



**MANSFIELD HIGH SCHOOL  
2021-2022 PARENT/STUDENT HANDBOOK**

**WELCOME TO WOLVERINE NATION!**

***DISCLAIMER:***

***All information contained in this handbook is subject to change without prior or written notice by the DeSoto Parish School Board or the administration of Mansfield High School.***



*DeSoto Serves...to care for our students, ensure their learning, and celebrate their graduation as citizens prepared to transform their dreams into realities.*

## **Non-Discrimination Statement**

The DeSoto Parish School System adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures.

Anyone with questions regarding this policy may contact the DeSoto Parish School Board at 872-2836,  
201 Crosby Street, Mansfield, LA 71052.

### **Disclosure:**

It is impossible to list every type of conduct which is prohibited or every situation that may arise at school, on the bus, or at school-sponsored activities. Therefore, students should expect to be held accountable for any misconduct which is disruptive to the educational process or which poses a risk of harm to themselves or others. Rules and practices may be developed or revised as circumstances and need warrant. Such rules and practices will adhere to local, state and federal guidelines and will be communicated to students and parents.

Administrators are authorized to use their discretion concerning conduct that may disrupt the educational process or which may pose a safety concern. Examples of such conduct or items include, but are not limited to, the following: Discriminatory, obscene, gang or drug/alcohol- related emblems, insignia, flags, jewelry; and signs, speech or literature that is discriminatory, inflammatory or derogatory toward any sex, race, nationality, creed, or other protected classification as well as any signs, speech or literature which is obscene, contains profanity, or makes reference to drugs, gangs, alcohol and/or tobacco.

**DESOTO PARISH SCHOOL BOARD  
ACKNOWLEDGEMENT OF RECEIPT**

**Please complete this two (2) page form, tear out and return to your child's first block teacher.**

Our district is mandated by the State of Louisiana to distribute the documents listed below to each parent. By signing this form, you acknowledge that you have received a copy of the DeSoto Parish School Board's District Parent/Student Handbook for the 2021-2022 school year that includes:

- Administering Medication at School
- Bus Transportation Agreement
- DeSoto Parish Student Code of Conduct
- **DeSoto Parish School Board Technology Device Loan Agreement**
- Home/School Compact
- Family and Parent Engagement Policy
- LA Department of Education Complaint Procedure
- Parent's Right-to-Know
- Parish Acceptable Use Policy

I have read and received the documents listed above.

Parent's Printed Name	Parent's Signature	Date
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Student's Printed Name	School	Grade	Date
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Please be advised that we, the parent and child, have read and understand all of the information in the Student-Parent-School-Teacher Compact/Handbook/Assignment Book and School Planner for the 2021-2022 school year.

Student's Signature	Parent's Signature
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Teacher's Signature	School Administrator
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School Name	Date
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**\*\*\*Signatures continue on the back of this form.**

***Please return this page to your first block teacher.***

**Please refer to the District and Federal Documents Section for this policy.)**  
**Student Internet and District Network Resources Contract**  
**Parent/Guardian Consent Form for Student Use of Computerized Information Resources and/or**  
**the Internet**

**Student's name:** \_\_\_\_\_

**School** \_\_\_\_\_

**Principal** \_\_\_\_\_

*Directions: After reading the DeSoto Parish School Board Internet and District Network Resources terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent/guardian is required.*

I have read the DeSoto Parish Schools Internet and District Network Resources terms and conditions. I understand and will abide by the stated Terms and conditions. I further understand that violation of the terms and conditions is unethical and illegal. Should I commit any violation, my access privileges may be revoked and/or other appropriate action may be taken.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent Internet and District Network Resources Contract**

As the parent/guardian of this student, I have read the terms and conditions of the Acceptable Use policy. I understand that this access is designed for educational purposes and the DeSoto Parish School board has taken available precautions to monitor safe and appropriate student access. However, I also recognize it is impossible for DeSoto Parish School System to restrict access to all controversial materials. I will not hold the DeSoto Parish School System responsible for materials acquired on the network. I understand that my child will be held responsible for any disregard of the Acceptable Use Policy. I hereby give my permission for my child to have school use of the Internet and District Network Resources.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

As an employee, I agree to instruct the above student on acceptable, appropriate, safe, fair and legal use of the Internet and District Network Resources and proper Internet etiquette. I agree to use reasonable care to supervise and protect the students.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

***Please return this page to your first block teacher.***

## **Administration**

### **From Mrs. Ross-**

I am absolutely thrilled to be returning to Mansfield High School for a second consecutive year. I have so many fond memories of my Mansfield students, middle and high school from the past. I cannot wait to serve the students, faculty, staff and community once again and especially after the challenging year we all experienced.

It is going to be an unprecedented year as we begin to return to some normalcy. This past school year proved that we can get through anything together. I eagerly look forward to the laughter of students filling the hallways once again, eating in the cafeteria, assemblies in the gym, full athletic seasons, and so much more! This year presents a unique opportunity for us to reunite together as a school and community. Every day, whatever it takes! We are Wolverine Strong!

### **From Coach Hill-**

Welcome to the 2021-2022 school year at Mansfield High School. You are a part of the Wolverine Nation – a proud collection of individuals- alumni and future alumni, past and current faculty and staff, and community members- who have given our school a rich history and have made it the flagship school of the DeSoto Parish System. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time here. We encourage you to become an active member of the Wolverine Nation. In addition to an excellent academic foundation, we offer many activities, clubs, and sports. Participation in these areas coupled with a focus on high academic achievement will help prepare you for life after high school. Our “Commitment to Excellence” is a promise to you and our expectation of every student.

As a team, we promise to give you our absolute best EACH day, and we look forward to this school year with great excitement and hope all of you will have a rewarding and successful year.

### **From Coach Bush-**

I am very humbled and honored to join the administrative team at Mansfield High School. I firmly believe that every child can succeed and that the cooperation between home and school builds trust and self-esteem in students. I am dedicated to continually exploring new ideas to meet the needs of all students, parents, and community members of Wolverine nation.

It is going to be a meaningful and fun year! Join one of the many clubs or organizations, and let that Wolverine Pride show! I look forward to meeting each of you and wish you the best this school year!

### **We “Can’t Hide That Wolverine Pride!”**

Anesha Ross	Christopher Hill	Christopher Bush
Principal	Assistant Principal	Administrative Assistant

## ***MANSFIELD HIGH MISSION***

Mansfield High School serves to ensure the academic success, develop the character, and celebrate the graduation of all students.

## ***ALMA MATER***

School we love our alma mater  
Pleasant mem'ries ne'er forgot  
Mansfield High School sons and daughters  
Will thy blessings be  
Thy colors green and white we cherish  
All thy glory is thy lot  
Love and loyalty forever  
Is our pledge to thee.

## ***WOLVERINE FIGHT SONG***

We are the Wolverines; we're here to win.  
Go, mighty Wolverines, say it again!  
Show 'em we have got the stuff.  
Let's hit 'em and hold 'em; we are tough!

Roll, mighty Wolverines, win here tonight!  
Go, mighty Wolverines give 'em a fight.  
We're the team that can't be beat -  
'Cause we are the green and white!!!

**Mansfield High School**  
**A Compact for Student Success**  
**2021-2022**

<i>School</i>	<i>Teacher</i>	<i>Parent/Guardian</i>	<i>Student</i>
Provide high quality curricula and instruction aligned with the Louisiana State Standards, as well as student performance expectations.	Provide activities and lessons aligned with the Louisiana State Standards, as well as, student performance expectations.	Make sure my child is on time and attends school on a regular basis.	Go to school on time every day.
Provide a minimum of two parent/teacher conferences per nine week grading periods.	Provide high expectations for all students in an encouraging and supportive manner.	Supervise homework and study time.	Go to school on a regular basis.
Report on an ongoing basis about students' progress in each subject area.	Provide a well disciplined and managed classroom so all students have the opportunity to learn.	Provide a quiet place for my child to work, study, read, etc.	Go to school ready to work with materials needed and homework assignments completed.
Provide opportunities for parental engagement and communication.	Provide an open line of communication with parents.	Provide the necessary materials my child needs for his/her success.	Stay attentive and actively participate in classroom activities.
Provide a safe, orderly environment in which children can learn.	Provide experiences in all subject areas.	Keep open lines of communication with my child's teacher(s) by attending parent/teacher conferences, written communication, etc.	Follow school and classroom rules and regulations.
Provide assistance to students through small group and individual instruction, as well as, innovative strategies and programs, etc.	Provide classroom lessons that meet the needs of students through whole class, individual, small group instruction and innovative strategies and programs.	Support the school and the teachers in maintaining a disciplined environment.	Respect classmates, teachers, administrators and other school staff.
		Encourage my child to do his/her best.	Be a positive role model for other students.

**I have read the above and agree to do all to assure success.**

\_\_\_\_\_  
 School Administrator

\_\_\_\_\_  
 Teacher

\_\_\_\_\_  
 Parent/Guardian

\_\_\_\_\_  
 Student

***Please return this page to your first block teacher.***

**Mansfield High School**  
**PARENT AND FAMILY ENGAGEMENT POLICY**  
**2021-2022**

**Mansfield High School Mission Statement**

Mansfield High School serves to ensure the academic success, develop the character, and celebrate the graduation of all students.

**Statement of Purpose**

*Mansfield High School* is committed to providing quality education for every child in the district.

*Mansfield High School* Parent and Family Engagement program encourages the engagement of parents in the education of their children in developing strong partnership with teachers, principals, other staff, the community and their school to improve student academic achievement.

*Mansfield High School* will be governed by the following statutory **definition of parental engagement**, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring -*

- a) that parents play an integral role in assisting their child's learning;*
- b) that parents are encouraged to be actively involved in their child's education at school;*
- c) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.*

The major goal is a school-home partnership that will help all students in the district succeed. In doing so *Mansfield High School* agrees to implement the following statutory requirements:

1. *Mansfield High School* will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:  
  
*-Communicate with parents via Google Classroom, Mansfield High School webpage, Mansfield High School Facebook page, phone calls, emails, letters, and home visits.*
2. *Mansfield High School* will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:  
  
*-The principal will personally invite parents to serve on district and school level committees to actively engage in the process of school review and improvement. Invitations can be advertised through any of the following communication avenues: Google Classroom, Mansfield High School webpage, Mansfield High School Facebook page, phone calls, emails, letters.*
3. *Mansfield High School* will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

*-Advertising the meeting date, place, and time on the following platforms: Google Classroom, Mansfield High School webpage, Mansfield High School Facebook page, phone calls, emails, letters.*

*- Explaining the purpose and the “why” behind such programs*

4. *Mansfield High School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet by:*

*-Student-Parent-Teacher Conferences that are formally held three times throughout the school year: October 2020, December 2020, and March 2021*

*-Informal phone calls, letters, emails, and one-on-one Google Meets as scheduled by the classroom teacher, counselor, or administration or as requested by the the parent*

5. *Mansfield High School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:*

*-Engaging with the parents via the following platforms: phone calls, emails, letters, conferences, or one-on-one Google Meets*

*-Discussing the suggestions with the Mansfield High School Leadership Team*

*-Bringing the suggestions to the attention of the Mansfield High School Student Government Association*

6. *Mansfield High School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:*

*-Mailing reports to the parents after the completion of each assessments as it appears on each child’s individual report, which will contain contact information should a discussion need to occur regarding next steps*

*-Conducting personal phone calls to parents of students performing at the Mastery or Advanced levels in order to congratulate and acknowledge their students’ success*

7. *Mansfield High School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:*

*-Sending home a letter stating the above-mentioned upon verification from the district*

8. *Mansfield High School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --*

- the state’s academic content standards,
- the state’s student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child’s progress, and
- how to work with educators:

*-Published Principals' Morning Message, Student-Parent-Teacher Conferences formally held in October 2020, December 2020, and March 2021, and DeSoto Parish School's videos on the Student Progress Center*

9. *Mansfield High School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:*
  - Providing after-school support structures, which may include but are not limited to: tutoring, Help Desk email, Help Desk phone line, and videos created by the school counselors on the benefits of parental involvement*
10. *Mansfield High School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:*
  - Consistent parent communication via the following platforms: Google Classroom, Mansfield High School webpage, Mansfield High School Facebook page, phone calls, emails, letters, as well as by conducting home visits as needed to engage all stakeholders in the educational process*
11. *Mansfield High School, will to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:*
  - Partnering with our sister schools, Mansfield Elementary and Mansfield Middle as to how our high school students, faculty, staff, and administration can assist with some of the parental involvement programs at the lower grade levels as well our Student Government Association serving as mentors to students who may be a part of such programs.*
12. *Mansfield High School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:*
  - Communicating such information via the following avenues: Google Classroom, Mansfield High School webpage, Mansfield High School Facebook page, phone calls, emails, letters, and home visits.*

### **Adoption**

This Parental and Family Engagement Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs.

This policy will be in effect for the period of **2021-2022** school year. This policy will be distributed to all parents of participating Title I, Part A children.

The policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

## ACADEMIC POLICY

### ACADEMIC HONESTY

Believing that students should work to their potential and that excellence must be encouraged, the Mansfield High faculty and staff promote honesty and integrity in school work. Academic dishonesty is defined as:

1. Copying from another student's test paper or computer file.
2. Using unauthorized materials during a test.
3. Collaborating during a test with any other person by giving or receiving information without authority.
4. Stealing, buying, or otherwise obtaining all or part of an unadministered or unauthorized test.
5. Selling or giving away all or part of an unadministered or unauthorized test.
6. Bribing any other person to obtain an unadministered or unauthorized test or information about an unadministered test.
7. Submitting as your own, in fulfillment of academic requirements, any theme, report, term paper, essay, computer program, other written work, or other coursework prepared totally or in part by another.
8. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, or other coursework
9. According to Houghton Mifflin's *The Pocket Writer*: When you use source material in your research paper, you must be sure that your reader knows which words and ideas are yours and which are someone else's. Plagiarism is using another writer's words or ideas without acknowledgment. Plagiarism is stealing, and people who plagiarize the words of others have no defense in a court of law. How much of another writer's work can you borrow without acknowledgment? None. Using one clause from another writer's work is plagiarism. Rearranging the clauses of another writer's sentences is still plagiarism. Substituting a few words of your own in another writer's sentence is still plagiarism.
10. Any other attempts to misrepresent information.

**If academic dishonesty is found, the teacher will handle the situation as he/she deems necessary but must document this on a referral form to be sent to the SCIP room.**

# Student Handbook

## ABSENCES

Absences due to sickness, injury, or other medical reasons may be excused when a student presents from a doctor an original note explaining that illness or injury kept the student from attending school. Make-up work shall be completed within **three (3)** school days following a one-day (1) absence. Make-up time for extended absences should be equal to the number of days of excused absence only, up to nine weeks during school or June 30<sup>th</sup> if at the end of school. It is the student's responsibility to see that his/her work is made up upon return to school.

## ABSENCES – TYPES OF

**1. Excused Absences:** Students are considered temporarily excused from school for personal illness in the family (not to exceed one week) or for recognized religious holidays of the student's faith; students shall be given the opportunity for make-up work.

**2. Unexcused Absences:** Students are not excused for any absence other than those listed and shall be given failing grades in those subjects for those days missed with no make-up work allowed.

Students missing school as a result of any suspension shall be counted as absent and shall be given failing grades for those days suspended **WITH NO MAKE-UP WORK ALLOWED**. Any unexplained, unexcused or illegal absence or habitual tardiness shall be reported to the Director of Student Services and/or Truancy Court.

**3. Fully Excused Absences:** Fully excused absences are those that have been excused by a doctor. **The school will NOT accept faxed doctor excuses.** Students will be allowed to make up all work during the period of time in question.

## FORMAT FOR EXCUSES

Excuses presented to the school shall meet the following criteria:

- 1) Must originate with the student's parent, guardian, or physician, and be signed by the same.
- 2) Must state reason(s) for absence (or tardy).
- 3) Must include telephone number of parent/guardian for confirmation purposes.
- 4) Must include a specific date (month, day, year) of the absence.
- 5) Excuses will be considered unacceptable which: (a) do not include numbers 2 and 3 above, or (b) give incorrect information or phone number.
- 6) Students guilty of forging excuses for themselves or others, or falsifying doctor's notes face possible prosecution and will be assigned to the SCIP room for three days for the first offense, on the second offense, parents are called in for a conference. For subsequent offenses you will face **off-site suspension**.
- 7) Students must bring excuses for absences on the same day they return to school, however no later than **three (3)** days. **NO faxed excuses.**

## ADMITTANCE TO CLASS

When a student returns to school following an absence, he/she should bring the written excuse to the school office. Excuses will be verified by the office staff, and a student's absence record will be changed from unexcused to excused, with the proper code.

## AFTER SCHOOL AND OUT-OF-TOWN ACTIVITIES

Students traveling in private automobiles to after-school activities, either here in Mansfield, or out of town, will be the responsibility of their parents. However, once on school property, or property used for school activities, here or elsewhere, in an event in which the high school is involved, students come under the jurisdiction of the school.

The student's conduct will be subject to the rules and regulations of the DeSoto Parish School Board and Mansfield High School.

Students traveling under school officials' supervision are subject to all school rules at all times. For example, students attending ball games, etc., here or away, will be called into account for their conduct. A student caught

smoking, drinking, cursing, violating the dress code, etc., at a ball game will be subject to the same punishment as if he/she had committed the infraction at school.

The cap rule will be suspended at athletic events as long as it is worn properly, brim forward.

### **ARRIVAL AT SCHOOL**

Many of our students arrive early-often as early as 7:15 a.m. Students are not allowed access to their lockers. Loitering in the building and lobby is not permitted.

Students with personal transportation are asked not to arrive at school earlier than 7:15 a.m. This applies to students being dropped off as well. Students are not to be dropped off before 7:15 a.m.

Students seen loitering around the restroom or “socializing” and blocking traffic in the hallways around lockers, in the restroom or making excessive noises, are subject to spend the day in SCIP.

Students with business to transact in the office must do so before 7:35 a.m. It is suggested that they tend to the business of excuses, check out requests, etc. between 7:15 a.m. and 7:35 a.m. Failure to allow ample time for these matters could result in receiving a tardy for first block.

### **REGULAR BELL SCHEDULE**

#### **First Lunch**

7:35-9:00	1st Block (85)
9:05-10:25	2nd Block (80)
10:25-10:50	Lunch (25)
10:55-11:50	WIN (55)
11:55-1:15	4th Block (80)
1:20-2:45	5th Block (85)
2:45	Dismissal

#### **Second Lunch**

7:35-9:00	1st Block (85)
9:05-10:25	2nd Block (80)
10:30-11:25	WIN (55)
11:25-11:50	Lunch (25)
11:55-1:15	4th Block (80)
1:20-2:45	5th Block (85)
2:45	Dismissal

**\*1st and 5th Block allows five minutes for morning and afternoon announcements\***

### **CHECK-IN/CHECK-OUT POLICY**

Any student arriving at school after 7:35 a.m. is considered tardy and must report to the office to pick up a tardy slip. At which time, he/she must (1) present a written excuse from parent/guardian explaining the tardiness; (2) be accompanied to the office by a parent/guardian; (3) have parent/guardian telephone the office in advance; or (4) telephone his/her parent/guardian and put a school secretary or administrator on the line. This rule does not pertain to students arriving by bus.

Any student wanting to check out because of illness must have the teacher call the office and the secretary will call home for permission to check-out. **Students must have a hall pass to be in the office. NO student is to come to the office to use the phone during class.**

### **CLOSED SCHOOL CAMPUS**

In compliance with DeSoto Parish School Board policy, Mansfield High School operates under a “closed campus” policy. Therefore, all traffic entering and leaving the campus will be monitored, particularly during the lunch period. Only one gate will be opened at this time.

### **DISCIPLINE AT THE VOCATIONAL-TECHNICAL SCHOOL**

The administration at Mansfield High School works closely with that of the Louisiana Technical College. MHS students who attend Vo-Tech will follow its disciplinary guidelines or face possible expulsion or loss of credit. Students who are suspended (either SCIP/ISS or out-of-school) will not be allowed to attend Vo-Tech during the time of suspension.

## **EARLY DISMISSAL**

The school day begins at 7:35 a.m. and ends at 2:45 p.m. Students are expected to be in attendance for the entire school day for regularly scheduled classes, including morning assembly. If it becomes necessary for a student to check out of school before the day ends, proper clearance must be secured in advance.

All requests for early dismissal from school must be submitted to the school office before 7:35 a.m. on the same day. Requests must be stated in writing and must include a telephone number of a parent/ guardian so that the office can verify the request. Students will not be permitted to check out unless a parent/guardian has been contacted or appears in person at the office to check the student out.

**For student safety, only those names on the student's demographic sheet will be allowed to check the student out. Checkouts over the phone are not allowed.**

Only valid reasons for an excused absence (refer to "absences") will be accepted as legitimate for checking out early.

Students checking out for a doctor's appointment and returning the same day must bring a note from the doctor to be readmitted to school.

Emergencies excluded, students are not permitted to phone home and request their parent/guardian to check them out early. "Emergency" situations must be cleared through the principal.

Students are not allowed to check out for lunch, unless a parent comes to school and signs them out.

Students may check out from schools in DeSoto Parish during the school day for the following reasons when approved by the parent and Principal of the school:

1. Personal, physical or emotional illness.
2. Doctor or dentist appointment
3. Sick with a contagious disease
4. Prior school system approved travel for education
5. Death in family, funeral, etc.
6. Natural catastrophe and /or disaster
7. Special personal reasons (examples: special food or diet required by a doctor, sickness requiring rest period at home, personal hygiene, etc.)
8. At any time when a parent personally checks the student out from school for family or personal reasons,  
OR
9. For any other extenuating circumstances as agreed to by both the parent and principal of the school.

Reference: Bulletin 741 Section 1.055.03

## **FOOD SERVICE**

### ***BREAKFAST***

Mansfield high school qualifies, under Federal guidelines, for a school breakfast program, which is available to all students. A breakfast is served each morning between 7:15 and 7:30 a.m.

### ***LUNCH***

The student body will eat in two lunch shifts. Students should become thoroughly familiar with all rules governing the lunchtime.

Each shift is 25 minutes long, and all students are expected to exercise proper conduct whether in the halls going to and from lunch, in the lunch line or in the commons area.

When the first lunch bell sounds, students who have first lunch will proceed directly to the commons area in an orderly manner. Students who have second lunch will do the same at when the second lunch bell sounds. All students must present their ID to enter and leave the lunchroom. The bell will end the lunch shift; students in each shift will have only 5 minutes to reach their classes.

Running to the cafeteria and breaking line will not be tolerated; violators will be dealt with at the discretion of the administration. Student conduct in the commons area will be closely monitored. Students are to refrain from loud, boisterous behavior. Throwing food warrants suspension and/or loss of lunchroom privileges. Students are encouraged to exercise mature responsibility by leaving their eating area clean and free of used napkins, food scraps, milk cartons, etc. Spillage should be cleaned up or reported to lunchroom personnel. Students who cannot follow these guidelines may be assigned cafeteria duty at the discretion of the administration.

Students who participate in the school lunch program will not be allowed to take food out of the cafeteria. **Eating is not allowed in the classrooms, restrooms or any other part of the building.**

Upon completing the meal, students must deposit used paper products in the waste barrels and trays at the window. No one will be allowed to go into any other part of the building without an office pass.

“Brown Baggers” (those who bring their lunches) may eat in the commons area. Brown baggers will **not** be allowed access to their vehicles to retrieve their lunches. Lunches may be carried in backpacks or secured in lockers until lunchtime. **NO fast food deliveries during school hours.**

Students will be allowed access to the restroom facilities in the commons area. Restroom facilities in the main building are **OFF LIMITS BEFORE 7:35 A.M. AND DURING LUNCH.**

### **HALL PASSES**

The only acceptable hall passes are those issued to classroom teachers by school administration. Hall passes are legitimate only when they are completed in full. Any student possessing an invalid hall pass is subject to spend the day in SCIP. Students will be held accountable for leaving the classroom without a legitimate hall pass. A student found in possession of blank hall passes faces **in-school suspension (ISS)**. Hall passes will be limited to emergency situations, and teachers will exercise discretion in dispensing them.

Trips to the restroom, water fountain, student lockers, etc., are not considered emergencies. Students are allowed to use the restrooms during class changes. Emergencies may arise; however, if the same student repeatedly asks to go to the restroom, alert the office and that student must file an official doctor’s note.

Teacher discretion is of utmost importance. Students **MUST** have and use their student/class planner signed by the teacher when they leave the classroom for bathroom or anything else.

Students with medical problems that require frequent and/or unexpected trips to the restroom or to the office for medication must file a doctor’s note with the office (copies will be furnished to each of the student’s teachers).

### **HALLWAY ETIQUETTE AND RULES**

The halls at Mansfield High School were designed to provide easy access to all parts of the buildings; they were not designed to accommodate students to congregate and talk. Students must be walking toward their assigned classroom **NOT** congregating or stopped to visit with each other. Students are to walk on the side of the hall closest to their **RIGHT ARM**.

Students are reminded to be considerate of others and refrain from blocking the halls. Loud, boisterous behavior, including running, in the halls is inappropriate and immature.

The halls are “off limits” to student traffic before 7:35 and during the lunch period, except for the front hallway that accesses the lunchroom and Commons Area.

### **ILLNESS**

Ill students, who ask to see the school nurse, must have a Nurse Referral form completed by the teacher. If the nurse deems it is necessary for the student to go home, either the nurse or secretary will contact the parent/guardian.

### **RELEASE OF INFORMATION TO MILITARY RECRUITERS**

Recognizing the challenges faced by military recruiters, Congress passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and their names, addresses, and telephone numbers. The **National Defense Authorization Act for Fiscal Year 2002** reflects these requirements.

In accordance with the Acts, military recruiters are entitled to receive the name, address and telephone listing of juniors and seniors in high school. Providing this information is consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student educational records. This student information will be used specifically for military recruiting purposes and for informing young people of military scholarship opportunities.

School systems have been notified that they must give parents the right to “opt out” of sharing this information with military recruiters. If **you do not want** the DeSoto Parish School Board to disclose your child’s name, address, and phone number, you must go by the school and complete the necessary “opt out” form.

### **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT**

The DeSoto Parish School System has implemented School-Wide Positive Behavior Support in all schools. School-wide positive behavior support provides a positive and effective alternative to the traditional methods of

discipline. School-wide positive behavior support methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance.

### **STUDENT COMPLAINTS AND GRIEVANCE**

Students have both the right and the responsibility to express school-related concerns and grievances to the administration.

For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with the school principal. One faculty member of the student's choice may be present at such meetings. Such time and place will be designated immediately upon request.

### **STUDENT CONDUCT OUTSIDE THE CLASSROOM**

The same good conduct required of students in the classroom is expected outside the classroom-in the hallways, assembly, on campus, on the bus, etc.

Students who ignore or disregard correction by any teacher or supervising staff member simply because that particular faculty person does not teach them will be dealt with severely. According to the aforesaid ground rules, this type of disrespect will call for automatic out-of-school suspension of three days or more.

Students will be held accountable for their actions, anywhere and everywhere, on this campus by any member of the faculty.

## **STUDENT DRESS CODE**

**EACH STUDENT SHALL USE GOOD JUDGEMENT IN HIS/HER TOTAL APPEARANCE SO THAT THE ATTENTION OF OTHERS IS NOT DISTRACTED FROM THE EDUCATIONAL PROCESS. SCHOOL IS A LEARNING ENVIRONMENT FOR PROPER DRESS IN THE ADULT WORLD OF WORK.**

**THE FOLLOWING RULES SHALL GOVERN THE DRESS OF ALL STUDENTS. IN ADDITION TO THESE RULES, THE ADMINISTRATION HAS THE RIGHT TO MAKE A DECISION CONCERNING THE DRESS CODE ON ANYTHING THAT MIGHT INTERRUPT THE EDUCATIONAL PROCESS OR CAUSE A SAFETY CONCERN (I.E. JEWELRY, LONG CHAINS, ECT.)**

#### **RULES FOR ALL STUDENTS GRADES PRE-K-12**

1. Hairstyles are to be neat, clean, and not cause a distraction to the educational process. Hair should be combed and shall not impair vision. If braided, braids must be neat. **No hair carvings.**
2. No hats, caps, headgear or sunglasses, of any type may be worn inside of school buildings at any time.
3. Also, students should not wear any type of stocking caps, doo rags, or wave rags on the head at any time while on the campus.
4. No "see-through" material will be worn in any type of clothing (example: mesh, net, parachute material).
5. No shirts should be worn outside the pants while on the school campus. Shirts must be worn inside until the students enter the bus.
6. Clothing should be free from holes, cuts, and tears that reveal the skin. **Patches are not permitted; no holes, tears, rips or any appearance of such.**
7. All clothing must be hemmed, no slits cut in the hem of pants. Pants must be worn over the shoes, not rolled or tucked inside.
8. Clothing may exhibit the American flag as long as it is done in good taste and not in a derogatory manner.
9. No clothing or jewelry shall be worn that advertise alcoholic beverages, tobacco, illegal drugs, weapons, political or racial overtones, or that expresses obscene messages, profanity, suggestive, or any other unfit message during the school day or at any school sponsored/related event.
10. No vulgar messages or pictures shaved onto a student's head or displayed on any part of the body or clothing will be allowed at school.
11. The wearing of gang signs, insignia, and distinctive modes of dress or hair styles is a violation of the dress code policy for the students. Gang identification is prohibited on any and all school campuses at any time. No writing on shirts with markers/pens.
12. No tight leggings or other tight-fitting pant (i.e. spandex, tights, etc.) may be worn unless worn under other clothing of the appropriate length (approved length see 5-12 guidelines).

13. Shoes must be worn. Boots, tennis shoes, oxfords, loafers are permitted. No sandals, flip-flops, thongs, house shoes, shower shoes may be worn. Shoe strings must be the same color and tied. Shoes with buckles must be buckled.
14. Pants are not to be worn sagging below the waist. Waistband rule – Pants should be worn so that no more than two fingers can be placed between the waistband and the body.
15. Straps are to be kept up and fastened. NO Suspenders
16. Belts are to be buckled, clothes buttoned and fastened. No large, oversized belt buckles.
17. Ties must be hunter green.

**GRADES 5-12** (The Rules for all students also apply along with this Additional Information.)

**Boys and Girls**

1. All shirts and dresses must have a sleeve of some type. (sleeveless dresses or tank tops must be worn with a sleeved T-shirt underneath).
2. All blouses/shirts must be worn tucked inside the pants or skirt. Exceptions: Suits made for tops to be worn outside of either the pants or skirt will be allowed; special cases approved by the Principal (i.e. pregnant females must wear maternity tops).
3. Shirts/blouses must be long enough not to show midriff skin with the arms raised.
4. Slacks, skirts, jeans, pants with loops must be worn with a belt (loops are not to be cut).
5. Jeans, pants, slacks, walking shorts, may be worn. Girls may also wear dresses, skirts, culottes, split skirts, gauchos, and skorts. All skirts and walking shorts can be no more than (4) inches above the knee when measured from the floor with the student in a kneeling position.
6. Boys' sideburns shall be neatly trimmed and not extend below the bottom of the ear. Neatly trimmed mustaches are allowed. **Beards and chin hair of any type shall not be permitted.**

This dress code policy should be honored during the school day and at all school sponsored events. Any student who chooses to abuse this policy, his or her parents will be notified and/or the student will be sent home. Continued abuse (2 times) will result in **OSS** for the student.

**Revised:** October 5, 1977, August 7, 1986, May 2, 1991,  
July 2, 1991, May 6, 1993, May 3, 2001 DeSoto Parish School Board

**SCHOOL UNIFORMS**

Mansfield High School adopted a restricted dress code to begin with the 2004-2005 school year. The acceptable articles of clothing are described below:

*Shirts* - All shirts must be Hunter Green or White or Black polo style shirts or button down oxfords with collar, standard short or long sleeves. No emblems or logos are allowed, except the optional school approved logo on all uniform shirts.

*Bottoms* - All bottoms must be khaki cotton twill, standard brown khaki color or uniform black in color ((Bottoms may include: pants, skirts, capris, walking shorts, skorts, and jumpers.)

Bottoms should have no logos, stripes, contrasting thread color, etc. All skirts, walking shorts, skorts, and jumpers can be no more than 4 inches above the knee when measured from the floor with the student in a kneeling position. The waistband can not be more than 2 finger-widths loose. Any uniform bottom with belt loops must be worn with one belt. All belts are to be buckled or fastened, and must be black or brown. The pants must be hemmed and may not drag the ground. There is to be no more than one cuff in the pants leg. Cuffs may not be rolled up or tucked in socks.

*Outerwear* - When weather necessitates, all coats must be **Regulation Uniform:** wind-breakers, sweatshirts, zip-up sweatshirts, fleece jackets, or school letter jackets designated by the school administration. No hoods may be worn in the building. Under garments must be tucked in. **NO HEAVY JACKETS WILL BE PERMITTED.** No airbrushed insignias are permitted. Only gray, black, white, or green hoodies are to be worn. **No other hoodies, including college hoodies, of any color should be worn.**

*Shoes/Socks* - Leather shoes may be worn. No high heels will be worn. NO sandals, flip-flops, thongs, slides, house slippers, crocs, ballet style or shower shoes may be worn. NO open-toed, backless shoes, will be allowed. All shoes must be visibly buckled, laced and tied with appropriate length of laces.

### **MASKS/FACIAL COVERINGS:**

- ❖ Face coverings on campus should not promote any social, religious, business, or political movement and/or companies.
- ❖ Face coverings should not include profanity, obscenity, or the promotion of any illegal activity and/or violence.
- ❖ Bandanas are not allowed as facial coverings.

### **STUDENT CHECKOUT**

Students are not allowed to check themselves out of school. To check a student out, parents must come to school and sign them out or send a note to be approved by administration. This note should be verified with a phone call from administration to the parent. The note should have parent signature and reason for checking out.

### **STUDENT PARTICIPATION IN GRADUATION/ACADEMIC/EXTRACURRICULAR ACTIVITY**

**Participation in graduation exercises or any other academic or extracurricular activity is a privilege. The principal has the right to restrict participation** or not grant participation outright if the student's behavior or actions will have a negative impact on the school or event. **This includes behavior that may have occurred at both school sponsored and non-sponsored activities and events (outside of school)**

### **VACATING SCHOOL GROUNDS**

All students are required to vacate the school buildings and leave the school grounds at the end of each school day unless under the direct supervision of a school official in an organized activity. "Hanging out" without supervision (unless sports, remediation, co-curricular, extra-curricular activities) is **1 day in-school suspension**.

### **VEHICLES ON CAMPUS**

1. Each private vehicle parked on the school grounds must have a MHS parking sticker. The cost of the parking sticker is \$10. The parking stickers must be returned at the end of the school year.
2. Students are not to return to the parking lot until school is dismissed
3. Vehicles are to be vacated immediately upon arrival and should be re-entered only at the time of authorized departure.
4. The parking of privately owned vehicles on campuses by students constitutes consent by the students to the search of such vehicles by the school principal or his/her designee.
5. **No one is allowed to ride in the back of a truck.** Students are not to leave the school grounds or enter the parking lot at any time without permission from the principal or assistant principal. This includes before school and during lunch. **TEACHERS CANNOT GIVE YOU PERMISSION TO GO TO THE PARKING LOT – ONLY THE PRINCIPAL or ASSISTANT PRINCIPAL MAY DO SO.**

### **VISITORS**

Parents, with a valid id., are always welcome to visit our school. All visitors on the school campus shall check by the office to identify themselves and to state the purpose of their visit. All visitors shall be issued a Visitor's Pass. No student from other schools or outside of school will be allowed on campus. No underage school children will be permitted to visit the school. For the protection of all students, anyone on campus without an assigned Visitor's Pass shall be considered as trespassing. Proper Law enforcement agencies shall be notified of the violation.



**DISTRICT  
AND  
FEDERAL  
DOCUMENTS**



# DeSoto Parish Schools

*Clay J. Corley, Superintendent*

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Dear DeSoto Parish Family,

It is with great pleasure that I welcome you to the 2021-22 school year!

I am excited to welcome students and staff back to what we all hope to be a normal school year. That being said, it is up to us all to take the challenges and lessons learned over the past 18 months and create a new normal that is even more amazing than we could ever imagine.

Our mission statement, *Desoto Serves to care for our students, ensure their learning, and celebrate their graduation as citizens prepared to transform their dreams into realities*, is our overarching purpose of our organization. It frames our work for each day and it is why we exist as an educational system. It's why we have hope for a better tomorrow.

Service is a fundamental trait we must practice in our DeSoto schools. We are all called to the purpose of serving mankind and must encourage and help one another to work hard to reach our goals and beyond.

Our purpose is to "care for our students." This means providing safe environments, ensuring attendance, and nurturing positive relationships among our students. Students need to know we care so they can trust and understand that they are surrounded by people who care for them as both students and future leaders.

Our mission is to "ensure their learning." Student learning is the reason schools were created and it is our professional and moral obligation to make this happen. We have hired the best teachers to teach the best students and we are very strategic in our efforts to provide targeted instruction to all students. We monitor the progress of every student on an individual basis and provide intervention when students are behind level and extensions when they are above level.

Our ultimate goal is to "celebrate their graduation as citizens prepared to transform their dreams into realities." From the moment a student enters our system, we view them as a future graduate. During their time with us, we must do everything within our power to ensure they walk across the stage at commencement ready to transform their dreams into realities as they enter college or the workforce. Our students, educators, parents, Board, and community work together diligently to prepare our students well - to be good citizens of our great country.

We must continue to do our jobs well and meet the needs of those we serve in order to accomplish these goals. I am very honored to serve as your Superintendent and look forward to seeing you all soon.

Clay J. Corley  
Superintendent

**2021 – 2022 DeSoto Parish School Calendar**  
**Approved April 1, 2021**

**August 2021**

M	T	W	T	F
•	•	▲	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**August 2021**

- 2 General Staff Orientation/Professional Dev.
- 3 Teacher Work Day (No Students)
- 4 First Day of Fall Semester for Students

**September 2021**

- 6 Labor Day Holiday (Schools Closed)
- 30 End of 1st Grading Period
- 30 SPT Meetings 3:30-6:30 pm (After School)

**October 2021**

- 1 SPT Meetings 8 am – 12 pm (No Students)
- 4-8 Fall Break (Schools Closed)

**November 2021**

- 11 Veterans' Day (Schools Closed)
- 22-26 Thanksgiving Holiday (Schools Closed)
- 30 HS LEAP 2021 Testing

**December 2021**

- 1-10 HS LEAP 2021 Testing
- 16 Last Day of Fall Semester for Students
- 16 SPT Meetings 3:30-6:30 pm (After School)
- 17 SPT Meetings 8 am-12 pm (No Students)
- 20-Jan. 3 Christmas Holiday (Schools Closed)

**January 2022**

- 4 Professional Development (No Students)
- 3 First Day of Spring Semester for Students
- 17 MLK Holiday (Schools Closed)

**February 2022**

- 21 Presidents' Day Holiday (Schools Closed)
- 22-23 Winter Break (Schools Closed)
- 28 Professional Development (No Students)

**March 2022**

- 8-10 ACT (Computer Based Window)
- 10 End of 3<sup>rd</sup> Grading Period
- 10 SPT Meetings 3:30-6:30pm (After School)
- 11 SPT Meetings 8 am –12 pm (No Students)
- 15-17 ACT (Computer Based Window)

**April 2022**

- 11-18 – Good Fri./Easter Break (Schools Closed)
- 25-29 LEAP (Computer Based Grades 3-8)
- 19-29 HS LEAP 2021 Testing
- 27-29 LEAP (ELA/Math Grade 3)

**May 2022**

- 2-3 LEAP (Science/Social Studies Grade 3)
- 2-11 HS LEAP 2021 Testing
- 2-17 Advanced Placement Tests
- 2-19 LEAP (Computer Based Grades 3-8)
- 20 Last Day of Spring Semester for Students
- 23 Teacher Work Day (No Students)

**Instructional Day = 385 minutes**

**January 2022**

M	T	W	T	F
				■
■	•	▲	6	7
10	11	12	13	14
■	18	19	20	21
24	25	26	27	28
31				

**February 2022**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
■	■	■	■	■
•				

**March 2022**

M	T	W	T	F
	1	2	3	4
7	8	9	[10]	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**April 2022**

M	T	W	T	F
				1
4	5	6	7	8
■	■	■	■	■
■	19	20	21	22
25	26	27	28	29

**May 2022**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	[20]
•				

•	Prof. Dev./Teacher Work Day
▲	Begin Semester
■	School Holidays
[ ]	End of Grading Period
[ ]	ACT (Computer-Based Test)
[ ]	LEAP (Computer-Based Test)
[ ]	LEAP (Paper-Based Test)
[ ]	HS LEAP 2021 Testing
[ ]	Makeup Testing Days
SPT	Student/Parent/Teacher Meetings

**September 2021**

M	T	W	T	F
		1	2	3
■	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	[30]	

**October 2021**

M	T	W	T	F
				1
■	■	■	■	■
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**November 2021**

M	T	W	T	F
1	2	3	4	5
8	9	10	■	12
15	16	17	18	19
■	■	■	■	■
29	30			

**December 2021**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	[16]	17
■	■	■	■	■
■	■	■	■	■

**Grade Reporting Periods**

Begin	Close	Report Cards
08/05/21	10/01/21	(41) 10/01/21
10/11/21	12/17/21	(43) 12/17/21
01/05/22	03/10/22	(40) 03/11/22
03/14/22	05/20/22	(44) 05/23/22

Non-EOC Final Exams for the Fall Term will be held December 14 & 15, 2021.

Non-EOC Final Exams for the Spring Term will be held May 18 & 19, 2021.

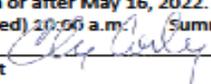
Proficiency Exam Schedules will be produced and distributed on or before the 1<sup>st</sup> week of August.

Graduations will be held on or after May 16, 2022. (Seniors' last day of attendance – May 6, 2022.)

Delayed Start Days (if needed) 10:00 a.m.

Approved:

Clay Corley, Superintendent



# **DESOTO PARISH SCHOOLS ACCEPTABLE USE POLICY FOR STUDENTS FOR COMPUTER USE, INTERNET SAFETY, AND DISTRICT NETWORK**

## **Introduction:**

The DeSoto Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Any usage of computers not in accordance with district regulations and procedures shall subject the user to appropriate disciplinary action up to and including termination. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials

or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers for legitimate scientific or educational purposes approved by the Board.

## **Internet Usage**

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary actions. The DeSoto Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Accordingly, regulations for participation by anyone on the Internet will include, but are not limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. Photographs, personal addresses, personal phone numbers, last names or any other personal information will not be disseminated/distributed in student use of the Internet.
3. Illegal activities, including copyright or contract violations shall not be permitted.
4. The Internet shall not be used for financial or commercial gain.
5. Threatening, profane, or abusive language/messages shall be forbidden. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.
6. Activities shall not be allowed which may damage equipment or interrupt any networking system. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
7. Users are not permitted to download, upload, or create, a computer virus on the Internet or any networking system.
8. Resources offered by the Internet and paid for by the School Board may not be willfully wasted.
9. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
10. Sending or posting anonymous messages shall be forbidden.
11. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
12. When a security problem is detected, it shall be reported immediately to the teacher, the school technology coordinator and the principal. The problem shall not be demonstrated to other users.
13. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.
14. Students may have their pictures/videos posted on the official school web site or used relative to any educational matter. Last names will not be used. School group names or classes may be used.

## **Safety and security of users when using electronic mail, chat or other direct communications**

Student e-mail accounts may be issued by DeSoto Parish School Board. Additionally, two-way, real-time electronic communication technologies such as Internet-based instant messaging and Internet chat will not be allowed within the District.

Furthermore, the participation by users in asynchronous electronic forums or bulletin boards that are not exclusively of educational nature is prohibited. The School Board may suspend or terminate any privilege to use the Internet at any time solely at the School Board's discretion. Any policies and/or regulations of the School Board defining use of the Internet serve as guidelines but do not warrant or guarantee access to or use of the Internet. Consequently, the School Board may, at any time and in its sole discretion, end the privilege of any individual to use the Internet without notice, cause, or reason.

### **Internet Protection**

A *technology protection measure* is hardware and/or software technology that restricts or filters access to specific areas or sites on the Internet. It provides a measure of protection against access by minors or adults to Internet resources that are obscene, contain child pornography, contain material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment. While the Internet filter is very effective in blocking inappropriate content, the Internet is a rapidly expanding resource and no filtering or blocking technology is 100% effective. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

As a matter of policy, all Internet access from within DeSoto Parish School District will be filtered. There is no exception to this policy. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. If a person feels an Internet site has been blocked in error, an online written request from the school or central office department head must be submitted to the Technology Department who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Technology Department will make a recommendation to the Superintendent or designee for a final decision.

### **ACCOUNTABILITY**

Student use of school computers or the Internet shall be reserved for academic purposes and the conducting of business aspects of the school system. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This includes but is not limited to:

- Equipment damage
- Use of unauthorized software
- Privacy and copyrights
- Accessing obscene or objectionable materials
- Sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language
- Any action that is deemed inappropriate by the supervisory personnel

Student or class files on the network shall be treated as district property subject to control and inspection by School Board personnel. Access codes or passwords shall be kept on file by the principal or his/her designee in case an inspection is warranted. Use of the Internet and/or any computers shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use district computers or the Internet.

All web pages or electronic publications created by any organization, staff, student, or other person that are housed on the District's computer systems shall be subject to treatment as district-sponsored publications. Therefore, the district reserves the right to exercise editorial control over the content of these web pages or publications. Only content that supports the administrative, instructional, or other legitimate mission of the school or department will be allowed on District web sites. Additionally, no web page that represents any school, department, organization, or person of the DeSoto Parish School Board may be published on a web server that is outside of the District network without written permission of the Superintendent.

District sponsored web sites may contain links to web sites that are outside of the District site. While district personnel will make every reasonable effort to research links for appropriateness, these third party sites are not under the control of the District and the DeSoto Parish School District is not responsible for the contents of any linked site, any link contained within the linked site, or any changes or update to the linked site that may change its appropriateness. These links are provided as a convenience to users and their inclusion does not imply endorsement of these sites by DeSoto Parish School Board.

Games and other software that is not of specific educational or administrative nature should not be placed on any District computer. All software that is installed on District computers must be for a specific educational or administrative purpose. Acceptable educational games must be primarily marketed for instructional purposes. Educational software must address a benchmark, standard, or lesson plan. Excluded from this are programs that are packaged with computer operating systems, utility programs such as anti-virus software, or utility software that enhances access to a computer's resources such as

multimedia utility software. If there is a question about the appropriateness of particular software title, a request in writing should be made to the Technology Department.

### **UNAUTHORIZED AND ILLEGAL USE**

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the district's internal network that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the district's computer system shall not be used for commercial, political or religious purposes. Use of the network for any illegal activities shall also be prohibited. Illegal activities shall include but not be limited to

- tampering with computer hardware or software,
- unauthorized entry into computers and files,
- knowledgeable vandalism or destruction of equipment, and
- deletion of computer files.

*Such activities may be considered crimes under state and federal law.*

### **COPYRIGHTS**

All students must adhere to the Copyright Law of the United States (17 U.S.C. '101-810) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and will assume all liability and responsibility.

### **VANDALISM**

Vandalism will result in cancellation of privileges or other disciplinary action, up to and including termination. *Vandalism* is defined as any attempted or actual harm or destruction of the data of another user or other networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts to tamper with any programs, applications, files, etc.

*Revised May 2010*

# DeSoto Parish School Board

## Technology Device Loan Agreement

This agreement is intended for any student, and their parent(s) / guardian(s), who is issued a school-owned device. This agreement includes the rules and expectations regarding device usage and responsibilities that come with borrowing a school-owned device.

### Return of Device(s)

- This device(s) is being loaned for the student's use exclusively for school use. This device(s) is the property of the DeSoto Parish School Board and must be returned when instructed.
- It is understood that the intentional failure to return the computing device(s) to the school under some circumstances may constitute theft of district property and result in a replacement fee/fine.

### CARE AND MAINTENANCE

- The student/family is responsible for the daily care and maintenance of the device(s). Any damage or theft must be reported to the school or school system within one school day to ensure work can continue.
- Do not attempt to remove, add, or change the physical structure of the device(s), including keys, memory, battery, screen, charger, ID labels, etc.
- Always carry the device(s) carefully. Do not store items on top of the device(s) and keep it in a safe place when not in use.
- The student should always bring the device(s) charged and ready for use with them to school each day.

### USAGE GUIDELINES

In general, all students are expected to use good judgment and common sense; be safe, appropriate, careful and kind online; not attempt to get around technological protection measures; and ask an adult if they need help.

#### ***Students must:***

- Use the device(s) provided only to access learning activities.
- Follow the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Treat this device(s) carefully and report any problem immediately.
- If equipment is stolen, a police report must be filed.
- Alert a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of the student and others.
- Help to protect the security of school resources.

#### ***Students must not:***

- Attempt to bypass the school's Internet filter or other safety measures.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action. In some cases, cyberbullying can be a crime.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Alter a school's device hardware or installed software.

## PERSONAL SAFETY AND PRIVACY

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings risks and should carefully safeguard their and others' personal information
- Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

## LIMITATION OF LIABILITY

The DeSoto Parish School Board will not be responsible for damage or harm to persons, files, data, or hardware. Device(s) employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness. The DeSoto Parish School Board will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device(s) or the school network.

This agreement ends upon the student's withdrawal from current school or upon the request of the school principal or other school representative, whichever occurs first, and when the device(s) is returned in good working order or replacement fees paid.

By my signature below, I acknowledge I have read the forgoing agreement and agree to be bound by the terms and conditions set forth therein.

\_\_\_\_\_/\_\_\_\_\_  
Parent/guardian's Signature / Date

\_\_\_\_\_  
School Attending

\_\_\_\_\_/\_\_\_\_\_  
Student's Signature / Date

\_\_\_\_\_  
Student's Printed Name

## **ACCIDENTS AND SCHOOL INSURANCE**

When a student is involved in an accident at school during school or at a school related function, he/she should report the accident to the teacher. The teacher should then notify the principal. **The school is not responsible for expenses incurred in providing emergency help, such as ambulance fees.**

Insurance is available to all students. A packet will be provided to each student in his/her homeroom, describing the insurance programs available and detailing costs. This insurance is optional.

## **ALCOHOL AND DRUG USE BY STUDENTS**

It shall be the policy of the Board to take positive action aimed at preventing the use of behavior affecting substances through education, counseling, parental engagement, and medical and law enforcement referrals in the handling of incidents in the schools involving the possession, sale, use, and/or being under the influence of behavior affecting substances. The DeSoto Parish School Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in one's possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages or intoxicating substances, including look alike drugs, marijuana, or other controlled substances as defined by state statues. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol and other controlled substances. This prohibition includes prescription and over-the-counter medications except in accordance with the administering medication policy.

Any violation of state or federal criminal laws committed on school property shall be prosecuted as provided by law. All school personnel shall report all drug violators to the principal, who shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecuting of such charges.

The principal shall immediately notify by telephone the parents of any student found to be in violation of this policy. If a parent cannot be reached by phone, the principal shall notify parents by letter sent within twenty-four hours of the incident.

The Board authorizes the principal of each school to automatically suspend and recommend expulsion for any student being under the influence of alcohol and/or drugs on school property, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours. "Use" and/or "under the influence" means a student has smoked, ingested, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is **detectable** by the student's actions, breathe, speech, and/or physical evidence.

## **DIRECTORY INFORMATION**

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory Information that has been designated by the School Board include the student's name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. A parent or eligible student may refuse to allow the School Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory information.

## **BULLYING AND HARASSMENT**

The DeSoto Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, the School Board prohibits and shall not tolerate bullying or harassment on school property, at a school-sponsored or school-related activity or function, on any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from school or any school-sponsored activity or event, or otherwise in a manner or by a method which operates to disrupt the educational process.

The DeSoto Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, including all academic, extra-curricular and school-sponsored activities. Equal educational opportunity is a priority for all students and harassment of any kind is strictly prohibited.

Any student who believes he or she has been subjected to harassment or a hostile environment based on race, color, national origin, sex, disability, or age has the right to report any such incident(s) and to have the alleged harassment or hostile environment investigated. The school board is committed to conducting a prompt investigation of formal and informal complaints of harassment. Any student found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color, national origin, sex, disability, or age will be appropriately disciplined, which may include suspension or expulsion. The DeSoto Parish School Board encourages students, parents, and district staff to work together to prevent acts of harassment of any kind.

The DeSoto Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations applicable to this agency. The School Board will not tolerate acts of harassment, including but not limited to acts of harassment based on race, color, or national origin pursuant to Title VI of the Civil Rights Act of 1964. The following person has been designated to handle inquiries regarding non-discrimination policies:

Darrell L. Hampton, Ph.D. ~ Director of Student Services  
DeSoto Parish School Board Office  
(318) 872-1198  
523 Oxford Road  
Mansfield, LA 71052  
Email: [darrell.hampton@desotopsb.com](mailto:darrell.hampton@desotopsb.com)

## **CLOSED CAMPUS**

In order to comply with federal, state, and local regulations governing total operations of each school site, the DeSoto Parish School Board has decreed that all schools in DeSoto Parish is a “closed campus.” Neither students, staff, nor teachers shall leave the campus after arrival in the morning until school is dismissed in the afternoon. Students can be checked out only by parent/guardian in person. Faculty and staff must receive approval from the principal to leave campus for any reason.

## **EMERGENCY CARE**

In the event a student requires emergency care, all pertinent health issues/concerns on file for the student will be provided to the Emergency Personnel. In addition, individual child-specific health assistance plans may be shared with the student’s direct school staff to provide a safe environment regarding the student’s health issues/concerns in the school setting.

## **EMERGENCY CLOSING OF SCHOOLS**

The Board authorizes the Superintendent/designee to close any and all schools when prevailing or potential hazards threaten the safety and well-being of students, staff, or school property. Whenever practical, the Superintendent makes the decision to close school(s) after consulting with appropriate community agencies. Announcements and news releases to the media concerning such closing(s) are made by the Superintendent/designee.

In the event of any early closure, bus students will be bused home. Students that arrive at school by car will contact their parents by phone to arrange to be picked up.

## **EMERGENCY DRILLS**

Special drill activities are planned by the principal and faculty of each school to ensure the orderly movement/evacuation of students and staff to the safest area, in the event of an emergency. Students and staff are informed of escape routes. A map is displayed in each room specifying the routes and procedures for evacuating the building.

## **EVACUATION OF SCHOOLS**

The DeSoto Parish School Board provides a comprehensive plan for evacuation of schools in the event of a disaster. Disaster may come in many forms such as chemical spills, bomb threats, and/or a state of National Emergency. In cooperation with the local police and fire departments, 911 Call Center, and the DeSoto Office of Emergency Preparedness, the plan includes all centers and schools located in DeSoto Parish.

All Principals and Center Directors are responsible for informing their teachers and staff of the details and procedures of the evacuation plans. A map and details of the evacuation plan are kept in the office of the Principal and/or Student Services Supervisor, and a copy is given to the law enforcement officer that arrives for the escort of the evacuation. Also, the administrator assigned to the lead bus will have on board a copy of the plan.

## **(FERPA) FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records. FERPA applies to any public or private elementary, secondary, or post-secondary school and any state or local education agency that receives funds under an applicable program of the US Department of Education. The Act serves two primary purposes. It gives parents or eligible students more control over their educational records, and it prohibits educational institutions from disclosing “personally identifiable information in education records” without the written consent of an eligible student, or if the student is a minor, the student’s parents (20 U.S.C.S. § 1232g(b)). An eligible student is one who has reached age 18 or attends a school beyond the high school level.

### **Parents’ or Eligible Students’ Rights**

Parents or eligible students have the right to take the following actions:

- Inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the original records (e.g., they live far away).
- Request that a school correct records they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Halt the release of personally identifiable information.
- Obtain a copy of the institution’s policy concerning access to educational records.

Schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. Schools that fail to comply with FERPA risk losing federal funding. Because parochial and private schools at the elementary and secondary levels generally do not receive funding under any program administered by the US Department of Education, they are not subject to FERPA. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA.

### **Permitted Disclosures**

FERPA allows schools to disclose information from a student’s education record, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for, or on behalf of, the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully issued subpoena

For more information, visit the United States Department of Education [FERPA website.external icon](#)  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

# DE SOTO PARISH SCHOOL BOARD-CHILD NUTRITION PROGRAMS

## 2021/2022 STUDENT/PARENT INFORMATION

The Desoto Parish School System offers appealing Breakfast and Lunch Meals to every student, at every school daily. Our overall mission, as a department, is to provide nutritious high-quality to students. Visit us on line at [www.desotopsb.com](http://www.desotopsb.com); select Child Nutrition Programs for information on Nutrition Education, Monthly Parent Nutrition Newsletters and School Menus.

### General Information

#### Community Eligibility Provision

The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. The Community Eligibility Provision (CEP) will be implemented at all schools during the 2021-2022 School Year. ***All students will be eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2021-2022 School Year. No further action is required of you.***

#### School Meals

All meals served meet meal patterns established by the U.S. Department of Agriculture (USDA) & the Louisiana Department of Education-Division of Nutrition (LDOE).

The National School Lunch and School Breakfast Program are regulated by the United States Department of Agriculture. A complete “reimbursable meal”, meeting nutrient content and portion size requirements, allows a DPSB to receive federal funding for SBP & NSLP meals served. Since meals served must comply with Federal guidelines this is referred to as a “a reimbursable meal.”

The menus planned provide a variety of foods within the meal components to ensure meals meet the nutrition needs of students.

The following are school meal components:

- Milk (fat-free or 1%, flavored milk or unflavored)
- Meat/Meat Alternate
- Bread/Grains
- Fruit\*
- Vegetables\*

\*Students are required to take ½ cup of a fruit or vegetable to make a meal at breakfast and lunch.

### Special Diets

#### Diet Prescriptions

Meal service to students with special dietary needs is provided to all school sites. Federal and State Regulations require a completed, current Diet Prescription Form for any type of change/substitution to the posted menus.

Nonetheless, if a Physician has determined there is a special dietary need or a condition that prevents a student from eating the regular school meal, the school will make any substitutions prescribed by a Physician. There will be no extra charge for the meal. Please contact Child Nutrition Office, if you have additional questions or concern. The current school year Diet Prescription Form from for meals at school is available on the district website:

### Adult Meals

All Reimbursable Breakfast and Lunch meals will be offered at no cost to students ONLY. All Adults, School Employees, and/or Visitors must pay for meals or a la carte items. Below are the meal prices for employees and visitors. This information is updated annually and as required by LDOE. If you have questions, please contact us at (318) 872-4115 or the CNP manager at the school where your child attends.

### **Meal Prices for Employees and Visitors**

	Employees	Visitors
Breakfast	1.50	3.50
Lunch	3.00	6.75

### **Access On-Line Meal Information System**

Go to DeSoto Parish School Board Web Page. Click on <https://www.myschoolbucks.com/>. Follow the instructions to access your account or register for an account. The site allows you to view your child's meal information and make deposits for the purchase of extra items.

### **Refunds at the End of the Year**

The computer software, used by school food service at each school, tracks payments and deductions for items purchased. Cash payments and check numbers are recorded. At the end of the school year, parents may receive a refund of unused money from the student's account by requesting it from the cafeteria manager prior to the last day of school.

### **USDA Nondiscrimination Statement and Complaint Information for Child Nutrition Programs**

The USDA Food & Nutrition Services assistance programs, State or local agencies, and their sub-recipients must post the following nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

**If the material is too small to permit the full statement to be included, the material will, at a minimum, include the following statement in print size no smaller than the text below:**

This institution is an equal opportunity provider.

## DESOTO PARISH GRADING POLICY

The grading policy is governed by the DeSoto Parish Working Outline.

K-3 will record grades based on the Standards Based Proficiency Report provided by the district. Reporting levels are:

<b>Key for Performance Levels</b>		
4	Exemplary	In addition to score 3.0 performance, the student demonstrates in-depth inferences and applications or is performing beyond grade level.
<b>3</b>	<b>Proficient</b>	<b>Student consistently demonstrates an understanding of concepts, skills and processes of the grade level standard. (Independently/Without Support)</b>
2	Developing	Student demonstrates understanding of vocabulary and basic skills of the standard, but is not yet consistent in all of the concepts, skills, and processes at the grade level standard.
1	Emerging	Student does not demonstrate understanding or has partial understanding of concepts, skills and processes of the grade level standard.
NA	Not assessed	Not assessed this reporting period.
Note: The goal is for all students to reach Level 3 (Proficient) by the end of the year. If a student reaches Level 3 (Proficient) prior to the end of the year, Level 4 (Exemplary) concepts, skills and processes should be made available through instruction.		

Grades 4-12 will use the following grading scale to determine alpha/numeric grades:

A = 93 – 100	85 – 100 = S (Satisfactory)
B = 85 – 92	67 – 84 = N (Needs Improvement)
C = 75 – 84	Below 67 = U (Unsatisfactory)
D = 67 – 74	
F = 66 and below	

Numeric grades are to be used for all subjects in grades 4-12 with the following exceptions:

- a. Health & PE grades will be recorded as: S, N, or U in grades 4 – 5 and as a numeric grade in grades 6-12.
- b. Fifth grade band students shall be given S, N, and U for the first semester, then alpha grades for the second semester. Grade 6-12 band students shall be given numeric grades

## ELITE SCHOLARS

To qualify as a DeSoto Parish Elite Scholar the following will be criteria used:

Elite Scholars must earn a minimum of 3 points from the following criteria for their declared diploma pathway by January of the senior year.

TOPS University Diploma		TOPS Tech Jump Start Diploma	
Criteria	Point Value	Criteria	Point Value
AP Exam Score: 3 or higher	2	Advanced State-Wide IBC <b>OR</b> 2 State-Wide IBCs	2
CLEP Exam Score: 50 or higher	2	Platinum Work Keys Score *or ACT of 25+	2
ACT Score: 25 or higher	2	Dual Enrollment Credit Hours: 6 or higher	1
Dual Enrollment Credit Hours: 12 or more	1	Grade Point Average: 3.75 or higher	1
Grade Point Average: 3.75 or higher	1		

### Grade Classification (by Carnegie units required)

Year of High School	Classification	Credit Requirement
1 <sup>st</sup>	9 <sup>th</sup> grade	
2 <sup>nd</sup>	10 <sup>th</sup> grade	Unless fewer than 6 credits
3 <sup>rd</sup>	11 <sup>th</sup> grade	Unless fewer than 12 credits
4 <sup>th</sup>	12 <sup>th</sup> grade	Unless fewer than 18 credits

## EARLY GRADUATION

Students beginning their 3<sup>rd</sup> year of high school who plan to complete all graduation requirements prior to the end of the spring semester may request through the counseling department a mentoring appointment to discuss Early Graduation options and processes.

<b>ACT Exam Dates &amp; Registration Information</b>		
<b>Test Date</b>	<b>Deadline</b>	<b>Late Deadline</b>
Sept 11, 2021	August 6, 2021	Aug 20, 2021
Oct 23, 2021	Sept 17, 2021	Oct 1, 2021
Dec 11, 2021	Nov 5, 2021	Nov 19, 2021
Feb 12, 2022	Jan 7, 2022	Jan 21, 2022
Mar 8-10, 15-17, 2022	No registration	State administered
Apr 2, 2022	Feb 25, 2022	Mar 11, 2022
June 11, 2022	May 6, 2022	May 20, 2022
July 16, 2022	June 17, 2022	June 24, 2022

<b>2022 AP EXAM SCHEDULE</b>		
<b>WEEK 1</b>	<b>MORNING 8 A.M.</b>	<b>AFTERNOON 12 NOON</b>
Monday, May 2, 2022	United States Government & Politics	Chemistry
Tuesday, May 3, 2022	Environmental Science	PSYCHOLOGY
Wednesday, May 4, 2022	English Literature and Composition	
Thursday, May 5, 2022	Human Geography	Statistics
Friday, May 6, 2022	United States History	
<b>WEEK 2</b>	<b>MORNING 8 A.M.</b>	<b>AFTERNOON 12 NOON</b>
Monday, May 9, 2022	Calculus	Computer Science Principles
Tuesday, May 10, 2022	English Language & Composition	
Wednesday, May 11, 2022		Biology
Thursday, May 12, 2022		
Friday, May 13, 2022		

## **DESOTO PARISH HOMELESS PLAN**

It is the policy of the DeSoto Parish School Board to assure that each child or youth residing within its jurisdiction has access to the same, free appropriate public education on the same basis as children and youth with established residences.

**Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines homeless as follows:**

The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

We provide services to children and youth living in homeless and domestic violence shelters, motels, campgrounds, cars, those living with family or friends, those living on the streets or in substandard housing and runaway/throwaway youth (unaccompanied youth).

Whether to provide enrollment assistance, school supplies, tutorial services or enrichment activities are based on educational principles. All educational programs are designed to have the common purpose of contributing to the positive physical, emotional, social and academic growth of each child.

The Title I program provides services to all homeless children and youth attending school in DeSoto Parish. The parish has policies that could be considered barriers for homeless children to access school services. All students identified as experiencing homelessness are given equal and full access to school enrollment and equal opportunity to succeed in DeSoto Parish schools.

Public notice of the educational rights of students is disseminated to all schools in the form of posters and brochures. In addition, school personnel, homeless shelters and community agencies working with the homeless population are in-serviced on the educational rights of homeless students and receive awareness materials explaining these educational rights.

DeSoto parish ensures that homeless children and youth are identified by school personnel and through coordination with other entities and agencies. We have a designated staff person as the liaison for homeless students. Through awareness in-services and materials, the parish homeless liaison keeps schools and programs aware of the definition of homeless children and youth and the procedures for identifying and providing

assistance to homeless students. The parish ensures that school personnel, service providers and advocates who work with families in homeless situations know the duties of the homeless liaison.

Homeless students are given immediate access to school even when required documentation such as school records, medical records, proof of residency or any other document required by this parish is not readily available at the time of initial enrollment. Children are enrolled based on the area in which they are presently living or in their school of origin. School of origin is defined as the school that the child or youth attended when permanently housed or the school in which the student was last enrolled. Students are permitted to remain in school of origin when feasible, unless it is against the parent or guardian's wishes. Students remain in the school of origin for the duration of their homelessness or until the end of the academic year in which they move into permanent housing. The parish will provide transportation to the school of origin when possible, at the request of the parent or guardian or the district homeless liaison in the case of unaccompanied youth.

Any school in the parish that disputes the enrollment of a homeless student, must provide a written explanation of its decision and the right to appeal if a student is sent to a school other than that requested by the parent or guardian, or, in the case of an unaccompanied youth, at the request of the homeless liaison. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

If the homeless child or youth needs to obtain immunizations, medical records, the school obtains the necessary documents. If the school cannot get necessary records, they may notify the homeless liaison for assistance. In the interim, the student is enrolled in school.

Each homeless student in DeSoto parish is provided with services comparable to services offered to other students in the school selected, including transportation, educational services for which the student meets the eligibility criteria including Title I, preschool programs, educational programs for children with disabilities, students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

DeSoto parish informs parents or guardians of the educational and related opportunities available to their children. The parish also provides meaningful opportunities for the parents to participate in the education of their children.

If you have questions regarding our homeless program, please contact our office at 872-1198.

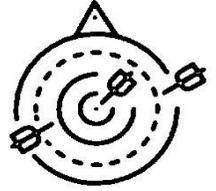
## **HOMELESS INFORMATION**

IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. If you believe your children may be eligible, contact the local liaison at (318) 872-1198 to find out what services and supports may be available.

# ATTENTION PARENTS: IMPORTANT INFORMATION ABOUT INTERNET SAFETY FOR YOUR CHILD



As access to technology and the Internet continues to grow, children are increasingly interacting with strangers online, accessing Internet pornography, and experiencing cyberbullying. This is extremely dangerous. Most parents routinely warn their children not to talk to strangers, but did you know that many video games have chat features that allow your child to converse and share images with strangers? Children may think they're playing with other children, but the person on the other computer could be anyone.

Children also have greater access to pornography, particularly on the Internet, than ever before. Research has shown that pornography can harm children for many years through adulthood. The effects of pornography can be addicting, traumatizing, and lead to unhealthy or abusive sexual relationships as children grow up.

Cyberbullying also becomes a real issue as children begin using social media. Louisiana state law defines cyberbullying as "the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen", and also includes sexually charged content such as revealing photos and messaging of a sexual nature. Louisiana has enacted strong laws to address bullying and cyberbullying by public school students (R.S. 17:416.13, Act 369 of the 2018 Regular Session, R.S. 17:100.7).

## WHAT CAN PARENTS DO?



**KNOW** what technology your child uses and how it works. Does the device connect to the Internet? Does game or app allow for online upgrades or purchases, or include a chat feature or multiple players? Is your child required to have an account to play the game or use the app that will include their personal information?



**MONITOR** how your child uses technology and restrict the time they spend on the Internet by establishing ground rules. If your child interacts with strangers or accesses inappropriate material online, talk to them about the dangers of doing so and take steps to prevent it from happening again.



**TALK** regularly with your child about how he/she uses technology and how to do so safely. Tell your child what to do if contacted by a stranger, if inappropriate materials are accessed, or if your child feels bullied. Tell your child to never share personal information or photos with stranger, and encourage open communication so that he/she feels comfortable coming to you with questions or concerns.

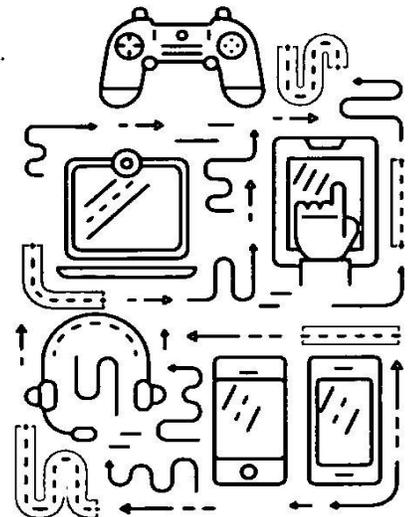


**REPORT** any suspicious communications to the police and speak with school administrators about possible cyberbullying so that action can be taken.

## WHAT RESOURCES CAN HELP?

There are many resources to support parents in protecting their child from dangerous online content and communications, including:

- [NetSmartz.org](http://NetSmartz.org) offers information, tips, and advice for parents and educators on safe technology use.
- [Louisianabelieves.com](http://Louisianabelieves.com), the Louisiana Department of Education's website, contains information and procedures to follow in the event that your child is experiencing bullying. (Type "bullying" in the search box.)
- [Stopbullying.gov](http://Stopbullying.gov) offers tips on how to identify and safely stand up to bullying
- [www.fbi.gov/resources/parents](http://www.fbi.gov/resources/parents). FBI resources for parents that address cyberbullying, advice for kids, social networking sites, child sexual exploitation, missing children, and more.
- Free Internet filters you can install at home: [cleanbrowsing.org](http://cleanbrowsing.org), OpenDNS Family shield (<https://www.opendns.com/home-internet-security/>), K9 Web Protection (<http://www.k9webprotection.com/>), and Windows Live Family Safety ([account.microsoft.com/family](http://account.microsoft.com/family)).



**DEPARTMENT of  
EDUCATION**  
Louisiana Believes

## **ESSA PARENTS' RIGHT TO KNOW**

### ***(SECTION 1112(E)(1)(A-B))***

**Qualifications:** At the beginning of each school year, a Local Educational Agency (LEA) that receives Title I funds must notify parents of each student attending any Title I school that the parent may request, and the agency will provide the parents upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

- Whether the teacher has met State qualifications for grade levels and subject areas in which the teacher provides instructions;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessional and if so their qualifications.

**Additional Information:** A school that receives Title I funds must provide to each individual parent:

- Information on the level of achievement and academic growth the child, if applicable, has made on each of the State academic assessments required under this part; and
- Timely notice that the parent's child has been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet the applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

### ***SECTION 1112(E) (2)(A-B)***

**Testing Transparency:** At the beginning of each year, a Local Educational Agency (LEA) that receives Title I funds shall notify parents of each student attending any school receiving funds may request (and in a timely manner), information regarding any State or local educational agency regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

**Additional Information:** Each LEA that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the LEA's website and, where practicable, of each grade served by the LEA, information on each assessment required by the State, and where the information is available and feasible to report, and assessments required districtwide by the LEA including:

- The subject matter assessed
- The purpose for which the assessment is designed and used
- The source of the requirement for the assessment; and
- Where such information is available\_
  - The amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - The time and format for disseminating results.

**Format:** The notice and information provided to parents under this section shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parent can understand.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 years of age (“eligible students”) certain rights regarding conducting of surveys, collections and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (**protected information survey**) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - a. Political affiliations or beliefs of the student or student’s parents.
  - b. Mental or psychological problems of the student or student’s family.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - e. Critical appraisals of others with whom respondents have close family relationships.
  - f. Legally recognized privileged relationships, such as wit lawyers, doctors, or ministers.
  - g. Religious practices, affiliations, or beliefs of the student or parents.
  - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - a. Any other **protected information survey**, regardless of funding.
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, and any physical exam or screening permitted or required under State law.
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
  - a. Protected information surveys of students.
  - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
  - c. Instructional material used as part of the educational curriculum.

**Parents/eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U. S. Department of Education.**

## **STUDENT CHECKOUT**

Students are not allowed to check themselves out of school. To check a student out, parents must come to school and sign them out or send a note to be approved by administration. This note should be verified with a phone call from administration to the parent. The note should have parent signature and reason for checking out.

## **STUDENT ENROLLMENT**

Students entering DeSoto Parish School system must provide the following:

- Online Registration Information
- Birth Certificate
- Proof of legal guardianship if not natural parents
- Current LA Health Certificate
- Social Security Card
- 3 proofs of residency:
  - one being a valid official LA identification
  - two being utility bills (with one being an electric bill)
- Copy of school records

## **STUDENT PAYMENT FOR CERTAIN EQUIPMENT AND SUPPLIES**

Fees for equipment and supplies are determined by individual schools. The school principal may be contacted about fees assessed at each school. Students are responsible for paying the fees established by the school. Students are responsible for every textbook issued to them. If a textbook is lost or damaged, the student pays the replacement cost of the book. Students are also responsible for payment for lost or damaged library books, media, and equipment.

## **STUDENT PARTICIPATION IN GRADUATION/ACADEMIC/EXTRACURRICULAR ACTIVITY**

Participation in graduation exercises or any other academic or extracurricular activity is a privilege. The principal has the right to restrict participation or not grant participation out right if the student's behavior or actions will have a negative impact on the school or event. This includes behavior that may have occurred at both school sponsored and non-sponsored activities and events.

## **STUDENT USE OF TOBACCO**

Students are not permitted to possess tobacco/tobacco products or to smoke on school property during the school day, at school activities held after school hours, or when riding school buses to/from school. Parental permission to smoke does not exempt a student from this policy. Students who violate the policy are suspended. This includes e-cigarettes and vapor smoke. Students who violate the policy are suspended.

## **WEAPONS**

The Board authorizes the principal of each school to automatically suspend and recommend expulsion for any student found in possession of a dangerous weapon on school property, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours. **A dangerous weapon is any gas, liquid or other substance or instrument that, in the manner used, is likely to produce death or great bodily harm. All vehicles located on school property are subject to search by school officials under the “special needs” doctrine. The basis for this search shall be reasonable suspicion.**

## **MEDICATION IN SCHOOL**

Dear Parent/Guardian:

We would like to inform you of the guidelines that have been put into place to ensure the health and safety of children needing medicines during school hours.

School medication orders shall be limited to medications which **CANNOT** be given before or after school hours.

The parent/guardian who wishes to have medication administered to his/her student shall provide the following:

1. **Parent Consent Form** – signed by the parent/guardian.
2. **Medication Order Form** – This must be completed and signed by a Louisiana or adjacent state licensed physician or dentist. Dosage changes must be in writing from the doctor. Orders must be renewed at the beginning of each academic year and with any dosage or medication change during the academic/school year.
3. **Arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist.** Please ask the pharmacist to provide separate bottles for school and home use. The correct dosage should be provided by the pharmacist so that the tablets do not have to be broken or crushed. No more than a 25-day supply of medicine should be delivered to the school. **Medication must be delivered to the school by an adult. Do Not Send Medication To School With Your Child.**

All aerosol medication (inhalers) should be delivered to the school in pre-measured dosage with the pharmacy label.

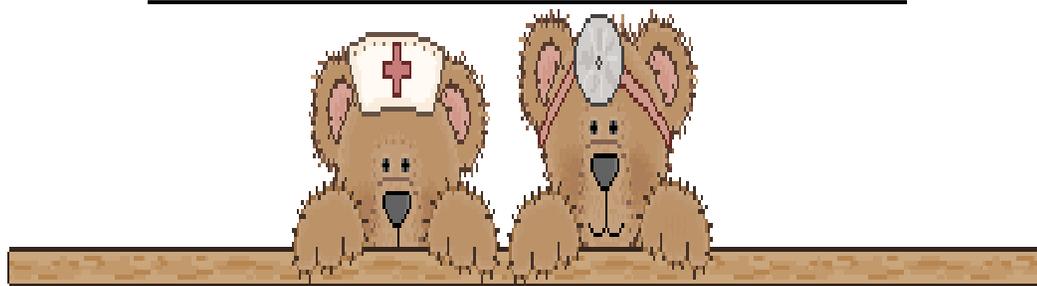
It is required that the first dose of any new medication be given at home. Adequate time, (one week), must be allowed for the parent to observe the child for possible reactions to the medication before it can be administered at school.

Medication forms may be obtained from your school office or the school nurse. After all forms are complete, **please make an appointment to meet with the school nurse**, prior to bringing medication to school. Medication **will not** be administered until a health plan and an authorization plan have been completed by the parent and nurse.

All medication that is not picked up from school a week after school closes for the summer will be destroyed.

Thank you for your cooperation. If you have any questions, please contact the nurse at your child's school.

## GUIDELINES FOR SCHOOL ATTENDANCE



Dear Parents,

The school has a responsibility to maintain a healthy environment for **all students**. School attendance is important; however, sending sick children to school promotes the spread of infections.

Here are some guidelines to consider when deciding whether your child should attend school.

1. **FEVER** is a sign of illness or infection. If your child has a temperature of 100\* or above, he/she **should remain at home. Children must be free of fever for 24 hours without fever medication before returning to school.** Evidence of infection – red, sore throat, swollen glands, drainage of pus, or green/yellow nasal discharge – please keep your child at home.
2. **VOMITING and DIARRHEA are often contagious.** Your child should be watched closely for dehydration and/or bloody stools. **Children must be free of diarrhea and vomiting for 24 hours before returning to school.**
3. Children often have runny noses and coughs during cold and allergy seasons. These should be watched carefully. **Your child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough and/or thick green or yellow nasal discharge. If these symptoms persist, a doctor should be consulted.**
4. **ASTHMA** is a chronic inflammatory lung disease characterized by recurrent attacks of breathing problems. Keep your children home and seek medical advice when they have a fever, signs of infection, wheezing which continues to increase one hour after medication is taken, they are too weak/tired to take part in routine daily activities or breathing is labored, irregular or rapid.
5. **PINKEYE** is contagious and must be treated. Symptoms include redness, itching, swelling, drainage and excessive matter upon awakening in the morning. (Eye lids may be “stuck” together). **Do not send student to school with these symptoms.** Student may return to school after being on medication for 24 hours, and if symptoms have disappeared.
6. **RINGWORM** is a fungal infection of the skin and may be spread from one child to the other. There are two types:
  - a) **RINGWORM OF THE SCALP** – the student must be seen by a doctor and be on medication for 24 hours before returning to school. A note from the doctor is required.  
**RINGWORM OF THE SKIN** may be treated with special over-the-counter medications.

7. **INJURIES**: When a student is hurt, minor injuries will be treated at the office by the school nurse/office staff. Some injuries may require parental attention; therefore, you may be notified by the school and asked to come assess the injury. For this reason, PLEASE be sure to keep all your information and numbers current. Inform your child's teacher or the office of changes immediately (in person with ID or by sending signed note with your child) as you are legally responsible for keeping the school updated with contact information.
8. **CHRONIC HEALTH CONDITIONS**: Parents are responsible for providing health documentation and updates for students with chronic health conditions to the school nurse at the beginning of each school year or upon entering the DeSoto Parish School system.

Thank you for helping us to keep your children healthy!



# HPV Vaccine for Preteens and Teens

Last updated JULY 2015

## Why does my child need HPV vaccine?

This vaccine is for protection from most of the cancers caused by human papillomavirus (HPV) infection. HPV is a very common virus that spreads between people when they have sexual contact with another person. About 14 million people, including teens, become infected with HPV each year. HPV infection can cause cervical, vaginal, and vulvar cancers in women and penile cancer in men. HPV can also cause anal cancer, throat cancer, and genital warts in both men and women.

## When should my child be vaccinated?

The HPV vaccine is recommended for preteen boys and girls at age 11 or 12 so they are protected before ever being exposed to the virus. HPV vaccine also produces a higher immune response in preteens than in older adolescents. If your teen hasn't gotten the vaccine yet, talk to their doctor about getting it for them as soon as possible.

HPV vaccination is a series of shots given over several months. The best way to remember to get your child all of the shots they need is to make an appointment for the remaining shots before you leave the doctor's office or clinic.

## What else should I know about HPV vaccine?

Girls need HPV vaccination to prevent HPV infections that can cause cancers of the anus, cervix, vagina, vulva, and the mouth/throat area. Boys need HPV vaccination to prevent HPV infections that can cause cancers of the anus, penis, and the mouth/throat area. HPV vaccination can also prevent genital warts.

HPV vaccines have been studied very carefully. These studies showed no serious safety concerns. Common, mild adverse events (side effects) reported during these studies include pain in the arm where the shot was given, fever, dizziness and nausea.

Some preteens and teens might faint after getting the HPV vaccine or any shot. Preteens and teens should sit or lie down when they get a shot and stay like that for about 15 minutes after the shot. This can help prevent fainting and any injury that could happen while fainting.

Serious side effects from the HPV vaccine are rare. It is important to tell the doctor or nurse if your child has any severe allergies, including an allergy to latex or yeast. HPV vaccine is not recommended for anyone who is pregnant.

HPV vaccination is recommended by the Centers for Disease Control and Prevention (CDC), the American Academy of Family Physicians, the American Academy of Pediatrics, and the Society for Adolescent Health and Medicine.

## How can I get help paying for these vaccines?

The Vaccines for Children (VFC) program provides vaccines for children ages 18 years and younger, who are not insured, Medicaid-eligible, American Indian or Alaska Native. You can find out more about the VFC program by going online to [www.cdc.gov](http://www.cdc.gov) and typing VFC in the search box.

## Where can I learn more?

For more information about HPV vaccines and the other vaccines for preteens and teens, talk to your child's doctor or nurse. More information is also available on CDC's Vaccines for Preteens and Teens website at [www.cdc.gov/vaccines/teens](http://www.cdc.gov/vaccines/teens).

DISTRIBUTED BY:



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

## Meningococcal ACWY Vaccines—MenACWY and MPSV4: *What You Need to Know*

Many Vaccine Information Statements are available in Spanish and other languages. See [www.imzmmine.org/vis](http://www.imzmmine.org/vis)

Hojas de Información Sobre Vacunas están disponibles en español y en muchos otros idiomas. Visite [www.imzmmine.org/vis](http://www.imzmmine.org/vis)

### 1 Why get vaccinated?

Meningococcal disease is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Meningococcal disease often occurs without warning—even among people who are otherwise healthy.

Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household.

There are at least 12 types of *N. meningitidis*, called “serogroups.” Serogroups A, B, C, W, and Y cause most meningococcal disease.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*
- People at risk because of an outbreak in their community

Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, amputations, nervous system problems, or severe scars from skin grafts.

Meningococcal ACWY vaccines can help prevent meningococcal disease caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available to help protect against serogroup B.

### 2 Meningococcal ACWY Vaccines

There are two kinds of meningococcal vaccines licensed by the Food and Drug Administration (FDA) for protection against serogroups A, C, W, and Y: meningococcal conjugate vaccine (MenACWY) and meningococcal polysaccharide vaccine (MPSV4).

Two doses of MenACWY are routinely recommended for adolescents 11 through 18 years old: the first dose at 11 or 12 years old, with a booster dose at age 16. Some adolescents, including those with HIV, should get additional doses. Ask your health care provider for more information.

In addition to routine vaccination for adolescents, MenACWY vaccine is also recommended for certain groups of people:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- Anyone whose spleen is damaged or has been removed
- Anyone with a rare immune system condition called “persistent complement component deficiency”
- Anyone taking a drug called eculizumab (also called Soliris®)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in dormitories
- U.S. military recruits

Children between 2 and 23 months old, and people with certain medical conditions need multiple doses for adequate protection. Ask your health care provider about the number and timing of doses, and the need for booster doses.

MenACWY is the preferred vaccine for people in these groups who are 2 months through 55 years old, have received MenACWY previously, or anticipate requiring multiple doses.

MPSV4 is recommended for adults older than 55 who anticipate requiring only a single dose (travelers, or during community outbreaks).



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

### 3 Some people should not get this vaccine

Tell the person who is giving you the vaccine:

- **If you have any severe, life-threatening allergies.**  
If you have ever had a life-threatening allergic reaction after a previous dose of meningococcal ACWY vaccine, or if you have a severe allergy to any part of this vaccine, you should not get this vaccine. Your provider can tell you about the vaccine's ingredients.

- **If you are pregnant or breastfeeding.**

There is not very much information about the potential risks of this vaccine for a pregnant woman or breastfeeding mother. It should be used during pregnancy only if clearly needed.

If you have a mild illness, such as a cold, you can probably get the vaccine today. If you are moderately or severely ill, you should probably wait until you recover. Your doctor can advise you.

### 4 Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of side effects. These are usually mild and go away on their own within a few days, but serious reactions are also possible.

As many as half of the people who get meningococcal ACWY vaccine have **mild problems** following vaccination, such as redness or soreness where the shot was given. If these problems occur, they usually last for 1 or 2 days. They are more common after MenACWY than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

**Problems that could happen after any injected vaccine:**

- People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
- Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
- Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: [www.cdc.gov/vaccinesafety/](http://www.cdc.gov/vaccinesafety/)

### 5 What if there is a serious reaction?

**What should I look for?**

- Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness—usually within a few minutes to a few hours after the vaccination.

**What should I do?**

- If you think it is a severe allergic reaction or other emergency that can't wait, call 9-1-1 and get to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the "Vaccine Adverse Event Reporting System" (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at [www.vaers.hhs.gov](http://www.vaers.hhs.gov), or by calling 1-800-822-7967.

*VAERS does not give medical advice.*

### 6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation). There is a time limit to file a claim for compensation.

### 7 How can I learn more?

- Ask your health care provider. He or she can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC's website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)

Vaccine Information Statement  
Meningococcal ACWY Vaccines

03/31/2016

42 U.S.C. § 300aa-26

Office Use Only



John Bel Edwards  
GOVERNOR



Rebekah E. Gee MD, MPH  
SECRETARY

**State of Louisiana**  
Louisiana Department of Health  
Office of Public Health

June 15, 2018

John White  
State Superintendent of Education  
Louisiana Department of Education  
1201 North Third Street  
Baton Rouge, LA 70802-5234

Dear Superintendent White,

Effective July 1, 2019, Louisiana law will require students entering 11<sup>th</sup> grade, or 16 years of age and entering any grade, to provide satisfactory evidence of current immunization meningococcal conjugate vaccine (MCV) against meningococcal disease as a condition of school entry. This requirement expands on the current requirement for students in 6<sup>th</sup> grade or that are 11 years of age.

This law originated from the passage House Bill No. 176, from the 2018 Regular Session by Representative Leger, which mandates this school entry requirement. Revised Statute 17:170 E continues to allow an exemption from this school entry requirement for medical reasons or written dissent.

Meningococcal vaccination is recommended for children at 11 and 16 years of age on the 2018-2019 Louisiana Immunization Schedule. The new requirement for two doses of the MCV will be added to the Schedule's section titled Louisiana State Law. Note that this requirement does not apply to the other meningitis vaccine, MenB.

This legislation requires the Louisiana Department of Education to notify each city, parish and other local school board, the governing authority of each nonpublic school system and the parent or legal guardian of students participating in an approved home study program.

The Louisiana Department of Health, Office of Public Health staff are available for further discussion of this legislative mandate.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebekah E. Gee".

Rebekah E. Gee, MD/MPH  
Secretary, Louisiana Department of Health

**DESOTO PARISH  
TRANSPORTATION DEPARTMENT  
Parent/Student Information**

Parents and Guardians:

Please discuss these bus passenger rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing **SAFE** and **EFFICIENT** Parish transportation.

Your child should understand that riding a school bus is a privilege, conditioned on appropriate, safe and respectful behavior. Disorderly conduct on the bus is a very real risk to the safe operation of a school bus.

Your cooperation in communicating this very important message would be most appreciated.

*Larry C. Hall Jr.  
Transportation Coordinator  
DeSoto Parish School Board*

**Bus Service Eligibility:**

Bus service is provided for all Elementary age students (grades PREK-5); Middle school age students (grades 6-8) and High school age students (grades 9-12).

In order to change their normal bus and/or stop (based on the child's provided HOME address), student's must present written permission signed by their parent/guardian to the principal's office in order to obtain a bus pass from the school office to present to the bus operator.

**Enroute to the Bus Stop:**

Parents/guardians are encouraged to review their child's walking route to the bus stop, advising about safety concerns, and chaperone their child at the stop while waiting for the bus. Operators are encouraged whenever possible, to leave the BACK 2 SEATS on both sides of the bus empty to protect student safety in the event of rear impact.

**Be Prompt:**

Please arrive at the assigned bus stop AT LEAST five (5) minutes prior to the scheduled bus arrival time. For safety, once bus doors are closed, operator may not be able to stop for late-arriving students.

**At the Bus Stop:**

While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could cause injury to themselves or others. Students are expected to respect the property of others. When the bus approaches, students must observe the instructions of the operator. This is particularly important in the winter months when slick road conditions exist.

**Boarding/Departing Bus:**

Students must wait for the bus to come to a complete stop before approaching the bus or leaving their seat. It may be necessary to cross the road to board/depart the bus. Students are expected to observe the operator's instructions and always cross in front of the bus with the aid of the flashing stop sign, lights and crossing arm. In this case make sure you **FOLLOW THE INSTRUCTIONS** of your bus operator to cross safely. Often times, they have a much better view from the operator's seat than the student has from the roadway.

**Items Not Allowed on the Bus:**

For reasons of safety and health; and in order to comply with state law and District policies, the following are not allowed on a school bus:

- Glass objects of any kind; (bottles, jars, etc.);
- Open containers of food, drink, etc.;

- Inflated balloons;
- Live animals, bugs, worms, etc.
- Plants, dirt, sand or other growing projects;
- Oversized objects or instruments that cannot fit safely in the seat with the student;
- Weapons of ANY kind (guns, knives, razor blades, lighters, etc.), real or toy;
- Sports equipment which could endanger others;
- Any item which cannot be transported safely in the seat with the student, or which creates a safety concern;
- Distractive electronic devices or trading cards.

Please arrange for your own transportation if any of the above items need to go to or from school.

### **Operator Authority:**

The operator has full authority over students on the bus, and will have assigned seats on the bus to assure student safety or order. If a student demonstrates inappropriate behavior, the parent will be contacted to assist the student to modify the behavior of concern.

### **Student Conduct:**

Being transported on a DeSoto Parish School bus is a privilege, not a right. The District must assure that proper conduct is maintained in all vehicles for the health, safety and welfare of all students. The responsibility for the proper conduct on the bus rests with the parents and students. Responsibility for the administration of the procedures listed below rests with the building principal to which the students are assigned. The operator is in complete charge of the bus.

Students who risk the safety of others or themselves may lose the privilege of riding the bus. Safe, respectful conduct is expected of all students to insure safety. Students being transported are expected to adhere to the following Code of Conduct & Safety:

Students Will:

- Arrive at the assigned bus stop approximately five (5) minutes prior to the scheduled bus arrival time.
- Wait to board the bus or leave their seat until the bus has come to a complete stop.
- Board and depart the bus in an orderly and safe manner – single file, with no running or pushing.
- Remain in their seats upon entering the bus and during the entire route until they are designated to depart by the bus operator.
- Ride only on their assigned bus – boarding and departing at their designated stop unless they have an approved bus pass from their school office.
- Maintain safe conditions within the bus at all times.
- Not extend hands, arms, etc. or objects out of the windows or door, or throw objects inside or from the bus.
- Not be allowed to use obscene or inappropriate language or any hurtful language directed at another student.
- Not be allowed to use electronic devices or radios that may be distracting to the operator.
- Not be allowed to transport large items that do not fit safely in the bus seat with them.
- Not be allowed to eat or drink on the bus.
- Obey the school bus operator at all times. In case of emergency, remain seated in the bus unless directed to do otherwise by the operator or individual in authority.
- **Be required to pay for damages or replacement if a student damages seats or other parts of the bus.**
- Not be allowed to transport live animals or other growing projects on the bus.

**The Parish reserves the right to establish any other rules and regulations that protect the health, safety and welfare of the students.**

If a student violates any of the above rules/regulations and loses their bus privilege, the student or his/her parents/guardians will be responsible for transportation to and from school during the time of the bus suspension.

Even though bus privileges are lost/suspended, the law still required attendance at school per student attendance policy.

Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- Fighting on the bus.
- Throwing objects in or out of the bus.
- Possession of weapons or dangerous articles.
- Destroying or defacing district or private property.
- Use of sparking devices.
- Smoking or use/possession of drugs, alcohol or any form of tobacco.
- Obscene gestures or profanity directed at the bus operator or others.
- Any part of the body extended outside of the bus.
- Assault on a bus operator will result in indefinite suspension and possible criminal charges.
- Pointing a laser pointer at a bus operator will result in suspension from the bus and possible criminal charges due to the extreme distraction that could result in an accident, and potential for eye injury caused by such devices.

### **Student Discipline:**

The District has adopted a progressive discipline policy which emphasized logical consequences for inappropriate behavior. If warranted, your child will be issued a written notice for you to review and sign. All DeSoto Parish School buses are equipped with digital video and audio recording systems. Student behavior may be monitored or observed from the video system.

Parents are encouraged to contact the school any time they have concerns. If appropriate, a conference with other parties, including the student and operator may be arranged. The District reserves the right to suspend transportation privileges for any student who demonstrates behavior unreasonably distracting to the operator, which may contribute to an unsafe operation.

### **Disciplinary Procedures:**

When, in the opinion of the operator, a serious rule violation occurs or when the operator's efforts to deal with less severe violations are unsuccessful or a pattern seems to have developed; a school bus incident report will be initiated. The intent is to maintain good order and a safe environment for students riding buses to and from school or school sponsored activities, as well as to notify parents of the misconduct of their children.

***\*The school bus environment is an extension of the classroom and the same consequences and violations flow charts will be used for infractions on the school bus.\****

The following are standard actions that will generally be applied uniformly:

- 1) **The bus operator shall contact the parents and discuss the problem.**
- 2) **The student will be written up and referred to the office if misbehavior continues to occur.**
- 3) **The principal shall contact the parents, either by phone or through the referral form, and the student will be reprimanded. A warning will be given that any further referrals will result in suspension of bus riding privileges for a designated period of time.**
- 4) **If the student continues to misbehave on the bus, the privilege of riding the bus will be suspended for a designated period.**

**The Administration reserves the right, depending on the seriousness of the offense, to move to any step in the above process (1-4).**

**Note:** Serious offenses, such as fighting, flagrant displays of disrespect toward a operator or other, or possession of drugs or alcohol will result in an immediate bus suspension. Assault on a bus operator will result in a bus suspension and may result in possible criminal charges.

### **IMPORTANT NOTES**

- Operators are instructed to discharge students only at designated bus stop.
- Operators are instructed that **NO STUDENT** under the age of 12 is to be left at a bus stop unless a visible parent/guardian is at the stop to receive the child.
- Operators are instructed **NOT** to leave students with a person other than the parent **UNLESS** they have a written note **SIGNED** by the parent.
- Operators are instructed to return students to their elementary school if there is not a parent at the stop to receive the child.

Please, do not put your child in this situation. Your help and cooperation are needed.

**Alternate Busing Information:** The DeSoto Parish School Board requires busing to be arranged to and from the student's residence to the student's home school of residence. However, the District recognizes it may become necessary to change busing to another address (example: childcare address; daycare address). The guidelines for alternate busing are as follows:

There will be only be one alternate address allowed, in addition to the student's home address. The alternate address must be within the boundary area of the student's current school, and there must be an existing stop for the alternate location.

If alternate busing is necessary and the above guidelines are met, please contact the Transportation Office to provide us the necessary information in order to properly assign your child's bus routes.

**Bad Weather Days:** Local radio, TV stations and/or School Messenger will provide up-to-date information in case of inclement weather.

**Accidents/Breakdowns:** Bus operators are thoroughly trained in defensive driving techniques and buses are carefully maintained. Yet, given thousands of miles travelled annually, breakdowns can happen. All the buses have two-way radios and help can be just minutes away. One of the most important things to a bus operator in the event of an accident or breakdown is passenger cooperation.

**DeSoto Parish School Board  
Exceptional Student Services**

Roxane West, Supervisor

525 Oxford Road  
Mansfield, LA 71052

318-872-6550  
Fax: 318-872-6501

**Child Find**

- Child Find is a critical part of our mission
- Through Child Find, school systems find children and youth in need of special education services and if eligible, provide a free and appropriate education relative to their individual needs
- When an exceptional child with special needs is recognized early, many school problems may be reduced or eliminated
- Any individual, age 3 through 21, may be referred for an evaluation if he or she seems to need special services in order to receive an appropriate education
- Special Education Coordinators are assigned to each of our schools. Please contact your child's school administration for additional information or concerns
- If your child is not currently enrolled in school, but is approaching 3 years of age, please contact Pupil Appraisal Services at 318-872-1286
- You may also visit the Louisiana Department of Education online link at [www.louisianaschools.net/lde/uploads/19078.pdf](http://www.louisianaschools.net/lde/uploads/19078.pdf)

DeSoto Parish Schools also offer Gifted and Talented Programs in art, theatre and music for eligible students in accordance with Bulletin 1706 B authorized by the Louisiana Board of Education. Such students are identified through a system of referrals, screenings and evaluations.

Referrals may be made to your child's School Building Level Committee (SBLC) Coordinator. After screening, the SBLC will review the information to determine if the student is eligible for further consideration and possible evaluation according to Bulletin 1508 criteria.

**DeSoto Parish Public Schools**

**R.S. 17:392.1 & 17:392.3**

TO: Parents of Kindergarten through Third Grade Students

FROM: Clay Corley, Superintendent

RE: Act 1120 Screening Regulations for the Implementation of R.S. 17:392.1 & 392.3

The passage of R.S. 17:392.1 & 17:392.3 by the Louisiana legislature mandates that children in grades kindergarten through third be screened, at least once, for the existence of impediments to a successful school experience. This includes screening for Attention Deficit/Hyperactivity Disorder, Dyslexia, and Social/Emotional related disorders that may impede a child's successful school experience. The screenings required by R.S. 392.1 will be conducted by trained screening specialists at your child's school. No child shall be screened if his/her parent objects to such screening.

**If you DO NOT want your child screened, please complete the form below and return it to your child's school immediately.**

Thank you.

---

If this form is returned to school, attach it to the student's Act 1120 Screening Report Form.

**Complete and return ONLY if you DO NOT want your child screened.**

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Louisiana Migrant Education Program

## Family Search Form

School District/Parish: \_\_\_\_\_ School: \_\_\_\_\_ School Year: \_\_\_\_\_

In order to better serve your children's academic needs, our program wants to identify students who may qualify to receive **FREE** additional educational services. The information you provide will only be used for program purposes. Please answer both questions below and return this form to your child's school.

**1. Have you or another person in your home worked in agriculture or fishing in the past 3 years?**  
(Please check all that apply below & complete contact information)

YES  NO

 <b>Picking vegetables, fruit, pecans, hay, soybeans, sugarcane, sweet potatoes, etc.</b> <input type="checkbox"/>	 <b>Working in a poultry farm</b> <input type="checkbox"/>	 <b>Working in shrimping / crabbing / oyster fishing</b> <input type="checkbox"/>	 <b>Working in forestry / timber / logging</b> <input type="checkbox"/>
 <b>Working in a plant nursery, orchard, tree growing or harvesting</b> <input type="checkbox"/>	 <b>Working with livestock such as cattle, hogs, alligator, crickets, or turtle farming</b> <input type="checkbox"/>	 <b>Working in rice, crawfish ponds</b> <input type="checkbox"/>	 <b>Other AGRICULTURAL or FISHING work? Please explain:</b> _____ _____

**2. Have your children moved or traveled across school district lines in the past 3 years?**

This may include overnight or extended trips, at any time of the year, including the summer, to do shrimping, crabbing, oyster fishing, or agricultural work.

YES  NO

Parent (Guardian) Name: \_\_\_\_\_ Best time to contact you: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Language/Lenguaje/Ngôn ngữ:  English  Español  Tiếng Việt  Other: \_\_\_\_\_

The purpose of this form is to help the state determine if the child(ren) in this family are eligible for the Louisiana Migrant Education Program. One of the individuals listed below may contact you to determine eligibility for the Louisiana Migrant Education Program:

Laurie Stewart - 225-369-0560 <a href="mailto:laurie.stewart@louisiana-mep.org">laurie.stewart@louisiana-mep.org</a>	Tomi Soto - 956-740-8077 <a href="mailto:tomi.soto@louisiana-mep.org">tomi.soto@louisiana-mep.org</a>
Clare Ortiz - 870-820-6177 <a href="mailto:clare.ortiz@louisiana-mep.org">clare.ortiz@louisiana-mep.org</a>	Lorena Andrea Roberts -225-372-0419 <a href="mailto:lorena.roberts@louisiana-mep.org">lorena.roberts@louisiana-mep.org</a>

**For School Use Only:** Please return completed forms to: [idr.team@louisiana-mep.org](mailto:idr.team@louisiana-mep.org)

For Spanish or Vietnamese search forms, please visit: <https://louisianamigrantidr.com/documents.php>. For any further questions, please reach out to the Louisiana Migrant Education Program Identification & Recruitment Team at: [idr.team@louisiana-mep.org](mailto:idr.team@louisiana-mep.org).

Form Updated 11-10-2020



# **Code of Conduct**

***DeSoto Parish believes***, as is stated in our mission statement, that our purpose is to care for our students, ensure their learning, and celebrate their graduation as citizens prepared to transform their dreams into realities.

In order for us to accomplish this mission, the conduct of students and the manner in which they discipline themselves is of vital importance.

Adhering to the expectations of a Code of Conduct will help provide a safe and wholesome environment for our students, they should follow this code:

1. Respect all school personnel and other students at all times.
2. Know the rules, policies, and procedures of the school as stated in the Student Handbook and follow them at all times.
3. Attend school each day and be on time where time is involved just as you will be expected to do in your future employment.

By following the above Code of Conduct, students will be conducting themselves in a manner that is educationally acceptable as well as acceptable to our society.

# NOTICE

The DeSoto Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Equal educational opportunity is a priority for all students and harassment of any kind is strictly prohibited.

Any student who believes he or she has been subjected to harassment or a hostile environment based on race, color, national origin, sex, disability or age has the right to report any such incident(s) and to have the alleged harassment or hostile environment investigated. The school board is committed to conducting a prompt investigation, and any student found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color, national origin, sex, disability, or age will be appropriately disciplined, which may include suspension or expulsion. The DeSoto Parish School Board encourages students, parents, and district staff to work together to prevent acts of harassment of any kind.

The DeSoto Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened or harassed while in school or participating in school-related activities, and adheres to the equal opportunity provisions of federal civil rights laws and regulations applicable to this agency. The School Board will not tolerate acts of harassment, including but not limited to acts of harassment based on race, color, or national origin pursuant to Title VI of the Civil Rights Act of 1964. The following person has been designated to handle inquiries regarding non-discrimination policies, bullying or harassment based on race, color, or national origin pursuant to Title VI of the Civil Rights Act of 1964.

Non Discrimination Notice can be found at [www.desotopsb.com](http://www.desotopsb.com)

Darrell L. Hampton, Ph.D. ~ Director of Student Services

[darrell.hampton@desotopsb.com](mailto:darrell.hampton@desotopsb.com)

(318) 872-1198

523 Oxford Road

Mansfield, LA 71052

## SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS SUPPORTS

DeSoto Parish School System encourages and rewards appropriate and positive behavior through the Positive Behavior Support program. Every student should know the theme for this program: RAP represents the key behavioral foundations we expect of our students: Respect, Accountability, and Pride. Our students should respect everyone. They should be accountable for all decisions they make and they should develop a deep sense of pride in themselves, their school, and their community.

School Wide Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occur.

When a student violates a **major** school rule (drugs, fighting, etc...) or is disrupting the class to the point that the teacher can no longer teach, the student is immediately removed and sent to see the Assistant Principal. The teacher completes the Louisiana Department of Education School Behavior Report at this time.

When students violate **minor** school rules (tardy to class, chewing gum, etc...) their teachers follow the following process to help the student correct the behavior and encourage a positive behavior instead. The teachers document the first two minor infractions on the Minor Infraction Document. The third offense is then documented on the Louisiana Department of Education School Behavior Report.

1. First offense – the teacher/or staff member will have a small conference/talk with the student and explain the negative behavior they exhibited and provide guidance to the student as to what they should have done in that situation.

2. Second offense – the teacher will call the parent/guardian of the student and explain the types of negative behaviors exhibited and what has been done to correct those behaviors.

3. Third offense – the teacher will refer student to counselor who will contact parent/guardian of the student and explain the types of negative behaviors and conduct some interventions. Counselor may refer for other interventions at district level.

4. Fourth offense – the teacher refers the student to the Assistant Principal. Further disciplinary consequences may be issued at this point, i.e. detention, suspension, etc... The Assistant Principal will also make a phone call home and inform the parent of the severity of situation at this point.

Students that are repeat offenders will be referred to the office after they have received 4 or more infractions for the week. This will be a combined list from all teachers.

DeSoto Parish School Board Discipline Policy and Louisiana State Law do give principals the authority to use corporal punishment with an exception: students with disabilities. This may be used, as indicated, as an alternative. ***If you do not wish corporal punishment to be used in such cases, send written notification informing us of your feelings.*** Those without written notification on file will receive a phone call before administering.

**NOTICE OF CHANGE CONCERNING SCHOOL ATTENDANCE FOR ALL STUDENTS IN THE DeSOTO  
PARISH SCHOOL SYSTEM**

To All Parents and Students (Elementary, Middle and High School)

Due to the abuse and misunderstanding of the state attendance requirements for students in our schools, we feel it is necessary to implement the following change concerning student absences from school beginning **August 2010**. Please read the section below that applies to you.

**No high school student shall accumulate more than a total of *five (5) absences* during a semester, EXCUSED AND/OR UNEXCUSED, as required by state law to be eligible to receive any grade earned that semester.**

**On ANY ABSENCE, after reaching a total of *five (5) absences*, the student and the parent will have to meet with the Student Services Officer and provide a justifiable excuse for that absence.**

**Students and parents can check in the student handbook to know what types of absences are considered justifiable. School administrators can also be contacted to get that information if you do not have a student handbook.**

**No elementary or middle school student shall accumulate more than a total of *ten (10) absences* during a school year, EXCUSED AND/OR UNEXCUSED.**

STATE LAW REQUIRES THAT STUDENTS BE IN SCHOOL EVERY DAY THAT SCHOOL IS IN SESSION UNLESS AN ABSENCE IS DUE TO ONE OF THE JUSTIFIABLE REASONS ALLOWED BY LAW AND LOCAL SCHOOL BOARD POLICY.

Parents please do not allow your child to miss school for ANY reason other than those allowed by law and/or Board policy. Students who are in violation of the requirements stated above will be in danger of losing credits earned and/or retention in a grade.

Please understand that this change goes into effect on **August 2010**, and **affects every student in our school system.**

Statistics prove over and over that students who do not miss school learn much more than those who absent themselves from school. Thank you for your cooperation in this very important matter. We will be glad to answer any questions that you may have. Please feel free to contact your school or the Director of Student Services.

## ATTENDANCE

**PARENTS SHOULD CONTACT THE SCHOOL SECRETARY BEFORE SCHOOL WHEN THEIR CHILD IS ABSENT FROM SCHOOL.**

### ATTENDANCE REQUIREMENTS

A. To be eligible to receive grades, high school and junior high students shall be in attendance a minimum of 80 days per semester or 160 days a school year for schools not operating on a semester basis.

B. There is no "SKIP DAY." Students will receive an unexcused absence for that day.

### TYPES OF ABSENCES

#### A. Excused

1. Upon returning to school following an absence, a student must present verification **within 48 hours in order for the absence to be considered excused.** Students will be given an opportunity to make up work missed.

2. Students may be excused from school for the following reasons:

- personal illness (with physician's verification – Xerox copies are not accepted) fraudulent excuses will be treated as unexcused and the student can be suspended or assigned in-school suspension
- serious illness in the family (with documented verification) – parent must contact school official
- death in the family (absence not to exceed one week) – parent must contact school official and present death notice or obituary
- recognized religious holidays of the student's own faith – parent must contact school official by phone or in person to verify
- school-sponsored activity or trip
- military procedure that requires students to miss class time – verification must be presented
- subpoenas requiring court appearances – parent must present school with documentation from appearance in court

#### B. Unexcused – Students will be allowed to earn 75% credit from missed work.

1. All absences other than the ones listed in #2 above

2. Suspensions

In accordance with Legislative Act 240, a student will be allowed up to 75% credit to be earned from student work and/or tests missed due to an out of school suspension.

### EXTENUATING CIRCUMSTANCES

The only exception to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Director of Student Services.

- extended personal physical or emotional illness as verified by a physician
- extended hospital stay as verified by a physician
- extended recuperation from an accident as verified by a physician
- extended contagious disease within a family as verified by a physician
- prior school system approved travel for education
- death in the family (not to exceed one week)
- natural catastrophe and/or disaster

### POLICIES

A. **The above regulations require that a student accumulate no more than ten absences, excused or unexcused, per semester in any class.**

B. Attendance requirements shall be enforced on a class-by-class basis.

## TARDIES

A tardy will be defined as not being in the classroom (or designated area) when the bell begins ringing to signify the end of a transition period. A student who is less than five minutes late to class for any period, including first period, should report directly to class.

A student who arrives more than five minutes late will be considered as skipping class and should be sent to the office. A student is not tardy when they have a signed pass from the previous teacher or an administrative pass. When a student has acquired a 4th tardy during a grading period a referral should be sent to the office showing the dates on which the student was tardy and the interventions (i.e. – parental contact) taken by the teacher.

Students will receive disciplinary action from the administration when they accumulate their 4th tardy during a nine-week grading period. The disciplinary action will be as follows:

### Infraction Action Taken

- Tardy 1           \* Warning from teacher and recorded
- Tardy 2, 3       \* Parental contact with documentation from teacher
- Tardy 4           \* Refer to administration for warning and parental contact
- Tardy 5           \* After School Detention
- Tardy 6           \* Saturday Detention
- Tardy 7, 8       \* Out of School Suspension \* Parent conference required\*
- Tardy 9           \* Expulsion Recommendation

**TARDIES AND ABSENCES WILL ACCUMULATE ON A PER CLASS PER SEMESTER BASIS.**

## TRUANCY

DeSoto Parish Student Services department will assist the schools to help handle students who are having problems with absences and tardies. The school or parent may contact Student Services when help is needed in enforcing attendance.

## DISCIPLINE POLICY

**It is each student's responsibility to report to school administration or bus operator any problem encountered with another student or any problem observed between other students that may need administrative attention.**

The following discipline policy is designed to coordinate with the school's mission statement. To help provide a classroom environment that is conducive to the student's ability to learn, the Consequences and Violations Flow Chart shown below will serve as a guide for disciplining all students at the school level. However, it should be noted that students with disabilities may require additional procedures and accommodations as provided by Federal Law.

## (MIDDLE AND HIGH SCHOOL) MAJOR OFFENSES CONSEQUENCES AND VIOLATIONS FLOW CHART

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Willful Disobedience	1 day of ISS	2 days of ISS and Required Parent Conference	1 day of OSS	2 days of OSS
Treats Authority w/Disrespect	2 days of ISS	2 days of OSS and Required Parent Conference	3 days of OSS and Required Parent Conference	Recommendation for Expulsion
Makes Unfounded Charges Against Authority	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Uses profane and/or obscene language	3 days OSS and Pending investigation for Recommendation for Expulsion (if directed towards teacher); 2 days of ISS (if directed toward another student)	Recommendation for Expulsion (if directed towards teacher); 2 days of ISS (if directed toward another student)	Recommendation for Expulsion (if directed towards teacher); 3 days of ISS (if directed toward another student)	Recommendation for Expulsion
Is Guilty of Immoral or Vicious Practices	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Is guilty of conduct or habits injurious to his/her associates	3 days ISS and/or OSS	2 days of OSS and Required Parental Conference	3 days of OSS and Required Parental Conference	Recommendation for Expulsion

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Uses or Possess any controlled dangerous substances	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Uses of tobacco or lighter or e-cigarettes or any other instrument used for vaping	2 days OSS Refer to SHP or Counselor for intervention	3 days of OSS and Required Parental Conference/ fax to quit LA Program	4 days of OSS and Required Parental Conference	Recommendation for Expulsion
Possesses tobacco or lighter or e-cigarettes or any other instrument used for vaping	2 days ISS Refer to SHP or Counselor for intervention	3 days of ISS and Required Parental Conference	2 days of OSS and Required Parental Conference	Recommendation for Expulsion
Uses or possesses alcoholic beverages	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Disturbs the school or habitually violates any rule	1 day of ISS	2 days of ISS and Required Parent Conference	1 day of OSS	2 days of OSS
Cuts, defaces, or injures any part of public building /vandalism	3 days ISS and/or OSS	2 days of OSS and Required Parental Conference	3 days of OSS and Required Parental Conference	Recommendation for Expulsion

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Writes profane and/or obscene language or draws obscene pictures	3 days ISS and/or OSS	2 days of OSS and Required Parental Conference	3 days of OSS and Required Parental Conference	Recommendation for Expulsion
Possesses weapons prohibited under federal law as defined in Section 921 of Title 18 of the US Code	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Possesses firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Throws missiles liable to injure	3 days ISS and/or OSS	2 days of OSS and Required Parental Conference	3 days of OSS and Required Parental Conference	Recommendation for Expulsion
Instigates or participates in fights while under school supervision	Minimum 3 days OSS (possible Recommendation for Expulsion)	Minimum 3 days OSS (possible Recommendation for Expulsion)	Minimum 3 days OSS (possible Recommendation for Expulsion)	Minimum 3 days OSS (possible Recommendation for Expulsion)
Violates traffic and safety regulations	1 day of ISS	2 days of ISS and Required Parent Conference	1 day of OSS	2 days of OSS
Leaves school premises w/o permission	2 days of OSS	3 days of OSS and Required Parent Conference	Minimum 3 days OSS/recommendation for expulsion	Minimum 3 days OSS/recommendation for expulsion

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Leaves school classroom w/o permission	1 day of ISS	2 days of ISS and Required Parent Conference	1 day of OSS	2 days of OSS
Is Habitually tardy and/or absent	1 day of ISS	2 days of ISS and Required Parent Conference	1 day of OSS	2 days of OSS
Is guilty of stealing	3 days ISS and /or OSS	2 days of OSS and Required Parent Conference	3 days of OSS and Required Parent Conference	Recommendation for Expulsion
Commits any other serious offense	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Assault and/or Battery	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Rape and/or Sexual Battery	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Kidnapping	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Arson	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present
Criminal Damage to Property	3 days ISS and/or OSS	2 days of OSS and Required Parental Conference	Recommendation for Expulsion	Recommendation for Expulsion
Burglary	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Misappropriation w/violence to the person	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Illegal carrying and discharge of weapons	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Possesses pocket knife with a blade with a length of less than 2 ½ in	3 days ISS and/or OSS	2 days of OSS and Required Parental Conference	Recommendation for Expulsion	Recommendation for Expulsion
Serious Bodily Injury	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Use of medication in a manner other than prescribed or authorized	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.
Possession of Body Armor	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.	Principal renders due process to the student and the student is suspended at least a minimum of 3 days during which time an expulsion hearing will be held. The principals shall file charges immediately if evidence is present.

Infraction	Infraction Code	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Student refuses to wear mask according to District Policy on COVID-19.	01 Willful Disobedience	Parental contact Conference with the school administration	Detention/ISS 2 days	Detention/ISS 3 days	Suspension 1 day minimum
Student exposes another student/teacher to possible infection of COVID-19 by <b>intentionally</b> coughing or sneezing on them.	06 Conduct or habits injurious to his/her associates.	Detention/ISS 2 days	Detention/ISS 3 days	Suspension 1-3 days	Recommendation for expulsion

The procedures and consequences are designed to be implemented in our schools. This code of conduct contains excerpts of the school district policy manual which are relative to student behavior. It is important to note that officials and principals have the discretion to impose a more or less severe penalty, unless prohibited by state law, at any time based on the student's past disciplinary record and the seriousness of the offense.

## **BUS DISCIPLINE**

All disciplinary problems that develop on a school bus traveling to or from school shall be handled as follows:

- 1) The bus operator shall contact the parents and discuss the problem.
- 2) The student will be written up and referred to the office if misbehavior continues to occur.
- 3) The principal shall contact the parents, either by phone or through the referral form, and the student will be reprimanded. A warning will be given that any further referrals will result in suspension of bus riding privileges for a designated period of time.
- 4) If the student continues to misbehave on the bus, the privilege of riding the bus will be suspended for a designated period.

Because of our narrow, winding roads and long routes parents are reminded that riding the bus is probably one of the most dangerous activities a school child participates in each day. When students misbehave, the operator's attention is taken off the road. The operators must hold students strictly accountable for their behavior on the bus in order to insure a safe ride each day. The privilege of riding the bus is conditional to good behavior and observance of rules and regulations distributed at the beginning of each school year. Parents are to go over these regulations and sign and return the form indicating agreement to adhere to these policies. Failure to do this will also result in suspension of bus privileges. ***\*The school bus environment is an extension of the classroom and the same consequences and violations flow charts will be used for infractions on the school bus.\****

## CELL PHONE/AUDIO EQUIPMENT /OTHER ELECTRONIC DEVICES

As outlined in Louisiana R.S 17:239, students are prohibited from using or operating cell phones or any electronic telecommunication device in any public-school building. On the grounds thereof, or in any school bus used to transport public students. Cell phone “use or operation” is defined for this policy as the cell phone being in the “on” position or mode. During regular school hours, student cell phones are required to be kept out of sight and turned “off” while in a school building, on school grounds, or on a school bus. This policy is inclusive of any electronic telecommunication device in a student’s possession. School administrators will use the following procedure as corrective action for any student who violates this policy:

- **First offense:** device is taken up and parent or guardian must come to review and sign electronic device receipt and return agreement.
- **Second offense:** device will be taken up and kept for 9 weeks along with 1 day after school or Saturday detention.
- **Third offense:** device is taken up for one calendar year and 3 days OSS.

**Note:** A student found in possession of any such device after being prohibited to have said possession on school grounds or on a school bus **may be** recommended for expulsion from school for the remainder of the school year.

**Exception:** In the event of an emergency, any person may use any electronic device available. Emergency is defined as an actual or imminent threat to public health or safety which may result in loss of life.

## ADDENDUM TO ELECTRONIC DEVICE POLICY

Students who *REFUSE* to turn over phone or other electronic device to Administrator:

Administrator contacts parent, and if parent is in agreement with student’s actions (will not turn over the phone/device): Action to be taken:

1. Administrator will inform student/parent that the student is being *suspended from school for 3 days and both parents and student will have to see Director of Student Services at the DeSoto Parish School Board before the student can return to school.*

2. In meeting with the Director, the parent and student will be informed that the *student cannot have a cell phone at school for the rest of the school year. If student is caught with a cell phone after returning to school following the suspension and meeting with the Director, the student will be recommended for expulsion.*

**\*\*INAPPROPRIATE USE OF CELL PHONES WITH CAMERA CAPABILITIES MAY RESULT IN IMMEDIATE SUSPENSION AND/OR EXPULSION.**

The bringing of any pornographic materials into the school grounds, school bus and/or activity either physically or electronically is strictly forbidden. Students not following this policy may be subject to suspension and/or expulsion from school. This policy includes books, magazines, pictures on clothing and pornography over the phone, fax, or computer. A copy of The Acceptable Use Policy for Students which students must sign before they are allowed to use the school computer, including Internet access is included in the Student Handbook.

## CORPORAL PUNISHMENT

The DeSoto Parish School Board does allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact, and caution, and only then by the principal, assistant principal, or principal’s designated representative in the presence of another adult school employee. The use of corporal punishment should only be used in accordance with state law and DeSoto School Board Policy.

## STUDENT DRESS CODE

### Clothing

#### **Shirts**

- Must have collar
- Shirts must be tucked in at all times
- Logansport Schools - Tiger Purple, Tiger Gold, or White
- Mansfield Schools – Black, White or Hunter Green
- North DeSoto Schools – Red, White, or Navy
- Stanley- Royal Blue, Black or White
- DeSoto Schools’ Grace House –
  - Royal Blue Polo Shirts for middle school students (without Logos)
  - Gold Polo Shirts for high school students (without Logos)
  - Black Polo Shirts for elementary up to 5th grade (without Logos)

#### **Bottoms**

- No wind suits, cuts or slits in pants
- Slacks and shorts must have a waistband with belt loops and must fit at the waist
- Neither undergarments nor any part of the midsection should be visible. Sagging is not allowed and is strictly enforced. Elastic waistbands are allowed at the principal’s discretion for students in Pre-K through 1st grade
- Pants must have no holes, frays and must not have a baggy or an exaggerated crotch.
- Skirts must be no more than 2 inches above the knees.
- Logansport Schools - Khaki, Black or Logansport Plaid
- Mansfield Schools – Khaki or Black
- North DeSoto Schools – Khaki and Navy
- Stanley – Standard Khaki brown or sand color
- DeSoto Schools’ Grace House - Khaki

#### **Belts**

- Belts must be worn with slacks and shorts (optional for pre-K-1<sup>st</sup> grade)
- Belt buckles should be reasonable size

#### **Socks**

- Socks are required at all times

#### **Shoes**

- Close toe and closed back shoes must be worn at all times
- No specific style of shoe is required: however, no bedroom slippers, or combat boots are permitted
- Shoes that have wheels are not permitted
- Shoes must be secured (laces tied, straps fastened) at all times

#### **Outerwear**

- All outerwear must be of reasonable fit
- Jackets and coats can have hoods but hoods may only be worn OUTSIDE
- No long (below the knee) dusters or trench coats
- Red, White or Navy (North DeSoto Schools)

#### **Headwear**

- Knit caps may be worn outside only in extremely cold weather.

### Grooming

#### **Hair and Facial Hair**

- Hairstyles shall be neat, clean, and not cause a distraction to the educational process and shall not impair vision.
- Unnatural colors are not permitted if they are deemed by the principal as a distraction.
- Hair rollers and extreme hair styles are not permitted if they are deemed by the principal as a distraction.

### **Jewelry**

- Excessive and or inappropriate jewelry is not permitted
- Nose rings/studs, body piercing with jewelry, tongue studs, eyebrow rings, etc. are not permitted
- No buttons may be worn unless they are school spirit.

### **Book Bags**

- Clear or Mesh
- Book Bags with wheels are not permitted.

### **Emblems and Insignia**

- Discriminatory, obscene or drug/alcohol related emblems, insignia, jewelry, signs, speech or literature that is discriminatory, inflammatory or derogatory toward any sex, race, nationality, creed, political or philosophical group, is obscene or contains profanity, or makes reference to drugs, alcohol and/or tobacco are not permitted.
- No buttons may be worn unless they are school spirit.

### **MASKS/FACIAL COVERINGS**

Face coverings on campus should not promote any social, religious, business, or political movement and/or companies.

- Face coverings should not include profanity, obscenity, or the promotion of any illegal activity and/or violence.
- Bandanas are not allowed as facial coverings.

*See-through clothes, inappropriate tight-fitting apparel, attire that exposes the midsection, or clothing or apparel that is considered unsafe, dangerous, or a health hazard is prohibited – even if it otherwise follows the student uniform dress code. Clothing must meet all uniform guidelines, regardless of the label of information.*

### **Principal’s Discretion to Make Uniform Exceptions:**

Principals may declare spirit days and allow students to wear school spirit shirts, or dress-up days (such as when school pictures are scheduled). Principals may also allow students to wear other uniforms such as Boy Scouts, Girl Scouts, band, chorus, etc. Other questions about uniforms should be referred first to the school principal. Special dress days are not to be used as school fundraisers unless granted by Superintendent or his designee.

### **Dress Code in Special Classes**

Students must follow the rules of appropriate dress as dictated by the needs of special classes (i.e. physical education, Agriscience, consumer science, etc.)

### **Final Judgment Resides with the Building Administrator:**

The principal will make the final decision if the clothing, hair, jewelry and general appearance of a student meets the DeSoto Parish School System’s school uniform and appearance guidelines explained above.

### **Violation of Dress Code Policy:**

Any student who violates the student dress code will be subject to school disciplinary action. Appeals and/or clarification regarding the discipline of a student for improper dress code should be directed to the school principal or designee.

## CONSEQUENCES FOR DRESS CODE VIOLATION

1st Violation = Warning & parent notification

2nd Violation = Warning & parent notification.

3rd Violation = Warning & parent notification meeting with counselor

4th Violation = Saturday Detention & parent notification

5th Violation = One day ISS & parent notification

6th Violation = Two days ISS & parent notification

7TH Violation = 2 days OSS (Out of School Suspension)

Upon return to school student must be accompanied by parent/guardian. Administration may issue this as a Major Infraction, which can lead toward a student being recommended for expulsion.

## DRUG AND WEAPON POLICY

R.S. 17:416 was amended by Act 385 of the 2007 Legislature to change the required minimum periods of expulsion of students for knife, firearms, and drug offenses. Governor Blanco signed the bill as of July 10, 2007. The effective date of the new law is August 15, 2007.

1. The principal shall immediately suspend a student who is found carrying or in possession of a firearm or knife. Or other dangerous instrumentalities, or who possesses, distributes, sells, gives, or loans any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances law in any form. He shall immediately recommend the student's expulsion.

2. **Grades 6-12 – A firearm or knife offense requires an expulsion from school for four complete semesters.**

3. Any student **sixteen years of age or older** found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substances on school property, on a school bus, or at a school event pursuant to a hearing as provided for by R.S. 17:416(C) (1) shall be expelled from school for **four complete semesters.**

4. Any student who is under **sixteen years of age and in grades six through twelve** and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substances on school property, on a school bus, or at a school event pursuant to a hearing as provided for by R.S. 17:416(C) (1) shall be expelled from school for **two complete semesters.**

Local school superintendents do have the authority to modify the length of the four semesters minimum semester period on a case by case basis, provided that such modification is in writing.

Act 385 also changed the law to state that:

(1) it will now be discretionary whether or not to expel a student for a fourth suspension for all other disciplinary offenses, and

(2) requires a student expelled for knife, firearm, and drug related offenses to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense causing the expulsion **before readmission to school, including alternative education placement.**

5. Any student found to be in possession of any unauthorized **OVER-THE-COUNTER OR PRESCRIPTION DRUGS** will be dealt with in the following manner:

- First Offense - The principal or his designee will conference with the parent/guardian and student advising them of the Louisiana State Law and the DeSoto Parish School Board policy concerning the administration of medication.
- Second Offense - The student will be suspended for three days plus a conference with the Director of Student Services.
- Third offense - The student will be recommended for expulsion for the remainder of the semester or the remainder of the school year.

**\*A student found guilty of abusing over-the-counter or prescription drugs may be subject to suspension and/or expulsion from school pursuant to the DeSoto Parish School Board Discipline Policy and Procedure.**

## **BULLYING AND HARASSMENT**

Bullying or harassment on school property, at school-sponsored or school-related activities or functions, on any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from school or any school sponsored activity or event, or otherwise in a manner or method which operates to disrupt the educational process, shall not be tolerated. Any student who engages in the bullying or harassment of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Students, parents and school personnel should immediately report incidents of bullying. Students and parents may report bullying or harassment to any school personnel, including, but not limited to, teachers, counselors, and administrators. School personnel who receive a report from a student or parent of bullying or harassment should verbally notify the principal on the same day of witnessing or learning of bullying or harassment, and file a bullying or harassment reporting form within two days of witnessing or learning of bullying or harassment. The report will be investigated by the school principal or his/her designee within ten days of receiving the report.

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

The DeSoto Parish School Board directs students, school board employees, and school volunteers to report any incidents of harassment, intimidation, or bullying of a student by another student. For purposes of this policy, the terms “harassment,” “intimidation,” or “bullying” shall mean any intentional gesture or written, verbal, or physical act that

1. A reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her life or property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and
2. Is so severely persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment of a student.

The DeSoto Parish School System will not tolerate any harassment, intimidation, or bullying of students on school property or on a school bus riding to or returning from school. The school administrator shall investigate any reported incident of harassment, intimidation, or bullying. Should the investigation determine that an incident has occurred; the student(s) involved shall be disciplined in accordance with this policy. The disciplinary action may include a conference with the student(s) involved; a conference with parents/guardians, a warning, or in more serious cases, the student(s) may be suspended/expelled from school as follows:

First offense	1 – 3 day suspension; counseling required
Second offense	1 – 5 day suspension; counseling required
Three or more offenses	1 – 5 day suspension or a recommendation for expulsion
Serious cases:	Recommendation for expulsion and/or alternative school placement for the remainder of the year.

LEGAL REFERENCE: LOUISIANA R. S. 17:416.13

## **DATING VIOLENCE**

The definition of “dating violence”, which is a pattern of behavior where one person threatens to use, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.

“Any student who is a victim of, or a witness to, dating violence should immediately report it to a school faculty member or counselor, a school administrator or school resource officer.”

### DESOTO SCHOOLS’ GRACE HOUSE

The DeSoto Schools’ Grace House serves as a short-term educational placement for students removed from the home campus for serious violations of the Student Code of Conduct. The DeSoto Schools’ Grace House provides an educational setting that is safe, secure, disciplined and respectful for students and staff.

**\*\*\*Student placement at the DeSoto Schools’ Grace House can range from nine weeks to two years depending on the infraction.\*\*\***

### OFF SITE SUSPENSION (OSS)

DeSoto Parish School Board is undertaking another approach for dealing with students being suspended out of school for inappropriate behavior or violations of school rules. The district implemented an off-site suspension program instead of the traditional out - of - school suspension program. This program will allow students that are suspended from school to attend a centrally located site and continue their studies rather than being sent home for the duration of the suspension.

Historically, out of school suspension programs were developed to remove students who were an immediate threat to the staff or other students. Over time, too many students were being removed from schools for reasons other than a threat. Many suspended students viewed out- of school suspensions as a “free day” off from school. By implementing an off-site suspension (OSS) program, the district will attempt to hold suspended students accountable for their behavior as well as their academics.

Students that are suspended from school will be sent to the DeSoto Schools’ Grace House for the duration of their suspension. They will be housed in a classroom that is separate from the rest of the students at the DeSoto Schools’ Grace House. These students will continue their studies while also receiving counseling to modify their behavior. The off-site suspension class will work as follows:

- On student’s first offense student will spend the number of days removed at site
- Second offense one day will be added to site stay and specific behavior modification issues reviewed.
- Third offense two days will be added to site stay with additional counseling and behavior plan in place or modifications and possible FINS referrals.
- Forth offense three days will be added to site stay with referrals to FINS, more counseling hours, and behavior plan modifications
- Fifth offense will be a recommendation for expulsion.

### SEARCHES- STUDENTS AND SCHOOL PROPERTY

The Board is the exclusive owner of any public-school building, any desk or locker in the building, or any other area that may be set aside for the personal use of students. Any administrator, or school resource officer, or teacher may search any building, desk, locker, area or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects for which possession is a violation of Board policy. This includes a random search with a metal detector or a search conducted when there is a reasonable belief that the items sought will be found. Any administrator, school resource officer, or teacher may search a student or the student's personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, Board policy, or a school rule.