

**MANSFIELD MIDDLE SCHOOL**

**1915 McArthur Drive**

**Mansfield, LA 71052**

**(318) 872-1309**

**Fax: (318) 872-1319**

**MANSFIELD MIDDLE SCHOOL**

**WOLVERINES**

**2020 - 2021**

**ADMINISTRATION**

Kevin Gardner . . . . . Principal  
Karla Renter. . . . . Administrative Assistant  
Shelia Coleman. . . . . Administrative Assistant  
Felicia Hensley . . . . . Guidance Counselor

**STUDENT HANDBOOK**

*“Mansfield Middle School is committed to ensuring students’ academic growth, celebrating their accomplishments, and moving them towards international competitiveness.”*



*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 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 2020 - 2021 school year that includes:

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

I have read and received the documents listed above. I have also received a copy of:

- MMS PBIS Policy

\_\_\_\_\_  
Parent's Printed Name                      Parent's Signature                      Date

\_\_\_\_\_  
Student's Printed Name                      School                      Grade                      Date

Please be advised that we, the parent and child, have read and understand all of the information in the Parent-Student Handbook for the 2020 - 2021 school year.

\_\_\_\_\_  
Student's Signature    Parent's Signature

\_\_\_\_\_  
Teacher's Signature    School Administrator

\_\_\_\_\_  
School Name    Date

**\*\*\*Signatures continue on the back of this form.**

***Please return this page to your assigned teacher.***



**Mansfield Middle School**  
**A Compact for Student Success**  
**2020 - 2021**

<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 one parent/teacher conference 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 assigned teacher.*

# DeSoto Parish School Board

## Technology Device Loan Agreement

### 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

# **ATTENDANCE PROCEDURES**

## **Parent Statement**

With the blended model and the addition of the 100% virtual component, DeSoto Online, attendance will be taken on both virtual days and face to face.

Students who have chosen to participate in 100% virtual component will have their daily attendance taken via the completion of assignments for each class.

Students who are on A/B schedule will have their attendance taken while on campus as has been done in the past.

On their virtual days, students will have their attendance taken by the completion of daily assignments per class. This will be marked in JCampus every Friday by reviewing the virtual assignments from the previous Friday-Thursday. If daily virtual assignments are incomplete, they will result in an absence being marked in Jcampus under the title Virtual Absence. If a student submits their assignment after the virtual absence has been posted in Jcampus, the teacher will remove the absence as a means of attendance recovery. If a student is habitually turning in assignments late for attendance recovery the teacher can refer the students to meet with a member of Student Services Staff.

## **Absentee Action Policy Per Class**

- After 3 missed assignments or absences, the teacher shall contact student
- After 4 missed assignments or absences, the teacher shall contact parents.
- After 5 missed assignments or absences, student is referred to administration for warning and parental contact
- After 7 missed assignments or absences, student and parent will have to meet with a member of Student Services Staff

# **FACE COVERINGS**

Face coverings on campus should not promote any social, religious, business, or political movements and/or companies. Face coverings should not include profanity, obscenity, or the promotion of any illegal activity and/or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. No bandana face coverings.

# DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

*Tell your mom, dad, or caregiver before you come to school. Tell your teacher or an adult if you become sick at school*



*cough*



*Shortness of breath  
or problem breathing*



*chills*



*sore throat*



*loss of taste  
or smell*



*muscle pain*

## **OTHER SYMPTOMS INCLUDE:**

*fever, runny nose, diarrhea, feeling nauseous  
or vomiting, feeling tired, headache,  
and poor appetite*



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## ABSENCES

Absences due to sickness, injury, or other medical reasons may be excused when an original note from a doctor 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.

A student who is absent for medical reasons has **three (3) days** in which to submit ORIGINAL doctor's excuses to the office. After that time doctor's excuses will not be accepted. This will be strictly enforced according to DeSoto Parish guidelines. NO faxed or copied excuses. Other absences caused by extenuating circumstances may be appealed to the Director of Student Services through the school principal WITHIN TWO WEEKS OF THE STUDENT'S RETURN TO SCHOOL. Extenuating circumstances may be such things as death in the family, natural catastrophe or disaster, family emergency or justifiable reasons as approved the Director of Student Services.

**1. Extenuating 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 Supervisor of Student Services and/or Truancy Court.

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

## ABSENCES – FORMAT FOR WRITTEN EXCUSES

Excuses presented to the school shall meet the following criteria:

1. Must originate with the student's parents, 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 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) given incorrect information or phone number.
6. Students guilty of forging excuses for themselves or others, or falsifying doctor's notes will be suspended for 2 days Out Of School Suspension, on the second offence 3 days Out of School Suspension. For subsequent offenses students will face Out-of-School-Suspension and a hearing with the Director of Student Services
7. Students must bring excuses for absences on the same day they return to school, however no later than **three (3) days** is allowed from parents and from a doctor. **NO faxed excuses will be accepted.**

## ACCIDENTS AND SCHOOL INSURANCE

Any student involved in an accident during school hours should report the accident to her/her teacher who in turn shall notify the principal's office. **The school is not responsible for expenses incurred in providing emergency help, such as ambulance fees.**

**School insurance** is offered to all students at the beginning each school year. Any student having school insurance who is involved in an accident on the way to school, during school, or on the way home must report the accident immediately and fill out the necessary insurance *forms*.

## ACTIVITIES -AFTER SCHOOL AND OUT-OF-TOWN

Students traveling in private automobiles to after-school activities, either here in Mansfield, or out of town, will be the responsibility of their parents/guardians. However, once on school property, or property used for school

activities, here or elsewhere, in an event in which the middle 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 Middle 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 is he/she had committed the infraction at school.

### **ADDRESS CHANGES**

Any change of address or telephone number shall be made in writing or in person to the front office. In order to change a physical address you must provide proof of residency. Due to any emergencies that might arise, it is vitally important that we have the most current address and phone numbers. All students are required to have at least one emergency contact on file that is not a parent or guardian.

### **ADMITTANCE TO CLASS**

When a student returns to school following an absence, he/she should plan to arrive at the office early enough to allow time to present a written excuse for a computer "Admit". The school office is open by 7:15 every morning. All needed "Admits" must be acquired before the beginning of school. By allowing yourself ample time, you should not have to wait in line and run the risk of adding a "tardy" as well.

### **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 statutes. 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.

### **ARRIVAL AT SCHOOL**

Students arriving at car pick-up are not to arrive at school earlier than 7:00 A.M. Students with business to transact in the office must do so before they proceed to the cafeteria and/or classroom. Failure to allow ample time for these matters could result in receiving a tardy for the first hour class.

Students shall report to the cafeteria if they are eating breakfast upon arrival and then to the restrooms. Students shall then report to their homeroom class. Every student shall have a book to read, homework to complete, etc. upon entering their homeroom class. Failure to bring these items to class shall be handled in the same manner as disruptive behavior. **IMPORTANT: Due to inherent danger, students will not be able to walk or ride bicycles to or from school. Neither will students be able to drive to or from school or any school activity.**

## **ASSEMBLIES**

During the school year students shall attend school assemblies. Students should enter the gym or multi-purpose room and be seated according to their assigned seating area. During the presentation, there shall be no talking. Students who continue to be disruptive will be subject to school discipline procedures. Administration will set the guidelines for attending assemblies. This will be cumulative for the year. During the assembly time, these students will be given instruction to increase contact time that was lost due to referrals.

## **ATHLETICS**

In order to participate in the athletic program, the student must meet the athletic eligibility requirements. Students must maintain a 1.5 GPA overall. In addition to the student's studies, the number of behavioral referrals and attendance is considered. Student must be 10 years old by September 1<sup>st</sup> and not age 15 by September 1<sup>st</sup> in order to participate in sports at Mansfield Middle School. Students MAY NOT participate in an athletic event if they are absent from school that day without prior approval from the Principal. Football games will be played at Mansfield High School Stadium. Home track events are also held at the high school. Auxiliary and cheer groups are governed by their own GPA/constitution.

## **BUS REGULATIONS**

### ***DESOTO PARISH SCHOOL BOARD RULES AND REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES.***

The safety of all students at Mansfield Middle school is a top priority of our administration and staff. Any student who runs, instigates a fight, is extremely disruptive, or is willfully disobedient in the bus loading zone of our school shall have their bus transportation services suspended. The suspension shall be in accordance with the DeSoto Parish School Board progressive policy for bus transportation.

Each school bus operator shall distribute to each student at the beginning of the school year a form listing the school system's regulations pertaining to pupils riding school buses. The form shall be signed by the pupil and the parent to indicate that they are responsible, and the bus driver is responsible for keeping the forms on file.

The bus operator, together with the principal, shall assume full responsibility for discipline of pupils riding the buses. Any disciplinary problems shall be reported by the operator to the principal of the school involved. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.

If necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the parish superintendent who shall conduct a hearing on the merits of the bus suspension.

A pupil damaging a school bus shall be subjected to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damages or until the Superintendent directs his re-admittance.

At no time shall the bus operator assume authority for suspending bus privileges or taking such disciplinary action as requiring a pupil to kneel or inflicting corporal punishment. If the conduct of a pupil becomes such that his removal from the bus becomes essential, the operator shall discharge the pupil at the pupil's regular stop. A student riding a school bus shall never be unloaded along the highway except at his designated stop, unless he is endangering the lives of other children on the bus. (Approved: November, 1975-DeSoto Parish School Board)

### ***SCHOOL BUS CONDUCT***

1. Students must be on time at designated stop.
2. Students must obey the operator promptly and cheerfully.
3. Obey and respect the orders from the bus patrol on duty.
4. Help to keep the bus clean and sanitary. Anyone purposely damaging, cutting or breaking school property will be disciplined and be required to pay damages.
5. Avoid causing trouble by teasing, pulling hair, scuffling or using profane, obscene or abusive language.
6. Arms and head must be kept inside the bus window at all times. Nothing is to be thrown out of the windows.
7. There should be no moving around while the bus is in motion. If assigned to a seat by the operator, stay in that seat.
8. Loud talking will not be tolerated. Conversation in normal tones is permissible.

9. Obtain permission from the operator before opening windows when it is cold or raining.
10. The middle aisle should not be blocked by students occupying the seat next to the aisle.
11. No student will be allowed to ride another bus or be discharged at a different stop unless he has written permission from his parents, a school bus change form completed by the office, signed by the principal and submitted to the bus operator.
12. Bus operators are permitted to make reasonable rules for the safe and proper operation of buses. Bus riders and their parents should be aware that the school administration considers the school bus as an extension of the classroom and campus of Mansfield Middle School. The same rules apply, as do the penalties for breaking the rules.

### ***DISCIPLINARY ACTION FOR BUSES***

- |                         |  |
|-------------------------|--|
| 1 <sup>ST</sup> Offense | operator shall contact the parent  |
| 2 <sup>nd</sup> Offense | Three (3) day suspension from bus transport and a parent conference shall be conducted.          |
| 3 <sup>rd</sup> Offense | Five (5) days suspension from bus transport and a parent conference shall be conducted.          |
| 4 <sup>th</sup> Offense | Ten (10) days suspension from bus transport and a parent conference with Transportation Director |
| 5 <sup>th</sup> Offense | Expulsion from all school transportation.  |

### ***TEMPORARY BUS PASSES***

Before a student can ride another bus, they must obtain a Temporary Boarding form from the office. This form may be obtained by presenting a written note from the parent authorizing the child to ride another bus. This note must contain the information necessary to fill out the Temporary Boarding Pass. Notes must be submitted to the school secretary before 7:40 A.M. **TEMPORARY BUS PASSES CAN ONLY BE ISSUED IN CASE OF AN EMERGENCY**

### **CHECK-IN POLICY**

Any student arriving at school after 7:30 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.

### **CHECK-OUT POLICY**

**Any student wanting to check out because of illness must have the teacher complete a Nurse Referral form. If the nurse deems the student needs to go home, the nurse, secretary, or administration will call home. NO student is to come to the office to use the phone during class.**

Students are not to leave the school ground or enter the parking lots at any time without permission from administration. This includes before school and during lunch. **TEACHERS CANNOT GIVE STUDENTS PERMISSIONS TO GO TO THE PARKING LOT – ONLY THE PRINCIPAL MAY DO SO.** No check outs permitted after 2:45.

### **STUDENT CHECK-OUT**

Students are not allowed to check themselves out of school. To check a student out, parents must come to school and sign them out with a valid photo I.D. that matches names on file that the student may be released to.

### **CLOSED SCHOOL CAMPUS**

In compliance with DeSoto Parish School board policy, Mansfield Middle School operates under a “closed campus” policy.

### **CONDUCT OF STUDENTS OUTSIDE THE CLASSROOM**

The same good conduct required of students in the classroom is expected outside the classroom-in the hallways, assembly, on the 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. Disrespectful behavior directed toward any staff member will call for automatic out-of-school suspension.

### **CONFERENCES**

Members of the faculty encourage and appreciate the interest of parents in their child's school performance and activities. Many times the student will benefit from the mutual cooperation of the parent and teachers. For this reason, parents are encouraged to feel free to consult with their child's teacher(s) about school work and activities. Parent/Teacher conferences should be scheduled by contacting the front office or completing a conference request form. This form or phone request will be given to the grade level chair. The grade level chair will then call the parent to set up the conference. This will assure the parent of arriving during the conference period; consequently, the teacher would be free of classroom teaching duties and able to confer with the parent without interruptions.

### **COUNSELING**

Ms. Hensley, School Guidance Counselor, and VOA counselors are available to all students at MMS. Students may ask to see the counselor by informing their teacher who in turn will complete a Referral to the Counselor form. Students and parents are encouraged to use these valuable assets as needed. Any student who is suspended for any reason shall receive counseling upon re-admittance.

### **DETENTION – AFTER SCHOOL**

After-School-Detention shall mean activities, assignments, or work held after the normal school day. **Failure or refusal by a student to attend assigned After School Detention will result in infraction and In-School Detention (P.E. taken away with assigned work).** Failure or refusal to attend for the second time will result in one (1) day of Out-Of-School Suspension. After School Detention shall begin at 3:15 p.m. and end at 4:20 p.m. on announced dates. Prior written notice will be given to the student and an automated call will be sent in advance to notify parents. **ASD is never assigned the same day.**

### **DISMISSAL - EARLY**

The school day begins at 7:30 a.m. and ends at 3:00 p.m. Students are expected to be in attendance for the entire school day for regularly scheduled classes. If it becomes necessary for a student to check out of school before the end of the day, proper clearance must be secured in advance. All requests for early dismissal from school must be submitted to the school office before 7:30 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 of school.

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 re-admitted 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 may check out of 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 the family, funeral, etc.
6. Natural catastrophe and/or disaster.
7. Special personal reasons (examples: special food or diet required by a doctor, sickness requiring a rest period at home, personal hygiene, etc.)
8. At any time when a parent personally checks out the student 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.

## **DRESS CODE**

### ***CLOTHING***

**Shirts:** No visible brand or logo. Hunter green, white, or black, 3 or 4 button Polo style shirt with collar, standard short or long sleeves. **SHIRTS MUST BE TUCK IN AND APPROPRIATELY SIZED AT ALL TIMES.**

**T-Shirts:** A hunter green, gray, black, or white only undershirt/turtleneck may be worn under the uniform shirt. The undershirts must not have designs. No emblems or logos are allowed, except the optional school approved logo. Top must be tucked in at all times.

**Bottoms:** Bottoms may include pants, shorts, capris, skirts, skorts, and jumpers. No design, brand, or logo, stripes, or contrasting thread color, etc. All bottoms will be khaki cotton twill, standard khaki brown, black, or sand color. No suspenders, cargo pants, khaki color jeans, joggers (elastic waist and elastic legs), or khaki color jeans will be allowed. Slacks and shorts must have a waistband with belt loops. Leggings will not suffice as pants and may only be worn with a dress/skirt meeting school requirements. No jeggings. No tights will be allowed under shorts.

All dresses, skirts, walking shorts, and skorts can be no more than four (4) inches above the knee when measured with the student in kneeling position.

Bottoms that are designed to be worn at the hip will not be allowed. The pants must be appropriate length: no excessive bulkiness around the ankle and no cut-off bottoms. The pant leg may not drag the ground and cannot be slit. No holes/tears are permitted, and all bottoms must be hemmed. Neither undergarments nor the midsection should be visible.

The waistband cannot be more than two inches (2 finger widths) larger than the student's waist. The pants must be hemmed and no more than one cuff in the pant leg. Cuffs may not be rolled up. **Leggings are Not to be worn as pants.**

#### **Belts:**

- Uniform bottoms with loops must be worn with a belt
- All belts are to be buckled or fastened.
- Belts must be worn with slacks and shorts
- Belt buckles should be reasonable size

#### **Socks:**

- Socks are required at all times

**Shoes:** No specific style or color of shoe is required: however, shoes that have wheels are not permitted. No sandals, flip flops, thongs, slides, house slippers, or shower shoes may be worn. No open-toed or backless shoes will be allowed. All shoes must be buckled, laced, and tied with appropriate length of laces. Tennis shoes must have the original shoe laces.

**Outerwear:** Uniform shirt must be worn under jackets/outerwear. When weather necessitates, all coats and windbreakers must be of a reasonable fit. Jackets and coats can have hoods, but hoods may only be worn outside. No long, below the knee dusters or trench coats. **ALL JACKETS AND COATS MUST REMAIN UNZIPPED WHILE INDOORS.** Hoodies must be Mansfield Middle School specific OR solid gray, black, white, or green. **ALL OTHER HOODIES SHALL BE REMOVED WHILE INDOORS.**

#### **Headwear:**

- Knit caps may be worn outside only in extremely cold weather.
- No bandanas, of any color, are to be worn on the body or sticking out of pockets or tied to back packs.
- Head phones are not to be worn in the building.

## **GROOMING**

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

- Hair on male students should not descend below the bottom of the ear lobe or touch the top of the collar in the backs.
- Traditional cornrows and/or braids are permitted if hair is neatly done and follows all other hair guidelines.
- Bangs should not descend below the eyebrow
- 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**

- **ONLY CLEAR OR MESH BOOK BAGS**

### **EMBLEMS AND INSIGNIA**

- Any combination of clothing and jewelry that law enforcement agencies currently consider gang-related are not permitted
- 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.

*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.

### **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 meet 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.

## **DRUG TESTING OF ATHLETES**

One of the primary objectives of the DeSoto Parish School System is to provide a school environment that is safe and drug free. Many methods have been employed to accomplish this goal. They include "zero tolerance" for drugs and alcohol, use of mandatory drug education, D.A.R.E., and school resource officers.

Substance abuse in the academic setting can have a damaging, possibly even fatal, effect upon students. Principals, school resource officers, and law enforcement officers have reported an increase in the use of illegal substances by student athletes in recent years. The use of drugs by student athletes increases the risk of physical harm to athletes and their teammates. It also affects the general school population because student athletes are looked upon as role models.

In order to optimize the health and safety of students involved in athletic and extracurricular activities, the Board have implemented a drug-testing program. The purpose of this program is not to invade the privacy of the student athlete but rather to identify a potential health and safety problem. This includes identifying any controlled substance which, when used, would be counterproductive to the health and safety of the student athlete or his/her companions. The program contains three components:

1. Physical examination completed by a licensed physician.
2. Medical history that is maintained by the school athletic department.
3. Random drug testing procedure to identify the presence of controlled dangerous substances.

Participation in the drug testing program is mandatory since parents/guardians have freely chosen to allow participation in the extracurricular activity. A urine analysis is conducted on a regular basis by a certified laboratory technician. The laboratory is required to provide a computer-generated, randomly selected (using student I.D. or social security number) list of students chosen for drug testing. Students are allowed to inform the technician if they have been taking medicine prior to drug testing and identify the prescribing physician. Parents/guardians and the student must sign a permission form before a drug test is conducted on the student. The signatures represent consent to the drug test and a waiver of any claim of invasion of privacy. Students who refuse to take a drug test when selected are considered positive for that test.

The principal is required to have a permission form on file for every participating student. A student who wishes to withdraw from extracurricular activities and have his/her name removed from the random selection list must fill out a "Withdrawal from Extracurricular Activity" form and return it to the principal. If this form is not returned, the student's name remains on the random selection list and the student may be chosen for random drug testing.

If a student later decides to participate after filling out a withdrawal form, they will be subject to immediate testing. Students who transfer to a DeSoto Parish school during the year are added to the random selection list if they choose to participate in designated extracurricular activities. All test results are filed in the principal's office and kept strictly confidential. A positive test result indicates that no apparent controlled substances are present. If a student's test is positive; the parents are notified immediately and are required to meet with the principal and school athletic director. Test results are not disclosed to law enforcement officers.

The following consequences are imposed on a student whose test result is positive:

1. **Confirmation of first positive** – After confirmation of a positive drug test, a student loses eligibility for the next two (2) interscholastic contests or two (2) weeks of scheduled games, whichever is longer. A conference is held between the coaches, the principal, the parents, and the student to agree upon and sign an appropriate plan of action. The plan may include periodic drug testing and drug education counseling, at the expense of the student athlete. In order for the student to reenter the extracurricular activity, a second conference of school personnel, parents, and student is held. Results from a follow-up drug test (conducted in a certified laboratory at the student's expense) must be sent directly to the principal; the test should indicate that non-apparent controlled substances are not present. The student must also provide written documentation that recommendations/referrals are in progress.
2. **Confirmation of second positive** - The student loses eligibility for one (1) calendar year. In order for the student to re-enter an extracurricular activity, evidence of a negative drug test from a certified laboratory must be submitted directly to the principal. Documentation must also be provided to prove that the student has participated in a drug treatment program, has had monthly drug tests (conducted in a certified laboratory at the student's expense), and has remained drug free for the entire year.
3. **Confirmation of third positive** - The student is dismissed from extracurricular activities for the remaining high school tenure. If a student athlete is found in possession of alcohol and/or a controlled substance, the discipline policy of the school applies.

## **DRUG USE**

Student shall not be permitted to use or have possession of drugs or alcoholic beverages on school property. When a student is suspected of having a drug or alcohol problem, or of having drugs or alcohol in their possession, the principal shall contact the parent or guardian, the Director of Student Services, and the Drug Education Coordinator. The students will be automatically suspended Out-Of-School if found to be under the influence or in possession of illegal drugs or alcohol.

If the student is suspected of distribution or attempted distribution, in addition to the aforementioned school officials, a representative of local law enforcement will also be notified. A hearing must be held at the school or designated place, with parents(s). Superintendent's representative, principal, and drug coordinator must be held before the student will be readmitted to school and a program of appropriate counseling for the student will be set up. If a student or parent does not comply with any part or all of the above, then the matter shall be turned over to a local law enforcement agency for whatever course of action deemed appropriate.

## **ELECTRONICS/TECHNOLOGY – Ipad and Computer Use**

### ***Minor Offenses***

- A. Change iPad or computer screen
- B. Going to another website without permission-OFF task behavior (example, looking at appropriate pictures that includes cars, trucks, games, etc.)

1<sup>st</sup> offense: Teacher talks to student and document incident on Infraction- Contact parents

2<sup>nd</sup> offense: Teacher contacts parent and documents incident. Student receive a minor infraction with ASD

3<sup>rd</sup> offense: Student receives a minor Infraction with Mandatory Parent Conference; teacher documents incident

4<sup>th</sup> offense: Student receives a major with one day of ISS; teacher documents incident.

5<sup>th</sup> offense: Student receives a major referral with 1 day of In School Suspension- Will Disobedience.

### ***Major Offenses***

- A. Changing IPAD codes
- B. Profanity or Inappropriate language
- C. Inappropriate pictures (websites) in Violation of DPSB internet use Agreement
- D. Cheating/Academic Dishonesty (giving or receiving log-in info, test answers, passcodes)

1<sup>st</sup> Offense: 3 days of In School Suspension

2<sup>nd</sup> Offense: 2 days of Out of School Suspension and required Parental Conference

3<sup>rd</sup> Offense: 3 days of Out of School Suspension and required Parental Conference

4<sup>th</sup> Offense: Recommendation for Expulsion

*AS ALWAYS, THE PRINCIPAL HAS DISCRETION FOR ISSUES NOT SPECIFICALLY STATED IN THIS POLICY*

## **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.

## **EMERGENCY DRILLS**

Fire and Bad Weather drills are required and shall be held in irregular intervals throughout the school year. Each teacher will inform their class of the route of exit from his/her room. An emergency plan for each room/building is posted in every classroom

## 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 Director of Student Services, 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.

## FOOD SERVICE

The student body will eat during the assigned lunch shift. Students should become thoroughly familiar with all rules governing the lunchtime. The lunch shifts are approximately 20-25 minutes long, and all students are expected to exercise proper conduct whether in the halls going to and from lunch, in the lunch line, in the cafeteria, or when sitting outside after lunch.

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.

“Brown Baggers” (those who bring their lunches) may eat in the lunchroom. Students bringing their lunch **are not** allowed to bring “fast-food” (such as McDonald’s, Sonic, Pizza Hut, etc.), nor fast-food drink cups, and commercial drinks (canned drinks) into the school cafeteria. **THIS IS FEDERAL LAW.** Student lunch deliveries to the campus by parents, friends, relatives, and teachers are forbidden. Students have two options: (1) eat in the cafeteria; or (2) brown bag lunch.

Mansfield Middle School qualified, under Federal guideline, for a free school breakfast and lunch program, which is available to all students. Breakfast is served each morning between 7:10 and 7:30 a.m.

## HALL PASSES

The only acceptable hall passes are those designated by the school. 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 ISS/SAC.

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, etc., are not considered emergencies. Students are not allowed to use the restrooms except during the designated times. Emergencies may arise and teachers will address them; however, if the same student repeatedly asks to go to the restroom the office will be alerted and will check the student’s file for a doctor’s note on file.

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) If there are no doctor’s notes on file then the student will follow the restroom schedule as set for all students.

## HALLWAY ETIQUETTE AND RULES

The halls at Mansfield Middle School were designed to provide easy access to all parts of the buildings.

Students are to walk to their right in the hallways and stairwells. Students are reminded to be considerate of others and refrain from blocking the halls. Loud, boisterous behavior, including running, in the halls is inappropriate. The halls are “off limits” to student traffic before 7:44 and during the lunch periods. Students are not to be in the hallways unless they are with their entire class or unless they have a hall pass.

## 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.

## HOMEWORK

Homework is one of many learning activities in which students engage. Homework is an important extension of activities begun in school under the guidance of their teachers and continued at home. It enriches school experiences, strengthens concepts and skill development and promotes a permanent interest in learning. Failure to complete homework assignments will result in the teacher assigning the student to after school detention. Parents are strongly encouraged to check their child's homework daily.

## HONOR ROLL

According to DeSoto Parish School Board Policy, a student who makes a 3.0-3.99 academic average is placed on the Honor Roll each nine weeks. A student who makes 4.0 and above is placed on the Superintendent's List. To be considered for the honor roll, a student must be achieving on grade level with an 85% (B) average or above for the grading period with no grade below a 75% (C).

## ID BADGE POLICY

To care for our students is our primary concern at Mansfield Middle School. As we work to keep our students safe, student identification badges will be provided for every student.

Student identification badges authorize students to be on campus, to move from class and throughout the school, and allows our students to participate in school related functions. Knowing each student by name on campus is challenging. Therefore, we must mandate that all students wear their identification badges at all times. The safety of our students and staff is non-negotiable as it supports our staff in identifying students and trespassers.

- Students must wear badges in order to:

- Enter classes
- Leave the classroom
- Borrow library books
- Participate in campus activities
- Remain on campus after school

The student identification badge must be worn around the neck on a school issued lanyard.

- **The cost of a replacement badge with lanyard is \$3.00.** ID badges must be worn on a lanyard at all times.

- If students do not purchase a replacement badge for \$3.00 on the same day, their name will be placed on "Mansfield Middle School No ID badge list" and be given a warning.

-If students do not purchase an ID badge the next school day, the student will be placed in ISS until badge is purchased. **ID badges are part of the Dress Code Policy.**

**If a student is wearing someone else's badge, or a badge with the wrong year, it will result in the following consequences:**

1. 1<sup>st</sup> Offense: Parent Contact (Warning)
2. 2<sup>nd</sup> Offense: Parent contact, major referral with 1 day of In School Suspension
3. 3<sup>rd</sup> Offense: Parent contact, major referral with 2 days of In School Suspension
4. 4<sup>th</sup> Offense: Parent contact, major referral with 1 day of Out of School Suspension

**Note: Refusal to provide access to ID badges to an adult on campus is insubordination which shall result in a major referral to the office of the administration.**

### **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.

### **ILLNESS:**

**Please do not send your child to school when he/she is ill.**

In order for make-up work to be given when a child is tardy or absent, a note from the doctor or parent/guardian must be sent to the teacher explaining why the child missed class. Always obtain a doctor's excuse when you take your child to the doctor and send it to your child's teacher on his/her first day back at school.

**A child should be fever free (without Tylenol or Advil) for 24 hours before returning to school.**

### **IMMUNIZATION/COMMUNICABLE DISEASES**

A student entering DeSoto Parish schools must present an up-to-date health card (including record of required immunizations) at the time of registration. A card can be obtained from the student's personal physician or the parish health unit. Noncompliance is permitted if the parent submits either a written dissent or a written statement from a physician stating that required immunization(s) are contraindicated for medical reasons.

When evidence indicates that a student has a disease or infection that can be contagious to others, the principal, upon recommendation of the school nurse and within Louisiana Department of Health and Hospitals guidelines, is responsible for excluding the student from school. The student is excluded until a physician approves school attendance and/or the condition are no longer considered contagious. Personal confidentiality is protected.

### **LIBRARY**

The library will be open before school so that students may check out or return books. Books may be checked out for two weeks at a time. All students with overdue books will be fined. Students are responsible for the safe keeping of books that they have checked out. Students will not check more than two books at a time.

### **ORGANIZATIONS**

MMS is excited to offer several clubs/organizations for students to enjoy. Some of the organizations may have guidelines that students must meet in order to join. Students are strongly encouraged to become an active participant in their choice of organizations.

### **PARENT AND FAMILY ENGAGEMENT**

Parents are encouraged to stay actively engaged in their student's school career. Grades, discipline reports, lunch menus, school announcements, and homework assignments can be found on Mansfield Middle School's website. Parents are asked to contact the school to set up a username and password.

### **PARENT NOTES**

Failure to return signed parent notes and infractions will result in ASD after the 3<sup>rd</sup> day.

## **PHONE USE**

Any calls that need to be placed will be made by the teacher, secretaries, school nurse, guidance counselor, or the administration. Students must have a completed hall pass in order to come into the office to ask that the phone call be made. The use of cell phones and other technology devices is prohibited on campus. Students shall submit cell phones at the beginning of the day by logging them on a cell phone log and securing them in the class bin. After this submission has been made, cell phones that are visible will be confiscated. The DPSB Electronic Device Policy:

1. **1<sup>st</sup> offense:** Electronic device will be taken up and kept until parent pick up. The student will receive a major referral (1 day of In School Suspension). Parent must sign Electronic Device Receipt and Return Agreement upon pick up.
2. **2<sup>nd</sup> offense:** Electronic device will be taken up and kept for 9 weeks along with a major referral ( 2 days of In School Suspension).
3. **3<sup>rd</sup> offense:** Electronic device will be taken up and kept for one calendar year along with 3 days Out of School Suspension.

In such a case that a device is retained the school shall not be responsible for any damages or service charges that may incur while the device is in our possession. **ONLY A PARENT OR LEGAL GUARDIAN CAN PICK UP A PHONE.** Depending on the location, images, or how the device is being used expulsion could be recommended and the device confiscated.

## **PUBLIC CONCERNS AND COMPLAINTS**

Constructive criticism of the schools is welcomed by the DeSoto Parish School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

## **SCHEDULE CHANGES**

Any changes in a subject, a class period, or a teacher, must be handled through the Principal's Office and then reported to the secretary so that a student can be quickly located in case of an emergency. Parents must schedule an appointment to see the Principal concerning any schedule change. Requests must be submitted in writing.

## **SEXUAL HARASSMENT**

Students who engage in sexual harassment on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcomed, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, pressured to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed for sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school and school board's suspension/expulsion procedures.

Any student who engages in the sexual harassment of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in sexual harassment of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of sexual harassment from a student is expected to forward the complaint to the principal. A student should immediately report incidents of sexual harassment to a teacher, counselor, or administrator at the school. The person who receives a report from a student notifies the principal.

The principal/designee promptly investigates the complaint and completes a sexual harassment complaint form, which is forwarded to the Director of Student Services. If the principal is accused in the incident, the Director of Student Services is notified, investigates the complaint, and completes the sexual harassment complaint form. A copy of the completed form is given to the student, identifying, to the extent allowed by law, the action to be taken. Copies are also filed in the offices of the Director of Student Services. If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Director of Student Services. The request must be made within ten (10) days following the receipt of a copy of the sexual harassment form.

### **SKIPPING CLASS**

Students that do not report collectively to class will be deemed skipping and a behavioral referral will be written. As a result of this referral, the student will be placed in ISS/SAC for two (2) days. Subsequent referrals will result in an out of school suspension.

### **STAIRS**

Stairs are to be used properly. Bars (rails) are provided for security. A middle rail divides persons going up and down stairs. When going down or up the stairs, students are to walk to the right. Students are never to slide down the bars (rails) or stand around on stairs or stair wells.

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

Participation in graduation exercises or any 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 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. Students who are assigned textbooks or consumable workbooks are responsible for maintaining possession of these books. Students who do not return textbooks when withdrawing from school or at the end of school year or have damaged the textbook(s) will be financially responsible for them.

### **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 and upon the 3<sup>rd</sup> incidence will be recommended for expulsion.

### **VISITORS**

Parents are always welcome to visit our school. All visitors on the school campus shall check by the office to identify themselves by presenting a photo I.D. 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. Exceptions can be made by MMS administration.

If you would like to speak with a teacher, you may only do so during the teacher's planning time. To ensure the teacher is available please call to set an appointment. If you would like to observe your child in the classroom setting an appointment must be made with an administrator and an administrator must escort you to the classroom to observe with you for a short time, ensuring that instruction is not disturbed.

Visitors wishing to speak with administration will need to schedule an appointment through the secretaries at an agreed upon time. Cell phones are not permitted in any parent conference, and must be left in the school office.

# **DESOTO PARISH STUDENT CODE OF CONDUCT**

## **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

## DeSoto Parish Student 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.

### 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.

**Consequences and Violations Flow Chart**  
**(Middle and High School) Major Offenses**

<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>
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

<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>
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
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.

<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>
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
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
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

<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>
Is guilty of stealing	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
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.
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.

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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 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.
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.

<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>
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.

<b>Infraction</b>	<b>Infraction Code</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>
Student refuses to wear mask according to District Policy on COVID-19.	<u>01</u> 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.	<u>06</u> 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.

*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.

## **DRESS CODE**

**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 or 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.

# (DISTRICT AND FEDERAL DOCUMENTS)



## DeSoto Parish Schools

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*Clay J. Corley, Superintendent*

DeSoto Parish Stakeholders,

It's with great pleasure that I welcome you to the 2019 – 2020 school year!

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 buses run. It's why teachers teach. It's why we have hope for a better tomorrow.

First, our purpose says we must "serve." We are all called to the purpose of serving mankind. We must encourage and help one another to become more, do more, learn more, and achieve more. Service is a fundamental trait we must practice in our DeSoto schools.

Next, our purpose instructs us to "care for our students." We believe this means providing safe environments, ensuring attendance, and nurturing positive relationships among our students. Care is an age-old, yet revolutionary practice. And yes, the old adage still rings true in Desoto: Students don't care how much you know until they know how much you care.

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

DeSoto was recently named an "Outstanding School System" by the Louisiana Department of Education for demonstrating top student growth in grades 4-12, for students fully mastering key concepts and skills in ELA and math. DeSoto is now ranked 2<sup>nd</sup> in the state for student performance growth among English Learners (EL). Six of nine schools have been identified as TOP Gains Schools and three of nine schools performed in the 90<sup>th</sup> percentile or above for students with disabilities, economically disadvantaged students. In our system, Together Everyone Achieves More (TEAM).

Lastly, we plan to "celebrate their graduation as citizens prepared to transform their dreams into realities." From the moment a student enters our system, we must 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 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, the United States of America, and to be able to transform their dreams into realities.

We must continue to do our jobs well and meet the needs of those we serve in order to accomplish these goals. I'm very honored to serve as your Superintendent.

  
Clay Corley  
Superintendent

# 2020-2021 DeSoto Parish School Calendar

## August 2020

M	T	W	T	F
•	•	▲	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

## September 2020

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

## October 2020

M	T	W	T	F
			[1]	2
■	■	■	■	■
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## November 2020

M	T	W	T	F
2	■	4	5	6
9	10	11	12	13
16	17	18	19	20
■	■	■	■	■
30				

## December 2020

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

## Grade Reporting Periods

Begin	Close		Report Cards
08/05/20	10/01/2020	(41)	10/02/2020
10/12/20	12/17/2020	(43)	12/18/2020
01/06/21	03/11/2021	(40)	03/12/2021
03/15/21	05/21/2021	(44)	05/24/2021

## August 2020

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

## September 2020

7 – Labor Day Holiday (Schools Closed)

## October 2020

1 – End of 1<sup>st</sup> Grading Period  
 1 – \*SPT Meetings AFTER SCHOOL 3:30-6:30 pm  
 2 – \*SPT Meetings 8 am – 12 pm (No Students)  
 5-9 – Fall Break (Schools Closed)

## November 2020

3 – Election Day/Observance of Veterans' Day (Schools Closed)  
 23-27 – Thanksgiving Holiday (Schools Closed)

## December 2020

1-9 – HS LEAP 2025 Testing  
 10 – HS LEAP 2025 Makeup  
 17 – Last Day of Fall Semester for Students  
 17 – \*SPT Meetings AFTER SCHOOL 3:30-6:30 pm  
 18 – \*SPT Meetings 8 am-12 pm (No Students)  
 21- Jan. 5 – Christmas Holiday (Schools Closed)

## January 2021

5 – Professional Development (No Students)  
 6 – First Day of Spring Semester for Students  
 18 – MLK Holiday (Schools Closed)

## February 2021

15 – Presidents' Day Holiday (Schools Closed)  
 16-19 – Winter Break (Schools Closed)  
 22 – Professional Development (No Students)

## March 2021

9 – ACT ★ (Paper Based)  
 9-11 – ACT (Computer Based Window)  
 11 – End of 3<sup>rd</sup> Grading Period  
 11 – \*SPT Meetings AFTER SCHOOL 3:30-6:30pm  
 12 – \*SPT Meetings 8 am –12 pm (No Students)  
 16-18 – ACT (Computer Based Window)  
 29-31 – LEAP (Computer Based Grades 4 – 8)

## April 2021

2-9 – Good Fri./Easter Break (Schools Closed)  
 1-30 – LEAP (Computer Based Grades 4 – 8)  
 21-27 – LEAP (Paper Based Grades 3 & 4)  
 26-30 – HS LEAP 2025 Testing

## May 2021

3-12 – HS LEAP 2025 Testing  
 3-14 – Advanced Placement Tests  
 13 – HS LEAP 2025 Makeup  
 21 – Last Day of Spring Semester for Students  
 24 – Teacher Work Day (No Students)

**Instructional Day = 385 minutes**

## January 2021

M	T	W	T	F
				■
■	•	▲	7	8
11	12	13	14	15
■	19	20	21	22
25	26	27	28	29

## February 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
■	■	■	■	■
•	23	24	25	26

## March 2021

M	T	W	T	F
1	2	3	4	5
8	★	10	[11]	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## April 2021

M	T	W	T	F
			1	■
■	■	■	■	■
12	13	14	15	16
19	20	21	22	23
▶26	▶27	28	29	30

## May 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	[21]
•				

•	Prof. Dev./Teacher Work Day
▲	Begin Semester
■	School Holidays
[ ]	End of Grading Period
★	ACT
	LEAP (Computer-Based Test)
	LEAP (Paper-Based Test)
	HS LEAP 2025 Testing
	Makeup Testing Days
SPT	Student/Parent/Teacher Meetings

Non-EOC Final Exams for the Fall Term will be held December 15 & 16, 2020.

Non-EOC Final Exams for the Spring Term will be held May 19 & 20, 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 7, 2021. (Seniors' last day of attendance – May 7, 2021.)

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

Summer schedule hours: 7:30 a.m. – 4:00 p.m. (M – Th), all offices closed on Fridays.

**\*Student/Parent/Teacher Meetings – Students are invited to participate.**

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*

## **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)

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

The **Family Educational Rights and Privacy Act (FERPA)** affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ education records. Educational records are records that are directly related to a student and are maintained by an educational agency or school by a person acting for the agency or school. Excluded from the term “educational records” are records of instructional, supervisory, or administrative personnel that are in the sole possession of the maker and are not accessible or revealed to any other individual except a supervisor. All information regarding students and their families is collected, maintained, and disseminated using the safeguards necessary to comply with Federal and State laws. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA at the following address:

**Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605**

Personally identifiable data/information includes the following:

1. The name of the student and the student’s parent or other family members.
2. The address of the student.
3. A personal identifier, such as a student’s social security number.
4. A list of personal characteristics that would make the student’s identity easily traceable.
5. Other information that would make the student’s identity easily traceable.

Legitimate educational interest is interest that requires regular access for purposes of adding material, periodic review, filing new student data, and/or removing inadequate, ambiguous, irrelevant data; that interest having the educational well-being of the student in mind for purposes of continuing, improving, or changing the education program of the student; and that interest in which the person has a legitimate need to know. Access to and release of information in student records is governed by specific requirements:

1. The principal is responsible for determining who, other than the parent or eligible student, has access to student records.
2. The following persons/agencies may be granted access to student record information **without** the written consent of the parent or without an entry being made in the disclosure record:
  - a. Teachers and other school officials within the school system who have a legitimate educational interest.
  - b. An educational agency that is required to make reports concerning the education program.
3. The following persons/agencies may be granted access to student record information **without** the written consent of the parent by completing the disclosure record:
  - a. Authorized representative(s) of the Comptroller General of the United States, the Secretary of Education, State education authorities, and appropriate community agencies involved in handling student health and safety.
  - b. Agencies requiring information in connection with a student’s application for or receipt of financial aid.
  - c. Courts, upon the issuance of proper orders or subpoenas. Educational records and personally identifiable information are released **without** parental consent to a school to which a student transfers. This includes transcripts sent to post-secondary institutions.

A written consent from a parent or eligible student is required for a principal to grant access to student records by other persons/agencies. The term parent, unless otherwise specified, includes parent, tutor, guardian, or student eighteen (18) years of age or older or who is enrolled in a post-secondary institution.

## De Soto Parish School Board-Child Nutrition Programs

### 2020/2021 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 2020/2021 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 2020-2021 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.

### 2020/2021 School Meal Changes/Updates

**Pursuant to the Families First Coronavirus Response Act (the FFCRA) (P.L. 116-127) and based on the exceptional circumstances of this public health emergency, the Food and Nutrition Service (FNS) is establishing a nationwide waiver to support access to nutritious meals while minimizing potential exposure to the novel coronavirus (COVID-19) for school year (SY) 2020-2021. DPSB Child Nutrition Department will utilize appropriate waiver applies to providing meals to students this school year.**

## **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. The current school year Diet Prescription Form from for Meals at School is available on the DPSB website or click here: [Desoto Parish Updated 20/21 LDOE SY Diet Prescription.pdf](#).

However, 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.

### **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 De Soto Parish School Board Web Page. Click on *mySchoolBucks*. 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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.
3	<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.

<b>TOPS University Diploma</b>		<b>TOPS Tech Jump Start Diploma</b>	
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 12, 2020	August 14, 2020	Aug 28, 2020
Oct 20, 2020	No registration	State administered
Oct 24, 2020	Sept 18, 2020	Oct 2, 2020
Dec 12, 2020	Nov 6, 2020	Nov 20, 2020
Feb 6, 2021	Jan 8, 2021	Jan 15, 2021
Mar 9, 2021	No registration	State administered
Apr 17, 2021	Feb 12, 2021	Mar 26, 2021
June 12, 2021	May 7, 2021	May 21, 2021
July 17, 2021	June 18, 2021	June 25, 2021

<b>2020 AP Exam Schedule</b>		
<b>Week 1</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>
Monday, May 3, 2021	United States Government & Politics	
Tuesday, May 4, 2021	Calculus AB	Human Geography
Wednesday, May 5, 2021	English Literature and Composition	
Thursday, May 6, 2021	United States History	Computer Science
Friday, May 7, 2021	Chemistry	
<b>Week 2</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>
Monday, May 10, 2021		
Tuesday, May 11, 2021		Psychology
Wednesday, May 12, 2021	English Language and Composition	
Thursday, May 13, 2021	Computer Science Principles	Statistics
Friday, May 14, 2021	Biology	Environmental Science

## **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 homeless liaison at (318) 872-1198.

# 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 addictive, 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.

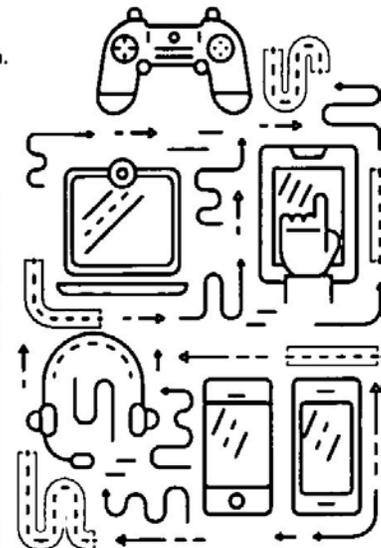


**REPORT** any suspicious communications to the police and speak with school administrators about possible cyberbullying so that action can be taken.

## 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)).





# DeSoto Parish Schools

Clay J. Corley, Superintendent

May 31, 2020

## MEMORANDUM

To: Principals

From: Deb Gamble

RE: IMPORTANT  
M-to-M Transfer Information for Handbook

The following transfer policy information has been placed in student handbooks, beginning with the 2007-2008 school year, and should continue to be placed in student handbooks each and every year.

### Majority to Minority (M-to-M) Transfers

A student attending a school where his/her race is in the majority may elect to attend a school where his/her race is in the minority. The student's parent must complete the transfer application and submit it to the DeSoto Parish School Board transfer committee no later than **April 15<sup>th</sup>**.

Once a student has received an "M-to-M" transfer the student must remain at that school for the entire school year. Any request to return to the students' home school (the school in which the custodial family resides) **must** be received by the transfer committee on or before **April 15<sup>th</sup>** of the current school year for consideration of approval for the following school year.

A student who transfers under an "M-to-M" transfer shall be immediately eligible to participate on athletic teams at the school to which they transfer. All "M-to-M" transfer students shall be provided free transportation by the DeSoto Parish School District.

Approved: \_\_\_\_\_

Clay J. Corley, Superintendent

5-31-2020

\_\_\_\_\_  
Date

## **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.**

## **DESOTO PARISH BOARD 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.

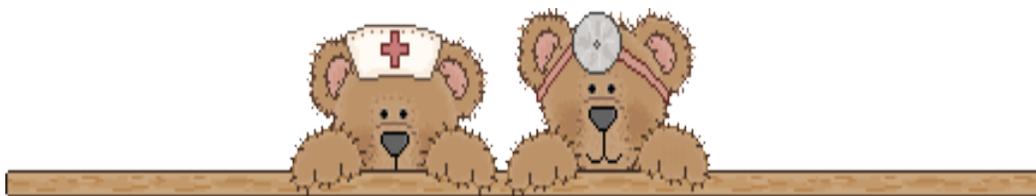
Medication forms may be obtained from your school office or the school nurse. After all forms are complete, **please make an appointment to meet with the school nurse**, prior to bringing medication to school.

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.

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:

03/04/13



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.imzmmize.org/vis](http://www.imzmmize.org/vis)

Hojas de Información Sobre Vacunas están disponibles en español y en muchos otros idiomas. Visite [www.imzmmize.org/vis](http://www.imzmmize.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 ID&R Center

## Migrant Family Search Form

School District: \_\_\_\_\_ School Name: \_\_\_\_\_

School Year: \_\_\_\_\_

Dear Parents,

In order to better serve your children's academic needs, our program wants to identify students who may qualify to receive supplemental educational services. **The information you provide will be kept confidential.** Please answer the following questions and return this form to your child's school.

**1. Within the past 3 years have you and your family traveled or moved from one district, city or state to another to work, or look for temporary work, in agriculture, livestock or fishing?**

**NO** (STOP here and return survey to your child's school)  **YES** (Please check all that apply below & continue to question 2)



Picking cotton, vegetables, fruit, pecans, hay, soybeans, sugarcane, etc.



Working in a poultry farm



Working in a dairy farm



Working with timber or lumber



Working with livestock such as cattle, goats, sheep, horses, rabbits, hogs, or turtle farming.



Working in a plant nursery, orchard, tree growing or harvesting



Working in a commercial fishing, fishery, or crawfish ponds

Other similar work? Please explain:

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



**2. Did the children in your family go with you?**

**NO** (STOP and return survey to your child's school)

**YES** (Please complete below)

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

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

**For School Use Only:** Please return completed surveys to: \_\_\_\_\_