Behavior (Based on Investigation)	3 day suspension/Parent Conference	Hearing/Expulsion/ Bullying Paperwork	
Cussing	1 day ISS	1 day Suspension	3 day Suspension
Inappropriate language/hand gestures between students	1 day ISS	2 day ISS	3 day ISS
Inappropriate Political – Demonstration - Activism Speech: Proven to create an unsafe and unmanageable learning environment	1 day ISS/Parent Conference	3 day ISS/Parent Conference	3 day Suspension/Parent Conference
Restroom Misuse	Lunch Detention	1 day ISS	1 day suspension

Consequences are subject to change per the DWCS Administration

## **No Political/Activism/Demonstration Speech**

Students are restricted from the promotion of political signs, shirts, belt buckles, locker stickers, clothing, conversations, etc. It will be disciplined under inappropriate conversations. Students will be asked to report those circumstances and not handle it themselves. The goal is to discipline our students to recognize time and place for topics and to ensure a safe and comfortable learning environment for every student and staff member.

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

## **FIGHTING/ALTERCATIONS**

D'Arbonne Woods Charter School considers fighting an extremely serious offense that may result in a minimum 3-day suspension for high school students. Lower grades are up to the discretion of the teacher and administration.

- Only if a student is unprovoked and did not participate in the argument leading up to the fight will they avoid suspension.
- “Stand Your Ground” is only acceptable after every effort is used to diffuse an altercation. If there is an opportunity to tell an adult/staff member/administration about the events leading to a fight, the student bears responsibility for that choice.
- All students participating in gang-related fights, planned fights, or extremely violent fights will be recommended for expulsion for the current semester or the entire school year.
- Students, both male and female in grades 9-12 will be remanded into the custody of law enforcement for fighting on school grounds including athletic facilities, locker rooms, parking lots, etc., before, during, or after school hours.
- DWCS will also discipline students for actions regardless of law enforcement penalties and charges.
- Aiding and/or Inciting a fight/altercation will result in the student(s) receiving the same disciplinary action.
- Incidences deemed necessary will be brought to the Discipline Committee (board members, teachers, and staff) by the administration of DWCS for further review. Decisions are at the discretion of the committee and/or executive director.

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

The Board shall authorize the Executive Director or designated official to immediately suspend and recommend a disciplinary hearing for any student found in possession of a dangerous weapon. A dangerous weapon may be defined as a knife, club, gun, chain, or any other object deemed dangerous on the school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours. When the student is found in possession of a weapon, the Executive Director shall be immediately notified and shall take appropriate disciplinary action. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm free zones. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark firearm free zones, which surround all schools and school property. The carrying of a firearm on school property (including school buses) by anyone is a crime punishable by imprisonment at hard labor for up to five (5) years.

Any student after being suspended for committing any offenses enumerated previously may be expelled upon recommendation of the Executive Director or designated representative. The Executive Director shall immediately recommend a student for expulsion if he/she is found carrying or possessing a firearm, knife, or other dangerous weapon, or who distributes, sells, gives, or loans any controlled dangerous substance, in any form, governed by the Uniform Controlled Dangerous Substances Law.

### **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

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

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



*Bullying* shall mean:

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

such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program. Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

## **PROHIBITION AGAINST BULLYING**

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

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

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

Bullying and intimidation is not tolerated. Disciplinary action will be taken following each

confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

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

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

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

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

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

**The following actions will be taken when bullying is reported:**

1. Investigation

Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days

after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

2. Notification

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

3. Discipline

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

4. Follow Up

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

5. Documentation

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

*DWCS will follow Louisiana Department of Education guidelines as it pertains to bullying.*

Detailed information on the Crisis Management Plan and Suicide Prevention Plan is located on the school's website.

## **PARENT CONFERENCES**

In any case where a parent conference is required, parents and/or guardians must participate in the conference at the designated time and place, or their child shall not be allowed to continue to attend classes at the school. The Executive Director may permit a student to continue to attend classes on the day of the infraction, but under no circumstances shall the student be allowed to attend classes on any subsequent day unless the parent conference has been conducted, or at the discretion of the Executive Director.

## **DOCUMENTATION**

All major disciplinary actions taken by school personnel shall be documented and kept on file.

## **PARENTAL APPEAL**

The parent/guardian of any student suspended or recommended for expulsion from D'Arbonne Woods Charter School, who believes the suspension or expulsion is unjustified, will have the right to request a hearing before the Board of Directors. In such cases the request must be made in writing to the Board of Directors. Upon receiving such a request, the Board of Directors will schedule a hearing within ten (10) days. Attendance at the hearing will be limited to the parents, the student, school officials, and any employee of D'Arbonne Woods who has knowledge of any facts involving the matter. Following the hearing, the Board shall decide to sustain or reverse the suspension in a case involving a suspension, or to approve or deny a recommendation for expulsion in a case involving an expulsion. The action of the Board following such a hearing is final and the Board shall undertake no further consideration of the matter.

## **DISCIPLINE POLICY REVIEW**

Annually the Board shall review all policies of the school that are related to student discipline and make such changes as may be appropriate.

## **EXPULSION**

The Board of Directors of D'Arbonne Woods Charter School shall expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of school policies, rules, regulations, or is in violation of state or federal law.

Upon receiving a recommendation for expulsion of a student from the Executive Director and Discipline Committee, the Board of Directors shall conduct a hearing to determine whether expulsion or other disciplinary action shall be taken. At the hearing, the Executive Director, a teacher, and any other employee of the school who has any knowledge of such violation(s) as may have been committed by the student shall be heard and all relevant facts presented relative to the case. Until the hearing is conducted, the student shall remain suspended from all classes and school activities.

The hearing regarding a recommendation for expulsion shall be closed to the public. The student

may be accompanied by a parent(s) or guardian(s) only. The hearing shall begin with a presentation of facts by the Executive Director, Discipline Committee, a Teacher and/or other school employees, followed by a specific recommendation that the student be expelled from D'Arbonne Woods Charter School. Following the presentation of facts and recommendation, the student and his/her parent(s) and/or guardian(s) shall be given an opportunity to present any facts which they believe to be relevant to the recommendation. If either side intends to present witnesses that will substantiate or support their position, this must be made known to the Board at the beginning of the hearing. Witnesses will only be allowed to remain in the hearing during the time of their testimony.

Following the hearing the Board shall vote to approve or deny the recommendation of expulsion. In the case that the expulsion recommendation is denied, the Board shall determine the appropriate disciplinary action that shall be taken in the case.

D'Arbonne Woods Charter School is a school of choice and makes clear its policy on discipline and the requirements of parental involvement in enforcing policies conducive to learning. Any student who is expelled from the school will not be allowed admission at any time in the future without specific approval from the Board of Directors.

## **SUSPENSION AND EXPULSION FOR STUDENTS WITH DISABILITIES**

Suspension and expulsion of students with disabilities shall be in accordance with the Individuals with Disabilities Education Act.

## **TERRORIZING POLICY**

The policy concerning terrorizing is as follows:

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

### **Reporting of Terrorizing**

Student – A student who comes into contact with a terrorizing threat must report it immediately to

the nearest school employee.

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

Administrator – School administrator will analyze the terrorizing threat and contact the D'Arbonne Woods Board immediately and law enforcement as deemed necessary.

Handling a terrorizing threat – Gather evidence

Note – A written note will be secured in principal's office with as little physical contact as possible.

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

### **Communication**

Terrorizing threats are dealt with accordingly. The threatened student will be informed of the terrorizing threat immediately and maintained in a secure location in an administrative office with a school employee. Parent(s) of a threatened student will be informed immediately. The decision to remove a student from campus or to allow the student to remain in school will be made by parents. If there is a threat to an employee, the employee will be informed immediately.

### **Media Contact**

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

### **Consequences**

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

### **DRUG TESTING**

One of the primary objectives of the D'Arbonne Woods School Board is to provide a school environment that is safe and drug free. Many methods are being employed in order to accomplish this goal. They include a "zero tolerance" for drugs and alcohol, use of mandatory drug education, D.A.R.E., Core Essentials, and other school programs. All e-cigs and vapes are banned from our campus – these will be confiscated and given to law enforcement.

It is the philosophy of D'Arbonne Woods Charter School that the implementation of a student drug

testing policy will:

1. Serve as a deterrent to drugs being brought into the schools.
2. Help identify students who need drug abuse assistance.
3. Help reduce or remove drug use from our school system.
4. Strengthen the parent/school relationship.
5. Provide a position and course of action for community confidence.
6. Improve the overall safety of our school campuses.

### **Searches of Student or Property**

Any administrator may search the person of a student or his/her personal effects when based on probable cause at the time of the search:

1. Probable cause is established by a teacher and/or administrator.
2. The need for search without delay is at the sole discretion of administration and the SRO.
3. Weapons, Alcohol, Drugs, stolen property, stolen academic materials, etc., are a few reasons that would warrant searching a student.
4. At no time will articles of WORN clothing be asked to be removed and examined while being worn by a student.
5. A student may be asked to remove shoes and turn out pockets as part of the search.
6. Students may be subject to search with a metal detector if deemed necessary.
7. There will be no “pat down” of any student at any time for any reasons unless there is credible evidence of a dangerous weapon on the person of a student at which point law enforcement will be called to search the student.
8. No teacher or administrator will go through the contents of a student’s belongings without a witness present.
9. The SRO and administration may utilize the K-9 resources of the Union Parish Sheriff’s Office to search school property including a students’ personal effects, lockers, and/or vehicles.

### **D’ARBONNE WOODS CHARTER SCHOOL STUDENT DRUG TESTING POLICY**

All athletes may be subject to random drug testing for the entire school year. This includes time outside of the sports season. Students, who participate in the extra-curricular groups, may be randomly tested in the same manner. Date of testing will be determined by the Athletic Director in coordination with the Executive Director.



The designated extra-curricular groups are, but not limited to:

### **Cheerleaders; Spirit Groups; All Athletes**

It is the position of DWCS that participation in school extra-curricular groups is a special privilege and carries an added responsibility of representing the school in a unique way. Therefore, these tests will be strictly enforced, and participation will be mandatory, since the parents/guardian have freely chosen to allow their sons/daughters to participate in the extra-curricular groups. No student will be tested unless both parent(s) and the student sign a form giving permission to have the tests performed. By signing, the parent(s) and the student acknowledge that they consented to the administration of the tests and waive any claim of an invasion of privacy and waive any objection to the necessary action in the furtherance of these safety proceedings. The refusal of a student/parent to allow tests to be administered shall serve as an acknowledgment that the student has voluntarily chosen not to participate in the extra-curricular groups for that school year. Parents, by their signature, release the school's extra-curricular group department from any responsibility in connection with the administration of test results, warranties as to the accuracy of said tests, and medical procedures used by the referring laboratory. Students who transfer to a school during the year will be added to the list if they choose to participate in extra-curricular activities.

### **PROCEDURE FOR STUDENTS TESTING POSITIVE:**

If a student tests positive for any drug, he/she must adhere to the following:

- 1st Offense - Student is suspended for three (3) days and eight (8) additional hours of drug counseling (at parent's expense) is required. A retest is also required.
- 2nd Offense - Disciplinary Hearing

The date of testing will be determined by the executive director.

If an extra-curricular group student tests positive for any drug, he/she must adhere to the following:

1. Be suspended from the extra-curricular group until a negative test has been obtained.
2. Follow procedures outlined above for each offense.
3. If the results of the second drug test are positive, the student will be suspended from that extra-curricular group for the remainder of the season.

Any student involved in school-sponsored extra-curricular groups who tests positive for any drug will not be allowed to practice or compete in any extra-curricular activities until a negative test has been obtained. The cost of the retest will be at the parent's/student's expense once the student has tested positive. A student who refuses to be retested will be dismissed from all extra-curricular groups and programs.

## **CONFIDENTIALITY**

The results of the drug test will be kept strictly confidential. Parents of students whose tests yield a positive result shall meet immediately with the principal. The results of a positive drug screen are not to be disclosed to law enforcement officers.

## **Academic Honesty**

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DWCS seeks to nurture absolute respect for intellectual property. Any WILLFUL OR UNWILLFUL misrepresentation of another's work or ideas as one's own (cheating or plagiarizing) will be treated with utmost seriousness. The teachers will send a write-up to the office and the administration will have a conference with the student, call the parents, and take disciplinary action. Writing assignments, including, but not limited to: essays, case studies, and multimedia projects, are submitted to AI (Artificial Intelligence) detection, in addition to existing plagiarism detection. We are committed to helping all our students learn to properly paraphrase, reword, and cite sources so that they are prepared for both today's workplace and the quickly changing workplace of the future. D'Arbonne Woods Charter School is committed to helping students develop strong writing skills. Students taking Dual Enrollment courses through Louisiana Tech University are prohibited from using AI (Artificial Intelligence) programs in their writings. It is a direct violation of the honor code.

**CHEATING.** The use of unauthorized sources for academic work.

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

**PLAGIARISM.** Plagiarism occurs when the student submitting the paper for a course does one or more of the following:

- Does not properly attribute words or ideas to a source;
- Quotes from another author’s writing without citing that author’s work. This, of course, includes failing to cite material taken from the Internet, as well as copying material from library books or peers’ papers;
- Cites, with quotation marks, portions of another author’s work, but uses more of that work without quotation marks and without attribution;
- Takes a paper, in whole or in part, from a site on the Web or a “library” of already written papers;
- Steals, borrows, buys, or copies a paper from another student and then submits that paper as the student’s own work. The student who supplies the paper has also committed plagiarism;
- Submits the same paper twice for two different assignments and/or in two different classes, unless both teachers have given written permission;
- Takes the results of another’s research and attempts to pass those results off as his/her own work.
- Uses Artificial Intelligence (AI) to complete assignments for you. Apps like Chat GPT are not allowed.

***NOTE: Plagiarism is not always intentional; accidental plagiarism shall also be considered a violation of the Academic Honesty Policy. Not knowing how to cite sources is not a reasonable defense for plagiarism. DWCS teachers’ teach students to cite work properly, as well as immediately identify plagiarism.***

**FALSIFICATION.** Oral or verbal statement of untruth.

- Creating data.
- Falsifying reasons for absences.
- Placing your name on someone else’s work.

Submitting work (in its entirety or in part) that was previously submitted for another class without prior approval of both teachers.

## Parent Conduct Policy

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D'Arbonne Woods Charter School has been established and advertised as a school of choice with high standards. The concept of a partnership of mutual respect between parents, teachers, and students will be one of the strengths of DWCS. The educational climate at D'Arbonne Woods Charter School cannot be maintained in accordance with the DWCS mission, goals, and objectives if there is a breakdown in any aspect of the partnership. Accountability of all people provides this partnership. Teachers are trained to use classroom management techniques that foster optimum learning conditions, and to communicate with parents their expectations for students. Policies exist whereby teachers who do not perform their teaching duties and other duties in their job descriptions will not be rehired. Policies are on file whereby students are held accountable, and if conformity to the high standards is not maintained, the students may be recommended for dismissal from D'Arbonne Woods Charter School.

This partnership between students, teachers, and parents requires parents to support DWCS and its teachers, as the school attempts to carry out its mission. A current contract shall be kept in place for each child whereby parents assume their responsibility in assessing the child at home. Parents shall be made aware of all policies by means of the student handbook and the policy manual kept in the office and available to parents.

Parents who exhibit open hostility to teachers and other DWCS staff members by means of abusive language, either verbally or written communications, will not be permitted to return to the school campus for any reason, thus jeopardizing the continuation of their child's attendance at the school. The Executive Director may suspend any parent from coming onto the school campus for any violation of this policy until such time as the Board of Directors can review the matter. The Board of Directors may uphold the parent's suspension or change its terms as it determines appropriate. Without such accountability, the mission of the D'Arbonne Woods Charter School cannot be maintained, and the high standards established for the school will be difficult to uphold. Parents should instruct their children to show respect for all teachers and other DWCS staff members, as well as the other children who attend D'Arbonne Woods Charter School.

# D'Arbonne Woods Charter School Web Publishing Policy

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## ***Purpose***

The purpose of the D'Arbonne Woods website is to provide a means of effective communication between administrators, teachers, support staff, students, parents, and our community. All content on the DWCS website must adhere to the policies outlined in this document. Failure to follow these policies may result in a loss of publishing privileges and/or other disciplinary actions.

## ***Organizational Responsibilities***

- The Website Administrator is responsible for developing and maintaining the DWCS website.
- The Webmaster is the person who actually creates, publishes, and maintains the school's website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

## ***Content Standards***

- All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.
- All content must be related to curriculum, instruction, or other school or school district related information.
- Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system.
- The DWCS web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.
- All web pages must not link to or contain any inappropriate material. The Communications Department will have full discretion in determining the appropriateness of content.

## ***Student Safety***

- No personal information (other than the student's name) should ever be published about a student. Signature of handbook allows DWCS to publish the student's picture in regard to guidelines and laws. You may contact the school's IT Director if you do not wish to have your child's picture published.
- No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.
- Students are not allowed to publish information to the DWCS web server.

## ***Web Publishing Guidelines***

- All published content must reflect educational goals.
- All published content should be reviewed for accuracy, correct spelling, and correct grammar.

- All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission.
- All published content must be kept up to date.
- Do not use spaces in naming pages or directories. Use the underscore character (“\_”) instead of spaces.
- Graphics should be optimized to minimize page loading times and bandwidth usage.
- School web sites must include:
  - School name
  - Principal’s name
  - Full address
  - Telephone number
  - Fax number

## Cyber-Bullying Policy

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

Cyber-bullying can involve, but is not limited to, using a local bulletin board service, internet chat room, blogs, websites postings, video or digital pictures, texting, electronic mail, online messaging service, online community social networking websites, cell phones, or other technology utilized to send obscene, mean, vulgar, harassing, or threatening communications. Cyber-bullying is not limited to sharing or taking images intended to humiliate; re-sharing images is against the law. videoing someone being harassed and sending the video to others; using someone else’s account/contact list to forward rude, mean or threatening messages; posting sensitive, and/or private information about any person; pretending to be someone else in order to make another person look or feel bad or to send threatening messages or images or to engage in an activity causing hurtful emotions; intentionally excluding a person from an online group, electronic textual, visual, written, or oral communication; sending or forwarding unsuitable images, videos, text, or other communication; accessing or deleting text, emails, videos, or other communication; persuading or encouraging the act of cyber-bullying; recording or usage of recorded messages, text, videos, or other communications for the purpose of cyber-bullying.

Cyber-bullying will not be tolerated by any student or school personnel. The act of cyber-bullying will result in an immediate suspension of the person(s) performing the act until an investigation is performed by the Executive Director in conjunction with the Union Parish Sheriff's Office. The Board level Discipline Committee will meet and review the findings of the investigation upon its conclusion. If found to have cause, and upon the recommendation of said committee, at the next full Board of Directors' meeting, the person(s) shall be immediately expelled from D'Arbonne Woods Charter School in accordance with all applicable state statutes.

**\*\* As applicable for all policies of DWCS, first day of school attendance constitutes acceptance of all school policies.\*\***

## Google Apps Student Accounts

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DWCS utilizes Google Apps for Education, an online collection of productivity tools from Google including Gmail and Google Drive (online storage with word processor, spreadsheet, and presentation programs). Accounts are assigned to all students for the purpose of communication, collaboration, and research. Student accounts for grades 2-7 will be restricted to communication within the darbonnewoods.com domain only. There is no expense associated with this access and no need for Internet access at home in order to participate. Use of Google Apps is a privilege. Inappropriate use of the account may result in loss of privilege and/or disciplinary action. Illegal activities may be referred to law enforcement authorities. The Google Apps account, while assigned for individual student use, is the property of DWCS. DWCS reserves the right to retrieve the contents of student accounts for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure. This account is filtered, monitored, and archived according to school policy and federal laws. DWCS reserves the right to intercept, store, archive, delete, or view such emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved. Email is not guaranteed to be private. Student accounts will be removed from the system upon graduation, in the event the student discontinues enrollment, regardless of reason, or for inappropriate use while still enrolled. Students are responsible for content associated with their accounts and should not share their passwords. Students will not use their accounts to provide any personal information, including but not limited to telephone numbers or addresses. DWCS scans all inbound and outbound e-mails, plus attachments, for viruses, but does NOT guarantee such messages to be virus free. DWCS accepts no responsibility for any damage caused by sending or receiving e-

mails through our e-mail system. Account usernames and passwords will be provided to parents upon request.

## Technology/Acceptable Use Policy

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This Acceptable Use Policy sets the standards for technology use by all students at DWCS.

School email accounts are to be used to communicate with teachers and peers about school related material. The school reserves the right to view all email accounts accessed on the school laptop. Email should not be used for chatting with classmates. Disciplinary action will be taken for students who violate this policy through the use of email.

DWCS Internet has a content filtering system that follows the Chromebook on and off campus. The school reserves the right to monitor Internet usage of all students. If students are in need of a site that is blocked, visit the Technology Director. Students are to connect to DWCS Wi-Fi only. Attempting to visit sites that are blocked is considered hacking. YouTube is blocked and should not be visited on the school Chromebook. Using a proxy site or Chrome plug-in/extension to bypass the filtering system is absolutely prohibited. Instant messaging and chatting on campus are prohibited by students.

Games Students are NOT allowed to play games at lunch. Disciplinary action will be taken for students who play games on their Chromebook during school hours.

Any smart devices that can access the Internet or communicate with others is prohibited during school hours.

Copyright/Cheating/Plagiarism is unacceptable. Cheating using technology is a violation and will be handled appropriately.

Students are not allowed to access social networking sites on school campus via a laptop or a cell phone.

Students are only allowed to film appropriate material. Using video applications during class without teacher permission is a violation. Permission is required to record the voice or photograph a teacher or student.

Students are allowed to access and/or play music with permission from the teacher. Explicit lyrics are prohibited.



Students are responsible for protecting the confidentiality of all passwords. If there is an issue with a password, visit the Technology Director. It is a violation to attempt to hack the system or obtain administrative passwords. For security reasons, do not store passwords on a visible sticky note.

Chromebooks should remain with the assigned student unless otherwise directed by a teacher. Students are prohibited from accessing faculty computers at all times.

Stickers are not allowed on the Chromebooks at any time for any reason. Chromebooks damaged from stickers will need to be replaced. Students with Chromebooks with sticky residue or skins that need to be removed will be charged a \$15 cleaning fee.

Drinks and food should not be placed near a Chromebook.

Contents of external drives or other storage devices should contain appropriate material. Students with external drives that contain games or other inappropriate material are subject to disciplinary action.

Cyberbullying, tormenting, threatening, harassing, humiliating, embarrassing or otherwise targeting others using the Internet, interactive and digital technologies, apps, or mobile phones will not be tolerated.

It is the responsibility of the student to secure the Chromebook before, during, and after school. Chromebooks should be in the student's possession, zipped within a case or in a locker at all times especially at lunch. Chromebooks that are found unattended will be delivered to the Technology Director. Repeated violations will result in disciplinary consequences.

It is not safe to carry Chromebooks by the screen. Over time, the screen components will crack. Repeated violations will result in disciplinary consequences.

Students are to notify the Technology Director immediately if a Chromebook is discovered missing. Students will have to provide a police report if the Chromebook is stolen or lost – otherwise, the student will have to pay the full value of the laptop. If you are having a problem with the laptop, visit The Technology Director so a proper diagnosis can be made. Only the Technology Director has the right to remove batteries, drives etc. Intentional damage will result in the student being charged the complete value of the Chromebook. After two insurance claims in one year, students will lose the privilege of taking home a Chromebook for the rest of the year.

Students need to charge the Chromebook every night. When students arrive at school, the Chromebook should be fully charged. Visit the Technology Director if the Chromebook appears to have battery issues.

Students will be issued a Chromebook Charger with their device. If a charger is broken or not working, they can bring it back to the Technology Director and they will be issued another working charger. If a charger is lost the student MUST purchase an additional charger. Our current Chromebooks use a very common USB Chromebook charger which can be found at most local discount stores and online. Additional chargers may also be purchased at the school for \$30 each. Clean the screen and Chromebook exterior with a soft, dry, lint-free cloth. Never spray liquid directly onto the Chromebook. The Tech Center has approved cleaners that students can use free of charge.

### **FINS Program (Families in Need of Services)**

FINS or Families in Need of Services is a juvenile delinquency prevention program designed to bring together resources for the purpose of helping families to remedy their children's self-destructive behaviors or that of other family members. FINS goals are to reduce formal juvenile court involvement whenever possible while generating appropriate community services to benefit the child and improve family relations. The FINS Program is committed to encouraging maximum cooperation among service providers and preserving the dignity of the family.

FINS is dedicated to intervene in the following:

- Truancy
- Habitual violation of school rules
- Ungovernable behavior by juveniles
- Runaway behavior
- Possession and use of drugs and alcohol
- Caretakers contributing to child's problems
- Caretakers missing school meetings regarding child's behavior in school
- Children under 10 who commit adult crimes

The goal of FINS is to work with children, families, school officials, other community resources, and the courts as needed in order to reduce the child's dysfunctional behavior and dysfunction in the home so that the family may remain intact and that the child and family remain productive in all areas of life.

### **The Referral and Action Process:**

- Submission of Concern or Complaint may be done by anyone, but it is usually done by law enforcement, school officials, or parents.
- Investigation by FINS Officer.
- Family Assessment conducted if investigation finds that case meets criteria.

- Plan of Action and Service Delivery.
- Monitoring and Progress.
- FINS Panel (as needed)
- FINS Court Hearing (as needed) -

See more at: <http://www.ysbworks.com/fins-program#sthash.ZbH4T8Aw.dpuf>.

Exceptions to the attendance regulation shall explain extenuating circumstances below that are verified by the school administration where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit:

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, and lice as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
8. Absences as verified by the administration as stated below:
  - A. Prior school system-approved travel for education;
  - B. Death in the immediate family (not to exceed one week); or,
  - C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

## **SCHOOL-APPROVED ACTIVITIES**

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

## SCHEDULE OF CURRICULUM/CO-CURRICULA FEES

(R.S. 17:177)

<b>PURPOSE OF FEE</b>	<b>AMOUNT</b>	<b>USE OF FEE</b>	<b>COLLECTION METHOD</b>	<b>Method of Payment</b>	<b>Deadline to Pay Fee</b>
Uniforms	Range: \$25 to \$50 each outfit (shirt, pants)	Uniforms for students	Not collected at school	Not collected at school	Not collected at school
Technology	\$75	Insurance for Chromebooks assigned to the student.	DWCS Staff will collect and provide student with a receipt.	Cash Check or Money Order	Student Orientation Date
	\$25	Replacement Charger			
Parking	\$25	Provide security tag for students who drive their vehicle to school and park on campus.	DWCS staff will collect and provide student with a receipt.	Cash Check or Money Order	Student Orientation Date and as needed.
	\$15	Second Vehicle Tag-Only for multiple vehicles driven and parked on campus.			
Replacement Car Passes	\$5	Provide car pass to be used at car pick up	School secretaries at both elementary and high school will collect and provide student with a receipt.	Cash Check or Money Order	Student Orientation Date and as needed.

All fees are to be paid for during the scheduled Orientation at the school. Stations will be set-up that will allow parents/guardians and students to make payments for fees and receive a receipt. In the event a financial burden is placed on a student please notify the administration. Please reference page 22 of the handbook concerning fees. R.S. 17:177