

**AVOYELLES PUBLIC CHARTER SCHOOL**

**2011-2012 Parents and Student Handbook**

It is our firm belief that all students can and will learn if challenged with exceptional academic programs and instructed by knowledgeable, dedicated teachers and staff in a safe, orderly environment. The Board of Directors is committed to providing such an environment for the students enrolled in APCS.

This handbook provides concise policies and rules designed to assure maximum learning opportunities for APCS students. The rules and policies are subject to change without notice if the APCS board of directors deems the changes are warranted for the betterment of the educational environment provided by APCS. Parental/guardian respect for and support of the policies is vitally important to their overall success.

Thank you for placing your confidence in APCS by entrusting our faculty and staff with your most valuable treasures—your children. We look forward to an exciting educational partnership.

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**AVOYELLES PUBLIC CHARTER SCHOOL  
PERSONNEL**

**ADMINISTRATION**

Julie Durand, Executive Director  
Lori Thames, Dean of Students  
Kim Gagnard, Assistant Director  
Luke Purdy, Director of Technology  
Dean Kramer, Director of Facilities  
Billy Allgood, Athletic Director  
Janice Yantis, Counselor  
Julia Boston  
Shelia Kramer  
Pam Laborde  
Judy Ready

**BOARD OF DIRECTORS**

A. J. Roy, III – President  
Jeanette Dugas – Vice President  
Julia Boston – Secretary  
Glen Goudeau – Treasurer  
Becky Descant - Member  
Liz Reed- Member  
Anita Saucier-Board Secretary

**FACULTY**

Jason Ardoin\*  
Catherine Cook\*  
Lori Firmin\*  
Gina Crawford\*  
Josh Gullett\*  
Adam Lord\*  
Dodie McKey\*  
Meredith Melancon\*  
Luke Purdy\*  
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Kim Shelton\*  
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Carla Arnouville\*  
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Lee Marsh\*  
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Sarah Ducote\*\*  
Jenie Rachal\*\*  
Lori Hakeman\*

Lashanda Hawkins\*\*  
Brandi Lee\*  
Gay Normand\*  
Tiffany Rabalais\*  
Lindsay Scott\*  
Jennifer Young\*

**ELECTIVES**

**Music**  
Grant Shelton \*  
Melanee Trimble\*  
Janice Yantis\*

**Art**  
Jason Gray \*  
Ann Dupuy\*

**PE**  
Billy Allgood\*  
Josh Harper\*  
Stu Regard\*  
Tiffany Ritchie\*  
Carol Vidrine\*  
Jessie Carrier\*

**French**  
Carol Campbell\*  
Mason Hess

**Spanish**  
Kim Diaz\*

**Home Economics**  
Susan Cole\*

**Engineering**  
David Boe\*

**TEACHING ASSISTANTS**

Gina Bertalotto\*  
Carrie Dixon\*  
Leisha Franklin\*\*  
Dana Gagnard\*  
Khandi Hill\*  
Nina Jackson\*  
Charlene Lemoine\*  
Dana Nichols\*  
Paige Rachal\*

**EDUCATIONAL RESOURCE**

Marcia Tingle\*  
Dana Dauzat\*

Callie Smith\*

**JANTORIAL**

Sue Burke

Jessica Daigrepoint

Ray Joseph

Rodrick Perry

Nella James

**CLINIC**

Donna Lacour & Beth Laborde

**Note: \* refers to Highly Qualified under the La. Dept. of Education Guidelines; \*\* refers to notice that the teacher is currently working on becoming highly qualified in his/her area of teaching**

The United States Congress passed legislation that has become the “No Child Left Behind Act of 2001.” This act is an attempt to establish policy and procedure for all public school systems to follow to be certain that all of our students are provided the very best resources and teachers possible. By doing so, our students will be assured that they have every opportunity to succeed.

Since it is recognized that teachers are the key to making this happen, each school and school district must make every effort to provide teachers who meet the definition of “highly qualified” in each classroom. When this is not possible, persons who are working toward meeting highly qualified status must be found and placed in classrooms until a “highly qualified” teacher is available and hired. At this time, (\*\* teachers), who have not yet met the definition of “highly qualified” but are seeking this status, are teaching your child. To be certain that appropriate and quality instruction is taking place, the administrative staff will closely monitor the classroom. We are committed to our students and will strive to provide the very best instructors in each classroom. If you have any questions or concerns regarding this act, please feel free to contact us.

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## MISSION STATEMENT

In a safe, orderly, encouraging school environment, students will be guided in the development of character and learning potential in academically rigorous, content-rich educational programs. Through firm policies of discipline, and with parental and community involvement, the students will master essential academic and life skills to function in a global society.

## GOALS

- To provide an academically stimulating environment that promotes student learning.
- To provide a safe and civil learning environment that provides consistency and structure.
- To be dedicated to the academic growth of each student, [high academic standards will be set], with the expectation that all children will succeed.
- To make the education process a cooperative effort and a shared responsibility involving students, parents, staff, and the community.

## ENTRANCE REQUIREMENTS INTO HIGH SCHOOL FOR NEW STUDENTS

Middle school students must have passed all required coursework and state-mandated testing to be eligible to apply for entrance to APCHS. High school students seeking to transfer to APCS from a parochial school or another school district must submit a timely application (January is enrollment month) with all state-mandated test scores attached to be considered for the lottery. Prior to final acceptance, applicants must meet satisfactory levels of aptitude and achievement on all state department of education mandated test (LEAP, GEE, EOC). Once accepted a student will be placed in classes based on credit earned and individual classes passed.

## SCHOOL MASCOT

Vikings

## SCHOOL PLEDGE

I will act in such a way that I will be proud of myself and others will be proud of me, too. I came to school to learn, and I will learn. I will have a great day today!

## SCHOOL SONG

“Simple Gifts” an old Shaker Hymn  
‘Tis a gift to be simple  
‘Tis a gift to be free  
‘Tis a gift to come ‘round where we ought to be  
And when we find ourselves in a place just right  
‘Twill be in the valley of love and delight.  
When true simplicity is gained  
To bow and to bend, we shan’t be ashamed  
To turn, turn will be our delight  
‘Til by turning, turning we come ‘round right.

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## ACADEMIC POLICIES AND PROCEDURES

### CURRICULUM OVERVIEW

Avoyelles Public Charter School teaches rigor, relevance, and relationships to all students by integrating learning across subjects and by integrating primary community resources in daily courses.

### EDUCATIONAL ENRICHMENT OPPORTUNITIES

Additionally, APCS offers instruction to prepare students for life skills and career opportunities. A wide variety of fine arts classes focusing on instrumental and vocal music, visual arts such as painting, drawing, pottery, etc.; theater, public speaking, and content-area electives will offer students a liberal arts education for a well-rounded background.

These research-based educational programs are the tools our professional, competent staff will utilize in providing exceptional, successful learning opportunities for all students at APCS. The focus of APCS is to prepare students to excel in college, to become individual persons of integrity, and to become successful, productive citizens in our communities today and tomorrow. **College credit courses are also offered.**

### GRADING POLICY

The academic grading scale for **grades 9-12** are based on the following point system:

90-100	A
80-89	B
75-79	C

The academic grading scale for **grades K-8** are based on the following point system:

94-100	A
87-93	B
80-86	C

74-70 D  
Below 69 F

70-79 D  
Below 70 F

**Note: ITBS, LEAP, i-LEAP, EOC, AND GEE scores will be averaged into the last 9-week grading period as 50% of the grade in ELA, Math, Science, and History: Basic: 80%, Mastery 94%, Advanced 100%**

### GRADUATION REQUIREMENTS (High School)

Students must 28 credits in required classes, as well as meet state requirements for the GEE tests, TOPS, and attendance to be eligible for graduation. All required course work, testing, payment of school and graduation fees, and other requirements must be met in order to participate in commencement exercises.

Mathematics 4 units	<u>Electives</u> (at least six (4) units)
Science 4 units	Music
History 4 units	Art
English 4 units	Theater
Foreign Language 2 units	Engineering
Computer 1 unit	Academic Electives
Health .5 unit	Physical Ed. Electives
Physical Education 2 units	
Fine Arts 2 units	
	<b>TOTAL UNITS: 28</b>

K-8 Awards and honors will be given in the classroom and high school awards will be announced at Awards Night. These include, but are not limited to Honor Roll, (honor roll each grading period throughout high school at APCS), Outstanding Leadership Award (earning Leadership Awards throughout high school at APCS), Departmental Scholars, BESE Scholars, Regent's Scholars, as well as school, club, private, and university scholarships.

### CLASS RANKINGS (High School)

Regular (4.0) scale	Dual Enrollment/Early Start Program
A - 4 points	A – 5 points
B - 3 points	B – 4 points
C - 2 points	C – 3 points
D - 1 point	D – 2 points
F – 0 points	F – 0 points

Cumulative high school grade point averages will be used to determine class ranking. Final course grades for all classes, weighted appropriately based on their classroom hour requirement, will be used. The student with the highest GPA is named valedictorian and second is salutatorian. Students transferring from other schools offering honors classes other than those offered at APCS may not use the additional points when computing class rankings. In the event of a tie, the individual grading periods for the required core curriculum courses from math, science, language arts, and social studies will be used to separate those tied. If a tie still exists, each person tied will be awarded the honor.

### HONOR ROLL

Students earn A-Honor Roll distinction for earning A's in each subject, including conduct, during a grading period. Students earning A's and/or B's in each subject, including conduct, earn the A/B-Honor Roll. A grade of C or lower makes a student ineligible for Honor Roll. Students earning Honor Roll for each grading period in a school year will be recognized at the awards ceremony.

### CLASSIFICATIONS BY GRADE ARE AS FOLLOWS FOR HIGH SCHOOL:

Freshmen: 0-4.5 credits  
Sophomores: 5-10.5 credits  
Juniors: 11-18 credits  
Seniors: 19+ credits

### SUMMER SCHOOL (Jr. High and High School)

Students who fail a subject(s) at APCS may take summer school to attempt to pass the subject. If APCS offers the summer school course, students must enroll in the APCS summer course. If APCS does not offer the course, students may enroll in the equivalent subject at a state-approved public summer school site. APCS solely reserves the right to determine the course equivalency. Since it is virtually impossible for students to obtain the same skills and learning in a shortened summer school schedule as achieved throughout the academic school year, students will be limited to taking summer school one time only in grades 6-12.

### PROGRESS

Student progress is reported to parents in three ways:

- 1. Weekly Papers.** Classroom teachers in grades K-4 will send graded papers home each week. Parents are to sign and return the cover sheet as confirmation that papers were reviewed. Jr. High & High will send home grade logs and/or progress reports. Tests for those grade levels will be kept on file.
- 2. Scheduled Progress Reports.** Jr. High and High School homeroom teachers send progress reports that include grades for each subject. Parents are to sign and return the cover sheet within two (2) school days as confirmation that the report was reviewed.
- 3. Report Cards:** There are four (4) grading periods in the school year. Report cards will be sent home for parent review and signature. Exact dates will be listed on the school calendar. **Parents are to sign and return the report card within two (2) school days as confirmation that the report was reviewed.** Failure to return the report card within two (2) school days may result in a call to parents and/or disciplinary action.

4. **Conferences.** Teachers will be available for in-person or telephone conferences throughout the year during their planning period. Parents may also contact teachers via e-mail. **Teacher's [firstname.lastname@apcs.us](mailto:firstname.lastname@apcs.us).**
5. Teachers will make every attempt to respond to a parent's call or e-mail within 48 hours unless there is an emergency.

#### **DOCUMENTATION AND PARENTAL NOTIFICATION POLICIES**

Parents are notified of student progress through the use of the following:

- Conferences
- Interim reports
- Report cards
- Progress letters

#### **COMPACTS**

Each child, parent, teacher, and the administrator will sign a compact stating the role each will play in making the school year an academic success. This compact also serves as documentation that the handbook was received, read, and agreed to by all parties.

#### **HOMEWORK**

Homework is assigned as a review of the day's/week's work providing independent practice outside of school. Individual classroom policy letters will inform parents and students of rules governing homework (i.e. missed assignments, makeup tests, etc.). All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework on time is not acceptable, and each teacher will establish procedures regarding late homework.

#### **ACADEMIC HONESTY POLICY**

APCS seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own (cheating or plagiarizing) will be treated with utmost seriousness. The teachers will send a write-up to the office and the administration will have a conference with the student, call the parents, and take disciplinary action.

1. **CHEATING.** The use of unauthorized sources for academic work.
  - Attempting to use or using unauthorized materials on a test or assignment.
  - Copying from another student (not limited to a testing situation). Copying includes homework and class work.
  - Giving or receiving unauthorized aid (this includes asking for or giving information pertaining to quizzes or tests before or after they have been taken.)
2. **PLAGIARISM.** Plagiarism occurs when the student submitting the paper for a course does one or more of the following:
  - Does not properly attribute words or ideas to a source.
  - Quotes from another author's writing without citing that author's work. This, of course, includes failing to cite material taken from the World Wide Web, as well as copying material from library books or peers' papers;
  - Cites, with quotation marks, portions of another author's work, but uses more of that work without quotation marks and without attribution.
  - Takes a paper, in whole or in part, from a site on the Web or a "library" of already-written papers;
  - Steals, borrows, buys, or copies a paper from another student and then submits that paper as the student's own work. The student who supplies the paper has also committed plagiarism.
  - Submits the same paper twice for two different assignments and/or in two different classes, unless both teachers have given written permission;
  - Takes the results of another's research and attempts to pass those results off as his/her own work.

If the student is caught plagiarizing,

- The student will fail the assignment, **but will have to re-do assignment to get up to 50% credit.**
- The student's parents/guardians will be contacted and informed of his/her plagiarism;
- A written disciplinary referral will be placed in the student's APCS student file.

Two occurrences will result in additional consequences, as determined by the administrator.

**NOTE:** Plagiarism is not always intentional; accidental plagiarism shall also be considered a violation of the Academic Honesty Policy. Not knowing how to cite sources is not a reasonable defense for plagiarism. APCS will be utilizing *Turnitin*, a program which will teach student to cite works properly as well as immediately identify plagiarism.

3. **FALSIFICATION.** Oral or verbal statement of untruth.
  - Creating data.
  - Falsifying reasons for absences.
  - Placing your name on someone else's work.
  - Submitting work (in its entirety or in part) that was previously submitted for another class without prior approval of both teachers.

#### **MAKE-UP POLICY**

After an absence, students are required to make up work immediately upon return to school. Students granted excused absences will be permitted to make up schoolwork. Students without excused absences, but with a written explanation from parent/guardian for the reason of said absence may be permitted to make up schoolwork at the discretion of the Administration. Missed homework must be turned in by the end of the second school day after the student's return to school. Missed tests must be made up within three (3) school days after returning to school. However, in the case of **missing only the test day, students will be required to make up the test the day they return to school. If a student checks in the day of the test after the test has been given, the student will be required to make up the test at the end of that day. It is the responsibility of the student to arrange make-up work or tests.**

## EXPECTATIONS OF STUDENTS BY THE SCHOOL

At Avoyelles Public Charter School, a college preparatory school, we have set high standards for our students. In order to graduate citizens of the world, we have designed a challenging, rigorous curriculum, but we also seek to create a welcoming community. This creation can only be accomplished with the responsible participation of our students, parents, staff, teachers, and administration.

## GUIDELINES

We have developed guidelines to clarify our expectations for our students:

- Each student is expected to help create and maintain a learning environment in which rights, dignity, and worth of all persons are respected.
- Students will dress in school uniform.
- Students will attend class regularly. They will be on time and prepared every day.
- Students will accept responsibility for helping to maintain our facilities.

## DISCIPLINE

Good discipline is critical to the successful operation of any school. At APCS it is our intention to train students in a firm, loving manner. Teachers should be able to handle the day-to-day behavior management through the use of **positive** reinforcement. Any behavior that involves disrespect, compromises safety, or is something that the teacher deems important should be brought to the attention of the administration. If the behavior merits removal from the classroom, the student will be escorted to the office or the office will be called for assistance. Any member of staff has full authority over the conduct of any student on the premises of the school grounds and at organized activities sponsored by our school. Classroom management policies are established and enforced in each classroom, while behavioral warnings, detentions, and suspensions will be issued in the office as deemed necessary. Teachers will document discipline problems on an Incident Form. Discipline problems include but are not limited to profanity or vulgar language in the classroom, gym, or playing field; running in hallways; bullying; or any action considered unbecoming of an Avoyelles Public Charter School student. The guidelines listed below are used at the discretion of the director/dean of students:

- **First & Second Offense:** Detention [red].
- **Third & Fourth Offense:** Suspension [white] and Parent Conference.
- **Fifth Offense:** Expulsion.

## CLASSROOM RULES

Each teacher has individual classroom rules in addition to the general school policies and rules. Parents will be notified if students continuously disregard these rules, and documentation will be filed for progress assessment. Continued violation of classroom rules will result in expulsion from APCS. Classroom rules are general in scope and definition, formulated to cover general classroom decorum. Rule violations may vary in degree, consequences for which may involve teachers, and/or administrators.

## LOCKERS (high school students)

Lockers are provided and conveniently located for all high school students. Lockers are the property of APCS and not the individual student.

**Students are to use only their assigned lockers.** Students can access lockers between classes and at lunch, taking all materials needed for class.

**No book bags are allowed in classrooms**, so all bags must be stored in the students' lockers. If a locker is tampered with, students should notify the office immediately. Students caught damaging or destroying a locker will be required to pay replacement costs. Locks must be turned in at the end of the school year. If a student loses the lock, there will be a \$10.00 replacement fee, which must be paid before report cards will be issued.

## CONDUCT

A significant dimension of APCS education is the all-around development of the students. Courteous consideration for teachers, staff, and classmates will be enforced, and students will be held to a high standard of expectation with regard to orderliness, classroom attention, respect for others, personal responsibility, compassion, politeness, kindness, decency, and morality. Bullying, harassment, sexual or otherwise, vandalism, and immoral conduct absolutely will not be tolerated.

## CLOSED CAMPUS POLICY

Students are not allowed to leave campus for any reason without official approval. Students must check in and out through the office if late to school or if leaving early. **No student is to visit or return to the student or faculty parking lot without a pass from the office.**

## AREAS OFF LIMITS

Students are not to enter areas designated off-limits, including, but not limited to, administrative, counseling, and faculty offices; storage and utility areas; teacher workrooms and restrooms; and areas such as the performing arts theater, gymnasium, locker rooms, lecture hall, and other facilities except at times specified by the administration.

## HALL/CAMPUS PASS

Students must possess a hall pass while outside a classroom during class time. **In Jr. High and High School, teacher permission alone is insufficient without the Viking Student Handbook.** Students traveling outside a building or from one building to another during class time must have a Viking Book. Students are not to leave one class to enter another classroom, nor are they to disturb any class in session while in the halls or on campus.

## SCHOOL FACILITY USE

Library resources, school computers, the performing arts center, lecture hall, student lockers, athletic and recreational facilities and equipment, and other school properties are for the long-term use of APCS students, faculty, staff, and approved visitors. Any misuse or abuse of school property may result in one being permanently barred from using school facilities. Inability to use school property will not excuse a student from class assignments utilizing said property. Treat all property with responsibility and respect.

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## UNACCEPTABLE BEHAVIOR/DISCIPLINE

While we expect and trust each APCS student to exhibit exemplary behavior, we inform our parents and students of the consequences of unacceptable behavior. All students at APCS must abide by the regulations set by the APCS Board and administration.

The following behaviors are not permitted and will result in immediate disciplinary action and may also result in the contacting of legal authority as required by law:

1. Assault, fighting, using threatening language, theft, or any other illegal activity.
2. Issuing a fire alarm or bomb threat without cause.
3. Possession and/or use of narcotics, alcoholic beverages, stimulant drugs, and drug paraphernalia.
4. Theft or damage to personal or school property.
5. Possession or use of a weapon or other object that could reasonably be considered a weapon. Students may not bring knives or other weapons to school or any school event.
6. Leaving school or failing to attend class without permission.
7. Failure to comply with a teacher's directive to go to the office because of the student's unacceptable behavior.
8. Reckless driving on campus (high school)
9. Vandalism.

The following behaviors are not accepted at APCS and will be addressed on an individual basis by the teacher and administration:

10. Non-compliance with teacher's expectations and rules.
11. Insubordination to staff members.
12. Disruption of learning.
13. Tardiness to class or activity.
14. Use of inappropriate language or gestures.
15. Graffiti on walls, cars, etc.
16. Smoking or using tobacco products during school hours, field trips, or school events. School hours include the times when the student has arrived in the vicinity of the school. No student may go off campus to smoke before, during, or after school.
17. Eating and drinking in the classroom.
18. Cell Phone Policy:  
**Students should leave their cell phones in their cars or their lockers (high school) or with a teacher (Jr. high) once they arrive on campus. Students are prohibited to use or display their phones in the school building or on school grounds during the school day or any use or display at anytime while on a school bus or at a bus stop. Use shall be defined as the device being turned on or otherwise activated whether or not sending or receiving a call, message, or other communication, or using any feature of the device including, but not limited to games, camera, instant messaging, etc. Elementary students (K-5) are not allowed to bring cell phones to school.**

School day shall for purposes of this rule include extended instruction time (i.e., tutorial, practice, etc.). This means that:

- (1) The school day at APCS is defined as the time a student enters the building until 3:00 p.m. or until your tutorial or practice is over.
  - (2) Usage is not permitted on the bus, on the way to the bus, or at the bus stop.
  - (3) The phone must be turned off when it is placed in the locker or with the teacher
  - (4) If a teacher or staff member sees a student with their cell phone out during the school day, he or she will take the cell phone and turn in into the office. The phone will be reviewed to make sure there has been no inappropriate activity.
  - (5) The Director/Dean of Students will contact the parents for a conference and keep the phone for thirty (30) days.
  - (6) The parent will have to pay \$20.00 to get the cell phone after the thirty (30) day period.
  - (7) NO CELL PHONE will be released before the thirty (30) day period.
  - (8) If the student breaks this policy a second time, the cell phone will become the property of APCS until the end of the school year, and the student will be placed in detention. If students need to use a phone during the school day, they should request to use the phone in the main office. Parents should be advised that stolen, borrowed, or otherwise misplaced cell phones will not be the subject of administration intervention.
19. Anti-Bullying Policy: Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly and over time. The three main types of bullying are physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures, or actions, rumors, false accusations, hazing, social isolation, and cyber bullying. Students who become involved in bullying will be subject to immediate disciplinary action.
  20. Aiding or abetting any disciplinary offense.
  21. Possession of electronic devices on the campus of APCS unless administration has granted permission for technology necessary for the educational process.
  22. Using the school phones, computers, or other school technologies without permission.
  23. Violation of the Acceptable Computer Use Policy.
  24. Academic dishonesty, including, but not limited to cheating, plagiarism, and falsification.
  25. Using elevator without permission.
  26. Locker room misuse (high school).
  27. Public display of affection.
  28. Littering in the buildings or on the grounds of APCS.
  29. Possession of inappropriate articles or objects at school.
  30. Computer hacking or computer network violation. Rules apply to the Internet, games students do in classroom or elsewhere on school grounds. (Note: the Director of Technology and school personnel may review student e-mail messages at any time or track student navigation of the Internet. Any violation will be dealt with the same as any other infraction of a student role).
  31. Publishing any photos or video of any campus event, students, or teachers at a campus event on the Internet without first obtaining permission from the school (i.e., locker rooms, class sessions, bathrooms).
  32. All school rules and regulations will apply at extracurricular, school sponsored off campus activities, or school sponsored sporting events, including, but not limited to the following:
    - a. Entering restricted areas without proper authorization.
    - b. Fighting.
    - c. Throwing objects.
    - d. Harassing spectators, participants, and/or game officials.

Consequences for failing to meet behavioral expectations may include parental notification, detention, and/or suspension. For more information on

the discipline policies for special education students of APCS, please come to the special education department and request a copy of the state discipline policy for special ed. that is put forth by the La. Dept. of Education and followed by APCS. A copy of this policy will be issued to every child who is currently in special education as well as any child who enters the special education program during the year.

### ALTERNATIVE INTERVENTIONS

Except for mandatory suspension, the director/dean of students may use alternative intervention. Alternative interventions that may be used, but are not limited to:

- ◆ Counseling
- ◆ Conflict Resolution
- ◆ Social and Family Responsibility
- ◆ Stress or Anger Management.

### UNACCEPTABLE ITEMS

Items permitted in school are limited to those related to the established education program. Any item which may interfere with or disrupt classroom conduct, is not in the dress code, or is unnecessary to the learning environment is considered unacceptable. These include but are not limited to cameras, CD players, iPods, phones, beepers, games, toys, jewelry, gel pens, aerosol cans, laser lights or devices emitting a beam, or weapons.

**School personnel retain the right to search students, book-sacks, bags, vehicles, and lockers, etc. and confiscate contraband and pursue disciplinary actions for students violating policies, rules, and/or laws.**

### STUDENT DANCES

The administration must approve all school dances. The following rules apply:

1. All school rules and regulations will apply at dances.
2. Once a student leaves the dance he/she will not be allowed to return to the dance.
3. DJs must play music free of profanity, violence, and sexually explicit lyrics.
4. All music and dancing must remain appropriate and respectful.
5. Students who wish to bring a guest must complete the form obtained from the office.
6. Guests over nineteen (19) or older are not allowed at high school dances; over 14 for junior high.
7. Guests must be accompanied by APCS student at all times.
8. Privileges may be denied or revoked by school administration at any time.

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### ARRIVAL

Morning: Parents bringing their students to school will drop off the students in front of the elementary gym building.

- Students may arrive as early as 7:15 a.m. Students arriving after 7:45 a.m. are tardy and must be accompanied by a parent to the office to be checked in, or have a note from a parent with a phone number where the parent can be reached.

### LATE ARRIVAL

Tardy students must report directly to the office to sign in. **Three occasions of unexcused tardiness will be equivalent to one unexcused absence and phone contact or office visit with parent.** When a student receives a sixth tardy, a parent will be called for a conference to discuss future education at APCS. Students with an unexcused tardy to class during the day will receive disciplinary action.

### ATTENDANCE

Students must maintain an attendance record with no more than ten (10) unexcused absences to be considered for the Charter School program. Fewer absences are encouraged. APCS has a goal of 98% attendance, which allows for only ten (10) unexcused absences. Chronic absenteeism or tardiness will be reported to the proper civil authorities as mandated by law.

Louisiana Department of Education's attendance policy states that there are only four acceptable reasons for temporary absences:

- Personal illness
- Serious illness in the family
- Death in the family
- Observance of religious holidays

Should a student miss school, a written, signed excuse by a physician must be sent with the student within **two** school days upon the student's return to school. In order for any other absence to be deemed "excused," a parent must contact APCS administration. **No late excuses will be accepted.**

- A student should have minimal unexcused check-ins and check-outs (no more than six [6] per school year).
- A student should have minimal unexcused tardies (no more than six [6] per school year.)
- If a student misses more than ten (10) days of school (**excused or unexcused**), the student will be placed on academic and/or behavioral probation for the remainder of said school year. If the student does not show any interest, motivation, or participation as evidenced by the next progress report and subsequent report cards, there will be an immediate mandatory parent/teacher/director meeting to discuss the student's future education at APCS. When a student misses eleven (11) days of school (**excused or unexcused**) then the student and parent will be reported to the State Department of Education as well as the truancy office of the Avoyelles Parish District Attorney's office.
- New state guidelines for attendance are a maximum of ten (10) days.

### ATTENDANCE AS IT RELATES TO AFTER SCHOOL ACTIVITIES:

Students must be present at school for the full day in order to participate in any after school event. (Some examples include choir and band concerts, cheerleading, all sporting events, dances, plays, musical performances and any club activities.) A student can appeal to the Director/Dean of Students if there is a legitimate reason for missing up to two hours of the day.

### CHECK OUT POLICY

Early school checkout is permitted only for emergencies and only until 2:00 p.m. Any checkout after 2:00 p.m. should await regular dismissal.

Checkout is limited to authorized persons of record on school files. For safety and security, please be prepared to present valid identification when checking out students. Students absent for part of a class are considered absent the entire period, which counts toward the state-mandated limit on unexcused absences. Please arrange doctor appointments accordingly.

If a student drives to school, or rides with a high school driver, and needs to check out, a note from the parent should be presented to the office with written permission from the parent and a telephone number where said parent can be reached for verification.

## DEPARTURE

In general, buses, will load at 2:45 p.m. in front of the high school building, followed by carpool. Elementary & High school student carpool will pick up in front of the elementary gym. Parents must not block the driveway for bus and daycare vehicle loading. **Carpool names must be prominently displayed to assist the adults on duty in quickly and safely escorting students to their respective vehicles. Those without carpool name displayed may be required to exit to the end of the carpool line.** At times, bus loading and carpool loading may be at different locations, so it is important that students know where and when to proceed for dismissal. **Any changes to a student's normal departure routine must be written and given to the homeroom teacher, or a phone call to the office must be made BEFORE NOON to reduce classroom disruptions with last minute changes/announcements.** \*\*High school student are not allowed to use cell phones while waiting for carpool\*\*

## IN-SCHOOL SUSPENSION

In-School Suspension will be issued for excessive morning tardiness, infraction of school rules, or other behavior deemed inappropriate by the school administration. Students will be in a classroom setting during the day from 7:45 a.m. until 2:45 p.m. working on school assignments.

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## UNIFORM AND PERSONAL APPEARANCE GUIDELINES

APCS strives to set the highest possible standards in academics and moral conduct. APCS grooming and uniform guidelines are established so that our students will be neat and well-groomed in good taste. **Dress code infractions will require a parent to bring approved clothing to the school office before a student will be admitted to class.** If a student receives three dress codes violations, he/she will receive a detention. After two (2) detentions, further disciplinary action will be taken.

Uniforms must be correctly fitted, worn properly and neatly, be in good repair, and of correct color and shade. Administrators will make the final determination on compliance with grooming and uniform standards. Non-compliance will be corrected immediately, and any time spent outside of class awaiting correction will count as an unexcused absence from class.

1. **CAPS:** Caps, bandanas, hats, and other headgear, **as well as sunglasses**, are not permitted on campus. Sweatshirt hoods are not to be worn in the classrooms or buildings.
2. **TOPS:** Collared, polo-style APCS uniform shirts with the APCS logo permanently attached on the left chest area are the standard, permitted shirts; fitted uniform shirts with capped sleeves are **not** allowed at APCS. T-shirts worn as undershirts must be solid **white, black, or the school-approved PE shirt**. On Fridays, the approved school T-shirt is the required top. All shirts must be entirely tucked in.
3. **BOTTOMS:** Full-length, waist-high, belted, uniform-style khaki slacks, walking shorts, or Capri pants may be worn. No other additions or styles are allowed. Some of the restrictions include, but are not limited to: no outside pockets; no pockets or loops below the waist area; no outside zippers or lacing; no decorations such as embroidery, emblems, slogans, or colorings; no hip-huggers, bell-bottoms, stretch pants, over-or-undersized fits; no rivets; no non-hemmed material; no shorts higher than one (1) inch above the knee when kneeling, etc.
2. **BELTS:** Solid black or brown leather belts, with no distracting buckles, must be worn at all times with bottoms designed with belt-loops, and must be worn entirely fitted in the belt loops.
3. **SOCKS:** Socks must be worn at all times. Colored socks are not allowed. Khaki, white, or black only.
4. **SHOES:** Athletic-style shoes are recommended for daily wear. Minimal color accents and designs will be permitted. Checkerboard, lighted heels, cartoon characters, or neon colors are unacceptable. All footwear must be fitted with a backing over the heel.
5. **OUTERWEAR:** APCS logo sweatshirts and letter jackets (high school) are the only permissible outerwear. Sweatshirts should not be worn around the waist or shoulders. Sweatshirts can have your name on the back, but **NO** nicknames will be allowed. If a jacket is worn to school without APCS logo, it must be left in the locker (9-12) or on the chair (K-8.) during the day. Uniform shirts must be worn under sweatshirts.
6. **BLUE JEAN DAYS AND FREE DRESS DAYS:** The policy for these days is the same as for uniform dress—students are to be neat and orderly, and clothing should be properly fitted and worn. Students must follow the designated dress code. In K-8 every Friday is Khaki pants and blue Charter School T-shirts; for High School students, every Friday is Blue Jean Day and students can wear jeans with their turquoise Friday T-Shirts. Jeans must be neat and free of tears and holes and fit properly. On Free-Dress Days, students may wear their own tops and bottoms. Free Dress day is offered as a fund-raiser; payment is due in homeroom that day.
7. **GROOMING/PERSONAL APPEARANCE:** **Hair should be neatly groomed and maintained. Extreme or “shaggy” hairstyles, colored or dyed hair, “feathers,” “tails,” etc. are not permitted. Girls’ hair should be neatly combed and out of the eyes. Girls’ will not be permitted to have acrylic nails or distracting polish on fingernails. Boys’ hair should be kept above the collar, the eyebrows, and the mid-ear. No facial hair is permitted. If a student has to be reminded of proper grooming, disciplinary action will be taken until the problem is solved. No blue, green, pink, “feathers,” etc. hair for girls or boys will be allowed.**
  - For all high school girls only: minimal make up is allowed. Jr. High students are not allowed to wear makeup.

**Distracting jewelry and accessories (such as hoop earrings, hair pieces, gaudy jewelry,)** will be confiscated. Body piercing (other than in girls' earlobes) or tattoos must not be visible.

Students who attend or participate in school-related functions such as banquets, dances, ceremonies, or programs where uniforms are not required still must dress and groom appropriately for the occasion. No short, tight, oversized, or suggestive clothing may be worn. Shirts must be decent: no halter-tops, spaghetti straps, or suggestive shirts will be allowed. Skirts, shorts, and dresses must be knee-length or longer, dress slacks are usually appropriate. No offensive, demeaning, suggestive, or inappropriate logos or designs are allowed. Grooming/hygiene must fit the occasion. Any student in violation of these standards may not be allowed to attend or participate in the event.

## CONSEQUENCES:

- **First & Second Offense:** Detention [red].
- **Third & Fourth Offense:** Suspension [white] and Parent Conference.
- **Fifth Offense:** Expulsion.

**Two (2) suspensions will result in expulsion from APCS.**

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## MEDIA USE

Prior to students using technology such as audio/visual recording or playing equipment, computer software and hardware, or the Internet, they must read and agree to the APCS Media/computer/internet policy. In general, the guidelines state that the student use of computer and other technology is intended solely for specific class-related assignments, not for personal pleasure or interest. Students are not allowed to seek out inappropriate content or websites, engage in chat/discussion rooms, send or receive e-mail, or adjust or alter any part of the computer or its programs and capabilities. Students are to report any misuse of the technology or accidental location of inappropriate material, information, or sites. Students are to follow the appropriate conduct while using technology or in the vicinity of equipment, or lose privileges and face disciplinary action, including payment for damages caused.

#### **MEDIA RELEASE**

Student images, performances, and work samples may from time to time be published in the media as part of contests, presentations, school yearbook, or website publications, non-school-sponsored events, or radio, television, cable, or print media coverage of school activities, etc. Also, student images and voices may be incidentally videotaped in the classroom as part of a teacher's professional development program to improve methods and practices of teaching. Parents/guardians consent to this use unless a Media Release/Denial form is completed and on file in the APCS office.

From time to time during the school year, Avoyelles Public Charter School will release information about student achievement through local media announcements, web page, and other school publications. Parents who do not wish to have information released about their child should contact the school office in writing within two (2) weeks after the first day of school.

**IF YOU MOVE OR CHANGE PHONE NUMBERS** please report the changes to the office immediately. For a high school student, you can call 318-240-9991 or e-mail [judyready@apcs.us](mailto:judyready@apcs.us). For an elementary student, you can call 318-240-8285 or email [kim.gagnard@apcs.us](mailto:kim.gagnard@apcs.us).

#### **MEDICATION**

The Christus St. Frances Cabrini School-Based Health Center will accept and record any medication necessary for students. The clinic will provide forms for completion at the beginning of each school year, allowing each family the opportunity to take advantage of the clinic facilities and staff. Clinic staff will provide students with immunizations, medication, and, as required, doctor's excuses for illness-related absences. The clinic is a full-service facility for student needs; therefore, **children are not to possess or consume any medication—prescriptions, over-the-counter, or controlled substance—going to, coming from, or at school or any school function.** This policy is for the safety and protection of all students, the violation of which will result in disciplinary action. Possession or consumption of controlled substances such as tobacco, alcohol, or illicit drugs on school property is a violation of local and state laws, and violators will be prosecuted.

#### **ILLNESS**

Any student becoming ill at school will be sent to the school health center. The nurse will determine the extent of illness and administer medication, provided parental permission is granted. If the child is too sick to remain at school or an infection is contagious, parent(s) will be contacted, and the child will remain in the school health center until picked up.

#### **LUNCH PROGRAM**

APCS school lunch is provided by a vendor, Bateman/Compass Group. To participate, families must complete the application form at the beginning of the school year. Students must join the program for the entire year or bring their own lunch for the year. Lunch program cost will be given to you at the beginning of the school year. Those with unpaid balances may be ineligible to participate in certain activities until the balance is paid. Those not participating in the lunch program are allowed to bring their own lunch, if it meets the state-mandated requirements, including, but not limited to a healthy meal, **no carbonated beverages or soft drinks, no fast-food meals delivered to school**, and no sharing of food. There is to be no eating or drinking except at designated times and places. Gum is not allowed. Under no circumstances may students keep food or beverages in class or overnight in their locker.

#### **VISITOR POLICY**

The broadening reputation of APCS throughout our community and state, parental and community involvement in the school, and non-staff school officials bring many visitors to APCS. To assure safety and security of the school, all visitors must check in at the school office.

Please reserve special occasion surprises (flowers, balloons, candy, etc.) for home to help minimize classroom interruptions. The school will not accept any deliveries to students.

#### **PHONE CALLS**

Students will not be called to the phone except for extreme emergencies.

#### **EMERGENCY PROCEDURES**

In the event of an emergency while at school, such as fire, requiring the evacuation of the building, students will initially gather with their teachers in the parking lots. If classes are not able to resume, parents will be contacted to come pick up their children. We will work through the TV and radio stations to publicize emergency information as quickly as possible.

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### **BUS TRANSPORTATION POLICY**

APCS, through a cooperative effort with the Avoyelles Parish School Board, will provide bus shuttle services from Marksville Elementary, Avoyelles High School, and Cottonport Elementary. In order to have an efficient, orderly, and safe bus transportation service, it is essential that parents and their children abide by the following policies:

1. At all stops, parents must be on hand to supervise their children prior to boarding the bus and be ready to receive their children when they get off the bus. It is imperative that parents pick up their children immediately after they get off the bus. We do not have staff available to supervise every stop in the evenings.
2. Students must be at the bus stop at least five minutes prior to their scheduled departure time. The bus must leave at a regularly scheduled time in order to meet time commitments.
3. The driver of the bus, whether a shuttle or a bus to students' homes, is in charge of all students while they are on the bus, and students must adhere to the driver's instructions/rules promptly and courteously; classroom conduct should be observed by students while on the bus.

Students who misbehave or defy the driver's authority will be reported to our administration for disciplinary action, which may include suspension or termination from the bus transportation privileges.

4. Adults on bus duty have full authority and responsibility for students awaiting bus connections. APCS students are to remain in the designated waiting area and maintain orderliness and courtesy. Students are not to enter any school building at shuttle sites unless directed by a teacher.
5. Finally, when students are wearing the APCS uniform, they are representing this school. It is crucial that we set a positive example by our actions; therefore, when students are on other school grounds they must act with utmost respect and courtesy for that school. **No one** is allowed in the building, and everyone must obey the teacher on duty. Failure to do so will result in immediate disciplinary action.
6. All rules and regulations of the APCS student handbook apply to students; whether they are on school grounds, at a shuttle site, or on a bus.
7. Violations of APCS standards of conduct will result in appropriate disciplinary action. Repeated infractions will result in termination of bus services for your child.

#### **CARPOOL PROCEDURES**

- Follow the directions of the adult on duty.
- Students must be prepared to disembark the vehicle once it has stopped in the designated drop-off area.
- Students should have book sacks, lunch boxes, reports, signed papers, money, etc., in hand prepared to quickly exit the vehicle.
- Students may not walk through car pool traffic alone. An adult must accompany them.
- Traffic is lightest between 7:15 and 7:30 a.m., so avoid waiting in line by arriving then.
- Once an adult is on classroom duty, students may enter that classroom. Prior to that time, students should wait quietly in the foyer.
- Afternoon carpool begins at 2:45.
- All vehicles must have the name of the child(ren) being picked up prominently displayed in the window.
- Cars must follow the directions of the adult on duty.
- Students will be told when to load into the vehicle
- Cars should never move until the signal is given by the duty teacher. This is done for the safety of all students

#### **STUDENT PARKING (High School)**

Students driving personal vehicles to school must first obtain a school parking permit by presenting a valid driver's license, proof of insurance, and a \$5 parking permit fee (fee to be paid annually). Students are to park only in designated student parking spaces and follow safe driving practices going to and from school. **Faculty parking will be on the right side as you enter the school grounds. Seniors will park in front of the high school building on the left as you enter the school grounds. All other student parking will be on the gravel lot across the street from the gym.** Failure to drive and park responsibly will result in a loss of driving privileges. Students are not allowed to transport other students to or from school without each student's parent's permission. If a student drives a vehicle to school other than the car registered with the office, he or she must get a parking sticker for that vehicle. Failure to do this will result in a \$20.00 fine. Students parking in disabled parking or teachers' parking will be fined \$20.00 and could lose privilege to drive to school.

#### **DEPARTURE PROCEDURE**

Students riding the buses should go straight to the bus when the bell rings. Carpool students will be dismissed when the bell rings. When the bell rings students should report to the buses and carpool immediately. Student drivers will go straight to their cars to leave the premises. **NO student will be allowed to stay after school unless given permission by a teacher or administrator.**

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#### **TEXTBOOKS**

Textbooks, equipment, and other supplies loaned to students by school personnel remain the property of APCS. Charges will be made for textbook damage or wear beyond reasonable use. Textbooks that have been lost, damaged, or not returned at the end of the year will be billed to the student at the cost of a new book.

#### **TESTING**

Students must strive to achieve their best on mandatory school and state tests such as the Iowa, LEAP 21, i-LEAP, and GEE. Attendance and honest effort is mandatory or disciplinary action will result.

#### **RETENTION**

Retention is required when a child fails one major subject and/or two or more minor subjects.

Major subjects are Reading, English, Math, Science, and History.

Minor subjects are Spelling, Literature, PE, Music, Art, Spanish and French.

NOTE: Literature is a major subject for seventh through twelfth grades.

Students averaging lower than a D for the year in any required subject will be retained in the subject. Junior high students earning an F in the final grading period of the course fail for the year unless they pass a final exam covering information taught in that semester. The exam is to be given by the teacher. Conduct grades shall not be used in determining whether a student is retained. Students not meeting state mandated attendance requirements also fail a class and/or a grade for the year, regardless of grades earned. Any child in grades K-3 who is working below grade level in reading will be considered for retention based on reading placement, IOWA scores, and SBLC decisions.

#### **SCHOLASTIC PROBATION**

Jr. High students, Freshman and Sophomores who fail to maintain a 1.75 cumulative grade point average and juniors and seniors who fail to maintain a 2.0 accumulative grade point average will be placed on probation. Grade point averages will be checked at the end of each nine weeks. A student will have two nine weeks to pull grades up to the grade point average they must maintain. During the probationary time it is the student's responsibility to set up tutorial meetings with teachers. If the student does not show improvement in grades, the student will be required to withdraw from APCS. If a student is put on probation, there will be a mandatory meeting with the Director/Dean of Students, parent/guardian, and student. At the end of the school year student's progress or non-progress will be evaluated to determine if the student will be able to continue their education at APCS.

## CLASS FIELD TRIPS/ASSEMBLIES/GUEST SPEAKERS

Field trips are planned to enhance and reinforce academic content and are considered a part of the education program. Therefore, field trip attendance is mandatory, and failure to attend will constitute an unexcused absence. In order to participate, students must have a signed permission slip. Verbal permission is insufficient. Students are expected to follow normal school behavior and etiquette, as all school rules apply while participating in school-sponsored activities. All assemblies, guest speakers, and field trips must be approved by the administration in advance. **If a student has missed more than five (5) days of school, if a student is failing two classes, or if the student has a discipline problem, he/she must have approval from the Director/Dean of Students to go on a field trip.**

## PE RULES

Active participation in physical education is a required part of the APCS curriculum. Students in grades 6-12 must dress out in the approved PE uniform, including footwear. Failure to dress out or failure to actively participate will result in a lowered grade, a rental fee, and appropriate disciplinary action.

## EXTRACURRICULAR ACTIVITIES

Providing students with rewarding extracurricular activities is important to us at Avoyelles Public Charter School. We offer a wide range of academic, social, athletic, and service activities to meet our students' needs and interests. **A student must attend school on the day of the extracurricular activity to be able to participate in the event.** It is the responsibility of students to contact their teachers in person prior to leaving school early for extracurricular activities so they can obtain work and assignments that will be missed. Students who neglect to contact their teachers in person will be held accountable for all work, assignments, and due dates just as if they had been in class.

- **Student Clubs:** Clubs vary a great deal in terms of the time commitment for the students, allowing students to find some activity that fits their schedules. Club meetings are held before school, during lunch, or after school. Clubs may vary slightly from year to year to suit the interest of students and faculty.
- **Athletics:** As a member of LHSAA, the school is governed by the rules of the association. Athletics are a privilege, not a right. All student athletes are students first; therefore, academic standing must be maintained in order to participate in any athletic event. Sports offered at APCS are as follows:
  - Jr. High and High School Cross Country boys and girls fall
  - Jr. High and High School Basketball boys and girls fall and spring
  - High School Softball girls spring
  - High School Baseball boys spring

For varsity level sports, varsity letters will be awarded based on the standards and requirements set by the coach, the athletic director, and the administration prior to the season.

- **Eligibility for participation in Extracurricular activities:**
  - Students must be in good standing, making progress toward a high school diploma.
  - During the season of the activity or sport, students must be in good standing for the grading period and have passing grades in at least five (5) classes to remain eligible.
  - Student athletes or club participants must represent the school in a positive manner or lose their eligibility to participate.
  - LHSAA rules and regulations also apply regarding athletic eligibility.
  - Students must adhere to the attendance policy.

## FUND RAISING

All fund-raising activities, on or off campus, must receive prior approval by the administrator. Only approved fund-raising activities may take place on school property. Funds raised must be credited to the proper school account and used for the approved purposes.

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## PARENTAL INVOLVEMENT PLAN

In an effort to involve parents in the educational as well as decision making of the school, we have the following plan in place:

- Parents will be invited to attend Open House. Parents may have an opportunity to fill out survey forms to add input and suggestions.
- Parents will be offered several opportunities to attend classes and seminars. At each presentation, they will be afforded an opportunity to give suggestions and evaluate the school and the program presented.
- In the student handbook [page appended], the parents are given a list of ways they can be involved in the school decision-making as well as how they can stay abreast of what is happening throughout the year.
- All families are required to put in a minimum of twenty [20] volunteer hours. This is done in an effort to encourage parents to become part of the school setting and participate in the educational as well as social need of the students.
- In addition to the above mentioned and the appended, Section 1118 [appended] of the consolidated application further explains how parents are involved in the decision-making processes of the school.

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## PARENTAL INVOLVEMENT OPPORTUNITIES

We know that as a parent you are concerned about your child's education and want the best for him/her. That is why we provide many avenues for parental involvement. We offer many opportunities in an attempt to keep you abreast of current events and happenings as well as give you an opportunity to have input in the education of your children. You can join our team through:

- **Grade-level orientations**, which are held at the beginning of the year. This is an opportunity to see how the schedule works, meet the teachers and staff, and give your input.
- **Open House** is an opportunity to see what your child as well as other children have accomplished. It is also a time for parents, teachers, and students to visit and form valuable working relationships with one another.
- **Newsletters from the teachers** provide you with information about what is going on in the classroom, how you can get involved, and how we can help you help your child.
- **Training sessions** help new parents to get a better understanding of our reading and language programs, as well as allow for some question/answer type sessions. This is also a time to give input through our evaluation of the meeting process.

- **Daily Mailbox folders** are sent home with every child. This lets you know what is happening academically as well as socially on a daily basis. This is your direct link to the teachers. There is a section for your input and ideas. This enables us to see how you think we could better help your child.
  - **APCS Web site [apcs.us]** shows you at a glance what is happening at our school. You can check the calendar, read about events and happenings, or share your ideas with the director.
  - **Family Days:** Encourages families to meet one another and get to know the staff in a casual setting. This is done in an effort to strengthen the school to home ties and have families feel ownership in the school.
  - **Twenty volunteer hours** are a requirement for all families. This is done in an effort to encourage participation in the learning process. The students love to see parents at school, and the teachers find it a valuable tool in getting to know the parents.
  - **Service Programs** are a way for you to share what you know with us. We are always looking for parents who can lend a hand through lectures, activities, or demonstrations. This enables the students to see parents in action, lets us get to know you and what you do for a living, and encourages your child to feel “special’ when you come to school. We send home letters asking for special “talents’ and you can help by signing up to help.
  - **Surveys and evaluation forms** are sent home as well as passed out at the various functions because we want to know how we can improve our relationship with your family. Please take advantage of this opportunity and let us know in writing or in person how you feel. We can only improve if we are made aware.
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## DOCUMENTATION AND PARENTAL NOTIFICATION POLICIES

Parents are notified of student progress through the use of the following:

- Conferences
- interim reports
- report cards
- progress letters

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## ACCEPTABLE USE POLICY FOR COMPUTER AND NETWORK RESOURCES

The Avoyelles Public Charter School provides internal networks and online connections, which offer a wide range of facilities for worldwide communication between individuals and for disseminating information and ideas. The school supports and encourages open access to electronic communication and information, such as communication with administrators, educators, and students in connection with coursework and other school sponsored activities.

Since the school's resources are limited, the school may give priority for resources to certain uses or certain groups of users in support of its mission. Consistent with the school's policy on equity and access, the use of information resources may not be denied or abridged because of race, creed, color, sex, religion, national origin, age, or physical disability.

To help maintain the proper functioning of computer and networking hardware and software, the school will take reasonable steps to ensure its computing resources are free of deliberately destructive software, such as viruses. Individuals must share responsibility for protecting school computers, and should ensure the integrity of any electronic media they introduce.

### USER GUIDELINES AND RESPONSIBILITIES

Avoyelles Public Charter School provides a wide variety of computing and network resources for students and faculty. Those resources are intended for the legitimate business of the school and are a *privilege, not a right*. Appropriate use of information resources includes instruction; research; and the official work of the offices, departments, recognized student and school organizations, and other agencies of the school. Members of these groups shall use information resources responsibly and considerately.

1. The following guidelines apply to use of all computers and networks at Avoyelles Public Charter School.
2. The computing and network resources of the school may not be used to impersonate another person or misrepresent authorization on behalf of others or the school.
3. All messages transmitted from school computers should correctly identify the sender; users may not alter the attribution of origin in electronic mail messages or postings and may not send anonymous messages.
4. The computing and network resources of the school may not be used to harass another person. Users should not transmit to others or display images, sounds, or messages that might be perceived by a reasonable person as harassing. All computer-based activity must conform to the policies on student and sexual harassment.
5. School computers and networks may not be used to invade the privacy of others or make unauthorized use of their work.
6. Users may not attempt to read or copy files belonging to others or decrypt or translate encrypted material, unless the files have deliberately been made accessible by the owners or authorization has been obtained to do so.
7. Electronic forums such as mail distribution lists and newsgroups all have expectations regarding subject area and appropriate etiquette for postings. Members of the Charter School community must be considerate of the expectations and sensitivities of others on the network when posting material for electronic distribution.
8. Theft or other abuses of computer time are prohibited, including but not limited to, the following:
  - a. **unauthorized entry into a file to use, read, or change the contents, or for any other purpose;**
  - b. **unauthorized transfer of a file;**
  - c. **unauthorized use of another individual's identification and password;**
  - d. **use of computing facilities to interfere with the work of another student, faculty member, or school official;**
  - e. **use of computing facilities to display, send or to collect obscene or abusive messages or images of any kind (including the download of inappropriate materials); or**
  - f. **use of computing facilities to interfere with normal operation of the school computing system.**
9. Unauthorized use of the school's computing facilities or systems for personal use beyond coursework assignments or work-related activities is prohibited.
10. Computer users must observe and comply with Federal, State, and local laws governing computer and information technology, as well as all school rules and regulations.
11. Individuals may not use school computers and networks for frivolous purposes, make excessive demands on network or computing resources, including unauthorized installation of non-school software, or incur additional costs for the school.
12. The computing and network resources of the school may not be used for personal financial gain or commercial purposes.
13. Individuals must not intentionally damage or disable equipment or software; such damage includes the intentional introduction of computer viruses or other temporary or permanently disabling actions.
14. Computer "hacking" activities are expressly prohibited. Individuals must not attempt to undermine the security or the integrity of computing systems or networks and must not attempt to gain unauthorized access. Users may not use any computer program or device to intercept or decode passwords or similar access control information. If security breaches are observed, they should be reported to the appropriate system

- administrators.
15. The computing and network resources of the school must be used in a manner consistent with:
    - Family Educational Rights and Privacy Act of 1974.
    - Computer Fraud and Abuse Act of 1986
    - Computer Virus Eradication Act of 1989
    - Telecommunications Act of 1996
    - Communication Decency Act of 1996 (Exxon amendment)
    - Federal Copyright Law (Title 17)
    - Louisiana Revised Statute 14:73 (state law addressing computer crime including offenses against intellectual property, destruction of computer equipment, and committing computer fraud)
    - Digital Millennium Copyright Act of 1998
  16. Owners of computer accounts are responsible for all use of the accounts. They should follow guidelines to prevent unauthorized use by others and report intrusions to the system administrators.
  17. Copying or using software, except as explicitly permitted under licensing agreements, is a violation of the federal Copyright Act of 1976, amended (Title 17 US Code). Computer users should be able to prove ownership of software in their possession.
  18. Students must refrain from irresponsible or negligent behavior when working with or near computers. Such behavior includes, but is not limited to:
    - possession of food or drinks
    - modification or removal of any labels or settings

### **STUDENT ACCOUNTABILITY**

Violations of computer and network policy as outlined in this document are considered violations of the Avoyelles Public Charter School Code of Conduct and are subject to the actions and procedures described in that code.

Violations of this acceptable use policy may result in immediate loss of access privileges.

Access will not be provided until and unless the student and parent/guardian sign and agree to the Avoyelles Public Charter School Computer/Network Responsibility Contract.

### **DISCLAIMERS**

The Avoyelles Public Charter School supports each individual's right to private communication and will take reasonable steps to ensure security of the network. However, messages on school computing resources are potentially accessible to others through normal system administration activities and to the public through public records laws. Hence, the school cannot guarantee absolute privacy of electronic communication.

The Avoyelles Public Charter School supports each individual's right to privacy of personal files. However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems. Additionally, with reasonable cause for suspicion and appropriate administrative authority, files may be examined by system personnel to determine if a user is acting in violation of the policies set forth in this document.

The Avoyelles Public Charter School cannot guarantee that, in all instances, copies of critical data will be retained on school systems. It is ultimately the responsibility of computer users to obtain secure backup copies of essential files for disaster recovery.

The Avoyelles Public Charter School's computing network, software, and services are to be used only for legitimate educational purposes; however, it is impossible for the school to restrict access to all controversial materials available through network/internet access.

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### **APCS SUBSTANCE ABUSE POLICY**

The Avoyelles Public Charter School administration recognizes that the sale and/or use of illicit drugs hinder students from making the intellectual and social gains that they should in an academic environment.

#### **PROCEDURE FOR APCS STAFF**

##### **Possession of Drugs**

All employees shall immediately notify the director and/or dean of students of any student whom they have reasonable cause to believe is in possession of an illegal drug. The director/dean of students shall conduct an investigation and then promptly conduct an informal hearing with the student. If the director/dean of students deems there is reasonable cause, a search will be conducted. If drugs are found the director/dean of students shall then promptly:

2. Notify the proper law enforcement agency of the incident, and when the law enforcement officer arrives, present to him any drugs or drug paraphernalia seized from the student and obtain a receipt of the same from the law enforcement officer. The law officer shall decide whether or not the student shall be arrested by the officer. The dean of students shall not at any time retain any drugs seized from students.
3. Every reasonable attempt shall be made to notify parents or guardians of the student.
4. The director of APCS will be notified immediately (high school).

#### **REFERRAL FOR ALCOHOL OR DRUG TESTING**

- (a) **When the officer decides to arrest the student** for intentional distribution of, or possession with intent to distribute any illegal narcotic,

drug, or other controlled substances on **school property**, the student shall be referred by the director or her designee, as soon as possible, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances. The dean of students shall call the **Absolute Drug Testing Company** to test the student.

- (b) When the director's office (318-240-8285) is notified of the test results, if evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional chosen by the administration and student's parent or guardian. If the student is found by the professional to be in need of treatment, then student must agree to cooperate in the recommended treatment, as certified in writing by the medical professional. Refusal to be tested, or refusal to receive recommended treatment shall be considered a negative factor in any decision relative to disciplinary action.
- (c) All procedures required under the Louisiana Children's Code will be followed for students under the age of seventeen (17).

**PROCEDURE FOR APCS STUDENTS**

**Under Influence of Drugs**

If a student is believed to be under the influence of an illegal drug, a drug test can be issued at the determination of the dean of students.

Random drug testing will be conducted on the entire high school population once a month by Absolute Drug Testing Company.

**PROCEDURE**

1. **Since all students are required to participate in elective/extracurricular activities, then all students are required to undergo random drug testing.**
2. Each student will be assigned a number.
3. The numbers will be given to Absolute Drug Testing Company.
4. An employee of Absolute Drug Testing Company will arbitrarily choose numbers for testing.
5. Students who are chosen will come to the school office. They will be directed to the restroom in the office area to give a urine sample.
6. If the sample comes back negative, a report will be mailed to the parent the day of the testing.
7. If the sample comes back positive, depending on the drug identified: (a) Parents will be called to rule out prescription drugs, (b) parents will be called by the medical review officer to determine if the student is on valid prescription drugs. The pharmacy and doctor will be called for verification. If verified, the school will not be notified.

**Prescription drug**

↓  
Negative will be mailed to parents

**Illegal Drug**

↓  
Dean of students notified  
↓  
Parents' conference/counseling mandatory  
↓  
Student suspended  
↓  
Student returns to school subject to monthly drug test

8. If a student should test positive, this student can be tested at any time the administration deems necessary.
9. If the student should test positive another time, he/she will be expelled from the school.
10. All procedures required under the Louisiana Children's Code will be followed for students under the age of seventeen (17).

**SUSPENSION PROCEDURE FOR ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES OFFENSES  
(FIRST OFFENSE ONLY)**

The student shall immediately be suspended from school, school activities, or events and be instructed by the director/dean of students not to return until after completion of the suspension requirements.

**First offense**

1. A student shall be suspended from the school for three (3) school days. The student shall meet with an alcohol and drug abuse treatment professional chosen by the administration and parents. The parents shall participate in the treatment program. Cost of treatment shall be at the expense of the parent or guardian.
2. The student is eligible for readmission to his/her school upon providing verification of treatment and continuing help from his/her substance abuse counselor. The counselor will put into writing the plan of action and give a copy to the dean of students.

**Second offense**

Any student who violates the substance abuse policy by possession of alcohol and/or drugs twice in one school year shall be recommended for expulsion as provided for in this policy and will not receive grades or credits for that school year.

**POLICY FOR USE OF DRUG DOG**

School officials are authorized by state law to conduct searches of public school property, including vehicles, at any time. These searches shall not be announced by any school employee to the student body and will be coordinated through the dean of students' office to ensure minimum interruption of school activities.

A room shall be cleared before any detection dog enters. The dog is not to enter any room or vehicle that is occupied by a student other than for demonstration.

When the dog "alerts" to the presence of drugs, the dean of students, or his/her designee will conduct a physical search of the locker, premises, or vehicle and follow due process.

All suspected illegal drugs discovered during the search shall be confiscated and turned over to law enforcement for custody. Receipts for illegal drugs shall be given to the dean of students.

### **COUNTERFEIT, LOOK-ALIKE DRUGS, OR ALCOHOL**

Possession by students of substances believed by or falsely represented by students to be drugs, controlled dangerous substances or alcohol are prohibited. Students possessing such substances shall be disciplined, suspended, or expelled under the general discipline policy or the substance abuse policy.

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## **STUDENT GRIEVANCE POLICY**

### **GRIEVANCES**

In a school community the size of APCS there will be areas in which there will be different opinions regarding different issues. Communication is a key factor in solving issues. If a student/parent has a complaint, the Grievance Policy will be followed. Students and parents need to discuss concerns with the teacher/coach first. If not satisfied with the outcome of this discussion, the student/parent may request a meeting with the administration. The administration will need a written request from the teacher and the student/parent before a meeting will be scheduled. The administration will follow the policy and procedures of the Handbook and make a decision on each situation. It is very important to resolve an academic conflict as quickly as possible. If the student/parent feels that policies and procedures of the Student Handbook have not been followed, they can write a letter to the Board President who will determine if the full board needs to hear the case. The decision of the board is final.

You will have ten (10) days to file your complaint in writing.

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## **APCS POLICY FOR HOMELESS CHILDREN AND YOUTH**

Rationale: Consistent with the *No Child Left Behind Act*, homeless children and youth must be given the opportunity to achieve to the same high standards as all other children. Each of the preceding standards helps to provide the support a homeless child or youth needs to succeed academically.

McKinney-Vento: Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. [Sec. 721(4) of McKinney-Vento]

**In accordance with the Standards and Indicators of Quality For the Evaluation of Local Education Programs For Homeless Children and Youth (McKinney-Vento Programs), APCS has made it their mission to enforce the following standards for homeless children and youth.**

Standard 1. Within one full day of an attempt to enroll in a school, homeless children and youth will be in attendance.

Standard 2. Homeless pre-k to 12 children and youth will have stability in school.

- 2.1. Attendance rates will be at or above the relevant district average.
- 2.2. Students will remain in the school of origin for the period of homelessness or, if permanently housed, for the remainder of the school year, unless parents or unaccompanied youth requested transfer to another school.

*Standard 3. Homeless children and youth will receive specialized services when eligible.*

- 3.1. Eligible homeless preschool children can participate in public preschool (Head Start, Even Start, State pre-K, preschool programs for children with disabilities under the Individuals with Disabilities Education Act, meals, programs for children with limited English proficiency, and Title I pre-school programs).
2. Eligible homeless children and youth can receive special education and related services under the Individuals with Disabilities Education Act, educational and related aids and services under Section 504 of the Rehabilitation Act of 1973, and educational programs for students with limited English proficiency.
3. Homeless Children and youth will receive appropriate services, based on assessment of individual needs, through a combination of resources, including, but not limited to Title I, McKinney-Vento, and other federally funded programs.

Standard 4. Parents or persons acting as parents of homeless children and youth will participate meaningfully in their children's education.

1. Parents or persons acting as parents will have a face-to-face conference with the teacher, guidance counselor, or social worker within 30 days of enrollment.
2. Parents or persons acting as parents will be provided with individual student reports informing them of their child's specific academic needs and achievement on academic assessments aligned with state academic achievement standards.
3. Parents or persons acting as parents will report monitoring or facilitating homework assignments.

- 4.4. Parents or persons acting as parents will share reading time with their children (i.e., parent reads to child or listens to child read).
- 4.5. Parents who would like parent skills training will attend available programs.
- 4.6. Parents or guardians will demonstrate awareness of McKinney rights.
- 7. Unaccompanied youth will demonstrate awareness of McKinney-Vento rights.

Standard 5. Homeless children and youth in grades 3-12 will meet their states' academic standards.

- 5.1. Performance on standards-based assessments in reading and math will be within or above the proficient range or will show a one-for-one gain.
- 5.2. Rates of promotion to the next grade level will be at or above the district average.
- 5.3. Rates of high school graduation or equivalent will be at or above the district average.

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**APCS POLICY FOR LIMITED ENGLISH PROFICIENCY (LEP) CHILDREN**

Rationale: Consistent with the *No Child Left Behind Act*, LEP children must be given the opportunity to achieve to the same high standards as all other children. Each of the preceding standards helps to provide the support an LEP child needs to succeed academically.

Limited English Proficiency children will have access to the education and other services that such children need to ensure that such children have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

APCS has made it their mission to enforce the following standards for Limited English Proficient children (LEP):

Standard 1. When filling out the Student Profile sheet, the following three home language survey questions will be asked in order to identify any possible LEP students: First language learned, home language, language other than English most often used.

Within one full day of enrolling in school, LEP children will be given the English Proficiency screener.

Standard 2. LEP children and youth will receive specialized services when eligible

Standard 3.

- 3.1. Eligible LEP children can participate in public school programs for children with disabilities under the Individuals with Disabilities Education Act, meals, programs for children with limited English proficiency, and Title I school programs.
- 4. Eligible LEP children and youth can receive special education and related services under the Individuals with Disabilities Education Act, educational and related aids and services under Section 504 of the Rehabilitation Act of 1973.
- 5. LEP Children will receive appropriate services, based on assessment of individual needs, through a combination of resources, including, but not limited to Title I funded programs.

Standard 4. Parents or persons acting as parents of LEP children and youth will participate meaningfully in their children's education.

- 2. Parents or persons acting as parents will have a face-to-face conference with the teacher, guidance counselor, or social worker within 30 days of enrollment.
- 4. Parents or persons acting as parents will be provided with individual student reports informing them of their child's specific academic needs and achievement on academic assessments aligned with state academic achievement standards.
- 5. Parents or persons acting as parents will report monitoring or facilitating homework assignments.
- 4.4. Parents or persons acting as parents will share reading time with their children (i.e., parent reads to child or listens to child read).
- 4.5. Parents who would like parent skills training will attend available programs.
- 4.6. Parents or guardians Who would like training in the English Language will be provided with programs to help them learn the English language.

Standard 5. LEP children in grades 3-12 will meet their states' academic standards. The school will administer the English Language Development Assessment (ELDA) to identified LEP students.

- 5.1. Performance on standards-based assessments in reading and math will be within or above the proficient range or will show a one-for-one gain. T
- 5.2. Rates of promotion to the next grade level will be at or above the district average.
- 5.3. Rates of high school graduation or equivalent will be at or above the district average.

**AVAILABLE SCHOOL AND COMMUNITY HELP**

It is the desire of APCS to help the families of our students in any way we can. Should a family need help or have a crisis situation, the following resources are available. In addition, APCS has resources available to help with situations of homelessness, doubling up of families, etc. If you need assistance in this area, please call the school and ask to speak to Julie Durand, Lori Thames, or Kim Gagnard. We keep all information strictly confidential and will develop a plan to help you meet your needs.

**RESOURCES FOR CHILDREN, YOUTH, AND ADULTS WITHIN THE COMMUNITY**

<b>MENTAL HEALTH SERVICES FOR CHILDREN, ADOLESCENTS AND/OR ADULTS (SPECIFIED)</b>		
Avoyelles Mental Health Center	Children and adults	253-9638
Community Support Services	Children and adolescents only	346-8001
Family Counseling Agency	Adults/children/individual/groups	448-0284
CART (crisis response team, 24/7 coverage)	Children and adolescents	484-2137
Bunkie General Hospital Paces Healthcare	Adults only	346-9384
Cutting Edge	Adults only	253-5558
Life Solutions, Inc.	Children and adults	449-8571
Tracy Regard, LCSW	Children and adults	253-9216
<b>ALCOHOL &amp; DRUG ABUSE CLINICS/SERVICES FOR ADDICTIVE DISORDERS/SUPPORT GROUPS</b>		
Office of Addictive Disorders	Children and adults	253-5645
Avoyelles Gambling Center, Bunkie	Children and adults	346-9203
Gambling Help Line of Louisiana		1-877-770-7867
Rainbow Detox	Adults only	484-6442
Gateway	Children only	484-6901
Red River Treatment Center	Adults only	484-6888
The Hope Center	Adults only	253-8705
<b>DEVELOPMENTAL DISABILITY SERVICES</b>		
OCDD	Children and adults	484-2347
Avoyelles Society for Developmentally Disabled	Adults only	253-5420
Families Helping Families		1-800-259-7200
LA Guardianship Services		253-4111
<b>INFORMATION ON BASIC NEEDS FOR FAMILIES</b>		
Avoyelles Progress Action Committee		253-6085
DSS, Office of Family Support, Avoyelles (food stamps)		253-5941
Shepherd Center	19	448-3752
The Extra Mile		484-6575

<b>HOUSING ASSISTANCE</b>		
Marksville Housing Authority		253-8728
Volunteers of America (Transitional Residential)	Adults only	443-2111
Section 8 HUD		253-7505
<b>MISCELLANEOUS RESOURCES</b>		
Avoyelles Parish Domestic Violence Services & Support		452-0084
Avoyelles Parish Health Unit, Marksville		253-4528
Avoyelles Parish Health Unit, Bunkie		346-2586
Child Support Services		253-9107
Elderly Protection		1-800-253-7001
Families in Need of Services (FINS)		240-4045
Legal Aid		253-0091
Medicaid and LaChip Office		253-5946
Medical Transportation		1-800-443-3490
Office of Homeland Security/Emergency Preparedness		253-7291
Social Security Administration		1-800-772-1213
Vocational Rehabilitation		487-5335
Special Victims Assistance		253-9152
Cenla Medication Access Program	Prescription cost assistance	346-9217
National Center for Homeless Education		<a href="http://www.serve.org/nche">http://www.serve.org/nche</a>

Submitted by Melissa Breaux, LCSW

**In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.**

**Avoyelles Public Charter School Calendar  
2011-2012**

<b>Event</b>	<b>Explanation</b>	<b>Dates</b>
Staff Development	No Students	August 8-19, 2011
Classes Begin		August 22, 2011
Labor Day Holiday		September 5, 2011
Staff Development	No Students	September 30, 2011
Veteran's Day	20	November 11, 2011
Thanksgiving Holiday		November 21, 2011
Return to school on:		November 28, 2011

End of First Semester

Christmas Holiday		December 26, 2011
Return to school on:		January 9, 2012
Report Cards: Parent Conf.	After school	Jan. 12, 2012
Parent Conferences	No Students	January 13, 2012
Martin Luther King Holiday		January 16, 2012
Staff Development	No Students	February 10, 2012
Mardi Gras Holiday		February 20, 2012
Return to school on:		February 22, 2012
Easter Holiday		March 30, 2012
Return to school on:		April 9, 2012
Last Day of School		May 24, 2012
Records Day: Teachers		May 25, 2012

**Avoyelles Public Charter School Calendar**  
**REPORT CARDS & TESTING SCHEDULES**

**2011-2012**

**1st Nine Week Period**

**43 Days**

1/2 way of 9 weeks		September 20, 2011
Progress Reports Go Home		September 23, 2011
End of nine-week period		October 21, 2011
Report Cards go Home		October 26, 2011

**2nd Nine Week Period**

**42 days**

1/2 way of 9 weeks		November 29, 2011
Progress Reports Go Home		December 2, 2011
Mid-Term Exams		12/19-12-23, 2011
End of nine-week period		January 11, 2012
Report Card Conferences	2:30 to 8:00 pm	January 12, 2012

**3rd Nine Week Period**

**43 Days**

1/2 way of 9 weeks		February 14, 2012
Progress Reports Go Home		February 17, 2012
End of nine-week period		March 19, 2012
Report Cards go Home		March 23, 2012
<b>4th Nine Week Period</b>	<b>42 Days</b>	
1/2 way of 9 weeks		April 25, 2012
Progress Reports Go Home		April 30, 2012
End of nine-week period		May 24, 2012
Report Cards go Home		May 25, 2012
<b>LEAP/GEE PHASE I</b>	(tentative)	March 12, 2012
<b>LEAP/GEE PHASE II</b>		4/12-4/17, 2012
<b>i-LEAP TESTING</b>		4/12-4/17, 2012
<b>DIBELS TESTING (K-3)</b>		
Test One		Week of 8/29/11
Test Two		Week of 1/16/12
Test Three		Week of 4/25/12
<b>End of Course Testing</b>		
(8th-12th Grade)		April/May, 2012
<b>Graduation (12th)</b>		May 14, 2012; 7pm
Senior Final Exams		May 7-9, 2011
6-11 Final Exams		May 17-21, 2011