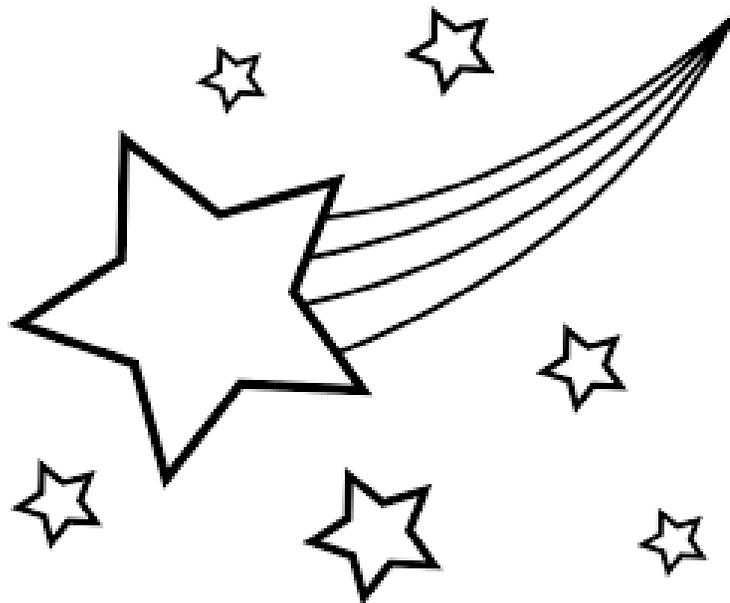


DESOTO SCHOOLS'

Grace House

DeSoto's Alternative Education Program



2020-2021
STUDENT & PARENT HANDBOOK

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*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 Board adheres to the equal opportunity provisions of federal civil rights and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin, (Title VI of the Civil Rights Acts of 1964); sex (Title IX of the Education Amendment of 1972); or handicapping conditions (Section 504 of the Rehabilitation Act of 1973) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

The administration reserved the right to modify & change items in this handbook. The changes will be done to assure the school climate is not altered negatively.

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.

All circumstances could not be outlined in this book however; we did cover a vast majority of items.

Therefore, the principal reserves the right to modify this handbook to assure that all students are in a safe and orderly environment which is conducive to learning.

DeSoto Schools' Grace House Vision

Our Goal is to offer at-risk students a positive learning environment where students achieve personal success and develop social and academic skills necessary to become contributing citizens of society.

DeSoto Schools' Grace House Philosophy

We believe that every student at DeSoto Schools' Grace House is entitled to an education, which shall be offered in an orderly and healthy physical and emotional atmosphere.

Every student will receive fair and positive treatment in all matters pertaining to school life.

Mission Statement

The mission of DeSoto Schools' Grace House is to ensure every student's intellectual, social, and emotional growth; to promote good citizenship, academic achievers and life-long learners.

School Motto:

TOGETHER We prepare students for success in life.

PRINCIPAL'S PLEDGE

I promise to....

- ☞ Model high quality work and participatory decision making.
- ☞ Continually work to develop and maintain trust.
- ☞ Clearly demonstrate my support of our school through my actions.
- ☞ Constantly remember that communication is paramount to an organization's success.
- ☞ Find a way to make sure that everyone is a part of our professional learning community.
- ☞ Focus on coordinating, articulating, aligning, and integrating our instructional efforts by providing support and time to do so.
- ☞ Always hold myself and others accountable to meet our responsibilities.
- ☞ Remain loyal, compassionate, and honest at all times.
- ☞ Have fun along the way!

THE APPLICATION PROCESS

The following procedure will be utilized in order to facilitate the proper transition of the student from their home school to DeSoto Grace House:

1. Principal from home school will recommend expulsion and verify that students have no outstanding balances at their school.
2. Hearing date will be set with Hearing Officer.
3. Recommendation will be rendered by Hearing Officer.
4. DeSoto Grace House packet will be given to student and parent/guardian at the Grace House Site.
5. Meeting should be arranged with DeSoto Grace House by the Parent/Guardian of child.
6. Packet will be filled out during the Intake Meeting at DeSoto Grace House.
 - a. Rules and Regulations will be explained at the intake meeting.
 - b. Contract with Parent and Student will be explained.
 - c. Dress code will be explained, etc.
7. A class schedule will be issued when the student begins the alternative program.
8. An EXIT CONFERENCE will be held prior to the student's return to the home school. This conference will determine if the student has met and/or fulfilled the criteria set forth by the District's Hearing Officer and DeSoto Grace House.

*Classwork for students assigned to Off-Site Suspension (whether pending an Expulsion Hearing or otherwise) should be sent directly to the Off Site Facilitator. Students should have any incomplete assignments, tests, etc., sent to OSS as soon as they are to report.

*Students being detained in OSS pending an Expulsion Hearing, should obtain the needed uniform for attending the Alternative Program.

NOTE:

Graduating Seniors in attendance at DeSoto Grace House within a four (4) week period prior to Graduation, will not be allowed to return to their home school. The student's diploma and other materials will be mailed to them after the proper records are transferred to the home school from DeSoto Grace House . Permission to participate in the graduation ceremony will be granted by the home-school principal.

Intake Procedures

New Student Intakes for the DeSoto Schools' Grace House are held on Wednesdays and Thursdays only. Please contact the school's secretary, Mrs. Marilyn Whitaker, to make an appointment at (318) 871-0493.

DeSoto Schools' Grace House will not hold New Student Intakes after 2:00 p.m.

Students expelled to DeSoto Schools' Grace House will start no earlier than 2 days after the initial intake.

Student Arrival Time

All Alternative Students must report to school no earlier than 7:20 a.m. each morning. Students reporting after 8:00 a.m. are tardy. Students with more than three (3) tardies in a four and a half (4.5) week period will be considered excessive and recommended to Truancy Court.

Sustained Silent Reading (SSR) (Mandatory for all students)

Sustained Silent Reading (SSR) is a form of school-based recreational reading where students read silently for a designated time period **every day in all classes** (*Middle and High School students read for 15 minutes DAILY*). SSR offers students an opportunity to read books of their own choice and earn rewards for each completed book. Research states that SSR can increase student's reading fluency and comprehension skills and the SSR program at DeSoto Grace House is implemented in conjunction with Accelerated Reader (AR).

TEACHER'S PLEDGE

I am someone who **C. A. R. E. S.....**

I Celebrate the student I have!

I Accept my role as my student's coach!

I Respond to my student rather than react!

I Expand my views of how and where learning takes place!

I Stop supporting bell-curve definitions of intelligence!

STUDENT'S PLEDGE

Education is my birthright

Education is the birthright of all children

Education is the path to freedom

The freedom to achieve my personal dreams

Education is the path to justice

Justice for every man, woman and child

Education is the path to power

The power to change the world

Education is the path to joy

The joy of learning is a privilege

Education is my full-time job

Education requires hard work

I recommit myself this day

I recommit myself to focus on my studies

I recommit myself this day

I recommit myself to honor my teachers

I recommit myself to respect

To respect for myself and my fellow students

I recommit myself to kindness

To going out of my way to be kind to others

I recommit myself to scholarship

To training my mind and pushing myself to work hard

I recommit myself to our community

I recommit myself to our community

PARENT'S PLEDGE

As a parent, grandparent or caring adult I hereby affirm my commitment to the academic achievement and career success of my child. I promise to make the pursuit of knowledge a priority in my household.

To demonstrate my commitment to this goal, I pledge to adhere to the following principles:

- **My** child will read with an adult or be encouraged to read independently each day.

- **My** child will complete all homework assignments given by school instructors and will be encouraged to ask for help when it is needed.

- **My** child will arrive at school on time, well rested and prepared for a full day of instruction and learning.

- **My** child will treat teachers and fellow classmates with respect and compassion. I will make positive behavior the expectation in my household.

- **My** child will understand the importance of a strong education in determining future success.

- **I** will encourage my child to dream big and always give 100 percent effort.

- **I** will treat my child's teachers as a valuable resource and work with them to support academic improvement and classroom behavior expectations.

- **I** will monitor my child's academic growth and stay as involved as possible in my child's education.

Together, my child and I, in partnership with DeSoto Grace House educators, will make education our **#1** priority.

BE SUCCESSFUL THIS YEAR

BY BEING A RESPONSIBLE STUDENT

REMEMBER – It's up to you to....

1. Attend school regularly. You can't learn if you aren't here.
2. Get to school on time. You miss out if you're late.
3. Do your homework and turn it in on time. Keep the pace and win the race.
4. Study ... When you make the effort you make the grade.
5. Make up your work if you are absent. Don't be absent minded as well.
6. Pay attention in class. It makes learning so much easier.
7. Never cheat. If you cheat all you learn is how to be dishonest.
8. Treat others with courtesy and respect. This is the first step in being respected and well-liked by others.
9. Involve your parents. They are your best allies.
10. Get help when you need it. Everyone needs help sometimes. Never be ashamed to ask for help. You come first at DeSoto Schools' Grace House.
11. Believe in yourself. Within you is the power to succeed. It's not where you start, but where you finish in life that matters most.

STUDENT RIGHTS

- Any Student who feels he or she has been mistreated or abused by a teacher, either academically or personally, has the right to report the incident to the office of the principal

- **Students do not have the right to argue with or otherwise disrespect the authority of any adult on campus.** When class is dismissed students may report to the office after receiving permission from the next teacher.

- Students are not in charge of other students on this campus. Students are not in charge of anything on the campus except your own personal business. If students have a problem concerning school, report to the office at the appropriate time.

- Students have a right to attend this school and to be provided an opportunity to learn and progress toward adulthood. Students will be afforded this right as long as he/she will respect the rights of others and follow the guidelines set forth in the Student Handbook.

- Students enrolled at the DeSoto Schools' Grace House **ARE NOT PERMITTED TO DRIVE TO SCHOOL.**
(Extenuating Circumstances will be given consideration by the Department of Student Services.)

Student Expectations

In order for students to be responsible for their education, they must:

- Report to school and class on time on a DAILY BASIS!
- Adhere to the dress code.
- Follow all rules and regulations of DeSoto Schools' Grace House.
- Complete all assignments on time.
- Read the appropriate time for Sustained Silent Reading in each class.
- Participate in the Student Self-Responsibility System.
- Maintain Self Control.
- Demonstrate a Positive Attitude.
- Respect the Rights and Feelings of Others.
- Take Care of Our School.
- Support the Learning Process.
- Abide by all other rules outlined in the student handbook and by each teacher.

DISCIPLINE

It is the professional belief of the staff and administration at the DeSoto Schools' Grace House that this disciplinary plan will assist in providing a safer, healthier, and happier atmosphere for students to learn. Allowing individuals to live with the natural and/ or reasonable consequences of their actions is the essence of our discipline system. Therefore, punishment will only be administered to facilitate personal growth.

PUNISHMENT at Grace House is characterized by the following:

- It will be directly related to the unacceptable behavior.
- It will not be cruel or unusual.
- It is to consist chiefly of the withdrawal of freedoms related with the offense that negatively impacted the learning environment of the school.

DEFINITIONS TO KEEP IN MIND

ASSAULT: Unprovoked physical attack on one person by another

THEFT: Taking property without permission of the owner

FIGHTING: Two or more students involved in exchange of blows

SELF DEFENSE: The doctrine of self-defense is-- the right of an individual to respond to force with force, only so long as it is necessary to protect oneself. When the danger is past, resorting to violence is no longer acceptable. Thus, the school only recognizes self-protection not retaliation, when the school always has a responsible adult on duty whenever the students are under the supervision of the school. DeSoto Grace House believes the opportunity for a student to have to resort to the doctrine of self-defense to protect him/herself will be, for all practical purposes, **non-existent**.

Punishment for infractions will be dealt with on an individual basis, but will be by one of the following according to the severity of the action:

1. Assignment by the teacher involved
2. Refer to Principal
3. Exercise
4. Work detail
5. Cooling-off period at home
6. Expelled
7. Writing assignment

The following actions can result in any one or a combination of the above corresponding numbers:

- Excessive talking
- Being rude or disrespectful to students or teacher
- General disruptive behavior in class, gym, or school grounds
- Eating in class
- Public display of affection
- Shoving, pushing, "horseplay" anywhere on campus
- Use of profanity or obscene drawing anywhere on campus
- Abuse of or writing/drawing on school property (including textbooks) will also call for payment for damages
- Harassing another student
- Leaving class without permission

The following violation(s) may result in arrest plus dismissal from the school:

- Chronic misbehavior (Ungovernable)
- Vandalism
- Theft
- Use of or possession of alcohol at school
- Possession of and/or use of tobacco products
- Fighting
- Flagrant disrespect to any school employee or another student
- Leaving school without permission
- Threats towards staff
- Weapons
- Drugs

Before a student is expelled from DeSoto Schools' Grace House all efforts will be made to work with the parent and students. In addition to the above infractions, we will have mandatory parent conferences, counseling sessions, and other interventions before we recommend expulsion.

The following however will be immediate expulsion if a student is found guilty of:

- Vandalism
- Drugs
- Weapons
- Threats toward staff
- Theft
- Use of or possession of alcohol or tobacco products at school
- Leaving school without permission
- Flagrant disrespect to any school employee or another student

RETURNING STUDENTS

Students who return to the alternative program within the same school year must earn the privilege of participating in recess and Fun Friday activities. Repeaters will be held responsible for all assigned class work.

EXTRA-CURRICULAR ACTIVITIES

While enrolled at DeSoto Schools' Grace House students are not permitted in any extracurricular activities sponsored by any DeSoto Parish Schools. No student may attend games, dances, pep rallies, until they return to their home school. STUDENTS FOUND BREAKING THIS RULE WILL HAVE ONE (1) ADDITIONAL WEEK ADDED TO THEIR TIME AT DESOTO GRACE HOUSE when the incident has been reported by the home school personnel.

**The Administration after considering extenuating circumstances will make the final decision on the interpretation of the rules and dress code. (Rules are subject to change)*

Minimum Parental Contact

The parent has a highly important role in his/her child's education. In order for a student to succeed, his/her parent must work with school staff in monitoring the student's progress. The parent should keep in constant contact with the school to monitor his/her child's progress. Feel free to visit the school whenever you desire. We only ask you call the office to schedule a teacher-conference if need be. If you desire to make a "popcorn visit" we welcome you. Additional parental contacts may be required by the school if a need for such contacts is determined. Parents are encouraged to call or visit the school as often as possible.

Parents must notify the secretary when your child will be absent from school. **We cannot stress the importance of regular attendance at school. Lack of attendance will result in failure. Please make every effort to send your child to school. Due to the COVID-19 outbreak, if your child exhibits any of the corona virus symptoms, please DO NOT send him/her to school.**

Expectations of Parents

In order for parents to take an active role in education, they must:

- Assist students every way possible.
- Maintain adequate contact with the school to ensure your child's progress.
- Visit the school site once a month for a conference. Call for an appointment.
- Notify the school whenever your child is absent (within 48 hours).
- Reinforce at home the policies and procedures rendered by the school.
- Be supportive of the school and its activities.

NOTE: PARENTS ARE REQUIRED TO ATTEND SCHEDULED PARENTAL CONFERENCES DURING YOUR CHILD'S PLACEMENT AT GRACE HOUSE.

DESOTO PARISH GRADING POLICY

I. Evaluation of Student's Work Grades 9-12 for the Nine Weeks Period

- A. By giving 75% of the students' grades in a nine week grading period from at least nine (9) major teacher-constructed tests in middle school grades and seven (7) major teacher-constructed tests in grades 9-12. A written or typed copy of the test will be provided for each student.
- B. By giving at least four (4) additional grades in middle school grades to be no more than 25% of the nine weeks grades. These grades will be derived from class participation, homework, quizzes, reports, notebooks, etc.
- C. By giving at least six (6) additional grades in grades 9-12 to be no more than 25% of the nine weeks grade. Two grades will be derived from class participation and/or homework and the other from quizzes reports, etc.
- D. By recording at least three (3) test grades in grades 9-12 and at least four (4) test grades in middle school grades by the end of the first 4 ½ weeks of the nine week period.
- E. By allowing students to see their graded tests within one week of testing.
- F. Students in grades 9-12 will be given a 9 weeks-comprehensive test that will count as 20% of the 9 weeks grade.

II. Evaluation of Student's Work for the Semester

- A. By giving semester examination in grades 6-12 in all subjects.
- B. By requiring all students in grades 6-8 to take semester exams. (Exception: Students in grades 5-8 on nine weeks grading period s will be exempt from the second semester exam if they have at least a 93 "A" average for both the third and fourth nine weeks periods. The second semester grade for exemption will be determined by averaging the two nine week's grades.
- C. Students in grades 9-12 will be exempt from the second semester exam if they have a 93 "A" average for both the mid-term and the second semester averages. Half credit courses shall not be exempt from semester exams.
- D. By the teacher preparing a study guide for the semester exam. This study guide should be submitted to the principal.
- E. By the teacher constructing an examination, based on the study guide, that test the material covered. The test shall be comprehensive covering all material each semester. Each student shall have a copy of the test.
- F. In grades 1-8, students must achieve at least 67% (D) to pass a subject for the year.
- G. A student must achieve at least a 67% (D) for the semester in a state and/or district approved one-half credit course to receive a one-half unit of high school credit. (9-12)
- H. A final grade will be given in any Carnegie unit course. (Final credits earned will be shown on permanent record for each year for each course taken.)

I. ALL STUDENTS WILL ADHERE TO THE STATE POLICY AS IT RELATES TO GRADUATION AND PROMOTION TO NEXT GRADE. THIS INCLUDES ALL STANDARDIZE TESTS GIVEN BY THE PARISH AND STATE DEPARTMENT

Exit Requirements

Students must meet the following criteria in order to apply for re-admission to their home school:

- Parents have met parental expectations.
- Students will not return to their home schools within the last week of school, they will return to their home school at the beginning of the next school year.
- Student must have a .5 increase in STAR Reading.
- Student must demonstrate an improvement in overall behavior (suspensions, refers, and overall attitude).

DESOTO SCHOOLS' GRACE HOUSE: School Uniform Policy

The following rules shall govern the dress of all students. In addition to these rules, the administration has the right to make a decision concerning the dress code pertaining to anything that might interrupt the educational process or cause a safety concern (i.e. jewelry, long chains).

SHIRTS: Shirts must be tucked at all times whereas the belt is visible at all times.

- ❖ **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: Pants may not be tucked in boots/shoes/socks.

- ❖ Khaki Pants – Waist size on pants will not be more than 1 inch above the student's waist size. Absolutely no sagging will be permitted. All pants must be hemmed and fit appropriately in length and waist size. **NO STRETCH FABRIC PANTS (jeggings)!! NO LOGOS!!! NO DICKIES!!!** Belts must be worn at all times.
- ❖ No Shorts or Capri will be permitted.
- ❖ All clothing must be of proper fit. (No pants baggy or several sizes larger than required or too tight, form fitting, **NO HIP HUGGERS, or LOW RIDERS**)
- ❖ The waistband may not fall below the student's waistline. The pants must be hemmed and may not drag the ground.

BELTS: Belts must be worn **DAILY!**

- ❖ Belts – Black, Brown or White **ONLY**. No large belt buckles, **LOGOS, SYMBOLS, or UNIQUE DESIGNS** permitted.
- ❖ Belts should not contain any metal such as spikes, etc.,
- ❖ No Large or Lighted Belt Buckles.

SHOES:

- ❖ Shoes – Oxfords, loafers, athletic shoes and boots (no steel toe) are permitted. No open-toe sandals, flip-flops, slides, house slippers, rubber boots, shower shoes or steel toed boots may not be worn. No "Mules" allowed (Feet must be completely covered)
- ❖ Student must buckle, tie, or strap shoes properly.

SOCKS:

- ❖ Socks must be worn.

JACKETS/OUTERWEAR:

- ❖ Jackets and Coats may be worn and must button or zip from top to bottom. (Jackets and Coats must not have logos). **NO PULLOVERS!!!!!!**

MISCELLANEOUS:

- ❖ Hair must be neatly groomed.
 - **No Design cut in hair or eyebrows (ONLY ONE PART PERMITTED IN HAIR)**

- **Hair shall not impair vision.**
- **No Facial hair and Sideburns not longer than bottom of ear**
- **No Unusual Natural or Synthetic colored hair (Green, Blue, White, Orange, Platinum, Etc.)**
- **No Multi rubber bands worn in student's hair**
- **No rattail combs, No metal afro rakes**
- ❖ No hats, caps, bandanas, headbands, doo rags, wave caps, stocking caps, headgear or sunglasses of any kind will be allowed on campus during the instructional day.
- ❖ Tattoos will be covered while at school.
- ❖ No Jewelry.
 - Females may wear only one stud earring in each ear. Absolutely no hoops or hanging earrings.
 - No Chains or Necklaces, or Bracelets, No Grills are to be worn
 - No Facial jewelry in nose, lip, tongues, eyebrow, etc.
 - No Earrings or other jewelry in ears (Male Students Only)
- ❖ No Beepers, Electronic devices, Tapes, CDs, DVDs, games etc., that are not class related.
- ❖ No more than five dollars carried on campus
- ❖ No profane or obscene writing or drawing on notebooks or book bags
- ❖ No bottled liquids of any kind, **including water**
- ❖ **Cell Phones and all digital devices and accessories will be taken up during the beginning of the school day and returned to students before they leave school. Cell Phones must be off while on campus at all times.**

Parents please encourage your child to look their best on a daily basis. Grooming and personal hygiene are also necessary factors in your child's performance.

Students shall remain in complete uniform while on campus. If students are not properly dressed the following may occur:

- The student will be sent home.
- The student will be given conflict resolution and/or extended time added to their stay.

If dress cannot be immediately corrected (ex. Facial hair, etc.) the student will be placed in DETENTION until the matter can be corrected. The student will also receive the appropriate consequences.

THE ADMINISTRATION, AFTER CONSIDERING CERTAIN CIRCUMSTANCES, WILL MAKE FINAL DECISIONS ON THE INTERPRETATION OF THE **DRESS CODE**. **FILE: JCDB**

STUDENT DRESS CODE

It is the policy of the DeSoto Parish School Board that no attire shall be considered proper for school wear that disrupts the classroom and/or the schools positive learning environment. Each student shall use good judgment in his/her total appearance so that the attention of others is not distracted from the educational process.

The following rules shall govern the dress of all students. The administration of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provide.

RULES FOR ALL STUDENTS GRADES PRE-K - 12

1. Hairstyles shall be neat, clean, and not cause a distraction to the educational process. Hair should be combed and shall not impair vision.
2. No hats, caps, headgear or sunglasses, of any type may be worn inside of school buildings at any time.
3. No "see-through" material worn in any type clothing (example: mesh, net, parachute material).
4. Clothing should be free from holes, cuts, and tears that reveal the skin. (Patches are permissible as long as they are not applied in a distasteful area).
5. All clothing must be hemmed.
6. Clothing may exhibit the American flag as long as it is done in good taste and not in a derogatory manner.
7. No clothing or jewelry shall be worn that advertises alcoholic beverages, tobacco, illegal drugs, weapons, political or racial overtones, or that expresses obscene messages, profanity, suggestive, or any other unfit message during the school day or at any school sponsored/related event.
8. No vulgar messages or pictures shaved onto a student's head or displayed on any part of the body or clothing shall be allowed at school.
9. The wearing of gang signs, insignia, and distinctive modes of dress or hair styles is a violation of the dress code for students. Gang identification shall be prohibited on any and all school campuses.
10. No tight leggings or other tight-fitting pants (i.e. spandex, tights, etc.) may be worn unless worn under other clothing of the appropriate length (approved length see Pre-K -4 and 5-12 guidelines).
11. Shoes must be worn. Sandals, boots, tennis shoes, oxfords, loafers are permitted. No flip-flops, thongs, house-shoes, or shower shoes may be worn.
12. Pants are not to be worn sagging below the waist.
13. Straps and suspenders are to be kept up and fastened. Belts are to be buckled, clothes buttoned and fastened.

GRADES PRE-K - 4

In addition to the above rules for all students, the following additional information shall also apply to students in grades Pre-K – 4:

Shorts, shortalls, dresses, skirts, culottes, split skirts, and skorts are permissible when they are hemmed and loosely fitted. Such clothing on students in grades three and four shall not exceed six (6) inches above the knee when measured from the floor with the student in a kneeling position.

Girls:

Certain garments, such as appropriate dresses, long pants, jeans, skirts and blouses, commercially decorated tee shirts, split skirts, culottes, scooter skirts, pant dresses, skorts, and loose-fitting shorts may be worn. No gym shorts, short shorts, or tight-fitting shorts shall be allowed. Halters and tank tops are not acceptable. Acceptable clothing does not allow for inappropriate exposure of a child's body.

Boys:

Jeans, pants, shirts, commercially decorated T-shirts and loosely fitting shorts may be worn. No gym shorts, short shorts, baggy style pants, tank tops or tight shorts shall be allowed.

GRADES 5 - 12

In addition to the above rules for all students, the following additional information shall also apply to students in grades 5-12:

Boys and Girls

All shirts and dresses must have a sleeve of some type. (Sleeveless dresses or tank tops must be worn with a sleeved T-shirt underneath.)

All blouses/shirts must be worn tucked inside the pants or skirt. Exceptions: Suits made for tops to be worn outside of either the pants or skirt will be allowed; special cases approved by the principal (i.e. pregnant females, obesity).

Shirts/blouses must be long enough not to show midriff skin with the arms raised.

Slacks, skirts, jeans, pants with loops must be worn with a belt (loops are not to be cut).

The dress code shall be followed during the school day and at all school sponsored events. Any student who chooses to abuse this policy shall have his or her parents notified and/or the student sent home. Continued abuse (3 times) shall result in suspension for the student.

The DeSoto Parish School Board recognizes that a student uniform policy may provide a more secure environment, promote positive self-esteem, encourage an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions associated with various types of clothing. The school level administration will make the final decision as to what is considered proper or improper dress according to the guidelines provided and approved by the DeSoto Parish School Board. Any substantial complaint will be addressed by the school level administration and reviewed by the Superintendent or his designee.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus.

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury. The School Board shall notify all students of the provisions of this policy.

Approved: August, 2004 Revised: March, 2009

General Rules of Conduct

- Students will follow all school rules and regulations.
- Students will be on time to school and class every day.
- Students will stay on task, taking care not to distract the teacher or other students.
- Students will use appropriate language at all times.
- Students will follow the teacher's instructions.
- Students will do all class assignments to the best of their abilities, completing them on time.
- Students will participate in class activities.
- Students will treat others as they want to be treated-- with respect and kindness.
- Students will understand the best way to learn, grow, succeed, and be happy is to be totally honest with themselves.

Classroom Rules

Students must:

- Obtain permission before leaving seat.
- Obtain permission before talking.
- Keep hands and objects to themselves.
- Refrain from eating, drinking, and chewing gum.
- Respect the teacher, other students, and themselves by refusing to disrupt the learning environment.

Failure to adhere to these rules will result in disciplinary action.

RESPECT

Respect is one of the guiding principles of our school.

We expect everyone to adhere to the following guidelines:

SEARCHES

In order to ensure a safe learning environment, school board policy permits random searches of hand bags, clothing, and books for weapons, drugs or any other items. Additionally, any individual student's vehicle may be searched by an administrator if there is reasonable suspicion of possession of dangerous or illegal items.

TRESPASSERS

Non-students are not allowed on campus. Violators are subject to trespass warnings and arrest and are banned from all school activities.

SMOKING/TOBACCO

No smoking, using, or possessing tobacco products will be permitted on campus. Campus is defined as any place within the fenced area and entry driveway. The penalty for smoking in the restroom may involve cleaning the toilets or urinals, going to after school detention, additional hours of community service, or school service.

PAGERS / PHONES

Pagers and phones are not allowed to be on or in use during the instructional day. The DeSoto Grace House will adhere to the DeSoto Parish Policy and consequences on Electronic Devices.

ALCOHOL/DRUGS/WEAPONS/VIOLENCE

Weapons are identified as a firearm, a knife, razor blade, or any other weapons, or such object which is utilized as, or intended to function as a weapon. (The use of toy guns is prohibited on school campus and treated in the same manner as a real weapon.) Pocket knives are considered weapons and possession may result in expulsion. **VIOLENCE, FIGHTING, VICTIMIZING, STEALING, OR POSSESSION AND USE OF WEAPONS, ALCOHOL AND DRUGS ARE ABSOLUTELY PROHIBITED AND COULD RESULT IN SUSPENSION, EXPULSION AND/OR ARREST.**

HOMEWORK GUIDELINES

The faculty and staff believe that homework is an extension of class work and should motivate students to study independently and to practice necessary skills. Homework also encourages students to develop a sense of responsibility and self-discipline. Appropriate homework assignments enrich the school experience and increase school learning by providing necessary reinforcement.

EMERGENCY CLOSING OF SCHOOL

The closing of school during regular school hours is a decision made by the Superintendent's office. Parents should listen to local radio and television stations during inclement weather.

LOST AND FOUND

All lost and found items should be turned in to the office. Lost books are kept in the office. Any other items found or taken from a student must be claimed at the office.

TEXTBOOKS

Students are responsible for books and equipment checked out to them. Textbooks are on loan to students each year and are expected to last at least 5 years. Teachers will keep an accurate record of books issued. If books are written in, abused, or lost, students must pay for them.

OUTSIDE VISITORS

No outside visitors, other than those persons approved by the Principal are permitted on the campus. Any person arriving on the campus must report directly to the Principal's office. If approved to visit, this person will be issued a visitor's pass.

ACCIDENTS ON CAMPUS

All accidents happening during the school day should be reported to the school office, even if they are considered to be minor. Students will be checked for injury and parents notified.

CLOSED CAMPUS POLICY

In an effort to comply with federal, state, and local regulations governing the total operations of each school site, the DeSoto Parish School Board hereby maintains all such campuses to be of a closed campus nature.

However, the school board recognizes that circumstances will arise that are of a legitimate nature where a student will have to be away from school, and the school board declares the responsibility of the decision to accommodate this request to the Principal and parent.

FIRE AND TORNADO DRILLS

Fire drills are required by law and are held periodically so that students can orderly evacuate the building without panic. Instructions are posted in each room. Students should familiarize themselves with these instructions. After the alarm, students shall walk quickly out of the building without talking. Students should remain together in class groups with teachers until instructed to return.

Tornado drills are also required by law and are held periodically so that students will know where to go and how to position themselves in the hallway. Students should kneel facing the wall with heads down and arms over heads. Students should be in areas without glass as instructed by teachers and remain until told to return to class.

HALL PASSES

A student must have a hall pass signed by his/her teacher to be out of class at any time during the school day and for any reason. Students should only be in the area stated on the hall pass and for the length of time that it indicates.

TELEPHONE CALLS

Telephone calls to students during school time are prohibited. Students will be called from class to the telephone only in the case of an emergency. Students will only be allowed to use the telephone in case of illness. Student must receive permission from administrator to use the phone.

HONESTY AND CHEATING

It is the intention of our school to instill a respect for honesty and self-respect in our students. Cheating and dishonesty will not be tolerated. Any student caught cheating will be disciplined immediately. Whatever assignment or test that is involved will be recorded as a **ZERO**. A student must do his/her own work in order to learn.

USE OF DRUG DETECTION DOG

The School Board shall provide for the use of trained drug detection dogs in assisting School Board administrative personnel in locating drugs on campuses and prescribing administrative procedures pertaining to removing the drugs from the campus. In the use of dogs for the detection of items prohibited by Board policy, it must be understood that the acceptance of the parking of privately owned vehicles on school campuses by students constitutes consent by the student to the search of vehicles by the School Drug Detection Team.

DRUG DETECTION TEAM

The Drug Detection Team shall represent a joint effort between law enforcement agencies in DeSoto Parish, and the following guidelines are to ensure the effectiveness of the program while safeguarding the rights of all concerned. The Drug Detection Team shall consist of the following:

1. The Superintendent or designee who will be in charge of the Team.
2. A commissioned law enforcement officer with a trained drug detection dog.
3. The principal or designee of the school where the search is being conducted.
4. Other school personnel designated by the school principal.

SCHEDULING OF SEARCHES

Unannounced periodic checks of the school by the Drug Detection Team shall be instituted. Searches of school campuses will be scheduled by the School Board Central Office in coordination with the school principal to ensure minimum interruption of scheduled activities at school. The times and locations of the searches will not be announced to any person other than the principal to ensure effectiveness of the program.

Searches may be requested by any member of the Drug Detection Team with the exception of the commissioned law enforcement officer; however, if law enforcement personnel have information concerning possible drugs on a campus, they may contact either the school principal or central office personnel to suggest the need for a search of a designated school.

CONDUCT OF SEARCHES

- Searches will be limited to the unoccupied school grounds, unoccupied halls, unoccupied classrooms, unoccupied restrooms, unoccupied vehicles parked on campus or designated parking area, and other unoccupied areas.
- Under no circumstances will a dog enter any room or vehicle that is occupied by any students.
- Physical searches of students by a dog are specifically prohibited.
- Physical searches of students shall be conducted in accordance with the student's rights and responsibilities and the discipline policy of the school board.
- The representative from the school board office shall be the director of the team and will be responsible for all aspects of the search by the drug detection team.
- The commissioned law enforcement officer who is serving as the handler of the drug detection dog will perform his duties under the general supervision of the director of the team.
- The school principal or designee will perform the actual search for the suspected illegal drug when the drug detection dog has detected the presence of such.

PROCEDURE FOR SEARCH AND SEIZURE

- When the drug detection dog “alerts” to the presence of drugs, the Principal or designee will conduct a physical search of the premises or vehicle.
- Any suspected illegal drugs discovered during the search would be confiscated and turned over to the commissioned law enforcement officer for custody. A receipt for the suspected drugs, signed by the law enforcement officer, will be given to the student and a copy of the receipt will be given to the Principal. The receipt will contain the following information:
 - The name of the student(s)
 - The name of all members of the Drug Detection Team.
 - The identification and quantities of the items confiscated.
 - The location from which the items were confiscated.
 - The time and date of the search and seizure.
- The commissioned law enforcement officer shall ensure that an appropriate report is made to the District Attorney of DeSoto Parish to indicate the items confiscated in the search.
- The Principal shall ensure that the required report form is completed and delivered to the Chairman of the School Substance Abuse Prevention Team for use in counseling the student and parents.
- The Principal shall ensure that the parents of the student from whom the suspected drugs were confiscated are advised of the incident and informed that a report has been submitted to the School Substance Abuse Prevention Team.
- The Principal shall complete any required disciplinary forms as needed concerning the student’s disciplinary violation and violation of the School Drug Free Zone. The procedure shall be in compliance with current state law governing possession of drugs on a school campus.

TRUANCY

Unauthorized absence from school is considered truancy and will be treated as such. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes after school special help sessions, after school detention, or any disciplinary session which the student has been directed to attend.

Disciplinary action will be taken in such cases, beginning with notification of parents. Other actions may include additional hours of community service, school service, or after school detention. Continued violation may lead to suspension from school, with re-admittance through the Superintendent or designee. Chronic violators who are 16 years of age or younger may be charged for violation of Louisiana compulsory school attendance law.

DUE PROCESS

Prior to any suspension or cooling off period, the principal or designee shall advise the student in question of the particular misconduct of which he/she is accused as well as the basis of such accusation. The student shall be given an opportunity at that time to explain his/her version of the facts to the school principal or designee. A student whose presence in or about a school poses a continued danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from the school premises without the benefit of the procedure described hereinabove; providing that the necessary procedure follow as soon as possible. Notice in writing of the suspension and the reasons thereof shall be given to the parent or guardian of the student suspended. Any parent, tutor or legal guardian of a student suspended shall have the right to appeal to the Superintendent or designee who shall conduct a hearing on the merits. The decision of the Superintendent or designee on the merit of the case, as well as the term of suspension for short-term suspension, shall be final, reserving the right to the Superintendent or designee to remit any portion of the time of suspension. Long term suspensions or expulsion may be appealed to the Board. A student suspended for damages to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent or designee.

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

STUDENT SEXUAL HARASSMENT

The DeSoto Parish School Board shall require any student complaint about another student engaging in sexual harassment reported to a teacher or counselor to be immediately reported to the principal. The principal is responsible for investigating the complaint. The right to confidentiality, both of the complaining student and of the accused student shall be respected. The principal may request assistance of the Child Welfare and Attendance Supervisor in investigating student on student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion. If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of *abuse* as found in Board's policy *JGCE, Child Abuse and Neglect*, then all school employees with knowledge shall be considered *mandatory reporters* and the allegations must be reported to child protection or law enforcement as provided by state law and the Board policy on child abuse. Such reporting must be made in addition to any procedures for handling sexual harassment complaints. Student complaints about an employee shall be handled as provided in policy *GAEEA, Sexual Harassment*.

COVERAGE

This policy applies to all employees and volunteers, to the elected members of the School Board, and to all students of the DeSoto Parish School District. It applies at school, school sponsored events, and in situations which are related to the school.

COMPLAINT PROCEDURE

Complaints of sexual harassment which take place at school or at a school related function or arising out of the school setting should be made to the principal of the school. Should the claim of sexual harassment be brought against the principal of the school, the complaint should be brought directly to the Superintendent or his/her designee.

After notification of the complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint.

After the investigation has been completed, a determination will be made regarding the resolution of the case. If warranted, disciplinary action will be taken up to and including involuntary termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee will be placed in the employee's personnel file which will reflect the action taken and the grounds therefor. Any disciplinary action taken in regard to a student will be maintained as any other student disciplinary violation

NONRETALIATION

Retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected, discriminated against or punished because of the complaint. *Approved: August, 2004*

DEMONSTRATIONS OF STUDENTS

It is recognized that individual students or groups of students may, from time to time, feel the need to assert their collective sentiments in matters of public opinion. Students have a right to express their opinions, in a proper manner, and to exercise the opportunity to discuss any problem with their teachers and principal. It is the duty of the principal to always keep lines of communication open with his/her students, and to listen to the complaints in a fair and sincere manner.

In the expression of opinion, students shall be expected to conduct themselves in an orderly and controlled manner. Boisterous, unrestrained behavior by students shall not be tolerated. Disorderly demonstrations, sit-ins, lock-ins; or damages to school grounds, school plants, or school records shall not be permitted. Any type of demonstration that prevents the orderly progress of a school day, that prevents normal class functions, or that prevents nonparticipating students from their usual class activity, shall be considered unacceptable behavior and shall result in appropriate disciplinary action being taken by the principal. Students participating in such demonstrations shall be immediately suspended and removed from the campus; by force if necessary. Students suspended shall not be allowed to return to the campus until the suspension is terminated by the Superintendent.

DISRUPTIONS IN SCHOOLS

The DeSoto Parish School Board shall not tolerate disruptive acts or influence from any student or person at the schools. All school personnel are directed to immediately take action against any student or person who attempts to interrupt, interfere with, or obstruct the educational processes of the schools, and to report the name of any instigator or offender to the police and to the District Attorney's office.

Violators shall be subject to fines or imprisonment in jail, or both. If students, violators shall be suspended and shall not be permitted to return to school without the written consent and permission of the Superintendent. When and if needed, local police officers and sheriff's deputies may be stationed at each school to ensure the safety of school personnel and students and to permit the schools to operate normally.

Approved: August, 2004 Ref: Jenkins v. Louisiana State Board of Education, 506 F 2d 992 (CA. 5th 1975); La.

STUDENT DISMISSAL PRECAUTIONS

The DeSoto Parish School Board shall not permit a school or grade to be dismissed before the regular hour for dismissal except with the approval of the office of the Superintendent. No teacher or school staff member may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, parent, or legal guardian of the child, unless the permission of the parent or legal guardian has been first secured. If any police or court official requests the dismissal of a student during school hours, parents or legal guardian should be notified as soon as possible.

A child shall **only** be released to the parent awarded legal custody of the child if the parents are divorced or legally separated. A child shall be released to a non-custodial parent only if there is written permission for doing so signed by the custodial parent on file with the school office.

No student shall be released from school early on the basis of a phone call which has not been validated. No student shall be permitted to check himself/herself out of school, unless legally emancipated.

STUDENTS LEAVING SCHOOL

Students are required to check out through the principal's office before leaving the school campus during the hours school is in session. Students shall not be sent off campus to perform an errand or act as messengers.

Students are required to remain at school during the lunch hour except when special diet problems have been verified in writing by the parent or guardian.

Students who seek special permission to leave school on a repeated basis must have parents come to school and make application and arrangement for a special permit as may be granted by the principal.

Approved: August, 2004 Ref: La. Rev. Stat. Ann. '17:81, 17:221, 17:226, 17:232.

STUDENT USE OF PERSONAL VEHICLES

The DeSoto Parish School Board shall require any student operating any motor vehicle on a school campus to have a valid personal driver's license, vehicle license, and proof of liability insurance for the vehicle driven.

At the time of student registration, each student shall register his/her vehicle and vehicle license number with the principal or his/her designee. The school shall provide a school parking permit to be placed in the window of each student-driven vehicle that has been registered. A copy of the student's driver's license and proof of insurance shall be submitted at the time of vehicle registration.

Registration of the vehicle with school officials shall constitute permission by the owner to consent to a search of the vehicle by school officials or other properly authorized individuals when circumstances warrant, in accordance with Board policy or for health, safety, or security reasons. A student failing to register his/her vehicle shall surrender his/her right to operate vehicles on the school campus.

If a school staff member or faculty member observes a student operating a vehicle in an unsafe manner on the school campus or at school related activities, the student may lose his/her privilege to operate a vehicle on campus. The staff or faculty member observing such actions shall report them to the principal or to his/her designee. No more than one warning shall be given a student concerning unsafe vehicle operation. A second instance of unsafe operation shall result in loss of parking privileges.

Safety rules shall include the following:

1. All cars, trucks, motorcycles, motorbikes, motorscooters, and bicycles shall be parked in the prescribed place designated by the principal and may not be moved during the school day without permission of the principal or his/her designee.
2. Students may not sit in cars parked on the campus or the streets surrounding the schools any time during school hours.
3. No student may leave school during the school day or at noon hour unless he/she is checked out by his/her parents. If an automobile is used by the student checking out, no one may ride in the automobile except students approved by both parents, including the parents of the driver. These permits must be registered with and approved by the principal or designee.
4. Violation of traffic or school parking rules, unsafe driving on campus, or possession of illegal materials in vehicle (firearms, alcohol, drugs, etc.) shall be cause for revocation of the student's parking permit.

Approved: August, 2004

Ref: La. Rev. Stat. Ann. '17:81.

COMPULSORY SCHOOL ATTENDANCE AGES

Except as provided by law, every child in the state is required by state law to attend public or private school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or private school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

EXCEPTIONS

Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy *JBD, Absences and Excuses*. In addition, statutes provide for the following:

1. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.
2. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

FAILURE TO COMPLY

Failure to abide by the compulsory school attendance laws of the state may result in a referral to *Families in Need of Services (FINS)* which is a state mandated program or to the District Court with jurisdiction.

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:226.1, 17:233; La. Children's Code, Art. 730; Bulletin 741, *Louisiana Handbook for School Administrators*, Louisiana Department of Education; Board minutes, 11-75, 2-2-95, 11-3-05, 3-3-09, 12-9-10.

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

SCHOOL BUS VIOLATIONS

DeSoto Schools' Grace House

Joyce M. Spears, Principal
152 Liberty Lane
Grand Cane, LA 71032
(318) 871-0493 Phone
(318) 871-0496 Fax

August 3, 2020

TO: Bus Drivers, DeSoto Grace House, and Parents of DeSoto Grace House Students

FROM: Larry Hall, Transportation Coordinator

RE: Transferring to-and-from buses, and loading regular buses in the afternoon

Please accept this as an official letter of notification to all DeSoto Grace House students. If you are found violating rules of transferring to and from buses, your riding privileges will be suspended on the first offense as listed below:

1st Offense	2 weeks
2nd Offense	1 semester
3rd Offense	1 year

For morning loading:

Students should load at their designated loading areas.

For afternoon loading:

Students should load their assigned buses as soon as they arrive on campus.

Students should take care of health and personal needs before arriving at their home school campuses. They will not be allowed in buildings or walkways at the home school sites.

SUPERINTENDENT'S MESSAGE:

Dear Parents:

Part of our responsibility as educators is to provide a safe environment for your child. In the event that an emergency arises on campus, we have prepared a Crisis Management Plan to guide us in responding to crises or threats of crises.

During the course of the school year, we will practice procedures for responding to various emergencies, such as fire, tornado, or intruder on campus. If we practice a drill in which we evacuate off campus, we will notify you in advance.

In the event that there is a real emergency, you will be notified via Facebook, JCALL- our district outbound telephone calling system, the district and school's webpages, and text. Please make sure you let the office staff know if your telephone numbers change so that we can keep our records up-to-date to make sure you receive proper notification in the event of an emergency. You may also tune in to local television and radio broadcasts for updates. Should we evacuate campus, it is very important that you tune in to local media and/or monitor your telephone for instructions on how to pick up your child. We ask that you do not drive to the campus when you hear of an emergency unless you are instructed to do so. Because in many emergencies we must keep the campus clear for emergency response vehicles, we will designate an alternate site where you can meet your child.

We appreciate your cooperation during any emergency. If you have any questions about our crisis response plans, please contact me or your child's school principal.

Yours truly,

Clay Corley, Superintendent

DeSoto Parish School Board

Technology Device Loan Agreement

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

Return of Device(s)

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

Care and Maintenance

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

Usage Guidelines

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

Students must:

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

Students must not:

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

Personal Safety and Privacy

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

Limitation of Liability

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

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

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

_____/_____
Parent/guardian's Signature / Date

School Attending

_____/_____
Student's Signature / Date

Student's Printed Name

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://www.cdc.gov/coronavirus)