

# AVOYELLES PUBLIC CHARTER SCHOOL 2024-2025 Parents and Student Handbook

## INTRODUCTION

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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**SCHOOL SAFETY**

The safety of our students and teachers is of utmost concern at APCS. The following safety measures are a few of the many in place to ensure that APCS fulfills its mission of being a safe and orderly school environment.

- Background checks of all faculty and staff
- Front doors remained locked and all visitors must call to gain entrance
- Once visitors are cleared, visitor badges are issued
- Surveillance cameras are used to monitor the perimeter, as well as, inside buildings.
- Students following dress code policy are an integral part of our school safety policy.

### **FIREARMS**

APCS is a firearm free zone, anyone with a concealed carry permit must get written permission from the director to bring a gun on campus. All law enforcement officers authorized to carry a weapon are asked to check in with administration upon arrival on campus.

**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

### **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! (All students must stand)

### **PLEDGE OF ALLEGIANCE**

I pledge Allegiance to the flag of the United States of America and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all. (All students must stand)

### **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*

## **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 succeed in future educational endeavors, to become individual persons of integrity, and to become successful, productive citizens in our communities. **College credit courses are also offered.**

#### **GRADING POLICY**

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

|          |   |
|----------|---|
| 94-100   | A |
| 87-93    | B |
| 80-86    | C |
| 70-79    | D |
| Below 70 | F |

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

|        |   |
|--------|---|
| 90-100 | A |
| 80-89  | B |
| 75-79  | C |
| 74-70  | D |

If test scores are made available before the end of the school year, LEAP 2025 scores will be averaged into the last 9-week grading period as 50% of the grade in Science, and History: Basic: 80%, Mastery 94%, Advanced 100%; IOWA scores will be used for ELA & Math. 8<sup>th</sup> grade and high school LEAP 2025 test scores will be averaged into the last 9-week grading period as 25% of the grade in tested subject. Should a student have a failing average in any class at the end of the fourth nine weeks, the administration, along with the SBLC committee, will decide whether or not the student will pass for the year, regardless of their LEAP scores.

**Note: Due to the significant changes in state testing and the timeline for receiving the test results, this policy will be modified with the exception of LEAP 2025. The modified policy will utilize IOWA scores as an additional indicator for determining final grades for the fourth nine-week period.**

#### **K-3 Reading placement and promotion/retention will be based on the following:**

Kindergarten students must have: Passed Rm I: 160 lesson and assessments, made adequate yearly progress on DIBELS end of year goals (Benchmark), & passed ITBS Form E with a grade equivalency of K.8 or greater.

First Grade students must have: Passed Rm II: 140 lesson and assessments, made adequate yearly progress on DIBELS end of year goals (Benchmark), & passed ITBS Form E with a grade equivalency of 1.8 or greater.

Second Grade students must have: Passed Rm III: made adequate yearly progress on DIBELS end of year goals (Benchmark), & passed ITBS Form E with a grade equivalency of 2.8 or greater.

Third Grade students must have: Passed RM IV: made adequate yearly progress on DIBELS end of year goals (Benchmark), & passed ITBS Form E with a grade equivalency of 3.8 or greater.

#### **ACT SCORES**

APCS covers the expenses for all Sophomores to take the ACT test in the spring. All Juniors will take the state mandated ACT test. If they do not score at least a 18, they will be required to take an ACT Prep class in their Senior year.

### TESTING

Students must strive to achieve their best on mandatory school and state tests such as the Iowa, LEAP 2025, and ACT. Attendance and honest effort is mandatory or disciplinary action will result.

### GRADUATION REQUIREMENTS (High School)

Students must earn 28 credits in required classes, as well as meet state requirements for the LEAP 2025 tests, 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 (Includes Financial Literacy) 4 units | <u>Electives (5 units)</u> |
| Science 4 units                                   | Music                      |
| History 4 units                                   | Art                        |
| English 4 units                                   | Theater                    |
| Foreign Language 2 units                          | Engineering                |
| Engineering Essentials 1 unit                     | Academic Electives         |
| Health/ Physical Education 2 units                | Physical Ed. Electives     |
| Fine Arts 2 units                                 | <b>TOTAL UNITS: 28</b>     |

### High School Lettering

Students must be in high school, and have met all requirements set forth to be eligible for a letter.

### 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. 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. K-8 Awards and honors will be given in the classroom and high school awards will be announced at Awards Night.

**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

**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, 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. 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 grading period. The exam is to be given by the teacher. 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.

**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<sup>th</sup>-8<sup>th</sup>.

\*High School students who do not earn adequate credits to be on time for graduation will be responsible for taking additional on-line classes at their own expense.

**DOCUMENTATION AND PARENTAL NOTIFICATION POLICIES**

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

- Conferences
- Interim reports
- Report cards
- Progress letters

**PROGRESS**

Student progress is reported to parents in three ways:

**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.

**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.

**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.

**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).** Teachers will make every attempt to respond to a parent's call or e-mail within 48 hours unless there is an emergency.

### **COMPACTS /CONSENTS**

By registering on Capture Point parents agree to follow the guidelines set forth in the compact stating the role they will play in making the school year an academic success. The compact will be reviewed with all students on the first day of school, where teachers and students will agree to guidelines as well. This compact also serves as documentation that the handbook was reviewed, read, and agreed to by all parties. See Appendix. In addition, registration also serves as the parental consent for APCS to share student information with the state department concerning each child registered.

### **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.

### **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 before the end of that day. It is the responsibility of the student to arrange make-up work or tests.**

## 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.

## 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.

**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.)

**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.

**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.

## **STUDENTS**

### **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.

### **UNIFORM AND PERSONAL APPEARANCE GUIDELINES**

APCS strives to set the highest possible standards in academics and moral conduct. The APCS Dress Code Policy is designed to help provide a consistent, professional appearance for all students. Appearance reflects on a student personally and on APCS. The goal is to prepare our students to be career ready. Grooming and uniform guidelines are important in maintaining an orderly environment for our students. There is no possible way all fashion trends and hair fads can be addressed in this handbook; however, administration will make the final determination on compliance and uniform standards. Dress code violations will be addressed through disciplinary action. Below please find basic guidance on appropriate dress:

**UNIFORMS: must be correctly fitted, worn properly and neatly, be in good repair, and of correct color and shade.**

- **TOPS:** Collared, unisex school approved 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 high school t-shirt is the required top (gray). All shirts must be entirely tucked in.

- **BOTTOMS:** Full-length, waist-high, belted, uniform-style khaki slacks, & walking shorts may be worn. No other additions or styles are allowed. Some of the restrictions include, but are not limited to: no outside pockets; no cargo pants or shorts; no outside zippers or lacing; no decorations such as embroidery, emblems, slogans, or colorings; no hip-huggers, bell-bottoms, stretch pants, skinny jeans, over-or-undersized fits; no rivets; no non-hemmed material; no shorts higher than one (3) inch above the knee when kneeling, etc.
- **BELTS:** Solid black or brown leather belts, with no distracting buckles (such as large western belt buckles), must be worn at all times with bottoms designed with belt-loops, and must be worn entirely fitted in the belt loops.
- **SOCKS:** Socks must be worn at all times. Only khaki, white, or black socks are allowed. Little girls' tights/leggings (for winter) must be black or white.
- **SHOES:** Only athletic-style, school appropriate shoes are allowed for K-8. Minimal color accents and designs will be permitted. Checkerboard, lighted heels, cartoon characters, neon colors, rubber boots, & "toe shoes" are unacceptable; Work boots are unacceptable as well. All footwear must be closed toe and fitted with a backing over the heel.
- **OUTERWEAR:** APCS logo sweatshirts are the only permissible outerwear allowed to be worn in the classroom. Sweatshirts must not be worn around the waist or shoulders. Sweatshirts can have your name on the back, but NO nicknames will be allowed. Uniform shirts must be worn under sweatshirts.

#### **GROOMING/PERSONAL APPEARANCE:**

**Hair should be neatly groomed and maintained. The following examples are hairstyles that are not allowed: Extreme hairstyles, unnaturally colored or dyed hair, "feathers," "tails," "Mohawks," designs shaved into the scalp, excessive or distracting up-dos or weaves, etc. that are deemed a distraction (educational or personal) by the administration are not permitted. Girls' hair should be neatly combed and out of the eyes. Boys' hair cannot be longer than the top of the collar, the eyebrows when combed straight down, and the mid-ear. Height of hair cannot be a distraction or block other students' view. Neat dreads can be worn, but rules regarding length still apply. Extensions and weaves may be worn but cannot present a personal or educational distraction. Excessive piling or length is not allowed (boys and girls). No facial hair, including sideburns below mid-ear is permitted. If a student has to be reminded of proper grooming, disciplinary action will be taken until the problem is solved.**

- **MAKEUP:** For all high school girls only: minimal make up is allowed. Jr. High students are not allowed to wear makeup.
- **MISCELLANEOUS:** Distracting jewelry and accessories are not allowed. One pair of small earrings in girls' earlobes is allowed. Other body piercings are not permitted. Boys are not allowed to wear earrings of any kind. Student tattoos are not to be visible.
- **False fingernails of any type including acrylics, gels, or wraps are not permitted. Natural nail tips must be no longer than the average length of ¼" over the tips of the**

**fingers. No nail polish of any kind or color is permitted in K-8. High school girls can wear nail polish, but extreme colors cannot be worn.**

- 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.
- **CAPS:** Caps, bandanas, hats, and other headgear, **as well as sunglasses**, are not to be worn during school hours. Sweatshirt hoods are not to be worn in the classrooms or buildings.
- **No smart watches of any brand are to be worn on campus at any time.**

## **Student Daily Expectations**

### **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.

### **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
  - **Third & Fourth Offense:** Suspension and Parent Conference

- **Fifth Offense:** Expulsion

### **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. This includes standing each morning for the Pledge of Allegiance. Bullying, harassment, sexual or otherwise, vandalism, and immoral conduct absolutely will not be tolerated.

### **UNACCEPTABLE BEHAVIOR**

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:

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

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

- Non-compliance with teacher's expectations and rules
- Dishonesty
- Insubordination to staff members (Disrespect, etc.)
- Disruption of learning
- Tardiness to class or activity

- Use of inappropriate language or gestures
- Graffiti on walls, cars, etc. (including inappropriate decals)
- 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.
- Eating and drinking in the classroom

#### **CELL PHONE POLICY:**

Please understand that our cell phone policy is thoughtful and intentional. Phones can remove students socially, intellectually, and emotionally from being present in the school environment. We want students engaged fully in their education: therefore, the following policy is in place at APCS:

Students must leave their cell phones in their cars or their lockers (high school) or with a teacher (Jr. high- only in an emergency situation) once they arrive on campus. Students are prohibited from carrying, using or displaying their phones INCLUDING IPHONE WATCHES in the school building or on school grounds during the school day or at any time while on APCS shuttle bus or at a bus stop. Elementary students (K-8) are not allowed to bring cell phones to school.

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

- 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.
- **Usage is not permitted on the bus, on the way to the bus, or at the bus stop.**
- The phone must be turned off when it is placed in the locker or with the teacher.
- If a teacher or staff member sees a student with their cell phone out during the school day, or if a phone becomes a distraction/disturbance the teacher will take/find the cell phone and turn it into the office. **The phone will be reviewed to make sure there has been no inappropriate activity.**
- The Director/Dean of Students will contact the parents for a conference and keep the phone for thirty (30) days.
- The parent will have to pay **\$50.00** to get the cell phone after the thirty (30) day period.
- NO CELL PHONE will be released before the thirty (30) day period.
- 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.

## FUNDRAISING

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


## CLASS FIELD TRIPS

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. NO cell phones or electronic devices are allowed on field trips.

**If a student has missed more than five (5) days of school, has poor academic performance, or is a discipline problem, he/she must have approval from the Director/Dean of Students to go on a field trip.**

**Note: On overnight trips, students are prohibited from entering opposite sex rooms; this is grounds for immediate suspension/expulsion.**

## ANTI-BULLYING

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. **Cyber bullying** is prohibited. Cyber bullying means harassment, intimidation of a student or teacher on school property by another student, using a computer, mobile phone or other interactive or digital technology, or harassment, intimidation or bullying of a student or teacher while off school property by another student using any such means when the action or actions are intended to have an effect on the student/teacher when the student/teacher is on school property.  Aiding or abetting any disciplinary offense.

- Possession of electronic devices on the campus of APCS unless administration has granted permission for technology necessary for the educational process.
- Using the school phones, computers, or other school technologies without permission.
- Violation of the Acceptable Computer Use Policy.
- Academic dishonesty, including, but not limited to cheating, plagiarism, and falsification.
- Using elevator without permission.
- Locker room misuse (high school).
- Public display of affection.
- Littering in the buildings or on the grounds of APCS.
- Possession of inappropriate articles or objects at school.

- Computer hacking or computer network violation. School personnel may review student e-mail messages at any time, check Google Drive accounts or track student navigation of the Internet.
- 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, and field trips).

Note:

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:

- Entering restricted areas without proper authorization.
- Fighting.
- Throwing objects.
- Harassing spectators, participants, and/or game officials.

### **CONSEQUENCES**

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.

### **IN-SCHOOL SUSPENSION**

In-School Suspension is an optional consequence issued for excessive morning tardiness, infraction of school rules, or other behavior, to be used as deemed inappropriate by the school administration. Students will be in suspension from 7:30 a.m. until 3:00 p.m.

### **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.

### **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 hall pass.** Students traveling outside a building or from one building to another during class time must have a Viking hall pass. 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.

### **PE RULES**

Active participation in physical education is a required part of the APCS curriculum. Students in grades 7-12 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 Cheersport (fall and spring)
  - High School girls and boys Tennis (spring)
  - High School girls and boys Golf (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 and making academic progress.
  - 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.

### **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, phones, 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.** SMART WATCHES OF ANY BRAND ARE NOT ALLOWED ON CAMPUS.

### **STUDENT DANCES**

Should the school sponsor a dance, all school rules and regulations will apply.

- Dress attire must meet the expectations of the administration (no revealing neckline or hemline; dress length/slits may not be shorter than 6" above the knee)
- Once a student leaves the dance he/she will not be allowed to return to the dance.
- DJs must play music free of profanity, violence, and sexually explicit lyrics.
- All music and dancing must remain appropriate and respectful.



- Students who wish to bring a guest must complete the form obtained from the office.
- Guests over nineteen (19) or older are not allowed at high school dances; over 14 for junior high.
- Guests must be accompanied by APCS student at all times.
- Privileges may be denied or revoked by school administration at any time.

**Social Media: Parents, students, and teachers are reminded that anything posted on Facebook, Instagram, Twitter, or any other social media that is derogatory toward the school, personnel, or students, that is brought to the attention of the administration, could result in disciplinary action or removal from the school.**

## **School Supply Fees**

Fees are for supplies used by students for different classes and/or activities. The supply list is listed in the **Appendix of the Student Handbook**. Please know that supplies are given to students on the first day of school and replenished throughout the school year as needed.

### **Fees are as follows:**

K-8<sup>th</sup> grades-\$110.00  
 High School-\$60.00  
 High School Band-\$25.00  
 High School Choir-\$60.00  
 Jr. High/ High School P.E.-\$20.00  
 High School Art-\$50.00

## **POLICIES**

### **Computer & Network Policy**

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.

The following guidelines apply to use of all computers and networks at Avoyelles Public Charter School:

- 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.
- 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.
- 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.
- School computers and networks may not be used to invade the privacy of others or make unauthorized use of their work.
- 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.
- 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.
- Theft or other abuses of computer time are prohibited, including but not limited to, the following:
  - **unauthorized entry into a file to use, read, or change the contents, or for any other purpose;** ○ **unauthorized transfer of a file;**
  - **unauthorized use of another individual's identification and password;**

- **use of computing facilities to interfere with the work of another student, faculty member, or school official;**
  - **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 use of computing facilities to interfere with normal operation of the school computing system.**
- Unauthorized use of the school's computing facilities or systems for personal use beyond coursework assignments or work related activities is prohibited.
- 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.
- 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. 🖨️ The computing and network resources of the school may not be used for personal financial gain or commercial purposes.
- 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.
- 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 a security breach is observed, it should be reported to the appropriate system administrators.
- 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

- 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.
- 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.
- 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.

**Parents, students, and teachers are reminded that anything posted on Facebook, Instagram, Twitter, or any other social media that is derogatory toward the school, personnel, or students will be brought to the attention of the administration and could result in disciplinary action.**

## **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 or any substance that can be used in an abusive way. 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:

- 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.
- Every reasonable attempt shall be made to notify parents or guardians of the student.
- The director of APCS will be notified immediately (high school).

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

- **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 or any substance that can be used in an abusive way 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 initiate a call for a valid drug test.
- 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.

- All procedures required under the Louisiana Children’s Code will be followed for students under the age of seventeen (17).

#### PROCEDURE FOR APCS STUDENTS

- **Note: A drug test will be required for all high school athletes. This may be done during his/her physical if conducted at the school based health center, required of student when receiving a physical from a personal physician, done randomly without prior notice by a doctor or other health center personnel of APCS’ choosing.**
- Drug testing will be conducted on the high school population randomly throughout the year.
- 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.

#### PROCEDURE

- Since all students are required to participate in elective/extracurricular activities, random drug testing may be administered.
- Each student will be assigned a number.
- The numbers will arbitrarily be chosen for testing by an outside source.
- Students who are chosen will come to the school office. They will be directed a restroom to give a urine sample.
- If the sample comes back negative, a report will be mailed to the parent the day of the testing.
- If the sample comes back positive, depending on the drug identified: (a) Parents will be called to rule out prescription drugs, (b) the medical review officer will determine if the student is on valid prescription drugs. The pharmacy and doctor will be called for verification, and the school will 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

- If a student should test positive, this student can be tested at any time the administration deems necessary.
- If the student should test positive another time, he/she will be expelled from the school.
- 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. If said student participates in extracurricular activities, they will be required to participate in practice and attend games with the team, but will be suspended from participating in games.

**First offense**

- 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.
- 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.
- Upon return to school, drug tests will be conducted monthly at parents' expense.

**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.

## **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.

## **Student Attendance**

### **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).



- State guidelines for attendance are a maximum of ten (10) days.

### **ARRIVAL**

Go to [apcs.us](http://apcs.us) for more information. If students arrive between 7:00 and 7:15, they need to wait in the lobby of the respective buildings until faculty arrives at 7:15.

### **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.

### **HIGH SCHOOL STUDENT ARRIVAL**

Students driving personal vehicles to school must first obtain a school parking decal and assigned parking space by presenting a valid driver's license, proof of insurance, and a \$5 parking decal fee. Students are to park only in assigned student parking space 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. Students must exit the vehicle and enter the building immediately upon arrival; no student is to remain in the vehicle or congregate in the parking lot.** 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 temporary parking permit to be placed on the front windshield. Failure to do this will result in a \$20.00 fine.

Students parking in disabled parking or teachers' parking will be fined \$30.00 and could lose privilege to drive to school.

**\*\*Elementary students are to be escorted by the high school driver from the Elem. Building to the HS parking lot to ride home\*\***

### **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**

Buses will load at 2:45pm. in front of the elementary gym, followed by carpool. 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 students are not allowed to use cell phones while waiting for carpool\*\***

### **PARENTS**

**All parents must register their children on Capture Point. IF YOU MOVE, CHANGE PHONE NUMBERS OR EMAIL ADDRESS** please report the changes to the office immediately. For a high school student, call 318-240-9991 or e-mail [dorcascarton@apcs.us](mailto:dorcascarton@apcs.us). For an elementary student, call 318-240-8285 or email [sheliakramer@apcs.us](mailto:sheliakramer@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. **If there is a medication that is offered in the clinic that you do NOT want your child to take, you must submit this in writing to the clinic.**

### **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 POLICY**

APCS school lunch is provided by a vendor, Bateman/Compass Group. To participate, families must complete the lunch application form at the beginning of the school year as well as choose "school lunch" on the Capture Point. Lunch program costs will be given at the beginning of the school year and billed monthly based on the daily meal cost for reduced or full pay lunch. Those not participating in the lunch program are allowed to bring a healthy lunch, if it meets the

state-mandated requirements of a nutritious meal. Carbonated beverages, soft drinks, fast-food, and/or sharing of food are not allowed.

### **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. Special occasion surprises for students (flowers, balloons, candy, etc.) will not be accepted.

### **PHONE CALLS**

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

### **EMERGENCY PROCEDURES**

In the event of an emergency, parents will be informed through Remind (instructions to sign up can be found at [apcs.us](http://apcs.us)). TV and radio stations will be utilized to inform of any other additional emergency information as needed.

## **TRANSPORTATION PROCEDURES**

### **BUS TRANSPORTATION POLICY**

**Please go to [apcs.us](http://apcs.us) for specific drop-off/pickup guideline for each shuttle site.** 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:

- At all stops, parents must be on time and be on hand to supervise their children prior to boarding the bus and be ready to receive their children on time 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 stops on the routes.
- 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.
- The driver of the bus 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. School rules apply. 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.
- 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.
- 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**

- **Go to [apcs.us](http://apcs.us) for detailed information.**
- **All vehicles must have the name of the child(ren) being picked up prominently displayed in the window.**
- 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 7:00 and 7:15 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 2:50.
- 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.

### **FUNDRAISING**

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

### **CLASS FIELD TRIPS**

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. NO cell phones or electronic devices are allowed on field trips.

**If a student has missed more than five (5) days of school, has poor academic performance, or is a discipline problem, he/she must have approval from the Director/Dean of Students to go on a field trip.**

**Note: On overnight trips, students are prohibited from leaving assigned rooms without permission from the school chaperone. This is grounds for immediate suspension/expulsion.**

### **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 encouraged to volunteer. 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, parents can visit the state department of education website which further explains how parents can be involved in the decision making process of the school.

## **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 K-4. 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 student handbook, 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.

## **Media Use and Release Policy**

### **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.

## **APPENDIX**

### **Homeless Children & Youth Policy**

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).

3.2.1. 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.

3.3 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.

4.1.1. 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.

4.2.1. 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.

4.2.2. Parents or persons acting as parents will report monitoring or facilitating homework assignments.

4.2.3. 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.

4.6.1. 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.

## **Limited English Proficiency (LEP) Policy:**

### **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.



3.2.2. 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.

3.2.3. 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.

4.2. 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.

4.3. 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.

4.4. 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.

## **Response to Intervention (RTI) Policy**

1. Identify the student problem (academic, communication, behavioral, other).
2. Determine a method of data collection and how frequently to be collected.

3. Collect data to calculate a baseline for the student based upon identified problem.
4. Determine the intervention timespan (dependent upon the student's need 6-instructional weeks, 8-instructional weeks, other).
5. Set an intervention goal and/or goals to determine if intervention is/will be successful.
6. Summarize the student's progress when intervention ends.
7. Evaluate the intervention outcome by comparing the progress to goal originally set to determine if intervention is successful.
8. If intervention unsuccessful, refer to APCS SBLC for full initial evaluation.

- Highly Qualified
- \*\*Working on becoming Highly Qualified in his/her area of teaching

The United States Congress passed a legislation titled 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 the 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 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 towards meeting such 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, administration 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 call us.

## **School Supply and Class Fees**

Listed below, are the generic lists of supplies for students at APCS. Fees cover the supplies listed according to grade and/or subject(s).

If you are suffering a hardship, or experiencing an economic disadvantage and are financially unable to pay the fees, please email [juliero@apcs.us](mailto:julieroy@apcs.us) for a waiver application. Fee waivers or fee reductions are for families facing economic hardships due to, but not limited to, unemployment, fostering children, and homelessness and/or recipients of TANF, SNAP, SSI.

Fees are payable on CapturePoint and due according to the payment schedule which is as follows:

### **K-8<sup>th</sup> Grades**

July 15, 2022- \$30.00 minimum is allowed if currently unable to pay in full.  
Balance of \$80.00 is due by March 1, 2023.

### **High School**

July 15, 2022- \$60.00 High School Supply Fee  
Remaining 'Class Fees' are due by March 1, 2023.

Fees are for supplies used by students for different classes and/or activities. Please know that pre-purchased supplies are given to students on the first day of school and replenished throughout the school year as needed. We provide supplies for all students at APCS as a convenience for our APCS families.

#### **K-8<sup>th</sup> Grade Fees are as follows:**

\$50.00 Supply Fees

\$50.00 Class Fees (Art, Music, Cooking, Sewing)

\$10 Spirit Shirt

**Fee Total-\$110.00**

#### **High School Fees**

High School-\$50.00 Supply Fees

High School Band-\$25.00 Class Fee

High School Choir-\$60.00 Class Fee

Jr. High/ High School P.E.-\$20.00 Uniform Fee

High School Art-\$50.00 Class Fee

Spirit Shirts-\$10

**Total depends upon classes taken by student(s).**

### **School Supplies**

**Supply fees are listed below according to grade, subject or activity:**

Basic supplies for K-4<sup>th</sup> grades include, but are not limited to the following items:

#### **Classroom Supplies:**

- Student planner
- Notebooks
- Scissors
- Binders
- Pens
- Pencils (mechanical and/or wooden)
- Ruler

- Notebook paper
- Construction paper
- Glue and/or gluesticks
- Crayons
- Ziploc bags
- Paper plates
- Cardstock paper
- Color Pencils
- Erasers
- Pencil bag/box
- Markers
- Folders
- Index cards
- Dividers
- Highlighters
- Kleenex

**Supply fees are listed below according to grade, subject or activity:**

Basic supplies for 5<sup>th</sup>-8th grades include, but are not limited to the following items:

**Classroom Supplies:**

- Student Planner
- Notebooks
- Scissors
- Binders
- Pens
- Pencils (mechanical and/or wooden)
- Ruler
- Notebook paper
- Construction paper
- Glue and/or gluesticks
- Crayons
- Cardstock paper
- Color Pencils
- Erasers
- Pencil bag/box
- Folders
- Highlighters
- Dividers
- Index cards
- Handheld pencil sharpener
- Protractors
- Graph paper
- Kleenex

**K-8<sup>th</sup> Grade Enrichment Class Supplies:**

- Art

- Paint
- Construction paper
- Paint brushes
- Crayons, markers, chalk,
- Glue
- Glitter
- Cooking
  - Food
  - Paper plates
  - Utensils
  - Cups
  - Aprons
  - Gloves
- Sewing
  - Thread
  - Fabric
  - Sewing machine maintenance
  - Scissors
  - Needles
  - Yarn
  - Fillings, forms and batting
- Music
  - Instruments
  - Sheet music

**High School Supply Fees:**

Basic supplies for 9<sup>th</sup>-12<sup>th</sup> grades include, but are not limited to the following items:

- Student planner
- Locker/Locks
- Composition books
- Laptops
  - Maintenance
  - Updates
  - Repairs
  - Replacements
- Engineering supplies
- Workbooks (Alg. I and Geometry)
- ACT Test fees

**High School Class Fees:**

Art

- Paint
- Paint brushes
- Canvas
- Clay

- Drawing pad
- Drawing utensils
  - Crayons
  - Markers
  - Chalk
- Construction paper

#### Band

- Instrument maintenance
- Sheet music
- Folder/Binder

#### Choir

- Binder
- Sheet music
- Audition fees (LMEA, ACDA)

#### PE

- Uniform
- Equipment maintenance