2026 - 2027 Administrative Staff

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Farmerville, LA 71241
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Phone: (318) 368-8051
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"D'Arbonne Woods Charter School is an Equal Opportunity Employer."

Meaning of the School Crest

As D'Arbonne Woods Charter School (DWCS) continues to grow, we are fortunate to establish rich traditions that define our identity and embody our core institutional beliefs. These values are designed to be carried forward by each graduating class. Our official school crest was designed to represent the specific characteristics that make our campus unique:

- **The Sun Rays:** Represent our student body and the bright light they are expected to bring to the surrounding world.
- **The Pine Trees:** Symbolic of our local region and the natural inspiration for our school's name, which originated during our founding in 2008.
- **The Graduation Cap and Diploma:** Represent a rigorous academic foundation, which serves as the cornerstone for student success and lifelong learning.
- **The Winged Shoe:** An ancient, time-honored symbol of athletic competition. The integration of athletics helps form strong personal character through daily discipline, sacrifice, and teamwork.

Alma Mater

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!

Hooooooooooooowl

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 rights 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.

DWCS Student Uniform & Dress Code

Purpose: The purpose of our Uniform Policy is to ensure a safe, effective and equal learning environment by eliminating distinctions based on clothing or appearance. Cleanliness, neatness, and appropriateness are vital to student preparedness. The dress code begins on the first day of school and will be enforced consistently throughout the year by teachers and administration.
If the uniform policy presents a financial burden, please contact administration for assistance. Uniforms can also be purchased via the school store link on our official school website.

Key Updates for 2026–2027

- **New Carolina Blue Polo:** Our newly adopted Carolina Blue uniform polo must be specially ordered through **Lori Smith**. *Do not purchase light blue or sky blue polos from retail stores, as they are not approved.*
- **Strict Outerwear Rules: ABSOLUTELY NO HOODIES ARE PERMITTED ON CAMPUS.** Approved Carolina Blue outerwear must match hex code #99BADD. *(Note: Lighter blue PTO sweatshirts from previous years are permitted for the 2026–2027 school year only).*
- **Length Requirement Enforcement:** Shorts, skirts, skorts, jumpers, and P.E. bottoms must reach past the tip of the middle finger when arms are relaxed at the side. **Students who do not meet this requirement will be sent home.**

Shirts & Tops

Daily Polo Shirts

- **Carolina Blue:** Must be ordered through **Lori Smith** only.
- **Navy or White:** May be short- or long-sleeved, purchased from any retailer.
- **Monogram Requirement:** All uniform polos must feature the designated trademarked school logo monogrammed on the **left side**:
    - Navy logo on white shirts.
    - Gold logo on navy shirts.
    - Navy logo on Carolina blue shirts
    - *No other monograms are accepted.*

Additional Shirt Guidelines

- **Peter Pan Collars:** Solid white Peter Pan collared shirts are permitted for girls (can be worn alone or under jumpers).
- **Undershirts:** Long-sleeved shirts worn underneath short-sleeved uniform shirts must be solid **gray, navy, or white**.

Uniform Bottoms

Pants, Shorts & Joggers

- **Colors:** Solid navy or khaki.
- **Joggers:** Solid khaki or navy fleece, cotton, or dri-fit joggers with a cuffed hem are allowed. *No monogram required.*
- **Prohibited Bottoms:** Jeggings, athletic joggers, stretch-type pants, pajama/sleepwear pants, sagging pants, or pants with holes/slashes (even if lined with fabric).

Skirts, Skorts & Jumpers

- **Colors & Patterns:** Solid navy, khaki, or approved **Classic Navy Plaid**.
- **Undergarment Rule:** Girls must wear bloomers, shorts, or compression shorts underneath skirts, skorts, and jumpers.
- **Leggings:** Solid navy, black, or white ankle-length leggings may be worn underneath skirts. *Warm-ups, sweatpants, or regular pants under skirts are strictly prohibited.*
- **Monogram:** Jumpers must feature the official school logo. Girls may wear a polo or Peter Pan shirt underneath.

Ordering Approved Plaid: Classic Navy Plaid must be ordered online via www.LandsEnd.com:

- **Classic Navy Plaid Box Pleat Skirt:** Item #473437-BPX
- **Classic Navy Plaid Jumper:** Item #0650101-BP6

Outerwear (Sweatshirts, Jackets & Sweaters)

- **Hoodie Ban: ABSOLUTELY NO HOODED SWEATSHIRTS OR JACKETS.**
- **Approved Colors:** Solid **navy, white, black, gray, gold, or Carolina Blue (**#99BADD**)**. Blended or heathered colors are not permitted.
- **Logos/Branding:** Outerwear must be plain or feature the official school logo/monogram only. Large brand names across the front are prohibited (small designer logos are permitted in conjunction with the monogram).
- **Underlayer:** A collared uniform shirt must be worn under all outerwear at all times.
- **Non-Compliant Jackets:** Jackets that do not meet approved color guidelines must be removed immediately upon entering the building.

Shoes, Socks & Accessories

Category	Approved Footwear	Prohibited Footwear
Grades K–5	Closed-toe tennis shoes (required for playground safety)	Flip-flops, slides, house/shower shoes, open-toed shoes
Grades 6–12	Closed-toe Crocs, closed-toe tennis shoes	Flip-flops, slides, house/shower shoes

- **Socks:** Must be appropriate and non-disruptive.
- **Hats & Headwear:** Hats, caps, beanies, bandanas, or curlers are not allowed inside any building on campus (unless part of an official outdoor athletic uniform).
- **Blankets: NOT ALLOWED ON CAMPUS FOR ANY REASON** (Exception: Kindergarten students).

Grooming & Personal Appearance

- **Hairstyles & Color:** Hair color must be a natural shade (dyes, tints, or bleaches must result in natural tones). Extreme, distracting hairstyles or notched eyebrows are prohibited. Contact administration prior to dyeing if unsure.
- **Makeup:**
    - **Grades K–5:** No makeup or cosmetics permitted (nail polish is allowed for female students).
    - **Grades 6–12:** Subtle, non-disruptive makeup is permitted for female students.
- **Piercings & Jewelry:**
    - **Female Students:** Pierced earrings are permitted. No nose, eyebrow, tongue, or other body piercings (real or pretend).
    - **Male Students: NO earrings of any kind** (including studs, clips, or items used as posts like plastic or broom straws).
    - **Gauges:** Earlobe gauges are strictly prohibited for all students.
    - **Chains & Accessories:** No wallet chains, heavy chains, spikes, chokers, or sunglasses (unless required by a medical doctor).
- **Tattoos:** Obscene or inappropriate temporary/permanent tattoos are prohibited and must remain covered.
- **Religious Liberties:** All accommodations pertaining to religious or cultural liberties will be taken into consideration upon written notification to administration.

P.E., Friday Spirit Days & Athletic Wear

- **Friday Spirit Days:** Students may wear an official DWCS spirit shirt with uniform bottoms. Spirit sleeves are permitted on Fridays only.
    - **Blue Jeans:** Allowed on Fridays **ONLY** when explicitly designated by the Executive Director.
- **Game Days:** Student-athletes may wear team jerseys **over** their regular collared school uniform, but jerseys cannot replace the uniform.
- **P.E. Dress Code:**
    - Athletic shorts must meet the fingertip-length requirement.
    - No sleeveless or backless tops. Undergarments must not be visible.
- **School Events:** Regular school uniform rules apply to all school-sponsored events unless otherwise stated.

Grievance Policy

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.

3. Administration will follow the policies and procedures of the handbook and decide 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.

Contact After Voicing Concerns with Teacher/Coach First			**Contact After Teacher and Supervisor**	**Contact After Dean of Students**
K-3 Supervisor	4-8 Supervisor	9-12 Supervisor	Dean of Students	Executive Director
Dee Coates	Stephanie Miller	Carrie Manning	Carrie Manning	A'naliese Towns
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	atowns@darbonnewoods.com

Campus Life and Facilities

Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law passed in November 1974, is designed to protect the accuracy and privacy of student educational records.

Disclosure of Student Records & Directory Information
FERPA requires D'Arbonne Woods Charter School (DWCS), with certain exceptions, to obtain written parental consent prior to disclosing personally identifiable information from a child's education records. However, DWCS may disclose appropriately designated "directory information" without prior written consent, unless a parent or guardian has advised the school to the contrary in writing.

Directory information allows DWCS to include student information in official school publications, such as the annual yearbook, honor roll or recognition lists, graduation programs, and sports activity sheets/rosters. Directory information may also be disclosed to approved outside organizations, such as companies manufacturing class rings or publishing yearbooks. Under Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. 7908) and 10 U.S.C. 503(c), federal law requires local educational agencies to provide military recruiters, upon request, with student names, addresses, and telephone listings, unless parents have opted out in writing.

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

Designated Directory Information

DWCS has designated the following items as directory information:

Student's name
Address and telephone listing
Electronic mail (email) address
Photograph
Date and place of birth
Major field of study, grade level, and dates of attendance
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees, honors, and awards received
The most recent educational agency or institution attended
Student ID number, user ID, or other unique personal identifier (provided it cannot be used to access education records without a PIN or password; a student’s Social Security Number cannot be used for this purpose)

Protection of Other Students' Privacy

D'Arbonne Woods Charter School shall protect the confidentiality and privacy of all students depicted in school surveillance recordings.

A parent or legal guardian shall not be entitled to access another student's personally identifiable information, educational records, disciplinary information, or confidential student information through a surveillance recording.

All requests involving recordings that depict multiple students shall be evaluated in accordance with FERPA, including 34 CFR § 99.12(a), and applicable Louisiana law.

DWCS shall not routinely provide parents or guardians with copies of surveillance recordings. The school shall determine the legally permissible method of responding to requests for access, which may include redaction, segregation of information, or providing information about the incident when legally sufficient.

No parent or guardian shall be permitted to independently access the school's camera system, download recordings, photograph recordings, or distribute surveillance footage.

The Executive Director shall review all requests and determine the appropriate response in accordance with applicable law.

Lockers

Lockers and desks are school property; therefore, students have no expectation of privacy when using school resources. The administration reserves the right to inspect or search lockers and desks at any time. Administrators and the School Resource Officer may utilize law enforcement K-9 resources to search school property, including students' personal effects, lockers, and vehicles.

- **Issuance & Liability:** All students in grades 8–12 are issued a locker. DWCS staff assumes no liability for lost or stolen books, supplies, or personal belongings.
- **Locker Assignments:** Students may only use their assigned locker. Lockers cannot be traded due to liability, accountability, and safety concerns.
- **Maintenance & Care:** Students must keep lockers neat, clean, and completely closed when not in use. Food must not be stored in lockers overnight. Students may not deface or damage lockers in any way.
- **Backpacks:** Backpacks must remain in lockers at all times for students in grades 8 –12. Backpacks are not allowed in the classrooms for grades 8 - 12.
- **Signage:** No papers, posters, or advertisements may be placed on the outside of a locker or any other school surface without prior approval from an administrator.

- **Security Violations:** Any student who intentionally jams a locker door open or uses an object to compromise a lock will face immediate disciplinary action. This is a critical safety and security issue for both property and student well-being.

Cell Phone/Electronics

No Cell Phone/Personal Electronic Device (PED) Policy

As outlined in Louisiana law LSA-R.S. 17:239, students are prohibited from using cell phones or any electronic telecommunication devices in all public school buildings. D'Arbonne Woods Charter School is committed to maintaining a safe educational environment that promotes the maximum learning potential of every student.

Due to numerous reports of disruptions and potential policy abuses caused by cell phones and Personal Electronic Devices (PEDs), and upon the recommendation of the Executive Director, Dean of Students, and the D'Arbonne Woods Charter School Board, DWCS strictly enforces a "No Cell Phone / PED" Policy.

Any violation of this policy will result in the immediate loss and confiscation of the device, followed by progressive disciplinary action:

1. First Offense: The device will be collected immediately. The student may pick up the device in the front office at the end of the school day upon signing an electronic communication device acknowledgment form.
2. Second Offense: The device will be collected and held in the office for 5 school days. A copy of the policy will be provided to the parent/guardian and student. The device will be released at the end of the 5th school day only to a parent or legal guardian listed on the official school record, requiring a signature.
3. Third Offense: The device will be collected and held in the office for 10 school days. The device will be released at the end of the 10th school day only to a parent or legal guardian listed on official school records, requiring a signature. The student will also receive 2 days of In-School Suspension (ISS).
4. Fourth Offense: The device will be collected and held in the office for 30 school days. The device will be released at the end of the 30th school day only to a parent or legal guardian listed on official school records, requiring a signature. The student will also receive 2 days of In-School Suspension (ISS).
5. Fifth Offense: The device will be collected and retained in the office for the remainder of the school year. The device will be released only to a parent or legal guardian listed on official school records, requiring a signature. The student will receive a 3-day suspension, which will count against state attendance requirements.

Definition of Device Use & Scope
"Use" of a cell phone or electronic telecommunication device is defined as the device being in the "on" position or mode, or being used for calls, texts, pictures, video, or social media activity while on campus. This policy applies to all electronic telecommunication devices, including smart glasses, smartwatches (with voice or video recording capabilities), tablets, MP3 players, iPods, gaming devices, pagers, or intercom systems.

Storage and Possession During School Hours
During regular school hours—defined as the time students physically arrive on campus in the morning until they physically depart in the afternoon—all electronic devices must be turned off and stowed away out of sight in a vehicle, locker, or backpack. Devices are not permitted on a student's person and are strictly prohibited in the bus and car drop-off or pickup lines. Accidental possession is not an acceptable excuse.

Prohibited Use and Confiscation
No student may use or operate an unauthorized electronic device inside school buildings, on school grounds, or on school buses during the instructional day. Any device seen or heard by a staff member will be confiscated immediately. If school staff become aware that a student has used a device for any reason (including communicating with parents), the device will be confiscated. Refusal to surrender a device will result in immediate suspension, and the device will be held for the standard duration based on the offense level.

Restroom Violations & Severe Infractions
Device usage in restrooms poses significant privacy and safety risks and will result in serious disciplinary consequences. Possessing, sharing, or bringing digital pornographic material onto school grounds or buses will result in suspension and/or expulsion, and all violations will be reported to law enforcement for investigation.

Parent Communications
Parents needing to contact their child during the school day must call the main office to leave a message. If necessary, students will be permitted to use school phones to contact their parents.

School Property & Restrooms

Students are expected to respect all school buildings and grounds. Trash containers are provided throughout the campus for proper waste disposal.

- **Vandalism:** Marking, defacing, or damaging school property—including playing in or damaging bathrooms—is a serious offense that will result in disciplinary action, up to suspension or expulsion. Students will be required to make full financial restitution for any damages caused.
- **Student Restrooms:** Students must use the restroom that corresponds to the gender listed on their birth certificate at all times, including during all on-campus activities and extracurricular events.

- **Faculty Spaces:** The teacher's lounge and faculty restrooms are strictly reserved for staff and faculty members. These areas are off-limits to students at all times, including during the school day, after-school hours, extracurricular events, and practices.

Lunch Policy

Cafeteria & Meal Service
An approved vendor provides all breakfast and lunch meals for D'Arbonne Woods Charter School (DWCS). A standard monthly menu is available online. Meals are served in the cafeteria, and students who bring lunch from home may purchase milk separately.

Closed Campus Policy
DWCS operates as a closed campus. For safety reasons, students are not permitted to leave campus during the school day, including during lunch or to run errands. Parents may not call to check out student drivers and have them return later. Additionally, students may not check out during lunch hours.

Outside Food and Drinks

- General Guidelines: Students may bring lunch from home to eat in the cafeteria during their designated lunch period. Commercially prepared food or drinks may not be brought or delivered to campus, nor left at the front office for distribution.

- Exceptions: Parents wishing to provide non-compliant outside food must check their student out; all checkouts will count against the student's attendance record. For medical exceptions regarding food or drink, please notify the school nurse.

- Vending Machines: Drinks purchased from campus vending machines during approved hours are permitted.

Special Dietary Accommodations
If a student requires dietary modifications (including for allergies), parents must complete a Diet Prescription for School Meals form.

- Availability: Forms are available from the school nurse or on the DWCS website under the *Child Nutrition* section. Requests can also be emailed to foodservice@darbonnewoods.com.

- Submission: Completed forms must be turned in to the school nurse at the start of each school year. Any mid-year updates or prescription changes must be reported to the school nurse immediately.

Homecoming Court Selection Policy

Prior to the annual Homecoming football game, students in grades 9–12 will nominate Homecoming Court attendants. All voting is conducted by secret ballot with no group discussion permitted. An administrative committee will count the ballots.

Eligibility Requirements

To participate, a student must have attended DWCS for at least one full semester prior to the election, maintain a cumulative GPA of 2.0 or higher, and have no record of suspension during the current school year.Dre

Court Composition

The ballot for attendants and queen candidates will consist of the female students who receive the most votes in their respective grades:

Grade	Number of Attendants
9th Grade	2 Attendants
10th Grade	2 Attendants
11th Grade	3 Attendants
12th Grade	5 Attendants (Senior Candidates)

Approximately one week before the game, students in grades 9–12 will vote via secret ballot to select the Homecoming Queen from the senior candidates. Attendants will choose a grade-level escort for the morning ceremony who must also meet all eligibility requirements. A father or guardian will escort the attendants during the halftime ceremony of the Homecoming game.

Athletic Events

Athletic events are designed for entertainment, social interaction, and the development of school pride. All spectators and participants are expected to exhibit excellent sportsmanship and maintain self-control, particularly during the playing of the National Anthem and the Alma Mater. Students in grades K-8 should be accompanied by an adult at the games.

While attending any DWCS athletic event, all spectators and participants must refrain from:

- Using or possessing unlawful drugs, alcohol, or any articles injurious to self or others.
- Being under the influence of any alcoholic beverage.
- Using or displaying obscenities, including inappropriate hand gestures.
- Damaging public or private property.
- Entering restricted areas, loitering in entrances, exits, dressing rooms, or the press box.

- Fighting, throwing objects, or harassing spectators, participants, officials, and coaches.

Violators are subject to immediate removal from the event. DWCS students will face additional disciplinary action in accordance with school system policies. Depending on the severity of the situation, a spectator may be removed without a prior warning.

Campus Operations & Activities

Use of Elevator

The elevator is reserved strictly for physically impaired students who have a doctor's written request. Students must obtain explicit permission from an administrator or the school nurse before using the elevator.

Clubs and Organizations

All campus clubs and organizations must be approved by the administration and must operate under the supervision of a faculty sponsor or an administration-approved parent.

Fundraising

The Executive Director must approve all fundraising projects. Students and parents are prohibited from selling any items on campus without explicit administrative approval.

Student Birthday

Arrangements for classroom birthday parties must be made in advance with the teacher. Celebrations are permitted solely at the discretion of the classroom teacher.

School Announcements

Pertinent information regarding school functions, academics, and sporting events is regularly updated on the school webpage at www.darbonnewoods.com. Families can subscribe to school calendars via Google Calendars (online or through the app) to track events.

- **Mass Media:** The school utilizes an automated calling system for school-wide announcements and messages. Weekly updates are also broadcast on the YouTube Media Announcements page.
- **Social Media:** Follow DWCS on Facebook, Instagram, and Twitter to stay informed about campus activities.
- **Submitting Requests:** Announcement requests may be emailed directly to the media team at announcements@darbonnewoods.com.

Academics

Grading Framework

*Please see the Athletic Handbook for sports eligibility. Athletes will maintain a C average in order to stay eligible.

5.0 Advanced Grading Scale

Dual Enrollment (DE), Advanced Placement (AP), Louisiana Department of Education-approved Gifted, Honors, and International Baccalaureate (IB) courses utilize a weighted 5.0 grading scale. A comprehensive list of approved courses is maintained at www.louisianabelieves.com.

Letter Grade	Percentage Range	Quality Points
A	90% – 100%	5
B	80% – 89%	4
C	70% – 79%	3
D	60% – 69%	2
F	0% – 59%	0

Note: Partnering colleges and universities administer their own grading scales for Dual Enrollment coursework, which typically follow a standard 10-point scale. D'Arbonne Woods Charter School (DWCS) may also utilize a 10-point scale for other local courses when deemed appropriate by the administration. The 5.0 scale is used to calculate final Grade Point Averages (GPA) for the selection of Valedictorian and Salutatorian. Student promotion remains dependent upon the guidelines established in the school's Pupil Progression Plan.

Pupil Progression Plan

DWCS strictly adheres to state-approved Pupil Progression requirements and procedures for all K–12 students. For detailed information regarding promotion, retention, and remediation criteria, please contact the main school office.

Academic Progress & Monitoring

Report Cards & Progress Reports

Report cards are issued to parents at the conclusion of each nine-week grading period to provide notification of their child's academic standing and total classroom absences. In addition, progress reports are sent home midway through each nine-week period. Please consult the official school calendar for specific dissemination dates.

Student Progress Center (Parent Command)

Parents can monitor real-time grades, attendance records, and tardies online through the Student Progress Center. Kindergarten teachers are available to assist new families through this setup process.

Access Instructions:

1. Navigate to the school website at www.darbonnewoods.com.
2. Click the **Parent Command** link located in the top left-hand corner.
3. **Username Format:** Enter your child's first and last name separated by a period (e.g., first.last).
4. **Password Format:** Enter your child's birthdate in an eight-digit format (e.g., 01252006).
5. Click your child's picture icon to open the detailed student dashboard.

Academic Recognition & Awards

K - 8th Grade Honor Roll Policy

The determination of honor roll status is based on a standard 4.0 grade point average system. A grade of "D" or "F" in any qualifying subject automatically renders a student ineligible for honor roll recognition. Kindergarten students are not evaluated for the honor roll.

- **Principal's List (4.0 GPA):** Requires straight "A's" in every qualifying subject across all four nine-week grading periods.
- **"A" Honor Roll (3.5 – 3.99 GPA):** Evaluated based on the final calculated GPA.
- **Honor Roll (3.0 – 3.49 GPA):** Evaluated based on the final calculated GPA.

Qualifying Coursework by Grade Band:

- **Elementary School (Grades 1–5):** Mathematics, English Language Arts (ELA), Social Studies, and Science.
- **Middle School (Grades 6–8):** Mathematics, ELA, Social Studies, Science, and Physical Education.

Specialized Academic Programs

Middle School Math Honors (Grades 6–8)

The Math Honors program provides an accelerated curriculum emphasizing greater depth, pacing, and conceptual complexity. Candidates must demonstrate excellent problem-solving fluency, motivation, and persistence with challenging concepts.

- **Selection Rubric:** Student placement is evaluated annually using a weighted rubric compiled from three categories: standardized LEAP 2025 scores, STAR Math test results, and the prior year's final math marks. Parents are notified of eligibility before the start of the school year.
- **Student Expectations:** Students must maintain a minimum "C" average in the course, fully participate in class debates or group work, and complete all advanced assignments.
- **Academic Performance Intervention:** If a student fails to meet these rigorous expectations, the instructional coordinator and executive director reserve the right to reschedule the student into a standard math section.

High School Exam Exemption Policy

High school students are required to take comprehensive midterm examinations in all core courses; no exemptions are permitted for midterms.

A student may be exempted from a **final exam** only if they maintain a strict "A" average in that class for the entire semester. However, if a course requires a state-standardized LEAP 2025 assessment, that assessment serves as the final exam and constitutes 20% of the student's final course grade. In compliance with the Louisiana Department of Education, students enrolled in the following courses must sit for the state assessment unless they have previously passed the exam: *English I, English II, Algebra I, Geometry, Biology, and Civics.*

National Credit-by-Examination Programs

WorkKeys

The ACT WorkKeys assessment measures foundational, workforce-readiness skills. DWCS establishes institutional performance benchmarks annually based on student ACT metrics. Earning a qualifying score on this exam satisfies requirements for the TOPS Tech regional scholarship award.

College Level Examination Program (CLEP)

Administered by the College Board, CLEP allows high school students to earn 3 to 12 hours of introductory college credit by demonstrating mastery of college-level material on standardized exams.

- **Testing Administration:** CLEP scores range from 20 to 80, with a score of 50 typically representing a passing grade. Exams are available across 36 subjects.
- **Fees & Registration:** The standard examination fee is $89, payable online directly to the College Board during registration. Once registered, the student must schedule a testing window on

campus with the DWCS testing coordinator. Test results are available immediately upon completion. Credit distribution varies by postsecondary institution; families should verify guidelines at clep.collegeboard.org.

Dual Enrollment (DE) Policy

To enroll in academic Dual Enrollment courses through DWCS and its university partners, students must satisfy specific GPA and ACT benchmarks set by the Louisiana Board of Regents and secure a formal recommendation from a faculty member.

General Policies & Financial Liability

- **Course Withdrawals:** A student wishing to withdraw from a DE course with a grade of "W" must submit a request to the Dual Enrollment Committee. Upon approval, the student will be transitioned into a standard high school course, and their current average will be converted to the local high school grading scale.
- **Tuition Reimbursement:** Students who withdraw from a course with a "W" or fail to earn a minimum grade of "C" (receiving a "D" or "F") **must reimburse DWCS for the full cost of university tuition** by the final day of the current school year.
- **Academic Probation:** Any student who earns an "F" in a dual enrollment course will be barred from enrolling in future dual enrollment opportunities at DWCS.
- **Course Materials:** Students are financially responsible for procuring all required college textbooks and institutional materials.
- **Summer Enrollment:** Students may enroll in summer university courses at their own expense. To receive high school credit, an official transcript must be sent directly from the postsecondary institution to the DWCS registrar. Final marks recorded on the high school transcript may vary from college records based on local conversion formulas.
- **Tuition Exceptions:** Students may opt to pursue dual enrollment courses outside of their designated graduation pathway to fulfill personal degree goals. Students assume full financial responsibility for tuition costs related to these extra courses. However, Gifted-identified students are exempt from extra tuition fees, as their coursework is sustained by state gifted educational funding. All other variances are subject to the discretion of the SBLC and the Executive Director.

Partner Institutions & Requirements

All partnering universities require a **Composite ACT score of 19**, an **English sub-score of 18**, and a **Math sub-score of 19**, alongside a completed university application and a **$20 application fee**.

- **Bossier Parish Community College (BPCC):** Dual Biology is taught with an Asynchronous Online Model. A high school teacher serves as a classroom coach. (Requires a minimum 3.0 GPA and permission from the DWCS High School Registrar).
- **Delta Community College:** Students may complete courses online or in-person at the Delta campus. (Requires permission from the DWCS High School Registrar and the student must be at least 15 years old by the first day of the semester).

- **Louisiana Tech University:** Courses are taught directly on the DWCS campus. Eligible students earn dual credit, receiving two high school credits for every three-credit-hour college course completed. Available offerings include *Western Civilization 101/102, US HIstory 201/202, English 101/102, College Algebra, Trigonometry, Spanish 101/102, Art Appreciation Art 290.* (Requires a minimum 3.0 GPA).
- **Louisiana State University (LSU):** Dual Chemistry is taught with a Facilitator Delivery Model. A trained high school teacher leads the classroom using LSU-provided materials under LSU faculty supervision. (Requires a minimum 3.0 GPA and permission from the DWCS High School Registrar).
- **University of Louisiana at Monroe (ULM):** Students complete courses through ULM's online portal. (Requires a minimum 3.0 GPA and permission from the DWCS High School Registrar).

Homework Assistance Services

Homework Louisiana (HomeworkLa.org), an official service of the State Library of Louisiana, provides **FREE** online academic tutoring and resource tracking from Tutor.com for all Louisiana residents. Students from kindergarten through adult education can connect with a certified live tutor for real-time help in Mathematics, Science, Social Studies, or English. These academic services are accessible from any mobile device, home computer, or local Louisiana public library.

Academic Honors Recognition Policy

D'Arbonne Woods Charter School recognizes graduating seniors who demonstrate outstanding academic achievement through the designations of **Highest Honors** and **Honors**.

Highest Honors

Highest Honors graduates will receive a stole and medallion. They will be required to make a speech at graduation. To qualify for Highest Honors, a student must meet all of the following criteria:

1. Grade Point Average
Graduate with a cumulative GPA of 4.0 or higher on a 5.0 weighted scale.

2. Highest Honors Credit Requirement

Earn a minimum of 26 honors credits, which will begin in the student's 9th grade year.

Honors credits are calculated as follows:

- Dual Enrollment course: 3 honors credits per successfully completed course
- CLEP exam: 3 honors credits per successfully completed exam
- Honors course: 1 honors credit per successfully completed course. Honors courses are from the TOPS university course code list denoting them as honors on the 5 point GPA scale
- AP course: 1 honors credit per successfully completed course
- Level 2 AWS Certification tested at Delta Community College: 3 hours

3. Final Grade Requirement
Earn a final grade of A in every course listed on the official high school transcript. A final grade lower than A in any course will disqualify a student from Highest Honors consideration.

4. Transcript Review
All qualifications will be verified through the student's official transcript at the time of graduation.

Honors

Honor graduates will receive an honor graduate stole and will stand and be recognized for their accomplishments.

To qualify for Honors, a student must meet all of the following criteria:

1. Grade Point Average
Graduate with a cumulative GPA of 4.0 or higher on a 5.0 weighted scale.

2. Honors Credit Requirement
Earn a minimum of 20 honors credits, which will begin in the student's 9th grade year.

Honors credits are calculated as follows:

- Dual Enrollment course: 3 honors credits per successfully completed course
- CLEP exam: 3 honors credits per successfully completed exam
- Honors course: 1 honors credit per successfully completed course
- AP course: 1 honors credit per successfully completed course
- Level 2 AWS Certification tested at Delta: 3 hours

3. Transcript Review
All qualifications will be verified through the student's official transcript at the time of graduation.

Health and Safety

Emergency Operations & Campus Safety

School Closings and Emergency Alerts

Occasionally, school may be closed or schedules altered due to inclement weather or unexpected circumstances. To keep phone lines clear for emergency operations, please do not call the school or school personnel directly.

Official closing announcements will be broadcast through the following media outlets:

- **Television & Radio:** As available
- **Digital Platforms:** The school website (www.darbonnewoods.com) and the official DWCS Facebook page.
- **Direct Alerts:** Automated voice broadcasts and text messages dispatched through the DWCS Parent Communication System.

Emergency Evacuation Protocols

Student safety is our highest priority, and DWCS routinely conducts fire, lockdown, and extreme weather drills to ensure campus readiness. In the event of an actual emergency requiring building evacuation, local law enforcement will secure the area and assist school officials in determining optimal shelter locations.

- **Secure Evacuation Zone:** Under no circumstances will parents be permitted to pick up their children from the school building or evacuation site during an active evacuation period. Families must wait for direct communication from school staff outlining the precise location and procedures for student pickup. Local news media will also assist in broadcasting these procedures.
- **Authorized Release:** Students will only be released to individuals explicitly identified on the school Emergency Contact Form.
- **Verification Requirement:** Anyone picking up a student must present a valid government-issued photo ID. To prevent communication failures during an emergency, parents must notify the front office immediately of any changes to home, work, or mobile phone numbers.

Medical Policies & Student Health Services

School Nurse and Health Office Access

School health services are provided to support student well-being and safety. Students may access the nurse's office during the school day after obtaining explicit permission from their directly supervising teacher or staff member.

Immunization Requirements

All students attending DWCS must fully comply with Louisiana immunization requirements for school attendance. Certified immunization records must be submitted to the school registrar upon enrollment. Students whose records are non-compliant or incomplete may be excluded from school attendance.

> **Exemptions Notice:** Medical or philosophical exemptions must strictly comply with Louisiana state law. Parents who choose to waive vaccinations must complete a formal *Statement of Dissent* form and submit it to the school nurse at the beginning of **each** new school year.

Medication Administration Policy

Prescription and over-the-counter (OTC) medications will only be administered at school when they cannot be scheduled for home administration.

- **Mandatory Documentation:** Medication requires a written physician's order and signed parental consent. These authorization forms must be renewed annually, cannot be dated prior to July 1 of the upcoming school year, and are accessible on the school website's health tab or in the main office.
- **Transportation & Storage:** All medication must be transported to and from the school exclusively by a parent or legal guardian and signed in directly with the school nurse. Students are strictly prohibited from carrying medication, with the exception of emergency auto-injectors (EpiPens) and rescue inhalers.
- **Self-Administration:** A student may carry and self-administer emergency rescue medications *only* if the prescribing physician explicitly certifies on the medical order form that the student is competent and cleared to do so.
- **Prescription Labeling Requirements:** All medications (including OTC products like ibuprofen or cough drops) must arrive in their original pharmacy-approved container bearing a clear, intact prescription label. The label must display:
    1. Prescription number and date.
    2. Student’s complete name.
    3. Name of the medication, precise dosage, and frequency.
    4. Prescribing physician's name.
    5. Dispensing pharmacist's name.
- **Dosing Constraints:** The school can accept a maximum of a 30-day supply of medication at one time. Medications must be provided in the exact required dosage form; if a student’s prescription

calls for a half-tablet, the tablets must be pre-split by the parent or pharmacy before delivery to the nurse.
- **First Dose Rule:** The first dose of any new medication must be administered at home to monitor the student for potential allergic reactions or adverse side effects. It remains the student's responsibility to report to the nurse's office at their designated administration time.

Illness, Injury, & Infection Control

Daily Illness and Injury Response

Students who become ill or suffer an injury during the school day will receive a medical evaluation, and parents or guardians will be notified as necessary.

- **Minor Injuries:** Minor scrapes or bruises may be treated with basic first aid by the witnessing staff member. If further attention is needed, the student will be issued a pass to the nurse's office.
- **Emergency Medical Care:** In the event of a severe medical emergency, campus staff will immediately contact Emergency Medical Services (EMS/911) and make concurrent attempts to contact the parent or legal guardian.
- **Prompt Pickup:** To prevent the transmission of communicable diseases, students presenting with a fever, vomiting, diarrhea, or other contagious symptoms must be picked up promptly by a parent or authorized contact upon notification from the nurse.

Infection Control and Exclusion Rules

DWCS enforces universal precautions and strict sanitary hygiene practices across all grade levels. Students should be encouraged to wash their hands frequently, cover coughs and sneezes, and immediately discard used tissues into waste receptacles.

To maintain a healthy student body, students must adhere to the following medical exclusion and return-to-school timelines:

Condition / Symptom	School Exclusion Criteria	Return-to-School Requirements
Fever, Vomiting, or Diarrhea	Immediate exclusion if symptom is present or observed on campus.	Must be completely symptom-free for 24 continuous hours without the use of symptom-suppressing medications (e.g., fever reducers).

Antibiotic Therapy	Dependent upon the underlying bacterial diagnosis.	Must remain home until a full 24 hours has elapsed since the first dose of the antibiotic was administered.
Pink Eye (Conjunctivitis)	Immediate exclusion if standard clinical symptoms are suspected by the nurse.	May return 24 hours after initiating prescribed ophthalmic medication, OR sooner if accompanied by a physician's written note confirming pink eye is not present.
Ringworm	Fungal infection requiring medical evaluation.	Student may attend classes, but the affected area must remain completely covered by a bandage or clothing at all times while on school property.
Head Lice	Immediate exclusion if active lice or viable eggs (nits) are identified during a clinical scalp assessment.	DWCS enforces a strict "No-Nit Policy." The student must be re-examined by the school nurse upon return and will only be cleared to re-enter classrooms if completely free of all lice and nits.

Health Management & Wellness Programs

Routine Health Screenings

The school nurse conducts mandatory vision and hearing screenings for all students enrolled in **Kindergarten, 1st, 3rd, 5th, and 9th grades**. Parents and legal guardians will receive written notification if any screening results indicate a need for further clinical evaluation by an outside specialist.

Chronic Health Conditions & Food Allergies

Parents of students with diagnosed chronic health conditions must submit formal medical documentation detailing the physician’s diagnosis. Individualized Healthcare Plans (IHPs) will be developed by the school nurse as required and shared confidentially with appropriate faculty members to ensure safe and attentive accommodations. Parents must proactively alert the nurse to any adjustments made to medications, diagnoses, or specialized treatments throughout the school year.

Dietary Modifications: If a student requires dietary accommodations due to severe food allergies or metabolic conditions, a formal *Medical Statement for Meal Modification in*

School Nutrition Programs form must be completed jointly by the parent and the student's physician. This document is available under the website's health tab or can be picked up at the front office.

Confidentiality of Health Records

All student health documentation is highly confidential and protected under applicable state and federal privacy laws. Medical information will only be shared with authorized school personnel on a strict need-to-know basis. Parents or legal guardians must complete an *Authorization for Release of Confidential Information* form before the school nurse can directly exchange medical details with outside healthcare providers.

Mental Health and Wellness Resources

The physical health of our student body is directly tied to their emotional and mental well-being. Dedicated school counselors are available on campus to assist students experiencing emotional distress or mental health challenges. Families seeking supplemental guidance, counseling support, or off-campus mental health resources are encouraged to reach out to the guidance department for confidential assistance.

Student and Parent Conduct, Rights, and Responsibilities

Code of Conduct

The D'Arbonne Woods Charter School (DWCS) Student Code of Conduct has been developed in compliance with all applicable laws, school board policies, and administrative regulations. It serves to inform students, parents, legal guardians, and school personnel of behavioral expectations and rules across the district.

DWCS is committed to providing each student with a high-quality education. This goal can only be accomplished in a cooperative school environment free from disruptions that interfere with the learning process. The rights of students, teachers, parents, and administrators are respected and protected in accordance with federal and state laws.

DWCS promotes a balanced approach between individual rights and responsibilities to foster a positive school climate built on mutual respect and a shared commitment to student growth. Achieving academic excellence and maintaining effective discipline requires a spirit of cooperation from all members of the school community.

School Jurisdiction

All students are under the jurisdiction of the school during normal school hours, from the time they arrive on campus until they depart. Students riding a school bus are under school jurisdiction from the moment they board the vehicle until they exit the visibility of the bus driver. This jurisdiction extends to all school-sponsored activities, whether held on campus or off-site, and applies to all participating student organizations, athletic teams, pep clubs, and performance groups. In disciplinary matters, the school's authority may extend beyond these limits in accordance with Louisiana state law.

Field Trips

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.

Roles & Responsibilities

Student Responsibilities

Students are expected to maintain high standards of effort and behavior. Responsibilities include:

- **Attendance:** Attending school daily, arriving to all classes on time, and remaining in class for the duration of the instructional day.
- **Compliance:** Following all rules and regulations established by teachers and school officials on the bus, on campus, and during school-sponsored events.
- **Handbook Verification:** Signing a statement acknowledging the receipt and review of the student handbook.
- **Electronics:** No using cell phones or smartwatches during the school day. This is a state law!
- **Campus Bounds:** Adhering to the policy prohibiting checking out during the school day for the purpose of leaving campus to obtain food.
- **Respectful Communication:** Showing respect for others and school property. Students must refrain from using profane, insulting, threatening, or inflammatory language, including on social media.
- **Disruption Avoidance:** Avoiding behaviors that cause unrest among the student body, such as spreading rumors, engaging in harmful drama, or recording unauthorized audio/video.
- **Personal Growth:** Practicing self-discipline, setting personal goals, and developing good work habits.

Parent/Legal Guardian Responsibilities

Parents and legal guardians are vital partners in education and are expected to:

- **Community Conduct:** Maintain a positive, supportive attitude toward the school and its staff at all times, including on social media. Conflicts must be addressed respectfully and privately with school staff and administration; online bullying, harassment, or targeting of staff members is strictly prohibited.
- **Instructional Integrity:** Support academic progress at home, encourage strong study habits, and avoid checking students out of school early to pick up lunch off campus.
- **School Readiness:** Ensure children arrive dressed appropriately according to the school dress code, monitor daily attendance, and promptly report absences or tardies to the front office.
- **Communication:** Keep all emergency contact information current with the school office and inform school officials of any learning challenges or medical conditions that may affect their child's education.

Campus Arrival, Dismissal, & Safety

Car Line Safety Policy

To ensure a secure environment, drop-off and pickup routines must adhere to the following safety protocols:

- **Traffic Flow:** All K–12 student drop-offs and pickups via personal vehicles take place behind the school using the left loop. The right side of the school (right loop) is strictly reserved for school bus drop-off and pickup.
- **Pass System:** Each new family receives two school-approved car line safety passes. Returning families will continue using their previously issued passes. One unique number is assigned per family, regardless of the number of enrolled siblings.
- **Pickup Requirements:** A school-approved car line safety pass must be clearly displayed in the vehicle to pick up students in the car line.
- **Absence of a Pass:** Vehicles without a displayed pass must park, and the driver must check out the student in person through the appropriate school office (elementary or high school). **No exceptions will be made.**
- **Vehicle Safety:** Do not leave vehicles unattended in the car line during drop-off or dismissal. Music must be turned down to ensure full awareness of your surroundings. Drivers must travel slowly and carefully at all times while on campus.
- **Legal & Health Restrictions:** Cell phone use is strictly prohibited while driving in the parking lot in accordance with Louisiana Law (R.S. 32:300.8). Furthermore, the use of tobacco products, e-cigarettes, vapes, or controlled substances is strictly prohibited anywhere on campus grounds, including inside vehicles waiting in the car line.

Checkouts and Authorized Pickups

- **Abbreviated Schedules:** Students with abbreviated schedules must leave campus within five minutes of the conclusion of their final class. Repeated failure to comply may result in the student being reassigned to a full-day schedule.
- **Identity Verification:** A valid photo ID is strictly required for any individual picking up a student. If a person is not listed on the Emergency Contact Card and the school has not received verified parental consent, the student will not be released.
- **Alternative Arrangements:** Written permission, an email, or a verified phone call from a parent or guardian is required if a student is leaving with someone not on their standard checkout list, including early dismissals with friends.
- **Custody Documentation:** Parents or guardians must provide the school with certified legal documentation outlining specific custody or visitation rights. These documents must clearly define who has legal access to the student and their records during school hours. In the absence of court-ordered documentation, school officials will release students only to individuals listed on the Emergency Contact Card, or to either parent listed on the student's birth certificate.

Bus Transportation Policies

Riding the school bus is a privilege, not a right. Because the bus is considered an extension of the school environment, all school policies, rules, and behavioral expectations apply. DWCS reserves the right to revoke bus privileges for any student due to safety concerns or disciplinary infractions.

Student Bus Rider Rules

- **Seating & Movement:** Students must remain seated at all times until dismissed by the driver. Seats will be assigned by the bus driver.
- **Conduct:** Students must use inside voices, display courtesy to the driver and fellow passengers, and keep hands, feet, and personal belongings to themselves. Profanity, bullying, and inappropriate behavior are strictly prohibited.
- **Safety Restrictions:** Keep all body parts and personal items inside the bus windows. Throwing objects inside the bus or out of the windows is forbidden. Smoking, vaping, or using tobacco products is strictly prohibited.
- **Food & Drinks:** Eating and drinking are prohibited on the bus unless explicit permission is granted by the driver.
- **Electronic Devices:** Cell phone and electronic device usage is permitted solely at the driver's discretion. Taking photographs, audio recordings, or videos is strictly prohibited at all times.
- **Vandalism:** Damaging or defacing a bus will result in disciplinary action and potential permanent removal from transportation. Parents may be held financially responsible for any property damage.
- **Peer Mentorship:** Because students from kindergarten through twelfth grade ride together, older students are expected to act as role models, monitor their behavior, and censor their language out of respect for younger children.

Parent Responsibilities

- **Routing & Access:** Parents must notify the school to establish bus service. All pickup and drop-off points must be approved by the Transportation Department. Drivers are not authorized to alter routes without official directives.
- **Timeliness:** Ensure students are waiting at their designated stop before the bus arrives. Drivers will only wait momentarily before proceeding. While wait times may be slightly extended during extreme weather, drivers will not wait for students who are not visible.
- **Absences:** If a student is absent for three consecutive days, the bus stop may be suspended. Parents must contact the driver to resume service. Please notify the driver in advance of any planned, multi-day absences.
- **Boarding Restriction:** Only authorized student riders, bus drivers, and school administrators are permitted on the school bus. ***Parents are legally prohibited from boarding the bus under any circumstances.***
- **Adult Supervision Requirement:** Students under the age of 10 will not be dropped off at their stop unless a parent or authorized guardian is visibly present. If an adult is not present, the student will be returned to the school and must be picked up from the main office.

- **Conflict Resolution:** Parents and drivers must interact respectfully. Profanity or abusive conduct from a parent may result in the immediate removal of their child from bus services. Concerns regarding driver behavior must be reported directly to the Transportation Department, while student behavioral issues must be directed to the Dean of Students.
- **Safety Monitoring:** DWCS buses are equipped with video security cameras. Due to student privacy policies, parents are not permitted to view recorded bus footage. The school district is not responsible for personal items left behind on the bus.

School Bus Behavior Report & Consequences

Students who violate bus rules will be issued a School Bus Behavior Report by the driver, which is submitted to the Dean of Students for disciplinary action. Progressive consequences are enforced by the Transportation Director for repeated or severe misconduct:

- **1st Violation:** Formal Warning
- **2nd Violation:** 1-Day Bus Suspension
- **3rd Violation:** 3-Day Bus Suspension & Parent/Guardian Conference
- **4th Violation:** 5-Day Bus Suspension & Parent/Guardian Conference
- **5th Violation:** 10-Day Bus Suspension & Parent/Guardian Conference

Note: DWCS reserves the right to immediately and permanently revoke a student's bus privileges for severe infractions, including bullying, physical violence, or obscene behavior, bypassing the progressive steps above. Copies of behavior reports are distributed to the driver, parent/guardian, Dean of Students, and the Transportation Department.

Student Drivers

Operating a personal vehicle on campus is a privilege that requires strict adherence to safety regulations. All vehicles parked on campus must be legal without excessive tilts, tints, etc.

Registration and Fees

- **Permit Requirements:** Students who drive to school must register their vehicle with the main office at the beginning of the school year and pay a $25 parking fee.
- **Required Documentation:** Students must provide copies of their driver's license, vehicle registration, current proof of insurance, and a photograph of the vehicle's license plate.
- **Pass Display:** Upon approval, a student parking safety pass will be issued and must remain visible at all times. Lost passes can be replaced for a $5 fee. Secondary vehicles may be registered for an additional $15 fee, provided all matching documentation is submitted.

Vehicle Use and Parking Conduct

- **Security:** Vehicles must remain locked at all times while on school property. Keys should never be left inside an unsecured vehicle.

- **Building Bounds:** Once students enter the school building, they are prohibited from returning to their vehicles until dismissal. Exceptions are granted for emergencies only and require administrative office approval.
- **Parking Restrictions:** Students must park exclusively in designated student parking zones. Parking in spaces reserved for faculty or visitors is prohibited. The student lot may not be utilized as a drop-off or pickup point for non-driving students.
- **Loitering:** Loitering, gathering, or panhandling in the parking lot before or after school hours is prohibited. Vehicles may not be left on campus overnight or while attending off-campus activities.
- **Liability:** DWCS assumes no liability for theft, vandalism, accidental damage, or weather-related harm to vehicles or their contents while parked on school grounds.

Prohibited Items & Search Rights

- **Contraband:** Weapons, ammunition, explosive devices, alcoholic beverages, tobacco products, e-cigarettes, vapes, and controlled substances are strictly prohibited inside vehicles, lockers, or on a student's person.
- **Searches:** DWCS reserves the right to conduct periodic inspections of vehicles and their contents. K-9 units from the Union Parish Sheriff's Department are utilized on campus throughout the school year.

Driving Privilege Revocation

Driving privileges may be suspended or permanently revoked for disciplinary issues, abusing checkout policies, or habitual tardiness.

> **Legal Notice (R.S. 17:233 / R.S. 32:431.1):** In accordance with Louisiana state law, if a student under the age of 18 is determined by the school board to be habitually absent or tardy, the Department of Public Safety and Corrections may officially deny or suspend the student's driver's permit or license.

Attendance, Truancy, & Tardiness

Regular school attendance is essential for academic progress. In accordance with Louisiana Law (R.S. 17:221), parents or legal guardians are legally responsible for enforcing the daily attendance of any child between the ages of 7 and 18.

Attendance Calculations

A student is considered in attendance when physically present on site or participating in an authorized school activity under the supervision of school personnel (including homebound instruction, state-approved virtual courses, or school field trips). Attendance calculations are processed automatically by the Student Information System and cannot be manually adjusted:

- **Half-Day Attendance:** The student is present and supervised for more than 25% but not more than 50% of the instructional day.

- **Whole-Day Attendance:** The student is present and supervised for more than 50% (51%–100%) of the instructional day.

Minimum Instructional Minutes

To remain eligible to receive academic credit for courses taken, students must meet minimum state attendance targets:

- **High School Students:** A minimum of 30,060 minutes per semester (equivalent to 83.5 six-hour school days) or 63,720 minutes per school year for non-semester courses.
- **Elementary Students:** A minimum of 63,720 minutes (equivalent to 167 six-hour days) per school year.

Absence Classifications

When a student misses school, the absence is recorded under one of the following four categories:

1. **Exempted and Excused:** Absences do not count against the state minimum attendance requirements, and students are permitted to make up work. Examples include extended medical illnesses documented by a physician or observed religious holidays. There is no limit on these exemptions.
2. **Non-Exempted and Excused:** Absences count against the total attendance requirement, but students are permitted to make up missed work. Examples include brief personal or family illness documented by a parent note. **A maximum of 5 written parent notes will be accepted per school year.**
3. **Unexcused:** Absences count against attendance requirements, and students are strictly prohibited from making up missed academic work. This includes unverified absences and skipping school.
4. **Suspension:** Absences count against the minimum attendance requirement, but students are permitted to complete make-up assignments.

Make-Up Work and Documentation

All documentation explaining an absence must be submitted to the main office on the day the student returns to school; otherwise, the absence is permanently classified as unexcused. Documentation can be faxed to 318-368-8258.

The student is responsible for requesting and completing make-up work upon returning to the classroom. Teachers will provide ample time for completion, typically equal to the number of excused days missed. If extenuating circumstances arise, it is the responsibility of the family to communicate with administration to coordinate an academic accommodation plan.

Truancy Interventions

Parents are notified of daily absences via an automated calling system. Written notifications are dispatched following accumulated unexcused absences. DWCS reports habitual truancy directly to the parish truancy office, Truancy Assessment Service Center (TASC), or juvenile court systems.

The school applies progressive structural interventions based on cumulative unexcused absences:

Accumulated Unexcused Absences	Mandatory School Action & Legal Intervention
1 to 4 Days	School documents communication and outreach efforts to the parent or guardian.
3 Days	Official written notification of unexcused absences is mailed to the parent/guardian.
5 Days	A mandatory School Building Level Committee (SBLC) meeting is scheduled. Parents are counseled on legal liabilities. The case is referred to FINS (Families in Need of Services) and a truancy court summons may be issued.
10 Days	The case is formally escalated to FINS and a mandatory court summons is issued. DWCS reserves the right to discharge the student for non-attendance once all administrative accountability efforts have been exhausted.

Attendance Appeals & Recovery

If a student exceeds the maximum allowed absences due to severe, documented extenuating circumstances, parents may file a formal attendance appeal with the administration and the Board of Directors.

After hours attendance recovery for high school students will be required throughout the school year for students who exceed the maximum allowed days or are at risk of failing due to excessive absences. All makeup sessions must be completed before the end of the current semester. It is the sole responsibility of the student and parent to coordinate attendance recovery; failure to complete these sessions prior to the end of the semester results in automatic academic failure due to non-attendance.

Seniors who have more than 15 unexcused absences will not be permitted to participate in the graduation ceremony.

Tardiness Policy

A student is considered tardy to school or class if they are not physically inside the classroom when the late bell finishes ringing. After five minutes has passed, the tardy escalates to an unauthorized class absence (skipping). Habitual tardiness will not be tolerated.

- **High School Consequences:** High school students who are habitually tardy will be assigned lunch detention or receive progressive disciplinary actions at the discretion of the faculty and administration.
- **Parent Liability:** Parents of students who demonstrate chronic tardiness will be contacted for a mandatory conference with the Principal, Supervisor, or Dean of Students. Continued violations may subject the student to out-of-school suspension and the parent/legal guardian to civil court fines or mandatory community service.

Discipline

Discipline Policies & Legal Citations (R.S. 17:3996; R.S. 17:416.1(B); R.S. 17:223)

Student Rights & Standards of Conduct

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are not acceptable and 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 directly to the Administration. At no time may parents approach another student or their parent directly, including through email or social media.

Every student at D'Arbonne Woods Charter School (DWCS) shall be held to a high standard of behavior at school, on school grounds, during extracurricular activities and athletic events, and while traveling to and from school. Administration and classroom teachers have both the authority and duty to take appropriate action whenever the behavior of any student disrupts or interferes with maintaining a proper learning atmosphere.

Staff/Student Gender Issues (Act 680)

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

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

Note: Teachers will contact parents when a behavior problem persists or is deemed serious enough for parental intervention. Parents will not be contacted for every routine interaction between faculty and students.

Reasons for Expulsion (Bulletin 741 §1307 & §1309)

A. Reasons for Mandatory or Recommended Expulsion:

1. A student suspended for committing any offense listed in R.S. 17:416 (§1305) may be expelled upon recommendation of the supervisor/executive director.

2. A student suspended on three occasions for drug or weapons offenses during the same school session shall, upon committing a fourth offense, be expelled from all public schools in the parish or city system until the next regular school year, subject to board approval.
3. A student convicted of a felony or incarcerated in a juvenile institution for an act that would constitute a felony if committed by an adult may be expelled for a period determined by the board (requires a two-thirds vote of the board).
4. A student found guilty of possessing a firearm on school property, on a school bus, or at a school-sponsored event shall be expelled in accordance with R.S. 17:416(C)(2).
5. A student in grade six or higher found guilty of possessing any illegal narcotic, drug, or controlled substance on school property, a school bus, or at a school event shall be expelled in accordance with R.S. 17:416(C)(2).
6. A student older than eleven and in grade six or higher who is found carrying or possessing a knife with a blade measuring two inches or more shall be subject to expulsion.

B. Discretion of School Officials:
School officials retain full discretion in imposing disciplinary actions authorized by this section when a student possesses a firearm or knife on school property, provided the weapon is stored in a motor vehicle and there is no evidence of criminal intent.

C. Exceptions to Mandatory Expulsion:

1. Students possessing a firearm or knife for an approved school class, course, or extracurricular activity.
2. Students in possession of a controlled dangerous substance obtained via a valid prescription or physician's order (provided valid proof/documentation is available for verification).

Admission Guidelines for Previously Expelled Students (Bulletin 741 §1310)
1. **Out-of-State / Nonpublic Expulsions:** No student expelled from any public or nonpublic school outside Louisiana or from any nonpublic school within Louisiana for offenses listed in R.S. 17:416 shall be admitted without review and approval from the school's governing body.
2. **Rehabilitation Requirements:** A student expelled for possessing a firearm/weapon or possessing with intent to distribute controlled substances must provide documentation of participation in an approved rehabilitation or counseling program prior to probationary admission.
3. **Mandatory Disclosure:** Any previously expelled student must disclose expulsion dates and reasons upon seeking admission. Transfer records must include all suspension and expulsion details per R.S. 17:416(B)(3).
4. **Probationary Readmission:** Expelled students may be readmitted on a probationary basis under written agreement between the parent/guardian, student, and local school board. Violation of probationary conditions results in immediate removal without a hearing.

Due Process for Expulsions (Bulletin 741 §1311)
1. The Dean of Students recommends expulsion to the Executive Director.
2. A formal hearing is conducted by the Executive Director or a designated representative.

3. The expulsion decision is made by the Executive Director (or designee) and a discipline committee.
4. The student, teacher, supervisor, and Dean of Students may be represented by a person of their choice at the hearing.
5. The student will remain on suspension until the hearing process concludes.
6. Within five days of the decision, parents/guardians may request a review by the school board president; otherwise, the decision is final.
7. The board may affirm, modify, present to the entire school board, or reverse the expulsion.
8. If upheld, the expulsion is final.

Corporal Punishment Policy (Bulletin 126 §2803)
The Board of Directors of D'Arbonne Woods Charter School permits the reasonable use of corporal punishment for unruly students, to be administered only when necessary and with the utmost care, tact, and discretion pursuant to R.S. 17:416.1.

A **Corporal Punishment Written Consent Form** must be signed by a parent or guardian to authorize administration during the current school year. Parents who object to corporal punishment are encouraged to seek enrollment in a school that does not implement such disciplinary measures.

Guidelines for Administration:
1. Corporal punishment shall not be used as an initial disciplinary measure and will only be considered after other behavior modification strategies have proven ineffective.
2. It shall only be administered by the Executive Director, Dean of Students, or Supervisor in the presence of another staff member and out of sight of other students. Parents must be notified prior to and following its administration.
3. Students must be given a fair opportunity to explain their perspective prior to administration.
4. Signed consent forms and documentation of each instance shall be maintained on file.
5. Factors considered include student age, size, gender, physical condition, and ability to bear punishment. Punishment must never be administered in anger or malice.
6. The only approved method is paddling of the student's buttocks.

Physical Restraint Clarification: This policy does not prohibit employees from using reasonable physical force in self-defense, to protect others, or to prevent severely disruptive behavior that threatens student or staff safety.

Seclusion and Restraint Guidelines
Seclusion Policy:
Seclusion isolates and confines a student in a separate room or area until they are no longer an immediate danger to self or others. It does not include time-outs or in-school suspensions. Seclusion without continuous adult monitoring is strictly prohibited at DWCS.

Mechanical Restraint Policy:
No student shall be subjected to any form of mechanical restraint by school employees.

Physical Restraint Policy (Handle With Care):
When Handle With Care physical restraint is used, administration must notify parents immediately by phone, followed by written notification within 24 hours using the *Handle With Care Incident Reporting Form*.

- **Approved Continuum of Techniques:** Verbal/nonverbal de-escalation, personal defense (escape and blocking techniques), Primary Restraint Technique (PRT) and takedown, two-person team escorts, and the formal "Letting Go Process" / post-restraint interview.
- **Permitted Conditions:** Used only as a last resort when behavior presents an imminent risk of harm to self or others, applied only to the degree necessary without causing physical injury or breathing obstruction, and directly proportionate to the student's age, size, and severity of behavior.
- **Prohibited Uses:** Strictly prohibited as a form of discipline/punishment, as a threat to force compliance, or in any manner that places excessive pressure on a student's chest or back.

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 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 – 3rd 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 a change of clothes or parents bring to remedy. Hats/Hoodies/etc. kept in office until the 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	No Recess, ISS	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 - 1st 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 days ISS
Inappropriate language/hand gestures	Teacher Discretion	Recess/1 day ISS	2 day ISS
Restroom Misuse	Teacher Discretion	Recess/1 day ISS	2 days ISS
Stealing	Teacher Discretion	1 day ISS	2 days ISS
Consequences are subject to revision by the DWCS Administration.			

4th – 8th Grade Consequences

MISBEHAVIOR	1ST TIME	2ND TIME	3RD TIME
Tardy to Class (HS)	Teacher Discretion – Mark in Webpams	Lunch Detention	ISS/Supervisor Discretion
Alcohol Use and/or Possession	Suspension 1 Day	Suspension 5 Days	Hearing/Expulsion
Cell Phone Violation – See Page 28	1 day office/sign	5 days office/1 day ISS	30 days office/2 days suspended 4th offense office for the rest of the year/3 days suspended
Cheating / Plagiarism	Zero/Parent Call ISS rest of the day	Zero/Parent Call/2 days ISS	Zero/Parent Call/1 day Suspension
Destruction of School Property to include chrome book	Replace/call parent/ Possible Suspension	Replace/Notify Parent/Suspended	Hearing/Expulsion
Dress code Violation	ISS until dress code compliant	ISS until dress code compliant.	ISS until dress code compliant.
Fighting 4-8	1-3 day ISS or Suspension – Admin Discretion	1-3 day suspension	Admin Discretion – Possible Expulsion
Violence resulting in **intentional or unintentional** 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	Lunch Detention	1 day ISS	3 day ISS
Tobacco/E-cig use or possession	1day Suspension/Vape Awareness Training	3 day Suspension/Arrested	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 - 1st 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 and any form of AI tools to create, alter, or share images or audio of students without their consent.)	1-3 day Suspension/Conference with Parents/Document	3-5 day Suspension/ Conference with Parents/Document	Hearing/Expulsion

False Accusations against Faculty/Using AI to create, alter, or share images or audio of a staff member without their consent.	1 day Suspension/Conference	3 – 5 day Suspension	Hearing
Racial Slur/Racially Motivated Behavior (Based on Investigation)	1 day Suspension – Intervention with counselor	3 day suspension/Parent Conference	Hearing/Expulsion/ Bullying Paperwork
Profanity	1 day ISS	1 day Suspension	3 day Suspension
Inappropriate language/hand gestures/obscene or vulgar gestures	1 day ISS	2 day ISS	3 day ISS
Restroom Misuse, tampering with towel or soap dispenser, wasting resources	Lunch detention	1 day ISS	3 day ISS
Consequences are subject to revision by 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 – See page 28	1 day office/sign	5 days office/1 day ISS	30 days office/2 days suspended 4th offense office for the rest of the year/3 days suspended
Cheating / Plagiarism	Zero/Parent Call	Zero/Parent Call/1 day Suspension	Zero/Parent Call/3 day Suspension
Destruction of School Property to include chrome book	Replace/call parent/ Possible Suspension	Replace/Notify Parent/Suspended	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
No Student Parking Pass	Warning	1 day ISS	Loss of Privilege
Fighting 9-12	Arrest/3 day suspension	Arrest/hearing/possible Expulsion	Hearing/Expulsion
Violence resulting in **intentional or unintentional** 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	ISS	3 day ISS	Suspension
Tobacco/E-cig use or possession	Arrest - 3 day Suspension/Vape Awareness Training	Arrest - 3 day suspended	Arrest/Expulsion Hearing
Distribution (tobacco, nicotine, any dangerous substance).	Arrest/3 day suspension	Arrest/5 day suspension	Arrest/Expulsion Hearing
Serious Threat	Hearing/Expulsion		
Drug Use/Possession	Arrest/3 day Suspension Possible Expulsion	Arrest/Expulsion Hearing	
Public Display Affection	Lunch Detention	1 day ISS	2 days ISS
Bullying Behavior - 1st 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 and any form of AI tools to create, alter, or share images or audio of students without their consent.)	1-3 day Suspension/Conference with Parents/Document	3-5 day Suspension/ Conference with Parents/Document	Hearing/Expulsion
False Accusations against Faculty/Using AI to create, alter, or share images or audio of a staff member without their consent.	1 day Suspension/Conference	3 day Suspension. Possible Hearing	Hearing
Racial Slur/Racially Motivated Behavior (Based on Investigation)	3 day suspension/Parent Conference	Hearing/Expulsion/ Bullying Paperwork	

Profanity	1 day ISS	1 day Suspension	3 day Suspension
Inappropriate, vulgar or obscene language/hand gestures between students	1 day ISS	2 day ISS	3 day ISS
Inappropriate Political – Demonstration - Activism Speech:	1 day ISS/Parent Conference	3 day ISS/Parent Conference	3 day Suspension/Parent Conference
Restroom Misuse/Damage to school property or wasting resources	1 day ISS	3 day ISS	1 day suspension
Consequences are subject to revision by the DWCS Administration.			

Finance and Fees

Student Fees, Fines, and Charges Policy

General Policy and Records Protection

D'Arbonne Woods Charter School (DWCS) may assess student fees to help offset the operational costs of specific classrooms, courses, or materials. However, access to education remains absolute. Pursuant to La. Rev. Stat. Ann. §17:112(C) and the Federal Family Educational Rights and Privacy Act (FERPA):

- **No Educational Denial:** No student will be denied or delayed admission, enrollment, course registration, or access to any instructional or grading-period activity due to a parent or guardian's failure to pay a school fee.
- **Records Protection:** Under no circumstances will report cards, transcripts, progress reports, diplomas, or other academic records be withheld due to outstanding fees, fines, or charges.
- **Enrollment and Promotion:** Failure to pay fees or compensate the school for damaged property will never be used to deny a student promotional opportunities, continued enrollment, or re-entry in succeeding school years.

This policy and the accompanying Schedule of Fees are updated annually, published on the school website, and distributed to families at the beginning of each school year.

Classifications of Fees

- **Curricular and Co-Curricular Fees:** Payments or supplies required as a condition of enrollment in a specific program of study, or for participation in activities that are supportive, relevant, and an integral part of the curriculum under the supervision of school instructional staff.
- **Extracurricular Fees:** Voluntary payments required for participation in optional activities or clubs that are not part of the core program of studies but are considered valuable for the overall development of the student. *Note: School meal costs are managed separately from standard student fees.*

Fee Regulations

1. **Authorization:** Students will not be charged or assessed any fee unless that specific fee has been formally approved and included in the official DWCS Schedule of Fees.
2. **Consistency:** Fees charged for the same item, course, or service shall be completely uniform and consistent across all applicable grade levels.
3. **Maximum Allowable Caps:** Classroom supply lists requested by teachers may not exceed a maximum published dollar amount per student, per year, as determined by the administration. The specific supply cap is included in the annual fee schedule.

Economic Hardship Waivers (Act 240, R.S. 17:177)

A student or their parent/legal guardian may request a full or partial waiver of required fees or school supplies due to economic hardship. Fee waivers are evaluated and granted based on objective, verified criteria.

Eligibility Criteria

A student qualifies for an economic hardship waiver if they meet any of the following conditions:

Category	Eligibility Criteria / Documentation Requirement
Public Assistance	Household receives Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), Medicaid, or Unemployment benefits.
Foster Care	The student is currently in foster care or is being cared for by a foster family.
Housing Status	The student meets the legal definition of being homeless.
Military Service	A parent or legal guardian is currently serving in, or has served within the past 12 months in, active military service.
Nutrition Programs	The student qualifies for free or reduced-price school meals (applicable in schools not participating in the Community Eligibility Provision Program).
Legal Status	The student is legally recognized as an emancipated minor.

Application and Confidentiality Process

- **Submission Procedure:** To apply, parents must submit a written request along with official proof of eligibility to the School Counselor via the High School Secretary.
- **Strict Confidentiality:** All records, forms, and supporting documents associated with an economic hardship waiver request are strictly confidential. While these files may be reviewed during internal school audits to ensure compliance, they do not constitute public records. A student's personally identifiable information (PII) will never be made public.

Textbooks, Instructional Materials, and Technology

Care of School Property

DWCS requires parents or legal guardians to financially compensate the school for lost, destroyed, or unnecessarily damaged textbooks, library books, hardware, and instructional materials. This applies to items that are unreturned at the end of the school year or upon the student's formal withdrawal from the school.

- **Liability Limit:** In compliance with state regulations, school-aged students themselves will never be held financially liable for textbook replacement fees; all property fines are the civil responsibility of the parent or legal guardian.
- **Daily Instructional Access:** Students will never be denied the use of a textbook, digital device, or essential classroom technology during school hours as a penalty for unpaid property fines.

School Meal Payment Policy

Annual Free and Reduced-Price Meal Applications

To support school funding and individual meal benefits, **every household must complete a meal application annually**, even if they do not intend to participate in the lunch program.

1.Complete in Black Ink Only: Mandatory Form Requirement.
Fill out the physical application using black ink only. The school's digital data scanners cannot read blue ink, pencil, or other colors, which will delay processing.

2.Submit by the First Week of Classes: Deadline window.
Turn in the completed form during the first week of the school year. If an application is submitted late, parents are fully responsible for all standard meal charges accrued between the expiration of the prior year's status and the date the new application is officially processed.

3.Update for Material Changes: As needed throughout the year.
Submit a modified application at any point during the school year if your household experiences a change in economic circumstances (e.g., job loss, structural layoff, or changes in household size).

Account Balances and Monthly Billing

- **Statements:** Printed statements are sent home with students at the beginning of each month. If you do not receive a statement, it remains the parent's responsibility to verify the account balance directly with the school or online.
- **A La Carte Charges:** Note that standalone milk (a la carte) is not covered under free meal programs. If a student receiving free meals purchases a separate milk without taking a full school meal, a $0.50 charge will be applied, which can accrue an unexpected negative balance.
- **Account Disputes:** To dispute an erroneous charge, contact the Food Service department at **318-368-8051** or email **foodservice@darbonnewoods.com** within thirty (30) days of the

statement date. Uncontested charges beyond 30 days become the absolute financial responsibility of the parent.

Payments, Deadlines, and Online Accounts

It is highly recommended that families maintain pre-paid balances on their student's cafeteria accounts.

- **Due Date:** All outstanding cafeteria balances must be paid in full by the **10th day of the following month** (e.g., a January balance must be settled on or before February 10).
- **Payment Methods:** Online credit/debit payments can be made via the web portal. Alternatively, checks can be sent to school with your student. Cash payments must be hand-delivered directly to the elementary or high school front office to ensure a physical receipt is printed.
- **Nonsufficient Funds (NSF):** A $35.00 fine will be assessed to the student's account for any check returned by the bank due to insufficient funds.

Online Meal Payment Registration Steps

To track cafeteria activity, view balances, and pay via credit card, debit card, or electronic check:

1. Navigate to **www.MyMealTime.com** or download the MyMealTime mobile app.
2. Register for a free account and explicitly select **D'Arbonne Woods Charter School** as your school district.
3. Link your children to your account profile using their legal name, date of birth, and unique Student ID number (SIDNO), which can be retrieved via the Parent Command Center.
4. *Note: Online card and e-check transactions are subject to a standard third-party processing fee. Parents can review the exact transaction fee and cancel the payment prior to confirmation.*

Refunds, Transfers, and Withdrawing Students

- **Graduating or Withdrawing Students:** All outstanding cafeteria fees are due in full immediately upon graduation or formal withdrawal from DWCS. Accounts remaining delinquent after 60 days will be escalated to an external collections agency.
- **Balance Refunds:** Parents may submit a formal request for a refund of an unspent cafeteria balance by **June 1**. Approved refunds are systematically processed and distributed during the month of June.
- **Sibling Balance Transfers:** Parents may request to transfer remaining funds between biological or legally recognized siblings residing in the same household. All refund and transfer requests must be submitted in writing to **foodservice@darbonnewoods.com**.

Schedule of Campus Fees

All authorized campus fees are collected through designated central processing stations during annual student orientations, where a school official will provide an official paper receipt. If an orientation date is missed, payments must be settled in the main office before access to the respective asset (parking pass, technology insurance, etc.) is granted.

Fee Type	Amount / Range	Purpose and Intended Use	Accepted Payment Methods	Payment Deadline
School Uniforms	$25.00 to $50.00 per complete outfit	Standardized school attire (polo shirt and uniform pants).	Not collected at school. Purchased directly from approved vendor.	Prior to the first day of school attendance.
Technology Insurance	$25.00	Mandatory annual insurance fee covering the physical Chromebook assigned directly to the student.	Cash, Check, or Money Order	Due on or before the scheduled Student Orientation date.
Replacement Charger	$15.00	Replacement fee for a lost, stolen, or broken school-issued Chromebook charging cable.	Cash, Check, or Money Order	Assessed at the time of device replacement/request.
Primary Parking Tag	$25.00	Required security tag for students who drive a personal motor vehicle to school and utilize campus parking lots.	Cash, Check, or Money Order	Due on or before Student Orientation or upon receiving driving privileges.

Secondary Parking Tag	$15.00	Additional security tag required only if a student registers multiple personal vehicles driven to campus.	Cash, Check, or Money Order	Assessed at the time the secondary vehicle is registered.
Replacement Car Passes	$5.00	Replacement tag used by parents/guardians at the afternoon elementary or high school vehicle pickup lines.	Cash, Check, or Money Order	Assessed at the time of duplicate or replacement request.