LINCOLN
PREPARATORY SCHOOL

PARENT/STUDENT HANDBOOK

2022-2023

MISSION STATEMENT

The mission of Lincoln Preparatory School is
"To educate children to excel academically, socially, and emotionally for lifetime self-sufficiency."

PARENTS' RIGHT TO KNOW

As a parent of a student at Lincoln Preparatory School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to give you this information in a timely manner if you ask for it.

EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy:

This is an equal opportunity school and is dedicated to a policy of non-discrimination in employment or training. Qualified students, applicants, or employees will be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or qualified handicap. All students have equal rights to counseling and training.

STUDENT HANDBOOK POLICIES

Updates to the Lincoln Preparatory Student Handbook may occur throughout the school year. Any changes/additions will be updated on the Lincoln Preparatory School website monthly to include necessary revisions.

You may access the
school website at https://lincolnprep.wildapricot.org/.

LINCOLN PREPARATORY SCHOOL

2022-2023 School Calendar

Event	2022-2023
Teacher Work Days (No Students)	August 1-5 & 8-12, 2022
Parent/Student Orientation Days (see schedule)	August 11 - 12, 2022
Labor Day Holiday (School Closed)	September 5, 2022
Half Day for Students (full day for faculty/staff)	October 7, 2022
Fall Break (School Closed)	October 10-14, 2022
Thanksgiving Break (School Closed)	November 21-25, 2022
Half Day for Students (full day for faculty/staff)	December 20, 2022
Winter Break (School Closed)	December 21 – January 4, 2023
Teacher In-Service Day(s) (No School for Students)	January 5-6, 2023
MLK Holiday (School Closed)	Monday, January 16, 2023
Half Day for Students (full day for faculty/staff)	Friday, February 17, 2023
Winter Break (School Closed)	February 20 -February 23, 2023
Teacher In-Service Day(s) (No School for Students)	February 24, 2023
Spring Break and Easter Break (School Closed)	April 3 - April 10, 2023
Graduation Day for Class of 2023	May 15, 2023
Last Day of School for Students*	May 24, 2023*
Teacher Work Days*	May 25-26, 2023*
Memorial Day Holiday	May 29, 2022
Juneteenth	June 16, 2023
Independence Day	July 4, 2023

*Dates may change depending on inclement weather days

Lincoln Preparatory School
Bell Schedule

Lincoln Preparatory School 2022-23 Daily Schedule						
Primary	**Elementary**		**Middle**		**High**	
K-1 (NLW)	**Grades 2-4**		**Grades 5-6**	**Grades 7-8**	**Grades 9-12**	
Breakfast	Breakfast	7:30	Homeroom	Homeroom	Homeroom	7:30
		7:45				7:45
Block 1	Block 1		Breakfast	Breakfast	Period 1	7:48
		8:05				
			Period 1	Period 1		8:38
					Breakfast	
		8:55				8:55
		8:58	Period 2	Period 2	Period 2	8:58
		9:48				9:48
		9:51	Period 3	Period 3	Period 3	9:51
		10:41				10:41
		10:44	Period 4	Period 4	Period 4	10:44
Lunch K 11:00 - 11:20	Lunch 2 11:15 - 11:35					
		11:34				11:34
Lunch 1 11:45 - 12:05	Lunch 3 & 4 11:35 - 11:55	11:37	PE/Elective	Intervention	Period 5	11:37
		12:03				
Block 2	Block 2	12:06	Elective/PE	Lunch 7 & 8		12:27
		12:32			Flex Period (or Lunch Period)	12:30
		12:35	Lunch 5 & 6	PE/Elective		
		1:01				12:58
		1:04	Intervention	Elective/PE	HS Lunch*	1:02
		1:30				1:30
		1:33	Period 7	Period 7	Period 7	1:33
		2:23				2:23
		2:26	Period 8	Period 8	Period 8	2:26
		3:16				3:16
Dismissal	**Dismissal**	3:16	**Dismissal**	**Dismissal**	**Dismissal**	3:16

Table of Contents

SECTION I: GENERAL POLICIES AND PROCEDURES 1

Attendance Policy 1
Cell Phones and 1
Other Electronic Devices 1
Change of Address or Telephone Number 1
Check Acceptance Policy 1
Closed Campus 1
Clubs and Organizations 1
Compulsory School Attendance 3
Conferences with Teachers 4
and Executive Director 4
Deliveries 5
Distribution of Materials or Documents 5
Dress Code 5
Enrollment of New Students 6
Student Fee, Fines and Charges 7
After-School Tutoring Programs 8
McKinney-Vento Homeless Plan 8
Leaving Campus During the School Day 8
Lockers 9
Lost and Stolen Items 9
Meals 9
Messages for Students 9
Minimum Required Instructional Minutes to Receive 9
Grades/Credit 9
Notice of Non-Discrimination 9
Parking Regulations [H] 10
Religious Expression 10
Respect for All 11
School Calendar 11
School Facilities Use 11
School Functions 11
School-Sponsored Trips 11
Student Speakers at School Events 11
Tardiness 12
Telephone 13
Transportation 13
Truancy 14
Use of Student's Image/Information 15
Visitors 15
Withdrawals 15

SECTION II: HEALTH AND SAFETY INFORMATION 16

Asbestos Management Plan 16
Bacterial Meningitis 16
Child Abuse Reporting 17
and Investigations 17
Communicable Diseases 17
Dyslexia and Related Disorders 17
Emergency Medical Treatment 17
Fire, Lock-Down, and 17
Disaster Drills 17
Health Care Appointments 18
Illness During School Hours 18
Immunizations 18
Injuries/Accident Insurance 19
Investigations and Searches 19
Law Enforcement Agencies 20
Medication Policies 20
Mental Health Service 22
Seclusion and/or Restraint 23
Surveillance Cameras/ Video Recordings 24
Substance Abuse Prevention And Intervention 24

SECTION III: ACADEMICS AND GRADING 26

Carnegie Credit and Credit Flexibility (Bulletin 741, Section 2314) 26
Class Rank for Determining Valedictorian and Salutatorian [H] 26
Credit Recovery [H] 26
Dual Enrollment [H] 27
Grade Level Classification [H] 27
Graduation Expenses [H] 27
High School Graduation Programs [H] 27
Honor Graduates [H] 28

Participation in 28
Graduation Ceremony 28
Physical Education 28
Requirements 9–12 [H] 28
Promotion Standards K- 8 29
Promotion Standards – High School (9 – 12) 30
Report Cards 30
Retention Policy 30
Special Needs Students 30
Teacher Bill of Rights R.S.17.416.18 31
Uniform Grading Policy (K – 12) 31
100% College Acceptance [H] 31
SECTION IV: STUDENT CODE OF CONDUCT 33
Preface 33
Special Note: School Operations during a Pandemic or other health emergency 34
Virtual Instruction 34
Virtual Work Settings 34
Responsibilities of Staff, Parents, and Students 34
Jurisdiction 35
Code of Conduct Violations 35
Discipline for Special Education Students:Expulsion/Exclusion 47
SECTION V: 48
PARENTAL RIGHTS 48
Surveys and Activities 48
Requesting Professional Qualifications of Teachers and Staff 48
APPENDIX 49
SCHEDULE OF FEES 50
Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice) 48
Computer Resources, 52
Web Learning Tools, and Network Services Acceptable Use Guidelines 52
Electronic Communication Device Commitment Policy 55
Student or Parent Complaints and Concerns 55
Level One 56
Level Two 56
Level Three 57
Level Four 57
LINCOLN PREPARATORY SCHOOL 59
2022–2023 Parent/Student Handbook 59
PARENT/STUDENT COPY 60
SCHOOL COPY 61
Campus Handbook Supplemental Pages 61
Truancy Policy 61
Lincoln Preparatory School Tardy Policy 62
Lincoln Preparatory School Dress Code Policy 63
2022-2023 Report Card Calendar 66
Seat Time Recovery Policy 66
SOCIAL MEDIA AND TEXT MESSAGE POLICY 67
Lincoln Preparatory School Major Infraction Quick Reference Policy 68

SECTION I:
GENERAL POLICIES AND PROCEDURES

Attendance Policy

Regular school attendance is essential for each student to make the most of his or her education—to benefit from teacher-supervised activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Students may not miss any class more than 10 times within the school year, unless they are participating in competition beyond the district level.

Cell Phones and Other Electronic Devices

Possession of cell phones, computers, and other devices capable of electronic communications at school is a privilege, not a right. Possession and use of such devices at school or school-related events or activities shall be subject to school approval and regulations. Any such devices may be confiscated, powered on, and searched by school officials if there is a reasonable cause to believe that the devices have been used in the transmission or reception of communications prohibited by law, policy, or regulation .

Change of Address or Telephone Number

When the address or telephone number of a student has been changed, it is the responsibility of the parent to notify the school office immediately. Proof of residency at the new address may be required.

Check Acceptance Policy

All personal checks written to the school must include the current address and phone number of the account holder. The account holder's name should also be legible and printed on the check.

In the event that a check written to the school is returned unpaid by the bank, the account holder agrees that the school may collect a return check fee of $30 plus applicable sales tax. The school may contract with a collection company in an effort to redeem returned checks. The use of a check for payment is the account holder's acknowledgement and acceptance of this policy and its terms.

Closed Campus

The school operates on the closed campus concept. Specifically, this means that students are not allowed to leave campus for any reason during the school day. This includes meal periods. Visitors to the campus must check-in at the main office of the school campus. Parents may drop off a lunch at the main office between 11:15-11:40 AM for middle school students and between Noon and 12:30 PM for high school students. All drop- offs must be made at the main office only. Students may ONLY pick up lunch deliveries during their lunch period.

Clubs and Organizations

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

All students are encouraged to participate and take an active part in student clubs and organizations. Extracurricular activities will not be scheduled during instructional times. Fraternities, sororities or secret societies are not approved clubs/organizations and will not be permitted at the school.

Eligibility

Eligibility for participation in many of these activities is governed by state law and Interscholastic Athletics rules. To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous year which shall be listed on the student's transcript, including any special education subject(s), and shall have earned at least a "C" average; to be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester, including any special education subject(s)

Students must provide the following in order to participate in tryouts, practices, scrimmages, and games:

1. A valid birth certificate in order to participate in tryouts, practices, scrimmages, and games:
2. A current Medical History/Physical Exam form signed by a physician, a parent/guardian, and the student. The form must be dated less than one year from the end of the playing season.
3. An Athletic Parental Permission form.
4. A substance abuse agreement form.

A student becomes ineligible for interscholastic athletic participation if he/she has reached his/her 19th birthday before September 1 of that school year. If he/she becomes 19 on or after September 1, he/she is eligible for the remainder of the school year, if he/she meets all other eligibility rules. Evidence of legal birth date shall be established by one of the following:

1. A legal copy of a birth certificate.
2. An official record of birth from the Bureau of Vital Statistics.
3. An official notification of birth issued by the state, parish or county health unit.
4. An official passport.
5. A hospital certificate signed by a physician and/or the hospital administrator.
6. Legal adoption papers issued by a court.
7. Official records verifying proof of birth issued by the Department of Welfare.
8. Official immigration and naturalization papers issued by the United States Department of Immigration and Naturalization.

Code of Conduct

Sponsors of student clubs and organizations may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the "Student Code of Conduct" or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

For a student to be eligible to serve as a club or organization officer, he or she must be passing in all subjects. Unsatisfactory conduct while in office and/or failure to render satisfactory service shall be considered grounds for removal from said office. Removal from office shall be at the discretion of the staff sponsor of the club or organization with the approval of the Executive Director.

New Clubs or Organizations

Students desiring to form a new club or organization shall submit a written request to the Executive Director at the school office, containing the following mandatory elements:

1. a statement of the club's or organization's purposes, goals, and activities;
2. signatures of a minimum of 10 students who wish to participate in the club or organization;
3. if participation in the club or organization is not required for a particular course or does not result in academic credit, written parental permission of each student signatory to participate in the club or organization;
4. written agreement of a teacher who has agreed to serve as the staff sponsor for the club or organization;
5. a description of any funding or other assistance received from, or affiliation with, any nonstudent groups; and

6. a schedule of its proposed meeting times.

As previously mentioned, fraternities, sororities or secret societies are not approved clubs/organizations and will not be permitted at the school.

Fundraising

The Executive Director must approve any plan or activity used by a club or organization for making money. Only activities that raise money through payment of admissions or where value is received for money paid may be conducted. No advertising will be sold without the approval of the Executive Director.

Meetings

Only school-recognized student clubs and organizations are permitted to meet on school property during non-instructional time.

Yearbook

Only school-recognized clubs and organizations will be featured in the yearbook.

Compulsory School Attendance

Except as provided by law, every child in the state is required by state law to attend public or private school from the child's seventh(7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school.

Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Program in Louisiana. Failure to abide by the compulsory school attendance laws of the state may result in a referral to the Child Welfare and Attendance Supervisor who will contact the District Attorney's office. In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at school. Once students arrive to school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she is physically present at school or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-authorized field trips or other school-approved activities.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the supervisor of child welfare and attendance or the school Chief Academic Officer/designee where indicated. **These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit:**

1. extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. extended hospital stay in which a student is absent as verified by a physician or dentist;
3. extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state; or
5. quarantine due to prolonged exposure e to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials; or
6. observance of special and recognized holidays of the student's own faith;
7. visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused

absences in this situation shall not exceed five school days per school year; absences verified and approved by the school Chief Academic Officer or designee as stated below:

a. prior school system-approved travel for education;

b. death in the immediate family (not to exceed one week); or

c. natural catastrophe and/or disaster.

Types of Absences

The days absent for elementary and secondary school students shall include non-exempted, excused; exempted, excused, unexcused absences and suspensions.

Non-exempted, excused absences are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

Exempted, Excused Absences—absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

Unexcused Absence—any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.

Suspension—a non-exempted absence in which a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted but is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

Notification to Parents

Parents/legal guardians will be notified in writing on or upon the 3rd unexcused absence or unexcused occurrence of being tardy, and the school will hold a conference with the student's parent or legal guardian. The notification will be relative to the parent or legal guardian's responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent will be required to sign a receipt for such notification.

In elementary through junior high school, when a student accumulates seven (7) absences which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. After the tenth (10) absence which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

In high school, when a student accumulates three (3) absences in a semester which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. After the fifth (5) absence in a semester which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

Seat Time Recovery

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular school day. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/junior high students.

Conferences with Teachers and Executive Director

Because the Executive Director and teachers are busy serving students during the school day, they are unable to accommodate unscheduled telephone calls or in-person conferences. When parents feel it advisable to contact the Executive Director or teachers personally, they are encouraged to leave their telephone numbers with the school office in order that the Executive

Director or teacher may return the call later. Personal conferences are welcome if a telephone conversation does not prove adequate. To schedule an in-person conference with the Chief Academic Officer or a teacher at a mutually convenient time, please call the school office for an appointment. Parents may also communicate with the Executive Director and teachers via e- mail regarding school-related business.

Deliveries

Packages such as flowers, balloons, etc., should not be delivered to the school for students. These will not be delivered to the classroom.

Distribution of Materials or Documents

Only publications relating to school-sponsored activities or school-recognized clubs and organizations may be posted or distributed. The publication, as well as the time and location of its posting or distribution, must be submitted to the Executive Director for review and approval.

Dress Code

School Uniforms

Lincoln Preparatory students are required to wear school uniforms.

General Criteria

A student's personal dress and grooming standards shall not:

1. lead school staff to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; or
2. create a health or other hazard to the student's safety or to the safety of others.

Specific Criteria

1. Clothing containing offensive slogans, symbols, or other suggestive or controversial designs is not allowed.
2. Clothing depicting drugs, alcohol, tobacco products, or violence is not allowed.
3. Startling, unusual, or immodest attire of any sort is not allowed. Fads in hairstyles,clothing, or anything designed to attract attention to the individual or to disrupt the orderly conduct of the classroom or campus is not allowed.
4. Hair is to be clean and well-groomed. **Unusual coloring (e.g., red, blue, purple, etc.) or excessive hairstyles (e.g., "tails," "designs," "puffs," etc.) are not allowed**.
5. **Words, symbols, or designs shaved in hair (including facial hair and eyebrows) are not allowed**.
6. Clothing, tattoos, and other articles that are considered "gang-related" are not allowed.
7. Extremely baggy clothing is not allowed. Pants, shorts, etc., are not to be worn below the waistline and should be appropriately sized.
8. Shorts may be worn, but must reach at least fingertip length. Tight-fitting shorts or "short shorts" are not allowed.
9. **Tongue rings and visible body piercings, other than earrings, are not allowed. Dangling earrings are not allowed.**
10. Cutoffs, boxer shorts, pajama bottoms, bike shorts, short leggings as outer garments, etc., are not allowed.
11. Hats, scarves, bandanas, hair coverings, sweatbands, or hooded shirts are not allowed except under circumstances designated by the Executive Director.
12. **Torn, ripped, or cut clothing is not allowed.**
13. Trench coats and dusters are not allowed.
14. Grills or temporary decorations on teeth are not allowed.
15. Chains, handcuffs, jewelry, or accessories that suggest weaponry are not allowed.
16. Students are to wear appropriate shoes. House shoes, shower shoes (flip flops), and shoes with wheels are not allowed.
17. Excessive makeup is not allowed.

Boys: Additional Guidelines

1. Shirts are to have sleeves.
2. Mustaches, beards, and other facial hair must be kept neat and trimmed.

Girls: Additional Guidelines

1. Apparel that is too tight or too short to prevent modesty is not allowed.
2. Low-cut apparel is not allowed.
3. Girls are to wear sufficient undergarments.
4. The following are unacceptable: clothing designed with shoulder straps less than three inches wide, bare midriffs, halters, or bare backs.

Enforcement Procedures

If the student's dress or grooming is inappropriate or objectionable under these provisions, the Executive Director or Dean of Students shall request the student to make appropriate corrections. If the student refuses, the Executive Director or Dean of Students shall notify the student's parent and request that the parent make the necessary correction. If both the student and parent refuse, the Executive Director shall take appropriate disciplinary action, including removal from school until the student is in compliance with the dress code. Decisions of the Executive Director or designee regarding dress and grooming are considered final. Failure to comply with the dress code will result in disciplinary action.

Enrollment of New Students

Admission and enrollment of students shall be open to any person who is eligible for admission based on lawful criteria identified in the school's charter, e.g., qualifying residency. The total number of students enrolled in the school shall not exceed the number of students approved in the school's charter or subsequent amendments. Applications for admission shall be due by a reasonable deadline to be set each year by the school—i.e., the close of the "open-enrollment period."

Lottery

The following students are exempt from the lottery and shall be automatically offered admission to the School: (1) students enrolled at Grambling Laboratory School as of April 4, 2016;
(2) siblings of students enrolled at Grambling Laboratory School as of April 4, 2016; and (3) students matriculating or transferring into ninth grade or above from a BESE-Authorized charter school.

If the number of eligible applicants does not exceed the number of vacancies, then all eligible applicants who have applied during the designated open-enrollment period will be offered admission. If there are more eligible applicants than available spaces in a class/grade/school, then a lottery will be conducted at a time set by the school each year. A name (or number assigned to a name) will be drawn for each vacancy that exists, and each applicant whose name (or number) is drawn will be offered admission. The remaining names will then be drawn and placed on a waiting list in the order in which they were drawn.

Notification of admission will be made by telephone, e-mail, or U.S. Postal Service. Failure of a parent to respond within 48 hours of the date of the telephone call or e-mail, or within three business days of a post-marked letter, will forfeit his or her position in the lottery. Parents should call the school immediately upon receipt of the notice in order to preserve their student's position in the lottery.

If a vacancy arises before the commencement of the school year, the individual on the waiting list for the current year with the lowest number assignment will be offered admission and then removed from the waiting list. If an application is received after the open-enrollment period has passed, the applicant's name will be added to the waiting list behind the names of the eligible applicants who timely applied.

Exceptions

Federal guidelines permit the school to be exempt from the lottery process for students who are already admitted under the charter, siblings of students already admitted under the charter, and children of the charter's founders, teachers, and staff.

Residency Information

To be eligible for continued enrollment in the school, the parent must show proof of residency at the time of enrollment. Failure to comply with this requirement will result in the immediate initiation of procedures to exclude students from enrollment.

Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. a recently paid rent receipt,

2. a current lease agreement,
3. the most recent tax receipt indicating home ownership,
4. a current utility bill indicating the address and name of the residence occupiers,
5. mailing addresses of the residence occupiers,
6. visual inspection of the residence,
7. interviews with persons with relevant information, or
8. building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

Falsification of residence on an enrollment form is a criminal offense.

Student Information

Any student admitted to the school must have records such as report card and/or transcript from the previous school attended to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in the school for the first time must present documentation of immunizations as required by the Louisiana Department of Health and Hospitals.

No later than 30 days after enrolling in the school, the parent and school district in which the student was previously enrolled shall furnish records which verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school.

Student Fee, Fines and Charges

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Lincoln Preparatory School may charge student fees to help offset costs associated with the operation of specific classrooms or subjects. Students will not be denied or delayed admission nor access to any instructional activity due to the failure of the parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann.
§17:112(C). Lincoln Preparatory School Student Fees, Fines, and Charges policy and procedures will be posted on its website and included in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year.

Definition

Fees will include any payment or supplies required as a condition of a student to be enrolled in LPS or participating in any extracurricular or co-curricular activities. This does not include payment for extracurricular activities or the cost of school meals.

Curricular and co-curricular activities are those which are relevant, supportive and an integral part of the program of studies the student is enrolled or is under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those which are not relevant, supportive and an integral part of the program of studies the student is enrolled, and which are considered valuable for the overall development of the student.

Regulations

- The school shall not charge or assess a fee unless the fee has been set and included in the Lincoln Preparatory's approved Schedule of Fees.
- Fees charged for the same item or service shall be consistent among all grades at Lincoln Preparatory School.
- Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

Fee Schedule

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the Schedule of Fees (Appendix) attached to this policy.

Economic Hardship Waiver

A student or his/her legal guardian may request and receive a waiver of payment of a fee due to the economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not limited to the following:

- Student's family is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families

(TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), or Medicaid;

- Student is in foster care or the family is caring for children in foster care;
- Student and student's family are homeless; Guidance on Student Fees Page 4
- Student's parent(s) or legal guardian(s) are serving in, or within the previous year has served in, active military service;
- Student is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program (or would be eligible for free or reduced price meals based on family income); or
- Student is an emancipated minor.

A written request or a waiver of fees shall be submitted to the School Counselor or Chief Compliance Officer. Proof of eligibility shall be included with the fee waiver request form. A written decision on the waiver request shall be submitted within 5 business days from the date the form was received. Should the request be denied, a written appeal may be made to the Executive Director, who shall respond to the appeal in writing within 5 business days of the receipt of the appeal.

All records associated with the fee waiver request due to economic hardship shall be confidential, but not constitute a public record. Items may be audited to ensure compliance with the School Board's policy. A student's personally identifiable information associated with such a waiver request shall not be made public.

After-School Tutoring Programs

After-School Tutoring Programs will begin in September of the school year and continue through the end of March. Tutoring programs may vary depending on the number of participants and need. At the discretion of the Executive Director, such services may be revoked for habitual abuse of late pick-up. Continual abuse of mandated program times may be considered as neglect and thus may be treated as such.

McKinney-Vento Homeless Plan

The McKinney-Vento Act states that children and youth who lack "a fixed, regular, and adequate nighttime residence" will be considered homeless.

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act). The mission of the Stewart B. McKinney-Vento Education for Homeless Children and Youth Program is to develop and maintain a comprehensive education program by coordinating resources and services for homeless individuals residing in any temporary living arrangements because of the lack of a fixed, regular, and adequate residence and to foster a climate wherein each homeless individual is positively received and neither stigmatized nor isolated. The McKinney-Vento Act requires schools to identify and remove all barriers to enrollment and retention in school for children and youth in homeless situations. Zero tolerance rules for absenteeism can be such barriers, particularly when they result in class failures, exclusion from school, or court involvement. Frequently, students in homeless situations will miss school due to their living situations.

Leaving Campus During the School Day

A student who will need to leave campus during the day must submit a note to the school office from his or her parent which provides the following information:

1. student's name,
2. reason for student's need to leave campus,
3. time student will need to be gone from campus,
4. phone number where parent may be reached to confirm parent's permission,
5. parent's name, and
6. parent's signature.

No student will be permitted to leave campus before the school office confirms the student's need to leave campus with the student's parent by phone. Students who fail to check in/out before leaving and/or returning to campus will be considered truant from any instructional hours missed. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. In order to check a student out of school, a parent must come to the main office and sign the student out of school. Students will not be allowed to leave in the custody of any person not named on the Student Registration Card. Photo identification is required.

Lockers

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. Locker searches may be conducted at any time, whether or not the student is present. Book bags are not allowed in the classroom. Book bags are used to bring books and supplies to and from school, but lockers should be used while the student is at school. The decision to assign lockers rests with the Executive Director.

Lost and Stolen Items

All articles, including books, found on campus should be taken to the school office. All articles not claimed at the end of the school year will be disposed of through proper channels. Students are not to bring electronic entertainment devices and other personal items of great value to school. **The school is not responsible for lost or stolen items**.

Meals

The school serves breakfast or breakfast and lunch through participation in the National Breakfast and School Lunch Program. The State Board of Elementary and Secondary Education (SBESE) and United States Department of Agriculture ("USDA") guidelines are followed to meet the nutritional needs for all students.

Menus

Menus may be obtained at the school office.

Payment for Meals

Students are encouraged to purchase meals from the school in advance. Payments may be made to the student's account weekly, monthly, or yearly. See the school office for acceptable methods for payment.

State-Mandated Nutrition Guidelines

State policy places strict limits on any food or drink provided or sold to students, other than through the school's Food and Nutrition Services. Elementary school students may not have access to candy or any other food of minimal nutritional value during the school day. Middle school and high school students also have restrictions during meal periods.

Free and Reduced-Cost Meals

The school sends applications for free or reduced cost meals to the student's home at the beginning of each school year. Applications must be complete, listing all members of the household and family income. Should the family income status change, assistance may be requested at any time during the school year. Only one application for each household is required. Completed applications should be returned to the school office.

Messages for Students

It is not possible to receive and deliver telephone messages and/or supplies to students without interrupting classes and interfering with the learning environment that the school staff works so hard to maintain. In the case of an emergency, the school office should be contacted for assistance.

Minimum Required Instructional Minutes to Receive Grades/Credit

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations requires elementary students to be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour school days) a school year in order to receive grades. In order to be eligible to receive credit for courses taken, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester.

Notice of Non-Discrimination

In accordance with state law and the School's charter; it is the policy of the School to prohibit discrimination in student admission on the basis of race, religion, gender, ethnicity, national origin, intelligence level as ascertained by an intelligence quotient examination, or identification as a child with an exceptionality as defined in R.S. 17:1942(B).

The school, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, disability, and/or age in educational programs or activities that it operates or in employment decisions. The school is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as Board Policy not to discriminate in such a manner (not all prohibited bases apply to all programs).

Parking Regulations [H]

Being able to bring a vehicle on campus is a privilege. The school is not responsible for damage to a vehicle that occurs while it is on campus. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Students are not allowed to go to their vehicle during the school day.

Vehicles parked on campus are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A copy of the student's driver's license and insurance must be on file in the school office.

Parking Fee

Students who drive to campus must park in designated student parking areas. Students may be required to purchase a parking sticker from the school office each year. If required, the failure to purchase a parking sticker will be considered a parking infraction and will result in appropriate disciplinary action.

Operation of Motor Vehicles on Campus

Any law or ordinance regulating traffic on a public highway or street also applies to the operation of a vehicle on campus. In addition to potential city citations for violation of motor vehicle traffic laws or ordinances, students will receive a warning and referral to the Executive Director's office for the following violations:

1. parking in a fire lane,
2. failure to park in a designated student parking area,
3. jumping (driving over) a curb,
4. double parking,
5. parking in a handicapped space or walkway,
6. parking in a crosswalk or ramp,
7. ignoring instructions from school staff monitoring the parking lot, or
8. parking on a water sprinkler.

A student who has had parking privileges revoked may have his or her car towed at the student's expense. All students wishing to exercise their right to drive/park a motor vehicle on campus will be required to submit a vehicle identification form each school year which will remain on file in the campus office.

Religious Expression

Student Expression of Religious Viewpoints

The school shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the school treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Religious Expression in Class Assignments

Students may express the students' beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the students' submission. Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school. Students may not be penalized or rewarded on account of religious content. If a teacher's assignment involves writing a poem, the work of a student who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded on account of its religious content.

Freedom to Organize Religious Groups and Activities

Students may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other

religious gatherings before, during, and after school to the same extent that students are permitted to organize other non-curricular student activities and groups. Religious groups must be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination based on the religious content of the group's expression. If student groups that meet for nonreligious activities are permitted to advertise or announce the groups' meetings, for example, by advertising in a student newspaper, putting up posters, making announcements on a student activities bulletin board or public address system, or handing out leaflets, school authorities may not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of non-curricular groups and events, provided they administer the disclaimer in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

Prayer

Each student has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

Respect for All

The school has a diverse student population and strives to maintain an environment of respect and acceptance. Students must not engage in harassing behaviors motivated by ethnicity, gender, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and school staff with courtesy and respect, to *avoid* any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

School Calendar

The school operates according to the annually Board-adopted school calendar. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school website. ***Dates may change depending on the number of instructional minutes completed.***

School Facilities Use

Certain areas of the campus will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the school staff member overseeing the activity gives permission, a student will not be permitted to go to another area of the campus. Unless involved in an activity under the supervision of school staff, students must leave campus once school is dismissed.

School Functions

Students are held responsible for their conduct while in attendance at any school function. A student who is on campus or in attendance at any school function at any place, night or day, is subject to all regulations of the school and will be governed accordingly. Student identification cards may be required to attend some school functions.

School-Sponsored Trips

Many school-sponsored trips are made each year for the various activities in which students participate. The following regulations govern trips sponsored by the school:

1. Students missing school when on a school-sponsored trip are not counted absent, but are required to make up the work missed. Arrangements should be made with each teacher for make-up work before the trip is made.
2. Students must take the responsibility of observing all safety rules.
3. Students making a school-sponsored trip are under the supervision of a sponsor and are expected to follow the school Student Code of Conduct and dress code.
4. Students may not miss any class more than 10 times within the school year, unless they are participating in competition beyond the district level.

Student Speakers at School Events

Student Speakers at Non-

Graduation Events The school hereby creates a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the school shall set a maximum time limit reasonable and appropriate to the occasion. Student speakers shall introduce:

1. athletic events designated by the school;
2. opening announcements and greetings for the school day; and/or
3. any additional events designated by the school, which may include, without limitation, assemblies, and pep rallies.

The forum shall be limited in the manner provided by this section.

Only those students in the highest two grade levels of the school and who hold one of the following positions of honor based on neutral criteria are eligible to use the limited public forum: student council officers, class officers of the highest grade level in the school, captains of the school's sports teams, and other students holding positions of honor as the school may designate.

An eligible student shall be notified of the student's eligibility, and a student who wishes to participate as an introducing speaker shall submit the student's name to the school office during an announced period of not less than three days. The announced period may be at the beginning of the school year, at the end of the preceding school year so student speakers are in place for the new year, or, if the selection process will be repeated each semester, at the beginning of each semester or at the end of the preceding semester so speakers are in place for the next semester. The names of the volunteering student speakers shall be randomly drawn until all names have been selected, and the names shall be listed in the order drawn. Each selected student will be matched chronologically to the event for which the student will be giving the introduction. Each student may speak for one week at a time for all introductions of events that week, or rotate after each speaking event, or otherwise as determined by the school. The list of student speakers shall be chronologically repeated as needed, in the same order. The school may repeat the selection process each semester rather than once a year.

The subject of the student introductions must be related to the purpose of the event and to the purpose of marking the opening of the event, honoring the occasion, the participants, and those in attendance, bringing the audience to order, and focusing the audience on the purpose of the event. The subject must be designated, a student must stay on the subject, and the student may not engage in obscene, vulgar, offensively lewd, or indecent speech.

For as long as there is a need to dispel confusion over the non-sponsorship of the student's speech, at each event in which a student will deliver an introduction, a disclaimer shall be stated in written or oral form, or both, such as,

> *The student giving the introduction for this event is a volunteering student selected on neutral criteria to introduce the event. The content of the introduction is the private expression of the student and does not reflect the endorsement, sponsorship, position, or expression of the school.*

Certain students who have attained special positions of honor in the school have traditionally addressed school audiences from time to time as a tangential component of their achieved positions of honor, such as the captains of various sports teams, student council officers, class officers, homecoming kings and queens, prom kings and queens, and the like, and have attained their positions based on neutral criteria. Nothing in this policy eliminates the continuation of the practice of having these students, irrespective of grade level, address school audiences in the normal course of their respective positions. The school shall create a limited public forum for the speakers and shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the school treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Tardiness

Students who are late to class are designated tardy and will be assigned disciplinary consequences if they are tardy, without an acceptable excuse. Egregious tardiness—e.g., arriving to school after attendance has been taken—will be classified as an absence for the purpose of compulsory attendance enforcement if unexcused.

Nearly all tardiness is avoidable and is excusable only in cases of illness or emergency. To get an excused tardy slip, the student's parent must report to the school office the emergency which caused the delay. Please see the specific guidelines for tardiness in the Quick Reference Section of the Handbook.

Telephone

Because of the tremendous amount of essential business that must be transacted over the school office telephones, students are requested not to ask for use of the telephone except in emergencies. The school office staff will deliver messages in cases of emergency. No toll calls from office telephones are to be made by students.

Transportation

Lincoln Preparatory School provides bus transportation and authority of drivers. Any complaint about a driver must go to the LPS office at 318-242-8788. LPS students will comply with all instructions of the driver within the reasonable expectations of child safety and overall welfare of all students riding the bus.

- Students must comply with commands to ensure a calm atmosphere for ZERO distractions for the bus driver who MUST drive safely.
- There is zero tolerance for driver distraction. Efforts will be made to stop these distractions including, but not limited to, removing your child from the bus temporarily or permanently, depending upon the severity of the action.
- Riding the bus shall be considered a privilege for all LPS students.

The following information from Lincoln Preparatory Transportation Director:

1. The bus driver has the authority to assign seats.

2. Riders will be courteous to the driver and other riders.

3. Absolutely no use of profanity will be tolerated.

4. No eating or drinking on the bus. The driver may approve the drinking of water in hot weather.

5. Riders will remain seated until instructed by the driver. No smoking or use of tobacco products on the school bus.

6. Keep all body parts and personal materials inside the school bus. Failure to do so can result in serious injury or loss of life.

7. Destruction or damaging of the school bus is prohibited and WILL result in removal from the school bus. Parents may be held responsible for repair or replacement of damage.

8. The use of electronic devices on the school bus is allowed. Please see the separate letter regarding the use of these devices.

9. Bullying will not be tolerated and WILL result in removal from the school bus.

10. Willful indecent conduct WILL result in removal from the school bus.

Parental responsibility as defined by LPS Transportation Director:

1. Parents will inform the school that their children will be riding the school bus and of their pick-up and drop-off locations. All pick-up and drop-off locations must be approved by the Transportation Department. Any change to these locations MUST be reported to the student's school prior to the change. Bus Drivers WILL NOT alter these locations unless notified in writing by the school. This notification must be signed by a school official.

2. Parents must have their children ready for pick-up when the bus arrives. Drivers are instructed to stop only momentarily if no apparent rider is waiting to board. Riders must present themselves to the driver immediately. Drivers WILL NOT wait for riders to appear. This is a safety issue. In the event of rain or extreme cold, drivers will allow a moment of additional time.

3. If a driver stops at a particular pick-up location and no rider is there to ride the bus for three consecutive days, the driver is not obligated to continue this stop until contacted by the parent\guardian associated with this stop. Parents\guardians are encouraged to notify bus drivers in the event of long absences so that bus service is not needlessly interrupted.

4. Parents wishing to include their child in the school bus transportation system once the school year has begun must inform their student's school.

5. No one is allowed to board the school bus except student riders. This includes parents. This is a safety issue.

6. Parents must be courteous to the bus driver and drivers must be courteous to parents. Inappropriate behavior or use of profanity toward the bus driver may result in the removal of their student from the school bus. Problems with a driver should be reported to the Transportation Department.

7. Parents wishing to report a problem on the school bus must report to the student's school Chief Academic Officer. Investigation and disciplinary measures taken as a result of a school bus incident are at the discretion of the attending school.

8. Questions regarding bus routing and timing should be made to the Transportation Department.

9. The school district will not be responsible for materials left on the school bus.

10. All Lincoln Preparatory School buses are equipped with video surveillance. Parents who wish to view video where it relates to their child must request this from the attending school. The school will then request video from the Transportation Department. The Transportation Department will not view video with parents unless it relates directly with the conduct and actions of the bus driver. The Transportation Department will issue opinions only as it relates to the conduct and actions of the bus driver. Actions taken by the school are at the discretion of that school.

11. School bus routing is directly associated with a student's information filed with their school. Parents must ensure that this information, including physical address, phone contacts, and form of transportation, are accurately reported to their school.

Per LPS Transportation Director:

School Bus Behavior Report: Students who misbehave on a school bus are subject to being issued a School Bus Behavior Report. This form, issued by the bus driver to the student's school, documents the student has had a school bus behavior incident. The form will indicate actions taken by the school as a result of this misconduct.

LPS Bus Discipline Plan:

The student shall be warned and then removed from the bus from 1-10 days depending upon the severity of the action.

- 1st Violation: Warning
- 2nd Violation: 1 Day Bus Suspension.
- 3rd Violation: Discretion of administration between 1-10 days from the bus and the beginning of suspension from school depending upon the offense.
- Fighting on the Bus: A conference will be held with LPS Transportation Director, the driver, and school administration to determine further action including the possibility of permanent loss of bus riding privileges. A student who decides to fight should expect to lose bus riding privileges as well as face arrest upon arrival at school.

A person can protect themselves against assault, but if it is shown that a student participated in arguments and exchange of words that leads to a fight, he or she shall be disciplined, and both students should expect the same punishment. We will not try to figure out who is more at fault. Fighting distracts a driver from their job and puts student safety at risk. Please expect to have all bus privileges revoked in such cases.

If a special needs student is receiving bus transportation as a result of an Individual Education Plan ("IEP"), the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences.

Truancy

Parents will receive notification of the State truancy policy at the beginning of the school year. Any juvenile student who is habitually absent or tardy from school will be reported as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or juvenile court according to the provisions of Louisiana Children's Code regarding families in need of services.

Truancy is defined by Title 17, Section 221 of the Louisiana Revised State Law, it states: http://legis.la.gov/Legis/Law.aspx?d=80276

A.(1)(a) For the 2021-2022 school year, the parent or legal guardian of a child who is age seven through eighteen and residing within the state of Louisiana shall send the child to a public or nonpublic school, unless the child graduates from high school prior to his eighteenth birthday. A child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart.

(b) Beginning with the 2022-2023 school year, the parent or legal guardian of a child who resides in Louisiana and who is age five by September thirtieth

of the calendar year in which the school year begins through eighteen shall send the child to a public or nonpublic school, as defined by R.S. 17:236, unless the child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R.S. 17:151.3(D) or the child graduates from high school prior to his eighteenth birthday. A child below the age of five who legally enrolls in school shall also be subject to the provisions of this Subpart.

(c) The parent or legal guardian of the child shall also assure the attendance of the child in regularly assigned classes during regular school hours established by the school board and shall assure that the child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

Use of Student's Image/Information

Photographs of students (including video images) along with student names, activities, honors, and achievements will be allowed for use in official school projects and events unless a parent specifically requests in writing that such usage be denied. Individual student photos for official campus identification cards may be taken as required.

Visitors

Parents and other visitors are welcome to visit the campus. **No visitors will be allowed in any part of the building without first obtaining approval from the school office.** The school will take the following actions when there is a visitor at the school:

1. The visitor must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID.
2. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
3. The school will verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school. Visitors identified as sex offenders shall be escorted by school staff at all times during a school visit.
4. A visitor badge will be issued to the visitor and displayed conspicuously during the visit. Visits to individual classrooms during instructional time are permitted only with approval of the Executive Director and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Withdrawals

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. Less than three days' notice may result in forms being mailed. A withdrawal form may be obtained from the school office.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature. In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

SECTION II:

HEALTH AND SAFETY INFORMATION

Asbestos Management Plan

The school has every facility inspected for asbestos before use by a licensed Asbestos Hazard Emergency Response Act ("AHERA") inspector. An Asbestos Management Plan is created for the school in accordance to federal regulations by AHERA. Parents may view the Asbestos Management Plan by contacting the school office.

Bacterial Meningitis

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death. What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Students and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both students and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing and sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Students should not share food, drinks, utensils, toothbrushes, or cigarettes. Students should limit the number of persons they kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should students do if they think they or a friend might have bacterial meningitis?

Students should seek prompt medical attention.

Where can students get more information?

A family doctor and the staff at the local or regional health department office are excellent sources for information on all communicable

diseases. Parents and students may also contact the local health department or the Louisiana Department of Health and Hospitals to ask about meningococcal vaccine. Additional information may also be found at websites for the Centers for Disease Control and Prevention (http://www.cdc.gov) and the Louisiana Department of Health and Hospitals (http://dhh.louisiana.gov/)

Child Abuse Reporting and Investigations

Reporting Procedures

Students who believe they are the subjects of sexual abuse or other maltreatment should report the incident immediately to a teacher or the Executive Director.

If a parent has cause to believe that a student has been or may be abused or neglected at school, the parent shall immediately notify the Executive Director at the school and make an oral report to Child Protective Services at 1.855.452.5437 or the local Police Department at 911.

Additional Information

Additional information regarding sexual abuse and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or other maltreatment, may be found at the following Louisiana Department of Children and Family Services ("DCFS") website: http://www.dcfs.louisiana.gov

Staff Training

Louisiana law requires all *Mandated Reporters of Child Abuse and Neglect* to undergo training. School Staff will be required to complete the training. The online training can be found at http://www.dcfs.louisiana.gov/mandatedreporters.

Student Interviews at School

The school cooperates with official child abuse investigators as required by law. The school may not interfere with an investigation of a report of child abuse or neglect conducted by the Louisiana Department of Children and Family Services ("DCFS"). The school shall permit the investigator to conduct the required interview with the student at any reasonable time at the school. The school may not require the investigator to permit school staff to be present at a student interview conducted at school.

Notification of Parents

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parents if necessary.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school office so that other students who might have been exposed to the disease can be alerted.

Dyslexia and Related Disorders

Lincoln Preparatory school shall employ school personnel to oversee student screening, assessment, and evaluation for determination of program eligibility according to Bulletin 1903 §103.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, school staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an "Emergency Care Consent Form," which includes information about their student's allergies to medications, etc. Parents should keep emergency care information current (e.g., name of doctor, emergency phone numbers, allergies, etc.). An updated Student Health Form will be required at the beginning of each school year. Please inform the school office of any changes that occur during the school year.

Fire, Lock-Down, and Disaster Drills

Fire drills are conducted for two purposes:

1. to train students to leave the building orderly and quickly in case of an emergency alarm, and

2. to teach self-control in times of emergency.

When the fire alarm is sounded, all students should immediately walk out of the room and proceed to the designated exit. They should walk in an orderly manner, with no talking or pushing. When the students reach the safety zone designated by the teacher, they should face the building but remain in line.

In addition to fire drills, lock-down or disaster drills will also be conducted.

Health Care Appointments

A student may be excused for a temporary absence resulting from a visit to health care professionals if that student begins classes or returns to school on the same day of the appointment. **A note from the health care professional must be provided to the school office upon return of the student to school**. Students whose absences are excused for these reasons may not be penalized for that absence and will be counted as if the student attended school for attendance purposes. The student will be allowed a reasonable time to make up the missed school work.

Illness During School Hours

A student who becomes ill during school hours is to report to the teacher, who will then send him or her to the school office. No student is allowed to go home without the parent being notified. **Students are not to call parents from pay phones or cell phones asking to go home; such calls are to be made from the school office by school staff.** A parent/guardian will not be called for each clinic visit. A parent/guardian will be notified by phone call, or clinic information form of the following types of injuries or illnesses:

1. Head Injury – potential for delayed repercussions/possible concussions
2. Vomiting, Diarrhea, and/or Fever greater than 100.0 degrees – potential for a contagious condition/illness
3. Ineffective Medication regime – such as, but not limited to, asthma inhaler, diabetes management, ADHD
4. Life threatening occurrences Orthopedic injuries that are not relieved with rest and ice
5. Any injury/illness deemed necessary by the nurse

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. Students should stay home from school due to illness if any of the following are present:

1. fever of 100 degrees Fahrenheit or higher in the past 24 hours;
2. vomiting and/or diarrhea in the past 24 hours;
3. itchy, red eyes with discharge;
4. unknown rash;
5. ringworm (until treatment has been started);
6. live head lice or
7. jaundice.

To protect students at school, students assessed with any of the signs and symptoms listed above will be sent home.

Immunizations

In accordance to Louisiana State Law, 17:170, appropriate immunizations for age for regulatory purposes shall be determined using the current immunization schedule from the Advisory Committee for Immunization Practice (ACIP) of the United States Public Health Service. Compliance will be based on the individual having received an appropriate number of immunizations for his/her age of the following types: 1. vaccines which contain tetanus and diphtheria toxoids, including DTP, DtaP, DT, or Td or combinations which include these components; 2. polio vaccine, including OPV, eIPV, IPV, or combinations which include these components; 3. vaccines which contain measles antigen, including MMR and combinations which include these components. B.

Beginning in school year 2009-2010, two (2) doses of Varicella vaccine shall be required in Louisiana schools for entry into kindergarten or first time enterers into school. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of Measles, Mumps, Rubella (MMR) vaccine; three (3) doses of Hepatitis B (HBV) vaccine; and booster doses of Diphtheria Tetanus Acellular Pertussis (DTaP) and Poliovirus (Polio) vaccines administered on or after their 4th birthday *and*

prior to school entry. If a student is not complete (up-to-date for age), he/she must present a record indicating the student is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

At the time of registration, students must show proof of immunization of the following vaccines: Tetanus Diphtheria Acellular Pertussis vaccine (TdaP); two (2) doses of Varicella vaccine; two (2) Measles, Mumps, Rubella (MMR) vaccines; three (3) Hepatitis B (HBV) vaccines; and one (1) Meningococcal Vaccine (MCV4).

Beginning with the 2009-2010 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccines as a condition of entry into that grade.

Exemptions from Immunization Requirements

A two-month period will be allowed from the time the immunization is due until it is considered overdue. Medical, religious, and philosophic exemptions will be allowed for compliance with regulations concerning day care attendees and school enterers. Only medical and religious exemptions will be allowed for compliance with regulations concerning public assistance recipients. A copy of the current Office of Public Health immunization schedule can be obtained by writing to the Immunization Program, Office of Public Health, 4747 Earhart Boulevard, Suite 107, New Orleans, Louisiana 70125 or by telephone (504) 483-1905 or toll free 1-800-251-2229

Injuries/Accident Insurance

The school is not responsible for medical costs associated with a student's injury nor is the school responsible for medical costs associated with injuries to parents, visitors, or volunteers. At the beginning of each school year, **the school does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her student will be responsible for paying insurance premiums and submitting claims.**

Investigations and Searches

Students shall not place, keep, or maintain any article or material prohibited by school policy or that would lead school officials to reasonably believe that it would cause a substantial disruption at school or at a school-sponsored or school-related function. Executive Directors and teachers have the right to question students regarding their conduct or the conduct of others.

School staff may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. However, consent obtained through threat of contacting parents or the police authorities is not considered to be voluntarily given.

Student lockers, desks/offices, backpacks, vehicles parked on campus, and any other area that is owned or jointly controlled by the school, are under the jurisdiction of the school. As such, they may be searched any time there is reasonable cause to believe that they contain articles or materials prohibited by school policy, with or without the presence of the student. The parent will be notified if any prohibited items are found in the student's possession.

Random Drug Searches [M] [H]

In order to ensure a drug-free learning environment, the school conducts random drug searches of the school facilities. The school may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on campus. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Law Enforcement Agencies

Procedures for Law Enforcement Interviews

The following procedures shall be followed when law enforcement officers and other lawful authorities want to question or interview a student at the school:

1. The school shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. The school shall make reasonable efforts to notify the student's parent.
3. Unless prohibited by law or when the student has been arrested or taken into police custody, a school staff member shall be present during the questioning or interview.

When the investigation involves allegations of child abuse, special rules apply (see "Child Abuse Reporting and Investigations," p. 18).

Procedures for Assuming Custody of Student

The school shall permit a student to be taken into custody:

1. pursuant to an order of the juvenile court;
2. pursuant to the laws of arrest;
3. by a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
4. by a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
5. pursuant to a properly issued directive to apprehend; or
6. by an authorized representative of the Louisiana Department of Children and Family Services, a law enforcement officer, or a juvenile probation officer.

Medication Policies

The Louisiana State Legislature passed a law concerning medication administration in public schools. (R.S. 17:436, Act 87) Lincoln Preparatory School has adopted its Medication Guidelines to comply with this law. Lincoln Preparatory School has a "no tolerance" policy for students in possession of medication of any kind, **including herbal supplements, vitamins, and all over-the-counter medications, including cough drops/lozenges.** All medications must be delivered and picked up by a parent or guardian. Students are not allowed to drop off or take home their medication(s) from the school clinic. All medications are to be stored in the first aid office with the exception of prescribed medications for the treatment of asthma, anaphylaxis, and diabetes. Please see the designated health person on your campus if your child has one of these conditions.

Students with asthma or anaphylaxis may carry prescribed inhalers or medications, provided written authorization from the parent or guardian is given to the campus, **as well as a written statement from the student's physician or licensed health care provider stating that the student has asthma or anaphylaxis and is capable of self-administering the prescribed medication**.

The campus may provide you with a form if one is needed. The physician must also provide written information of the name and purpose of the medication and the prescribed dosage. All medications *must* be examined and approved by the designated health person and *must* also have the prescription label on the medication.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity.

All other medications must be stored in the campus clinic in the original container clearly labeled with the student's name. Failure to store medication in the campus clinic or follow the above mentioned procedure may result in serious disciplinary action.

Medication Guidelines:

1. All medication must be stored in the clinic except in special circumstances for a

student with asthma, diabetes, or a life threatening allergy.

2. All prescription medication MUST be in the original container with pharmacy prescription label. No more than **two weeks' supply** of medication in a prescription labeled bottle shall be brought to the clinic at one time. ALL prescription medication will be counted and documented upon arrival to the clinic.
3. Over the counter medication MUST be in the original container with the student's name on the container. Due to limited storage, no more than a **30-count container** shall be stored in the clinic. Over-the-counter medications may be left in the clinic during the entire school year with a parent's signature. We are unable to store any medication at the school during the summer and will dispose of all medication left in the clinic after the last day of school.
4. Over-the-counter medications will be given according to the label on the package unless otherwise directed by a physician.
5. Over-the-counter medications will not be given for more than 5 consecutive school days without a physician's signature.
6. Medication Administration Form must be complete with parent's signature.
7. Medications are to be brought to the clinic by the parent or guardian. Only an adult may pick up medications from the clinic.
8. All prescription medication given over 10 days will **require** a physician's signature.
9. No medication container may contain more than one (1) type of medication.
10. Medications prescribed or requested to be given three (3) times per day or less are not to be given at school unless it is determined that a special need exists.
11. A student MAY NOT share medication with another student. **Siblings MAY NOT share medication.**
12. Campus personnel do not administer dietary or herbal supplements.

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs.

Prescription Medication

Prescription medication administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Louisiana.

Prescription medication labels must include the student's name and instructions, and be clearly legible. Written instructions from a physician or ANP are required and must include the following information:

1. name of the student,
2. name of the medication,
3. reason the medication is being given,
4. specific amount to be given,
5. time the medication is to be given, and
6. the method used to administer the medication.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising the school office that a medication has been discontinued.

Medications at school:

1. will be limited to those which cannot be administered before or after school.
2. must be transported to and from school by a parent or guardian. **Please do not send Medication to school with your child.**
3. must be in a pharmacy-approved container with a prescription label. This label should include a prescription number, child's name, name of medication, dosage and frequency, physician's name, date, and pharmacist's name.
4. will be limited to a one-month supply.
5. must be in correct dosage form. If a child is to receive a ½ pill, the pills should

already be cut in half. A medication measuring spoon should accompany all liquids.

6. must have the first dose given at home.
7. No OTC (Over the Counter) medication will be given at school.
8. No antibiotics will be given at school.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions may be allowed to possess and self-administer prescription medications for those conditions during the school day or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school require the student to demonstrate his or her ability to self-administer the medication for the physician or licensed health care provider and the Executive Director.

Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication.

With these safeguards in place, the student may possess and self-administer his or her prescribed medication at his or her discretion during school hours or at school-related events.

Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the physician.

Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler devise upon request.

Diabetes Management

Students with diabetes may possess equipment and medication used in the treatment of diabetes during the school day and at school-related events given certain conditions. An unlicensed diabetes care assistant, in accordance with the diabetes management and treatment plan on file for a student, may provide diabetes care to a student, or assist a student in the self-care of his diabetes, including [...] (a) Checking and recording blood glucose and ketone levels. [...](d) Administering, or assisting a student in administering, insulin through the insulin delivery system prescribed in the student's diabetes management and treatment plan. R.S. 17:436(C)(4). - See more at:

https://www.diabetes.org/resources/know-your-rights/safe-at-school-state-laws/LA

A treatment plan must be developed and implemented by the student's parent and the physician responsible for the student's diabetes treatment. This plan must evaluate the student's ability to manage diabetes and his or her level of understanding of diabetes and must be signed by the parent and physician responsible for the student's diabetes treatment. An individual health plan must be implemented by the school and must incorporate components of the student's diabetes management and treatment plan.

In accordance with the student's individualized health plan, which incorporates the diabetes management and treatment plan signed by the parent and physician that indicates the student's ability to manage diabetes and his or her level of understanding of diabetes, a school shall permit a student to attend to the management and care of his or her diabetes, which may include:

1. performing blood glucose level checks;
2. administering insulin;
3. treating hypoglycemia and hyperglycemia;
4. possessing necessary monitoring and treatment equipment designed for diabetes care; and
5. attending to the management of his or her diabetes in the classroom, in any area of the school grounds, or at any school-related activity.

Mental Health Service

Lincoln Preparatory School will partner with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school for more information related to mental health services and to find mental health services available in your area.

Seclusion and/or Restraint

A primary responsibility of our educational agency is to provide a safe environment for all students. Facilities are designed to meet codes developed specifically to ensure that all students may learn in physical safety and comfort, while teachers and other staff are trained to react efficiently to emergencies such as fires, weather disasters, and other critical response situations. We are also responsible for protecting students as well as employees from acts of physical aggression initiated by other students while they are in our care. A small percentage of students may account for the majority of incidents of physical violence and this percentage includes both students identified eligible for special education services in compliance with the Individuals with Disabilities Education Act (IDEA) and students with no identified educational disability. While there are definite consequences to implement following an act of physical aggression for both exceptional and non-exceptional students, policies and procedures described here provide interventions to be implemented by persons present when the aggressive act is occurring. The primary reason for any use of physical intervention and/or seclusion with any student is to prevent or stop injury and to maintain a safe environment for all students and faculty.

Operational Definition of Physical Restraint:

Physical restraint is defined as the restriction of a student's body movement, using only one's hands and body as restricting agents, to prevent escalation of aggressive behavior and imminent injury to that student or other persons. Physical restraint does not include consensual, solicited, or unintentional contact, momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person, holding of a student by a school employee for the purpose of calming or comforting the student— provided the student's freedom of movement or normal access to his/her body is not restricted, minimal physical contact for the purpose of safely escorting a student from one area to another, minimal physical contact for the purpose of assisting the student in completing a task or response, seclusion.

Specific Procedures for Use of Physical Restraint:

These procedures are adapted from evidence based crisis intervention and prevention plans. Interventions are arranged in order from less to more intrusive. Staff should use only as much physical control as is necessary to stop physically aggressive behavior. Physical intervention will be applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior. When Physical Restraint is used: 1. Adults will maintain the proper restraint until the student no longer attempts to self-injure or display aggressive behavior. 2. Adults will release the student as soon as is practical. If property has been disturbed, the student's first assignment will be to restore the area. Student and staff will then return to regular instructional materials. 3. A staff member not involved in the physical restraint will remain in the area to witness the entire episode of physical control and assist if needed. If a teacher or aide regularly assigned to that class is not available to serve as a witness, the Chief Academic Officer may serve as the witness or the Chief Academic Officer may assign a witness. This person will stay where they cannot be seen by the student in restraint and will remain silent throughout the implementation of restraint.

Operational Definition of Seclusion:

Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion involves the monitored separation of the student in a non-locked setting and is implemented for the purpose of calming. The term does not include in-school suspension or student requested breaks. Time Out, defined as when a student remains in the general education setting but does not interact with others or have opportunity to earn positive reinforcers, is not considered seclusion. However, Time Out periods must be documented to ensure that repetitive incidents of Time Out do not occur and to ensure that repetitive behaviors are addressed appropriately. Seclusion is permitted only for behaviors that involve an imminent risk of harm, as a "last resort" when less restrictive measures such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment, have failed to stop a student's actions that pose an imminent risk of harm. Seclusion may be used only as long as

necessary to minimize the imminent risk of harm while summoning the assistance of crisis intervention personnel, emergency medical services personnel, and/or law enforcement officers when a crime has been committed. School personnel may use seclusion only when the student poses an immediate risk of danger to self, or others. Situations that warrant seclusion may include but are not limited to:

- When a student is in control of a weapon
- Isolation is needed to break up a fight or maintain order at the school
- A student poses a viable threat of substantial destruction of school property
- Isolation is required/specified by a student's IEP, Section 504 Plan, and/or Behavior Intervention Plan
- Other such incidents involving imminent risk of significant injury to the student or others.

Specific Procedures for Use of Seclusion:

When all non-intrusive attempts to stop a student's behavior that presents an imminent risk of harm have failed, trained staff will verbally instruct that student to move to an approved seclusion room. A student may be physically placed in a seclusion room, using approved assisted transport methods if circumstances warrant such action. A student in a seclusion room will be monitored continuously. Seclusion will end when crisis intervention, emergency medical, or law enforcement personnel intervene or when supervising staff determine that the student no longer presents an imminent risk of harm to themselves or others.

School personnel may confine a student with a disability to a seclusion room (a room or other confined area from which the student is involuntarily prevented from leaving) on an individual basis and for a limited time to allow the student the opportunity to regain control in a private setting.

When the use of a seclusion room is necessary, the student with a disability should be escorted to the seclusion area without the use of physical force, if possible. Physical prompts are permissible for the purpose of safely guiding the student from one area to another, but care should be taken to limit the use of physical contact with the student and to avoid the use of physical force. Verbal redirection and other means of positive support should be used before resorting to physical means.

If physical intervention becomes necessary to prevent a student in seclusion from harming him/her self or causing substantial destruction of school property, seclusion ends, trained personnel enter the seclusion room, and de-escalation procedures will be implemented. Physical restraint will be implemented as prescribed if needed.

Use of a Seclusion Room is permitted only when:

- Administered by a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room.
- One student is placed in a seclusion room at any given time and the school employee supervising the student is able to see and hear the student the entire time the student is placed in the seclusion room.
- The room is free of any object that poses a danger to the student placed in the room.
- The room has an observation window and is of a size appropriate for a student's size, behavior, and chronological and developmental age.
- The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Surveillance Cameras/ Video Recordings

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and school common areas. Video recordings may be reviewed routinely to document student misconduct and used by school staff when investigating an incident. **Tapes and other video recordings will not be available for parent viewing due to the Family Educational Rights and Privacy Act ("FERPA").**

Substance Abuse Prevention And Intervention

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances,

please contact the school office. The school office can provide a list of community resources that may be of assistance to you.

Lincoln Preparatory School is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

Any student found in violation of the above shall be suspended and recommended for expulsion by the Chief Academic Officer. Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the Chief Academic Officer, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges.

Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The Chief Academic Officer shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the Chief Academic Officer shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the Chief Academic Officer and the Student Assistance Team in the school. The Chief Academic Officer must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the Student Assistance Team at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the Chief Academic Officer.

DRUG-FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 1000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones.

The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property.

SECTION III: ACADEMICS AND GRADING

Carnegie Credit and Credit Flexibility (Bulletin 741, Section 2314)

Carnegie Credit and Credit Flexibility (Bulletin 741 §2314)

1. Students may earn Carnegie credit as middle school and high school students in two ways:
    a. By passing a course in which the student is enrolled and meeting instructional time requirements, as set forth below; or
    b. By demonstrating proficiency as set forth below.
2. When awarding credit based on instructional time, LEAs shall provide a minimum of 7,965 minutes for one Carnegie credit, and students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, LEAs shall provide a minimum of 3,983 minutes, and students shall be in attendance for a minimum of 3,758 minutes.
3. When awarding Carnegie credit based on demonstrated proficiency, LEAs must inform the LDE of the following on behalf of any student or group of students: a. the name of the examination used to measure proficiency, if nationally recognized, or b. a copy of the examination used to measure proficiency, if locally developed or not nationally recognized and the score required to demonstrate proficiency; or c. a listing of requirements to demonstrate proficiency through portfolio submissions.
4. Students enrolled in a course for the first time, which is not a credit recovery course or part of an accelerated program, shall only earn credit according to the pathway in Paragraph A.1.of this Section once the school year has begun. a. If a student fails a course, but meets the standard of proficiency on the end-of-course exam, the student may retain that score to be factored into their final grade in either a credit recovery course or a repeat of the traditional course.
5. Proficiency in a course with a state administered End of Course exam must be demonstrated using the End of Course exam.
6. The LDE may require revisions of assessments in order to ensure that they adequately measure proficiency.
7. Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, and the unit of credit earned entered on their transcript. a. LEAs shall determine whether to award the letter grade earned on the proficiency assessment(s) or a P (pass) when a student demonstrates proficiency.

Class Rank for Determining Valedictorian and Salutatorian [H]

Beginning with the graduating class of 2021-2022, senior class rank will be determined by the students' weighted grade point average, including all subjects in which a student earned a Carnegie Unit. Valedictorians and Salutatorians must be members of the Early College Academy. Co-valedictorians will be recognized if these students have earned exactly the same grade point average.

In the event that a co-valedictorian is recognized, there will be a salutatorian also. **To be considered for valedictorian and salutatorian, the students must be enrolled in that school for the entire senior year and must have been in attendance in this school system for the last four (4) semesters of high school.** This does not prevent other honors being bestowed. However, a student cannot have been in high school for more than eight (8) semesters.

Credit Recovery [H]

Credit recovery refers to instructional programs for students who have failed courses taken previously.

LEAs may develop *credit recovery* programs which are self-paced and competency-based.

1. Students earning Carnegie credit in a *credit recovery* course must have previously taken and failed the course.
2. Students shall not be required to meet attendance requirements for *credit recovery* courses.
3. *Credit recovery* courses must be aligned with the state's content standards.
4. *Credit recovery* courses taught in a classroom setting using computer software programs designed for *credit recovery* must be facilitated by a certified teacher.
    a. Additional instruction to cover standards and grade-level expectations not included in the software programs shall be provided by a teacher properly certified in the content area.
5. The end-of-course exam weight in a student's final grade determined by the LEA shall be the same for a traditional course and a *credit recovery* course. Students who have previously passed the end-of-course exam, but have failed the course, may choose to retain their previous end-of-course exam score in lieu of participating in an additional administration of the exam.

Dual Enrollment [H]

The following policies apply to students attending colleges or other post-secondary institution on a part-time basis.

1. The Chief Academic Officer of the high school shall approve in advance the course to be pursued by the student in college.
2. The student shall meet the entrance requirements established by the college.
3. The Chief Academic Officer of the high school shall verify that the contents of the college course meet the standards of the high school course for which the student is receiving credit.
4. The student shall earn at least two or three college hours of credit per semester. A course consisting of at least two college hours shall be counted as no more than one unit of credit toward high school graduation.
5. The high school administrator shall establish a procedure with the college to receive reports of the student's class attendance and performance at six- or nine-week intervals.
6. College courses shall be counted as high school subjects for students to meet eligibility requirements to participate in extra-curricular activities governed by voluntary state organizations.
7. Students may participate in college courses and special programs during regular or summer sessions.
8. For gifted students, entry into a college course for credit shall be stated in the student's IEP.

Grade Level Classification [H]

Grade level classification of students is composed of two requirements:

- Units of credit for each grade
- Sequence of courses for each grade and prerequisites for each course as described:

Freshmen:	0 – 5 units of credit
Sophomore:	5 ½ - 11 units of credit
Junior:	11 ½ - 17 units of credit
Senior:	17 ½ units of credit

Graduation Expenses [H]

Because students and parents will incur graduation expenses—such as the purchase of invitations, senior ring, cap and gown, senior pictures, etc.—both students and parents should monitor progress toward completion of all requirements for graduation.

High School Graduation Programs [H]

1. General requirements for a high school diploma and a Certificate of Achievement may be found in §2317 of Bulletin 741.
2. A Louisiana state high school diploma cannot be denied to a student who meets the state minimum high school graduation requirements.
3. Graduation requirements for the TOPS

University Diploma may be found in §2318 of Bulletin 741, including the requirements for the following students:

a. For incoming freshmen in 2008-2009 through 2013-2014, the 24 units required for the college diploma shall include 16 required units and 8 elective units for the Louisiana Basic Core curriculum, or 21 required units and 3 elective units for the Louisiana Core 4 curriculum; the elective units can be earned at technical colleges as provided in §2389. For incoming freshmen in 2010-2011 through 2013-2014, students completing the basic core curriculum must complete a career area of concentration or a Jump Start program to earn a high school a high school diploma.

b. For incoming freshmen in 2008-2009 through 2013-2014, all ninth graders in the college and career diploma pathway will be enrolled in the Louisiana Core 4 Curriculum.

4. Graduation requirements for the Career Diploma may be found in §2319 of Bulletin 741, including the requirements for the following students.

a. The 23 units required for the career diploma shall include academic credits and a sequence of seven credits in career and technical education for incoming freshmen prior to 2014-2015 or participation in approved training programs that lead to an approved industry-based credential for incoming freshmen in 2014-15 and beyond.

b. For high school seniors enrolled during spring 2021 and graduating with a Career Diploma by August 31, 2021, a score of Silver or higher on ACT WorkKeys may substitute as the culminating IBC.

c. Students with exceptionalities assessed on the regular academic content standards who meet certain requirements may attain a career diploma by meeting the requirements of their IEP. See *Bulletin 1530—Louisiana's IEP Handbook for Students with Exceptionalities.* Students with exceptionalities assessed on the alternate academic content standards may attain a career diploma by meeting the requirements in §2320 of this bulletin.

Honor Graduates [H]

All seniors who compile a grade point average of 3.9500 and above shall be designated as graduating **Summa Cum Laude**.

All seniors who compile a grade point average in the range of 3.8500 to 3.9400 shall be designated as graduating **Magna Cum Laude**.

All seniors who compile a grade point average in the range of 3.500 to 3.8400 shall be designated as graduating **Cum Laude**.

Participation in Graduation Ceremony

A student may participate in graduation ceremonies and activities if he/she has satisfactorily completed all required course credits and passed all exit exams. Participation in the graduation ceremony does not constitute "graduation" and the receipt of a diploma. After final records are completed and submitted to the state, student records will be released.

Physical Education

Louisiana State Physical Education Standards are based on the National Physical Education Standards developed by the National Association for Sport and Physical Education. This standards document is not a state curriculum or a predetermined course of study; rather, it speaks of competencies, defining what a student should know and be able to do.

Teachers in the state of Louisiana are encouraged and empowered to create their own physical education curriculum that would best help their students meet these standards.

Requirements K–8 [E] [M]

Louisiana mandates 150+ minutes of physical education per week in grades K-8, but it does not require daily recess.

Requirements 9–12 [H]

The state also requires high schools to provide physical education to their students. The state requires students to earn 1.5 physical education credits for graduation.

Physical Education Exemption

Exemptions are granted for health reasons only. Physical Education Substitutions [M] [H]

The state permits school districts or schools to allow students to substitute JROTC for their required physical education credit. Questions regarding the process of yearly approval should be addressed to the Executive Director.

Promotion Standards K- 8

Based upon local school board policy pursuant to these guidelines, each teacher shall, on an individualized basis, determine promotion or placement of each student [Act 750, R.S. 17:24.4 (G)]. Local school board policies relative to pupil progression will apply to students placed in regular education programs, as well as to exceptional students and to students placed in alternative programs. Placement decisions for exceptional students must be made in accordance with the least restrictive environment requirements of state and federal laws.

Requirements of the Louisiana Educational Assessment Program

1. Students must be proficient in certain tests as determined by the BESE before he or she can be recommended for promotion. (R.S. 17:24.4)
2. In addition to completing at least the minimum Carnegie units of credit as required by BESE, the student shall meet assessment requirements to earn a standard high school diploma. (Bulletin 741 §2318 and §2319)
3. Beginning with the 2022-2023 school year and every school year thereafter, each local education agency shall identify all students in kindergarten, first, second, and third grade who score below grade-level on the literacy assessment
4. Beginning with the end of the 2022-2023 school year and at the end of each school year thereafter, each local education agency shall identify, based on a preponderance of evidence of student learning relative to literacy, a plan for third grade students who have scored below "basic" achievement level in English language arts and are identified as reading below grade level, that would enable them to successfully transition to the next grade level. Third grade students who have not met such an acceptable level of performance may be retained or promoted; but in either case shall be provided with an individual student literacy plan.
5. Beginning with the end of the 2017-2018 school year and at the end of each school year thereafter, each local education agency shall identify, based on a preponderance of evidence of student learning, third and fourth grade students who have scored below "basic" achievement level in at least two core academic subjects, including English language arts, mathematics, science, and social studies, that would enable them to successfully transition to the next grade level. Fourth grade students who have not met such an acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan. (Bulletin 1566 §701.A)
6. Eighth grade students shall score at least at the "basic" achievement level in either English language arts or mathematics and "approaching basic" in the other subject in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments may be placed on a high school campus in the transitional ninth grade. For any student who recently completed the eighth grade and is transferring into the LEA from another state or country, the LEA shall review the student's academic record to determine appropriate placement in ninth grade or transitional ninth grade. Such placement shall occur no later than October 1 of each school year. (Bulletin 1566 §703.A)
7. Beginning in spring 2015 and in accordance with procedures set forth by the LDE, IEP teams shall determine promotion to the next grade level for a student with a disability who fails to meet state or local established performance standards on any assessment for purposes of promotion. Such determination shall be made only if, in the school year immediately prior to each grade level in which the student would otherwise be required to demonstrate certain proficiency levels in order to advance to the next grade level, the student has not otherwise met the local requirements for promotion or has not scored at or above the basic achievement level on the English language arts or mathematics components of the required state assessment

and at or above the approaching basic achievement level on the other. (Bulletin 1530 §403)

7. All students with disabilities must participate in statewide assessments. Students are to take the test that corresponds to the grade in which they are enrolled. Students who meet specific participation criteria as stated in *Bulletin 1530—Louisiana's IEP Handbook for Students with Exceptionalities* and whose individualized education plans (IEPs) indicate they will participate in an alternate assessment may participate in the LEAP Connect assessment. The assessment in which the student is to participate and any accommodations the student is to receive for instruction and assessment must be documented annually on the program/services page of the student's IEP. Test accommodations cannot be different from or in addition to the accommodations indicated on the student's IEP and provided in regular classroom instruction and assessment (Bulletin 111 §8303)
8. Students with disabilities participating in the LEAP Alternate Assessment, LEAP Connect, must meet specific participation criteria as stated in *Bulletin 1530—Louisiana's IEP Handbook for Students with Disabilities*
9. LEP Waiver. Limited English proficient (LEP) students shall participate in the statewide assessments pursuant to Bulletin 118. The SBLC shall be granted the authority to waive the state's grade promotion policy for an LEP student. (Bulletin 1566 §707 D)

Promotion Standards – High School (9 – 12)

In Grades 9 through 12, units are earned based on semester grades. An "A" through "D" or "P" will earn whatever units are possible for the course. An "F" will not earn any units. Students receiving a certificate of achievement and participating to the best of their ability should receive passing grades but not Carnegie units.

There is no limit to the number of Carnegie units a student may earn in any given year. Students must complete the minimum of 24 Carnegie units of credit. Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, P (pass), and the unit of credit earned entered on their transcript as per Bulletin 741. (See Appendix.)

Report Cards

Parents must be kept informed about their student's grades, overall performance, and absences. Therefore, report cards will be sent to parents at intervals corresponding with the grading period length used at any given school, typically ranging from six-week to nine-week intervals. Parents are requested to schedule a conference with their student's teacher if he or she is not making adequate progress.

Retention Policy

A student will be retained not more than one time for failure to meet academic requirements in grades K-3.

A student will be retained not more than one time for failure to meet academic requirements in grades 4-5.

A student will be retained not more than one time for failure to meet academic requirements in grades 6-7.

Special Needs Students

Bilingual/ESL Services

The school offers Bilingual Education and English as a Second Language (ESL) services to students who are English Language Learners (ELLs). Students with a Home Language Survey identifying a language other than English is used at home are assessed with a state-approved oral language test and a norm-referenced test in reading and language arts. The results of those tests determine if a student qualifies for placement in the Bilingual or ESL program. Parents have a right to receive or deny Bilingual/ESL services. The student is placed in the appropriate program and provided with additional support. Both programs assist students in the development of language proficiency in listening, speaking, reading, and writing domains. Students are assessed for their progress in language and in academic content.

The Bilingual program is designed to provide ELLs with a full opportunity to access the curriculum and become competent in literacy and academic skills through instruction in English and in their native language. The Bilingual program is offered to students at selected elementary level campuses in Spanish and English. The goal of the program is to provide academic instruction and English language instruction simultaneously in

order to support English language learners to master academic skills and become proficient in English. When students gain proficiency, they are removed from the program and placed in regular education.

The goal of the ESL program is to provide cognitive academic language support via English as the language of instruction to all identified ELLs to guarantee that they will be successful in an all-English curriculum going forward. Specific second-language-learning instructional strategies are used to help the English learner succeed in the English classroom.

Teacher Bill of Rights R.S.17.416.18

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are: R.S. 17:416.18

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 through 416.16 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in custody of the Chief Academic Officer or his designee pursuant to R.S. 17:416(A) (1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conductive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student discipline decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
10. A teacher has the right to be afforded time during the school day or week to collaborate with other teachers. Final class rank will be determined at the end of the spring semester (before graduation) each school year.

Uniform Grading Policy (K – 12)

GRADING SCALE REGULAR COURSES

100 – 93 = A

92 – 85 = B

84 – 75 = C

74 – 67 = D

66 – 0 = F

*Promotion is dependent on the grade level Pupil Progression Plan.

100% College Acceptance [H]

Lincoln Preparatory School seeks greater opportunities for students as they transition to adulthood. The ability to go beyond a high school diploma and onto college admission or a higher paying career is an important consideration for any

graduate. Each graduating student must have the capacity and confirmation that future opportunity is available through higher education or industry based credentials. Therefore, each graduating student gain high quality industry based credentials while in high school and/or will apply to an institution of higher learning. The institute will be an authentic and established entity designed to award credits and offer courses of a scholarly nature, i.e., trade schools, two- year or four-year colleges.

The campus administration will provide resources and assistance to students during this process. No student is required to attend an institution of higher learning upon graduation from high school. However, all students must have on file in the school office a letter or official document of record that confirms the student has been invited and has met all criteria to attend the institution before they are eligible to receive a high school diploma. The documented proof of admission must originate from the college or university official admission or administration department. This documentation will be verified by the campus administration before final approval of eligibility for diploma.

SECTION IV: STUDENT CODE OF CONDUCT

Preface

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must be taught and modeled by the school staff. This includes an appreciation for the rights of others.

However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The school has both the responsibility and authority to enforce the Student Code of Conduct, question students, counsel them, and assign discipline when deemed appropriate.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but as citizens, they are also subject to its national, state, and local laws and rules governing various aspects of their conduct. Not all laws are easy to follow, nor need one necessarily agree with each and every law or rule. Often a law or a rule seems unjust or inappropriate, but the law or rule must be obeyed.

In much the same manner, students live and function in a second community as well—namely, the school community. Education confers its own benefits, but it, too, requires acceptance of individual responsibilities. It must at the same time have an orderly and manageable framework within which to operate.

The rules and standards set forth in this Handbook apply to conduct:

1. on school premises or on school vehicles or involving school property,
2. off school premises which directly affects other students or the school, and
3. at school functions of any kind.

This Handbook does not define all types and aspects of student behavior; however, the Board of Trustees has the responsibility to set forth policies, rules, and regulations to help each student conduct himself or herself in a proper manner as a good citizen of the school community. If changes in state law become effective after the printing of this Handbook, the state law will supersede the local policy.

The Board of Trustees and the Director may establish written policies, rules, and regulations of general application governing student conduct in all schools. In addition, each Executive Director, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

A teacher may send a student to the Executive Director's office to maintain effective discipline in the classroom. In addition, a teacher may remove from class a student:

1. who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
2. whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

The Charter Board has authorized detention, in-school and out-of-school suspension, and expulsion as methods of disciplining students and the Board has also given authority to the Executive Director or his designee to use any other disciplinary actions which, in his or her judgment, is appropriate for the violation.

Special Note: School Operations during a Pandemic or other health emergency

LPS remains committed in keeping the health, safety and well-being of our student and staff as our highest priority in coping with the COVID-19 Coronavirus pandemic for 2022-2023 School Year. All decisions regarding changes to the school environment and schedule, including a possible interruption of in- person learning, will be made by the Executive Director in consultation with and, if necessary, at the direction of the Governor, Louisiana Department of Public Health, local health department, emergency management agencies, and/or the state Board of Elementary and Secondary Education.

All school disciplinary rules remain in effect even during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment. Students are also expected to follow all student safety protocols.

Violations of school disciplinary rules are subject to disciplinary action as provided by the School Code of Conduct.

Virtual Instruction

Students must maintain virtual settings and behaviors that are conducive for instruction that minimize distractions.

Virtual Work Settings

1. Students are expected to have a designated work area in their home cleared of everything other than what is required for class. Work stations must be free of foreign objects that are not being utilized for instruction.
2. The recording device being used for instruction must be positioned to allow teachers to observe both the work space and student, especially during testing.
3. Eating and drinking are not allowed during virtual classes. This can potentially damage electronic devices and can be distracting during instruction.
4. When possible, students are encouraged to work in areas that are isolated from other individuals and pets. If circumstances exist that do not allow complete seclusion, the parent will need to share this information separately with the instructor. Instructors will only require what the parent can reasonably provide.
5. Additional electronic devices should not be kept or used within the visible work area, unless they are being utilized for instruction and are teacher approved. This includes televisions, phones, earphones or other devices that may provide distractions from teacher guided instruction.
6. Students will follow daily guidance from their teachers regarding best methods of communicating and participating during virtual classes. Instructions regarding when and how to interact verbally and how to use audio and camera options will be dependent on the design of instruction and direction of the teacher.
7. Students are expected to remain positively engaged in instruction and participate.
8. Behavior that is disruptive to the virtual class setting will be addressed using progressive discipline measures as outlined in the LPS Student Code of Conduct

Responsibilities of Staff, Parents, and Students

Each member of the school community must fulfill certain responsibilities if a positive learning environment is to be achieved. A cooperative relationship among staff, parent, and student requires that:

School Staff

1. maintain an atmosphere conducive to good behavior;
2. are in regular attendance and on time, and are prepared to perform their duties with appropriate working materials;
3. exhibit an attitude of respect toward individuals and property and conduct themselves in a responsible manner;
4. plan a flexible curriculum to meet the needs of all students;
5. promote effective training and discipline based upon fair and impartial treatment of all students;
6. encourage parents to keep in regular communication with the school and encourage parental participation in school affairs;

7. develop a cooperative working relationship among staff and students; and
8. obey school policies and regulations.

Parents

1. ensure their student's compliance with school attendance requirements and promptly report and explain absences and tardies to the school;
2. assist their child in being properly attired;
3. take an active interest in the overall school program;
4. communicate regularly with the school concerning their student's conduct and progress;
5. discuss report cards and work assignments with their student;
6. bring to the attention of school authorities any problem or condition that affects their student;
7. maintain up-to-date home, work, and emergency telephone numbers at the school;
8. cooperate with the Executive Director and teachers in their efforts to achieve and maintain a quality school system; and
9. provide transportation for their student to and from mandatory tutorials and Saturday school.

Students

1. attend all classes daily and on time;
2. prepare for each class, taking appropriate materials and assignments to class;
3. meet school standards of grooming and dress;
4. exhibit an attitude of respect and courtesy toward individuals and property, and conduct themselves in a responsible manner, always exercising self-discipline;
5. refrain from making profane, insulting, threatening, or inflammatory remarks;
6. refrain from engaging in disruptive conduct or cheating;
7. obey all school and classroom rules;
8. seek changes in school policies and regulations in an orderly and responsible manner through approved channels;
9. respect the rights and privileges of students, teachers, and other staff and volunteers;
10. cooperate with and assist the school staff in maintaining safety, order, and discipline; and
11. adhere to the requirements of the Student Code of Conduct.

Jurisdiction

The school may discipline a student for any violation of the Student Code of Conduct committed while a student is:

1. on school property;
2. within 1,000 feet of school property as measured from any point on the real property boundary line;
3. attending any school-related or school-sponsored activity no matter when or where it takes place;
4. on the property of another school;
5. attending another school's school-sponsored or school-related activity; or
6. off school property, if
   a. the violation causes a material and/or substantial disruption at school, or
   b. it is reasonably foreseeable to school officials that the violation will cause a material and/or substantial disruption at school.

Code of Conduct Violations

Abuse

Actions or threats of actions which constitute verbal or physical abuse of any employee or volunteer of the school by a student or any other individual will not be tolerated. Appropriate measures necessary to correct these situations shall be taken by the school, including expulsion.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Alcoholic Beverages

Any student found to have sold, given, delivered, been in possession of, or been under the influence of any alcoholic beverage while in school or while a

participant in or spectator of a school-sponsored event, shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. An "alcoholic beverage" means any beverage containing alcohol, including wine or beer. A student is considered "in possession" if he or she has contact with the alcohol regardless of the amount of time it is in the student's possession. If a student becomes in possession of alcohol, he or she needs to immediately inform an adult on campus. The smell of alcohol detectable on one's breath is sufficient evidence to indicate being "under the influence."

Bomb Threats

Any threat of this type will not be tolerated. A student making a bomb threat will be subject to expulsion and dealt with to the full extent of the law.

Bullying

Lincoln Preparatory School is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of a bullying, (sexual, racial, etc.) intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable. All students, teachers, and other school employees shall take prompt responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying, Intimidation, Harassment

Bullying, intimidation and harassment shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student. Threats, harassment, intimidation, and bullying, including cyberbullying, shall also include anything maliciously written, printed, or communicated through the use of a computer or other electronic means, any verbal or physical act to the person, property, or reputation of another, with the intent to compel the person so threatened or any other person, to do any act, or refrain from doing any act, against his or her will.

Hazing

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program. Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

Reporting Procedures

Any student who believes he or she has been the victim of bullying, intimidation, threatening behavior, harassment or hazing by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the school is encouraged to immediately report the alleged acts to any appropriate school district official.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be required to immediately report the alleged acts to an appropriate school official. The Executive Director shall be the person responsible at the school level for receiving oral or written reports of bullying, intimidation, threatening behavior, harassment, or hazing of a student. Any other school administrator, teacher, or other school personnel who receives a report of bullying, intimidation, threatening behavior, harassment or hazing of a student shall immediately inform the Executive Director or his/her designee. Upon receipt of a report, the building administrator shall investigate the allegations.

Investigation of Complaints and Reports

The Executive Director or his/her designee shall immediately investigate or authorize the investigation of all reports and complaints involving alleged bullying, intimidation, threatening behavior, harassment or

hazing of students. Investigations may consist of personal interviews with the complainants or the individual who is alleged to have been bullied, intimidated, threatened, harassed or hazed, the individual or individuals against whom the complaint is made, witnesses, and any other persons who may have knowledge of the alleged incident or incidents or circumstances leading to or giving rise to the complaint. Other methods of investigation also may be used and pertinent documents may be examined by the investigator.

During the investigation, the school may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of the investigation. Investigations shall be completed as soon as practicable. A written report shall be prepared upon the completion of the investigation. If the complaint involves the Executive Director, the report shall be made and filed directly with the Charter School Board.

The written report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Disciplinary Action

The school district shall take prompt appropriate action in response to a report following an investigation of any alleged bullying, intimidation, threatening behavior, harassment, or hazing of a student. When the report determines that the alleged act or conduct appears to be in violation of this policy, immediate and effective correction action responsive to the act or conduct including effective actions to end the act or conduct, prevent its recurrence, and, as appropriate, remedy its effects shall be taken as outlined in the Student Code of Conduct. The Executive Director shall contact the parent, tutor, or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action.

Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement officer shall be promptly notified.

Appeal

The parent of a student disciplined for violation of this policy may appeal to the Executive Director or his/her designee no later than five (5) days after being notified of the disciplinary action. The Executive Director or his/her designee shall review all documentation regarding the incident, and if determined to be necessary by the Executive Director or designee, conduct a hearing on the matter. The results of the review or hearing shall be sent to the parents or legal guardian within three (3) school days. The decision of the Executive Director shall be final, except for a student expulsion, which may be appealed to the Charter School Board in accordance with statutory provisions.

Dissemination of Policy

This policy shall be conspicuously posted in each school in a place or places accessible to all students, teachers and other personnel. The school district shall develop a method for discussing this policy with students which shall take into account their level of understanding based upon their grade level or other consideration generally applicable to students enrolled in the same class or grade. The school shall discuss this policy with administrators and teachers, and other school personnel whose employment duties bring them into contact with students.

Electronic Devices

Students are not permitted to possess electronic devices (e.g., electronic games, iPod and mp3 players, pagers, radios, cameras, etc.) at school, unless prior permission has been obtained from the Executive Director. Without such permission, teachers will collect the items and turn them in to the Executive Director's office. The Executive Director will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the school permits students to possess cell phones; however, cell phones must remain turned off and in a students locker during the instructional day, including during all testing. Students may use their cell phones before the beginning of the instructional day (7:30 AM) and after the instructional day (3:13 PM). Cell phones are PROHIBITED in the classroom except for the Early College Academy.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited and dealt with to the full extent of the law.

Electronic Equipment in the Classroom

Students may only use audio visual or electronic equipment in the classroom with permission of the teacher. These items include, but are not limited to, audio or video taping equipment. The school is not responsible for the damage, loss, or theft of these items.

Conduct While Riding In School Vehicles

The Executive Director shall take steps to maintain acceptable student conduct while riding a school vehicle. Students who fail to follow the behavioral standards described in this Handbook may be denied the privilege of school transportation. Parental involvement will be sought before a student is excluded from riding a school vehicle, except in situations involving a flagrant violation. Flagrant violations include fighting, gross insubordination, and other acts that may cause a safety hazard. It should be understood by all that the driver has the responsibility for maintaining order in his or her school vehicle. It is the duty of the Executive Director—not the driver—to exclude a student from riding a school vehicle. However, the driver is not prohibited from exercising reasonable judgment in order to protect other passengers from bodily harm.

Disruptive Activity

In order to protect student safety and sustain an educational program free from disruption, state law permits the school to take action against any person—student or non-student—who:

1. interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from the Executive Director;
2. interferes with an authorized activity by seizing control of all or part of a building;
3. uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;
4. uses force, violence, or threats to cause disruption during an assembly;
5. interferes with the movement of people at an exit or an entrance to school property;
6. uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the Executive Director;
7. disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property (disruption includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity; entering a classroom without the consent of either the Executive Director or the teacher and, through either acts of misconduct or the use of loud or profane language, disrupting class activities); or
8. Interferes with the transportation of students in school vehicles.

Exposure

Inappropriate exposure of body parts, even without any sexual intent, is a serious offense and will be subject to disciplinary action.

Gambling

Students are forbidden to gamble in a school building or on school property.

Gang-Free Zones/Gang Activity

Any student found to have engaged in organized criminal activity, gang-related, and other criminal acts will be subject to appropriate disciplinary action. Student behavior considered to be "gang related" will not be tolerated at school or at any school activity regardless of the location of the activity. This includes, but is not limited to: articles of clothing, hand signs, graffiti, and any other behaviors considered by the administration to interfere with the educational program of the school.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassing behavior directed toward another student.

Students are expected to treat other students and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school encourages parental and student support in its efforts to address and prevent harassment in any form in schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher or with their Executive Director.

A student who believes he or she has been harassed by another student or by school staff is encouraged to report in writing the incident to the Executive Director. The allegations will be investigated and addressed. A substantiated complaint against a student will result in

appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the Executive Director in accordance with the school grievance procedure (see "Student or Parent Complaints and Concerns,").

Harmful Drugs

The use of "Harmful Drugs" poses a serious threat to the physical, psychological, and emotional health of individuals, their families, and their communities. In recognition of this fact, the school enforces this policy.

The term "Harmful Drugs" includes, but is not limited to, all those substances considered to be marijuana, dangerous drugs, narcotics, depressants, stimulant substances, controlled substances, and simulated controlled substances listed in the state and federal codes covering the possession, sale, and use of such controlled substances, drugs, and narcotics. The term also includes all forms and species of the plant substance known as marijuana as well as any addictive chemical substance used for inhalation such as glue, aerosol paint, thinners, etc.

Any student found to have had a Harmful Drug in his or her possession, or found to have been under the influence thereof while in school or while a participant in or spectator at a school-sponsored event, shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. A student is considered "in possession" if he or she has contact with a Harmful Drug regardless of the amount of time it is in the student's possession. If a student becomes in possession of a Harmful Drug, he or she needs to immediately inform an adult on campus. Those students involved in selling or distributing a Harmful Drug while in school or while a participant in or spectator at a school- sponsored event will be subject to disciplinary penalties in accordance with the Student Code of Conduct. Other sanctions may include completion of a drug rehabilitation program or referral for prosecution.

A student may not keep in his or her possession any medication, even medication for which he or she has a prescription (see "Medication Policies," p. 22). Failure to comply may result in Level II discipline. The only exception to this policy is doctor-prescribed asthma medication (see "Asthma and Anaphylaxis Medication," p. 23).

Inappropriate Sexual Conduct

Inappropriate sexual conduct encompasses any inappropriate, indecent, or offensive act that implies or involves contact of a sexual nature.

Insensitivity to Others

Inappropriate verbal or physical behavior that is motivated due to race, ethnicity, culture, gender, or disabilities will not be tolerated.

Interference with School Activities or Discipline

Any student whose conduct, whether in class or out, materially and substantially interferes with school activities, school-sponsored functions (whether on public or private property), or school discipline, or invades the rights of school staff or other students, shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

"Conduct" includes, but is not limited to, the following activities:

1. preparing, circulating, or presenting petitions;
2. displaying on or about his or her person, books, materials, locker or vehicle, symbols, arm bands, flags, pennants, signs, or other decorations; and
3. preparation, printing, publishing, or distributing any unauthorized publication, periodical, paper, pamphlet, magazine, or book.

Lockers: Security and Search

Lockers, if provided by the school, are purchased, furnished, and maintained by the school and remain the property of the school. The decision to assign lockers rests with the Executive Director. No charges are made for their use. Items of non-school nature should not be placed or kept in lockers as they are subject to inspection at any time without prior notice to or permission from students. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time, whether or not the student is present.

Any student who shall place, keep, or maintain any article or material in a school-owned locker that is of a non-school nature and materially and substantially interferes with, or the Executive Director has reasonable cause to believe would materially and substantially interfere with, school

activities or school-sponsored functions or with the rights of school staff or other students, shall be subject to discipline.

School Property

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to him or herself, as well as to the student body in general.

Any student found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full extent of the damage and shall be subject to disciplinary measures. Students found to have intentionally, knowingly, or recklessly damaged or destroyed school property may be refused admittance to school or school-sponsored functions until full restitution has been made for such damages.

Self Defense

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

1. the student provokes, invites, or encourages the use of physical force by another person;
2. the student has an opportunity to avoid physical force or to inform school staff of the threatened use of force;
3. the student uses physical force after the other party abandons or attempts to abandon a fight or confrontation;
4. the student does not attempt to walk away from a confrontation; or
5. the student does not attempt to get help from school staff.

Sexual Harassment

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or school staff. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and school staff with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The school will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by school staff. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by school staff may be presented in writing by a student and/or parent in a conference with the Executive Director or designee or with the school Title IX Coordinator. Students who believe they are the subjects of sexual harassment by other students or school staff should report the incident immediately to a teacher, the Executive Director, or the Title IX Coordinator. School staff members who receive complaints of sexual harassment are to report the matter as soon as practically possible to the Executive Director, the Title IX Coordinator, or staff with the authority to undertake investigations of sexual harassment complaints.

The name, office address, and telephone number of the Title IX Coordinator is

Fanese Cowan
123 RWE
Jones
Grambling, Louisiana 71245
(318) 242-8788

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with Board Policy.

Social Media

Lincoln Preparatory School's social media sites are intended to serve as informational outlets for the community. Inaccurate, threatening and/or inappropriate posts involving the school's social media accounts may be reported to the relevant social media provider and law enforcement authorities. Lincoln Preparatory students involved in such behavior are subject to disciplinary action.

Telecommunications or Other Electronic Devices

Students are prohibited from using a telecommunications device, including a cellular telephone or other electronic devices during school hours or on a school campus during school hours and devices are to remain off during the school day. Devices that are on and/or cause a disruption during the school day will be confiscated. The school will not be responsible for damage, loss, or theft of these items. Once a device has been taken

up, the following procedure will be used to return the device:

1. **First Confiscation: The device can be picked up by the student or parent no earlier than the end of the school day. An administrative fee of $5 will be charged before the device can be returned.**
2. **Second Confiscation: The device can be picked up by the student or parent no earlier than the following school day. An administrative fee of $10 will be charged before the device can be returned.**
3. **Third Confiscation: The device can be picked up by the student or parent no earlier than the following Monday. An administrative fee of $15 will be charged before the device can be returned.**
4. **Fourth Confiscation: The device will be kept for 30 days. An administrative fee of $15 will be charged before the device can be returned**.
5. **Fifth Confiscation: The device will be kept until the end of the school year. An administrative fee of $15 will be charged before the device can be returned.**

Any student refusing to give the device to school staff shall be subject to disciplinary penalties in accordance with the Student Code of Conduct. The campus is not responsible for damage that may occur to a confiscated device while awaiting pick up from a student or parent.

Executive Directors shall have the discretion to determine the appropriate use of phones for students participating in extracurricular activities while on school property or while attending school-sponsored or school-related activities on or off school property.

Threats

Oral or written threats to cause harm or bodily injury to another student, an employee, or school property, including threats made using the Internet or other computer resources at school will not be tolerated. Please review Lincoln Preparatory's Social Media Policy at the end of this handbook.

Tobacco

Matches, lighters, etc., are not permitted at school or at school-related functions. A student is considered "in possession" if he or she has contact with tobacco or tobacco products, regardless of the amount of time it is in the student's possession. If a student becomes in possession of tobacco or a tobacco product, he or she needs to immediately inform an adult on campus.

Smoking and using smokeless tobacco, e-cigs, vapor devices, or tobacco products are not permitted in school buildings, vehicles, or on school property, 300 feet from school property, or at school-related or school-sanctioned events off school property.

Discipline for Virtual Learners

Students should refrain from engaging in any of the behaviors identified in the LPS Code of Conduct while engaged in virtual classes. Lincoln Preparatory School has extended its existing behavior guidelines to the virtual classroom in a manner that addresses virtual instruction in remote locations.

Behaviors that could result in disciplinary actions for online students include but are not limited to cyberbullying, wearing inappropriate clothing, repeated tardiness, inappropriate use of electronic media, threats, and intentional disturbance of an online class.

Students who violate the student code of conduct will be subject to one or more of the following virtual disciplinary consequences: Student conference/Warning, Out-Of-School Suspension and Expulsion/Exclusion.

Student Conference/Warning entails either a teleconference or an in-person conference with the student, parent/guardian(s) and a school administrator. The teacher will refer the infraction to the Chief of Staff or designee to enter into the JCampus data reporting system. The student would not have a disruption in schooling and will not be removed from the class.

Out-Of-School suspension entails a student only having access to power points and or assignments/materials outside of live learning sessions. Students will be suspended from live sessions and interactions with peers during the suspension. The student is not allowed to attend school-sponsored programs or activities during the suspension. The length of a suspension is determined by the school administrator with suspensions of more than three days requiring approval from Child Welfare and Attendance. The teacher will refer the infraction to the principal or designee to enter into the JCampus data reporting system.

Recommended Expulsion/Exclusion will be reserved for serious discipline infractions. The LPS will ensure that the student's constitutional rights are observed and upheld during the course of recommendation for expulsion/exclusion.

Weapons

A student shall not possess, exhibit, use or threaten to exhibit or use any firearm, explosive weapons, knife, or materials that could be used as a weapon to inflict physical harm or damage to persons or property on school property or at any school-related function, whether on or off school property. A student is considered "in possession" if he or she has contact with a weapon regardless of the amount of time it is in the student's possession. If a student becomes in possession of a weapon, he or she needs to immediately inform an adult on campus. Weapons include, but are not limited to:

1. Firearm: any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use;
2. Knife: blade or a hand instrument designed to cut or stab another by being thrown, a dagger, a bowie knife, a sword or a spear;
3. Club: an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument;
4. Explosive weapon;
5. Firearm silencer;
6. Knuckles (i.e., brass knuckles);
7. Chemical dispensing device (such as mace or pepper spray);
8. Zip gun;
9. Any object used in a way that threatens to inflict bodily injury on another person;
10. Firearm ammunition;
11. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
12. Chains;
13. Razors (including box cutters);
14. Pellet gun;
15. BB gun;
16. Stun gun;
17. Air gun; and
18. Toys that imitate weapons ("look alike").
19. Offenses and Consequences

Level I: Major Offenses

Examples (not inclusive list):

1. Being in an unauthorized area
2. Computer system violations
3. Disrespect of school staff and persons in authority
4. Failure to complete assigned homework
5. Failure to comply with directives of school staff (insubordination)
6. Failure to comply with school dress code policies
7. Failure to leave campus within 30 minutes of school dismissal (unless involved in an activity under the supervision of school staff)
8. Failure to report known hazing, harassment, or bullying of students
9. Hazing, harassment, or bullying of students (verbal)
10. Inappropriate behavior (not abusive, threatening, violent)
11. Inappropriate public display of affection
12. Inappropriate physical contact not defined as a Level II, Level III, or Level IV offense
13. Insensitivity to others
14. Parking infraction
15. Persistent tardiness (tardy, without excuse, on four or more days within a period of 45 rolling school days)
16. Possessing any electronic devices without permission
17. Possessing matches, lighters, etc.
18. Skipping or not attending class, detention, tutorial sessions, Saturday school or extended day
19. Using a skateboard, scooter, and/or roller blades while on campus
20. Using any telecommunications or other electronic devices, without permission, during school hours
21. Vehicle operation infraction

Appropriate Disciplinary Actions:

1. Behavioral contracts

   or

   individually developed behavior management plans

2. Classroom management techniques
3. Community service
4. Cooling-off time or "time-out"
5. Counseling by teachers or Executive Director
6. Demerits
7. Detention
8. Fee for the return of telecommunications device that has been confiscated
9. In-school suspension up to 30 days
10. Parent contracts to restrict home privileges
11. Parent observations in student's classes
12. Parent conference with teacher or Executive Director
13. Peer mediation
14. Placement in another appropriate classroom
15. Restitution/restoration, if applicable
16. Saturday school
17. Seating changes within the classroom
18. Temporary or permanent confiscation of items that are prohibited and/or disrupt the educational process
19. Withdrawal of privileges, such as parking privileges, participation in extracurricular activities, eligibility for seeking and holding honorary offices, membership in school-recognized clubs or organizations, etc.

Disciplinary actions may be used individually or in combination for any offense.

No employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a consequence for unacceptable conduct.

Level II: Discretionary Suspensions

Examples (not inclusive list):

A. School Chief Academic Officers may suspend from school any student, including an exceptional student, for good cause in accordance with state law and local policy.

B. Students determined to be guilty of the following offenses may be suspended for the following reasons:

1. willful disobedience;
2. disrespect to a teacher, Chief Academic Officer, director, and/or member or employee of the local school board;
3. making an unfounded charge against a teacher, Chief Academic Officer, director, and/or member or employee of the local school board;
4. using unchaste or profane language;
5. immoral or vicious practices;
6. conduct or habits injurious to his/her associates;
7. using tobacco and/or using and possessing alcoholic beverages or any controlled dangerous substances governed by the Uniformed Controlled Dangerous Substance Law in any form in school buildings or on school grounds;
8. disturbing the school and habitually violating the rules;
9. cutting, defacing, or injuring any part of public school buildings;
10. writing profane or obscene language or drawing obscene pictures in or on any public school premises, or on any fence, sidewalk, or building on the way to or from school;
11. possessing firearms, knives, or other implements that can be used as weapons;
12. throwing missiles on the school grounds;
13. instigating or participating in fights while under school supervision;
14. violating traffic and safety regulations;
15. leaving the school premises without permission or his/her classroom or detention room without permission;
16. habitual tardiness or absenteeism; and
17. committing any other serious offense.

Due Process for Suspensions

1. Prior to any suspension, the school Chief Academic Officer or the Chief Academic Officer's designee shall advise the student in question of the particular misconduct of which he or she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his or her version of the facts to the school Chief Academic Officer or his or her designee.
2. The Chief Academic Officer, or the Chief Academic Officer's designee, shall contact by telephone at the telephone number shown on the pupil's registration card or send a certified letter at the address shown on the pupil's registration card to the parent or guardian of

the student, giving notice of the suspension, the reasons therefore and

establishing a date and time for a conference with the Chief Academic Officer or his designee as a requirement for readmitting the student.

3. If the parent or guardian fails to attend the required conference within five school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective.
4. On not more than one occasion each school year when the parent or guardian refuses to respond, the Chief Academic Officer may determine whether readmitting the student is in the best interest of the student.
5. On any subsequent occasions in the same year, the student shall not be readmitted unless the parent, guardian, or other appointed representative responds.
6. A student whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process shall be immediately removed from the school premises without the benefit of the procedure described above; however, the necessary procedure shall follow as soon as is practicable.
7. Notice in writing of the suspension and the reasons thereof shall be given to the parent or parents of the suspended student.
8. Any parent, tutor, or legal guardian of a suspended student shall have the right to appeal to the director or to a designee of the director, who shall conduct a hearing on the merits of the case.
9. In all cases of suspensions, the parent, the director of schools, and/or supervisor of child welfare and attendance or designee shall be notified in writing of the facts concerning each suspension, including the reasons therefore and terms thereof.
10. The decision of the director on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the director to remit any portion of the time of suspension.

Discipline of 504 Students

No 504 student shall be excluded from educational services for more than ten (10) days within the school year without prior notice to the LEA 504 Coordinator or designee (Pupil Appraisal- School Psychologist or Social Worker). The following discipline procedures shall be followed for 504 students who commit acts of misconduct resulting in disciplinary actions that exclude the student from instruction for more than ten (10) days within the school year.

504 Students that commit an act(s) of misconduct are subject to disciplinary removal if it is determined by a representation of relevant IAP committee members that must include the parent, a person knowledgeable about the student and a person knowledgeable about the disability that the misconduct is not a manifestation of his or her disability. This team shall determine if the student's act(s) of misconduct are "related" to the student's disability. This determination is to be documented as part of an SBLC meeting held for this purpose.

If it is determined that the misconduct is not related to the student's disability, then the disciplinary action may proceed. If it is determined that the misconduct is related to the student's disability, then the disciplinary action shall cease and alternate means of addressing the misconduct (i.e. interventions, strategies, etc.) must be determined, implemented and monitored for effectiveness

Discipline for Students with Disabilities

If a student with a disability violates a code of conduct, he or she will be disciplined according to the discipline measures described above for up to 10 days. Upon subsequent violations that result in suspensions that exceed 10 days, the school will determine if the behavior was a manifestation of the student's disability. If the school determines that the violation is not a manifestation of the student's disability, the school will apply the discipline procedures to the student in the same manner and for the same duration as the procedures that would be applied to students without disabilities. However, if it is determined that the violation was a manifestation of the student's disability, the school will conduct a functional behavior assessment and develop a behavior plan to address the violation so that it does not recur.

Level III: Discretionary Expulsion

A. Students may be expelled for any of the following reasons:

   1. Any student, after being suspended for committing any of the offenses listed in §1103, may be expelled upon recommendation by the Chief Academic Officer of the public school in which the

student is enrolled;

2. Any student, after being suspended on three occasions for committing drugs or weapons offenses during the same school session, shall, on committing the fourth offense, be expelled from all the public schools of the parish or city school system wherein he or she resides until the beginning of the next regular school year, subject to the review and approval of the local educational governing authority;

3. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which, had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the board; such expulsions shall require the vote of two thirds of the elected members of the local educational governing authority;

4. Any student found guilty of being in possession of a firearm on school property or on a school bus or at a school sponsored event shall be expelled from school according to the requirements of R.S. 17:416(C)(2);

5. Any student in grades six and up found guilty of being in possession of any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event shall be expelled from school according to the requirements of R.S. 17:416(C)(2).

6. Any student older than eleven and in grades six and up, carrying or possessing a knife the blade of which equals or exceeds two inches in length.

B. School officials shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by this Section for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

C. Expulsion is not mandatory for a student carrying or possessing a firearm or knife for purposes of involvement in a school class or course or school-approved co-curricular or extracurricular activity or any other activity approved by the appropriate school officials or for a student possessing any controlled dangerous substance governed by the uniform controlled dangerous substances law that has been obtained directly or pursuant to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

Level IV: Mandatory Expulsion

Examples (not inclusive list):

1. Any offense listed in Louisiana Law, R.S. 14:2 on or within one thousand feet of school property.
2. Expulsion shall last for a minimum of four complete semesters (grades six through twelve) and two complete semesters (grades K – 5).
3. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

Appropriate Disciplinary Actions:

1. Expulsion

Guidelines for Expulsions

A. No student who has been expelled from any public or nonpublic school outside the state of Louisiana or any nonpublic school within Louisiana for committing any offenses enumerated in R.S. 17:416 shall be admitted to any public school in the state except upon the review and approval by the governing body of the admitting school.

B. Any student who has been expelled from any public or nonpublic school within or outside the state of Louisiana for one of the reasons listed below shall produce documentation that he or she and his/her parent or legal guardian have enrolled in and participated in an appropriate rehabilitation or counseling program related to the reason(s) for the expulsion prior to being admitted or readmitted on a probationary basis to any public school in the state, unless such requirement is waived by the LEA:

   1. possessing on school property or on a school bus a firearm, knife, or other dangerous weapon, or instrumentality customarily used or intended for probable use as a dangerous weapon; or

   2. possessing with intent to distribute, or distributing, selling, giving, or loaning while on school property or on a school bus any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law.

C. Any student who has been expelled from any public or nonpublic school within or outside the state of Louisiana shall provide to any public school or school system in the state to which the student is seeking admission, information on the dates of any expulsion and the reason(s) for which the student was expelled. Additionally, the transfer of a student's records by any public school or school system in the state to any other public or nonpublic school or school system shall include information on the dates of any suspensions or expulsions and the reason or reason(s) for which the student was suspended or expelled. Refer to R.S. 17:416(B)(3).

Any student expelled from school pursuant to the provisions of R.S. 17:416 may be readmitted on a probationary basis to school at any time during the specified period of expulsion on such terms and conditions as may be stipulated by the city or parish city, parish, or other local school board and agreed to in writing by the student and by the student's parent or other person responsible for the student's school attendance. Such terms and conditions may include but need not be limited to placing the student in a suitable alternative education program as determined by the school board. However, any such written agreement shall include a provision that upon the school Chief Operating Officer of schools making a determination that the student has violated any term or condition agreed to, the student shall be immediately removed from the school premises without the benefit of any hearing or other procedure applicable to student suspensions and expulsions. As soon thereafter as possible, the Chief Operating Officer or his designee shall provide verbal notice to the Executive Director of any such determination and also shall attempt to provide such verbal notice to the student's parent or other person responsible for the student's school attendance. The Chief Operating Officer or his designee also shall provide written notice of the determination and the reasons therefore to the director and to the student's parent or other responsible person.

Due Process for Expulsions

1. A recommendation for expulsion is made by the Chief Operating Officer.
2. A hearing is conducted by the Executive Director or his/her designee.
3. A determination of whether to expel the student is made by the Executive Director or his/her designee.
4. The Dean of Students and teacher as well as the student may be represented by someone of their choice at this hearing.
5. Until the hearing takes place, the student shall remain on suspension.
6. The parent or guardian of the student may, within five days after the decision to expel the student has been rendered, request the local educational governing authority to review the findings of the Executive Director or his/her designee. Otherwise, the decision of the Executive Director shall be final.
7. The board, in reviewing the case, may affirm, modify, or reverse the action previously taken.

8. If the board upholds the decision of the Executive Director, the parent or guardian of the student may, within 10 days, appeal to the board.

Discipline for Special Education Students:Expulsion/Exclusion

(NOTE: Gifted and Talented students are treated as regular education students with regard to discipline). Discipline for Special Education Students shall be in accordance with the provision of BESE Bulletin 1706, Louisiana Administrative Code, Title 28, Sections 530, et seq. For a complete review of the procedures required under law, please visit www.louisianabelieves.com, BESE, Bulletin 1706, Subchapter B. "Discipline Procedures for Students with Disabilities".

Generally, a disabled student under this section may not be removed from his or her current placement for more than ten

(10) school days, consecutively or cumulatively, or violations of the Student Code of Conduct without a determination of whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability (a Manifestation Determination Review). Other circumstances may exist where the removal is for fewer than ten (10) days, but the student has been subjected to a series of removals that constitutes a pattern which exceed ten (10) days in a school year. In such case, a Manifestation Determination Review shall be conducted.

The Manifestation Determination Review, is an I.E.P. Committee meeting convened by the School, within ten (10) school days of any decision to change the placement of the student because of a code of conduct violation, and is attended by the parents and relevant members of the student's I.E.P. team. The reviewing members of the meeting will consider all relevant information in the student's file, including the student's I.E.P., teacher observations, and any relevant information provided by the parents to assist in arriving at a manifestation determination. **The parent, or the student when age appropriate, shall be provided a copy of educational rights and procedural safeguards prior to conducting the review meeting to determine relatedness.**

Special circumstances may exist which permit the School to remove the student to an interim alternative educational setting without regard to

district court for the parish in which the student's school is located. The court may reverse the ruling of the

whether the behavior is determined to be a manifestation of the student's disability. These circumstances include carrying or possessing a weapon while at school, or on school premises, or to a school function under the jurisdiction of the School; knowingly possessing or using illegal drugs, selling or soliciting the sale of a controlled substance while at school, or on school premises, or at a school function under the jurisdiction of the School; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the State or the School. In these instances, the Executive Director may assign a designee to serve on a Manifestation Determination Review Committee, if warranted.

On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of the code of student conduct, the School shall notify the parents of that decision, and provide the parents the procedural safeguards notice described in Section 505 of Bulletin 1706, which includes the right of appeal

NOTE: The above information is intended to provide only general information regarding the rules and regulations governing the discipline of special education students. For more detailed information, please contact the Lincoln Preparatory School Pupil Appraisal Center at 318-242-8788 or download Bulletin 1706 from the State's website.

SECTION V:

PARENTAL RIGHTS

Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sexual behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of individuals with whom the student has a close family relationship;
6. relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities

Parents have a right to receive notice of and deny permission for their student's participation in:

1. any survey concerning the private information listed above, regardless of funding;
2. school activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law).

Excusing a Student from Reciting a Portion of the Declaration of Independence

Parents may request that their student be excused from recitation of a portion of the Declaration of Independence. State law requires that students in social studies classes in grades 3–12 recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless:

1. the parent provides a written statement requesting that their student be excused,
2. the school determines that the student has a conscientious objection to the recitation, or
3. the parent is a representative of a foreign government to whom the United States government extends diplomatic immunity.

Requesting Professional Qualifications of Teachers and Staff

Parents may request information regarding the professional qualifications of their student's teachers, including:

1. whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and
3. undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree.

Parents also have the right to request information about the qualifications of any paraprofessional who may provide services to their student.

APPENDIX

SCHEDULE OF FEES

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Uniforms	Range: $25 to $35 each outfit (shirt, pants)	Uniforms for students	Not collected at school
Replacement Technology/Curriculum Materials	Range: $50 to $75	Replace technology and curriculum materials	Financial Administrative Assistant will collect and provide student with a receipt
Replacement of curriculum materials (books,materials,etc.)	Range: $25 to not to exceed actual replacement cost	Curriculum materials	Financial Administrative Assistant will collect and provide student with a receipt
Parking	Range: $20 to $30	Provide security tag for students who drive their vehicle to school and park on campus	Financial Administrative Assistant will collect and provide student with a receipt
Replacement Badge	Range from $5 to $10	Provide scan able badge to student to identify them and access library and cafeteria	Financial Administrative Assistant will collect and provide student with a receipt
Voluntary Clubs/Organization	Range: $1 to $10	Membership Dues	Financial Administrative Assistant will collect and provide student with a receipt
Personal Physical Education and athletic equipment and apparel	Range: $25 to $200	Equipment and Apparel	Financial Administrative Assistant will collect and provide student with a receipt
Replacement of Musical instrument(s) and/or Band Uniforms	Range: $25 to amount not to exceed actual annual maintenance cost or replacement cost	Equipment and Apparel	Financial Administrative Assistant will collect and provide student with a receipt

Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

The Right to Inspect and Review

Parents or eligible students have the right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Executive Director a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, the school shall provide the parent or eligible student with a copy of the records requested or make arrangements for the parent or eligible student to inspect and review the requested records.

The school shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The school may charge a fee for a copy of an education record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The school will not charge a fee to search for or to retrieve the student's educational records.

If the student's educational records contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

The Right to Seek Amendment of the Student's Educational Records

Parents or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or in violation of the student's privacy rights. Parents or eligible students should submit to the Executive Director a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the student's privacy rights. The school will decide whether to amend the record as requested within a reasonable time after the school receives the request. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing to challenge the content of the student's education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student's privacy rights.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing. If, as a result of the hearing, the school decides that the information in the educational record is not inaccurate, misleading, or in violation of the student's privacy rights, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school, or both. If the school places an amended statement in the student's educational records, the school is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure

Parents or eligible students have the right to consent to disclosures of personally identifiable information ("PII") contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Disclosure without Consent

Officials with Legitimate Educational Interests

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to school officials with legitimate educational interests. A school official is:

1. a person employed by the school as an Executive Director, teacher, teacher aide/ paraprofessional, or support staff member (including health or medical staff and law enforcement unit personnel);
2. a person serving on the Board of Trustees;
3. a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (e.g., attorney, auditor, medical consultant, therapist, etc.);
4. a parent or student serving on an official committee (e.g., disciplinary committee, grievance committee, etc.), or
5. a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Officials of Another School

The school may disclose—and does so upon request—PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer.

Federal and State Program Purposes

The school may disclose information contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to authorized representatives of:

1. the U.S. Comptroller General,
2. the U.S. Attorney General,
3. the U.S. Secretary of Education, or
4. State and local educational authorities.

Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

Financial Aid

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

State and Local Officials

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.

Certain Studies

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to organizations conducting studies for, or on behalf of, the school, in order to:

1. develop, validate, or administer predictive tests;
2. administer student aid programs; or
3. improve instruction.

Accrediting Organizations

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to accrediting organizations to carry out their accrediting functions.

Tax Purposes

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to parents of an eligible student, if the student is a dependent for IRS tax purposes.

Judicial Order or Subpoena

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to comply with a judicial order or lawfully issued subpoena.

Health and Safety Emergency

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the disclosure is to appropriate officials in connection with a health or safety emergency.

Directory Information

The school may disclose PII contained in the student's educational records without obtaining prior written consent of the parent or eligible student if the school has designated the information as "directory information."

The school has designated the following categories of information as directory information for the purpose of disclosure relating to school-sponsored/school-affiliated purposes:

1. student's name;
2. address;
3. telephone listing;
4. electronic mail address;
5. photographs (including video images);
6. date and place of birth
7. major field of study
8. dates of attendance;
9. grade level;
10. participation in officially recognized activities and sports;
11. weight and height of members of athletic teams
12. degrees, honors, and awards received
13. the most recent educational agency or institution attended; and
14. student identification ("ID") number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

School-sponsored/school-affiliated purposes are those events/activities which the school conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

1. extracurricular programs or events (e.g., plays, sporting events, graduation ceremony, etc.),
2. publications (e.g., newsletters, yearbook, etc.),
3. honor roll and other recognition lists, and
4. marketing (e.g., videos, print media, website, newspaper, etc.).

The school has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary students:

1. student's name,
2. address, and
3. telephone listing.

The school shall not release directory information except for the purpose indicated above, namely:

1. disclosure relating to school-sponsored/school-affiliated purposes; and
2. disclosure to military recruiters and institutions of higher education, but only for secondary students.

A parent or eligible student may opt out of the release of directory information for either or both of these purposes by submitting a written objection to the school office within 15 school days after receiving this "Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)."

Records

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA requires the school to record the disclosure. Parents or eligible students have a right to inspect and review the record of disclosures.

The Right to File a Complaint

Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by the school to comply with the requirements of FERPA. The name, address, and phone number of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202
Phone: 1.800.872.5327

A complaint must contain specific allegations of fact giving reasonable cause to believe that a FERPA violation has occurred. A complaint does not have to allege that a violation is based on the school's policy or practice.

The Office investigates a timely complaint filed by a parent or eligible student, or conducts its own investigation when no complaint has been filed or a complaint has been withdrawn, to determine whether the school has failed to comply with FERPA. If the Office determines that the school has failed to comply with FERPA, it may also determine whether the failure to comply is based on the school's policy or practice.

A timely complaint is defined as an allegation of a FERPA violation that is submitted to the Office within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation. The Office may extend the time limit for good cause shown.

Access to Medical Records

Parents are entitled to access their student's medical records.

Computer Resources,
Web Learning Tools, and Network Services Acceptable Use Guidelines

Computer Resources

To prepare students for an increasingly computerized society, the school has made a substantial investment in computer technology for instructional purposes. Use of those resources is restricted to students working under a teacher's supervision and for approved purposes only. Students with access to school computers and their parents agree to follow the following user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications such as e-mail using school computers are not private and may be monitored by school staff.

Technology Mission Statement

The school is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness by providing students with technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, the school is dedicated to providing an integrated technological curriculum for all students and staff. Students will have access to the technology necessary to produce, manage, communicate, and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, the school will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Instructional Resource

The school is proud to bring network and Internet access to school staff and students. The school believes the Internet offers many diverse and unique resources to both students and staff. The school's goal in providing this service to staff and students is to promote educational excellence by facilitating resource sharing, innovative teaching, and communication skills.

The Internet is a global electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Services available to our school Internet users include:

1. educational opportunities and electronic field trips,
2. public domain software and shareware,
3. access to university libraries and various museums,
4. online encyclopedias,
5. access to research databases,
6. access to hundreds of reference sources,
7. online subscriptions to educational journals,
8. virtual classrooms and laboratory simulations, and
9. information and news from NASA and other research institutions.

Through the school, students and staff have access to numerous research oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided. Computers at the school have the technology necessary to support student research and to promote academic achievement.

Student Safety

The school is aware that resources which are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the school's Internet access is filtered with one of the highest rated Internet filtering systems available. However, users must recognize that it is impossible for the school to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators, and school staff who obtain their Internet access through the school are expected to use these services appropriately.

User Responsibilities

1. The school is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.
2. The use of the school Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.
3. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
4. Individual accounts may be used only by the owner of the account except where specifically authorized by school administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
5. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Policy Terms and Conditions

Acceptable Use

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Privileges

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked.

Warranty

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for loss of data resulting from delays, non-deliveries, missed deliveries, viruses, or service interruptions caused by its own negligence or user errors or omissions. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the school. The school specifically denies any responsibility for the accuracy or quality of information obtained through the school network services.

Disclaimer of Liability

The school shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information available on the Internet.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and staff shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only authorized school personnel designated by the Director of Technology Services, may read, delete, copy, or modify the electronic mail of other system users. Deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another

person's user ID and/or password is prohibited. Forgery or attempted forgery will result in the cancellation of system privileges, as well as other appropriate consequences.

Vandalism

Vandalism is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt, or destroy data of another user of the school's network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of school policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

The school will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette

The user is expected to exhibit the following behavior:

1. Be polite (e.g., an all caps message implies shouting);
2. Use appropriate language;
3. Maintain confidentially of the user, colleagues, and students;
4. Respect copyright laws; and
5. Be respectful in all aspects of network use.

Consequences

Students found to have violated school policies and procedures concerning use of school computers or networks shall be subject to disciplinary penalties in accordance with the Student Code of Conduct.

Vandalism Prohibited

Any malicious attempt to harm or destroy school equipment or data or data of another user of the school's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of school policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the suspension of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences as allowed by school policy and state and federal law.

Violations of law may result in criminal prosecution as well as disciplinary action by the school.

Electronic Communication Device Commitment Policy

Electronic communications at school and at school-related functions are subject to regulation by the school.

This Electronic Communication Device Commitment policy grants authority and permission to the school to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include, but are not limited to cell phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law, school policies, and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities, together with their parent, agree to the following:

1. The possession and use of cell phones, pagers, PDAs, and other electronic communication devices by a student on school property or at school-related events is a privilege and not a right.
2. In consideration for the privilege to possess and use such devices on school property and at school-related events, the school is authorized and has the student's full consent to confiscate, power on or off, manipulate and do all things necessary to search his or her device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy, or school regulation.
3. An electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy, or school regulations is subject to confiscation and may cause the loss of the privilege to possess and use such devices on school property and at school-related events for an indefinite period of time.

Student or Parent Complaints and Concerns

The purpose of this policy is to secure, at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints and/or concerns. Usually, student or parent complaints can be resolved simply by an informal phone call or conference with the teacher or Executive Director who is the subject of the complaint. Generally, should the complaint involve a problem with a teacher, the student or parent is expected to discuss the matter with the teacher before requesting a conference with the Executive Director. For those complaints that cannot be handled informally, the school has adopted the following grievance policy.

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process.

Definitions

For the purposes of this policy, "days" shall mean calendar days.

For the purposes of this policy, "parent" shall mean a person standing in parental relation, but does not include a person as to whom the parent-child relationship has been terminated or a person not entitled to possession of or access to a child under a court order. Except as provided by federal law, all rights of a parent under Education Code Title 2 and all educational rights under Family Code 151.003(a)(10) shall be exercised by a student who is 18 years of age or older or whose disabilities of minority have been removed for general purposes under Family Code Chapter 31, unless the student has been determined to be incompetent or the student's rights have been otherwise restricted by a court order.

Level One

A student or parent who has a complaint that could not be resolved informally shall request a conference with the Executive Director by filing the complaint in writing on a form provided by the school. The form must be filed with the school office within seven days of the time the student or parent knew, or should have known, of the event or series of events about which the student or parent is complaining. Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the student or parent did not know the documents existed before the Level One conference. A complaint form that is incomplete in any material way may be dismissed, but may be re-filed with all the requested information if the re-filing is within the designated time for filing a complaint.

The Executive Director shall hold a conference with the student or parent within seven days of the request. The seven-day timeframe for holding the Level One conference may be extended if mutually agreed to by both the student or parent and the Executive Director. An adult may represent a student at this and any level of the complaint.

The Executive Director shall have seven days following the Level One conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Should the complaint involve a problem with the Executive Director, then the Level One complaint form should be submitted to the Program Director of Academic Expansion at the following address:

Charter School Board:
Grambling High Foundation
Complaint: Level One
P.O. Box 16
Grambling, Louisiana 71245

Level Two

If the outcome of the Level One conference with the Executive Director is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level One decision to the Program Director of Academic Expansion by filing the appeal notice in writing on a form provided by the school.

Note: In the event that the Level One conference was held by the Regional Director or designee, the Level Two conference shall be held by another Regional Director or designee.

The appeal notice must include a copy of the Level One complaint, a copy of the Level One decision being appealed (if applicable), and a copy of any documents presented at the Level One conference.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Charter School Board:
Grambling High Foundation
Complaint: Level Two
P.O. Box 16
Grambling, Louisiana 71245

The Regional Director or designee shall hold a conference with the student or parent within seven days of the appeal notice. The seven-day timeframe for holding the Level Two conference may be extended if mutually agreed to by both the student or parent and the Regional Director or designee.

The Regional Director or designee shall have seven days following the Level Two conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level Three

If the outcome of the Level Two conference with the Program Director of Academic Expansion is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level Two decision to the Vice President of School Activations by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint, a copy of the Level Two appeal notice, a copy of the Level One and Level Two decisions being appealed (if applicable), and a copy of any documents presented at the Level One and Level Two conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Charter School Board:
Grambling High Foundation
Complaint: Level Three
P.O. Box 16
Grambling, Louisiana 71245

Vice President of School Activations or designee shall hold a conference with the student or parent within 14 days of the appeal notice. The 14-day timeframe for holding the Level Three conference may be extended if mutually agreed to by both the student or parent and the Vice President of School Activations or designee. The Level Three conference may be held via telephone or video conference at the discretion of the Vice President of School Activations.

The Vice President of School Activations or designee shall have seven days following the Level Three conference within which to respond. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level Four

If the outcome of the Level Three conference with the Vice President of School Activations is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may appeal the Level Three decision to the Charter School Board by filing the appeal notice in writing on a form provided by the school. The appeal notice must include a copy of the Level One complaint; a copy of the Level Two and Level Three appeal notices; a copy of the Level One, Level Two, and Level Three decisions being appealed (if applicable); and a copy of any documents presented at the Level One, Level Two, and Level Three conferences.

The appeal notice must be postmarked to the following address within seven days following receipt of a response or, if no response is received, within seven days of the response deadline:

Charter School Board:
Grambling High Foundation
Complaint: Level Four
P.O. Box 16
Grambling, Louisiana 71245

The appeal will then be placed on the agenda of a future Board meeting. The Director or designee shall inform the student or parent of the date, time, and place of the meeting.

The Charter School Board is not required to consider documentation not previously submitted or issues not previously presented. The presiding officer may set reasonable time limits. The Board shall hear the complaint and may request a response from the school. The school shall make an audiotape record of the Level Four proceedings before the Charter Board. The Charter Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Charter Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled Board meeting, the lack of a response by the Board upholds the decision at Level Three.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed a meeting unless the employee to whom the complaint pertains requests that it be heard in public.

Consolidation of Complaints

When the school determines, in its sole discretion, that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, the complaints may be consolidated.

Modification of Procedures

The complaint process may be modified or may require an alternative process, so long as the Charter Board retains final authority to hear and decide complaints and concerns brought hereunder.

LINCOLN PREPARATORY SCHOOL

2022–2023 Parent/Student Handbook

Acknowledgment Form and Agreement
<u>to Abide by the Parent/Student Handbook</u>

Dear Parent,

The effective schools research tells us that a safe, orderly, school is essential to student learning. The importance of that kind of an environment has been a long-standing value of this school. That environment promotes a positive school climate and high expectations for both behavior and learning.

This Handbook is published to outline those expectations. We want to assure and protect the rights of all students to a safe, orderly, and educationally efficient environment. If we can free the school from disruptions that result from inappropriate behavior and appearance, we seek to do so. We solicit your support and cooperation in a partnership which provides the best possible learning environment for your student.

This Handbook, including the Student Code of Conduct, has been developed through the cooperative efforts of our school community. It is extremely important that all students are aware of the expectations that the school has for them and that each parent encourages their student to accept and follow the behavioral standards outlined in this Handbook.

Your signature is requested to acknowledge your receipt of this Handbook and your commitment to abide by the provisions contained herein.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED AND AGREE TO ABIDE BY THE PARENT/STUDENT HANDBOOK, INCLUDING, *BUT NOT LIMITED TO*, THE FOLLOWING PROVISIONS THEREOF:

1. **STUDENT CODE OF CONDUCT ;**
2. **COMPUTER RESOURCES, WEB LEARNING TOOLS, AND NETWORK SERVICES ACCEPTABLE USE GUIDELINES); AND**
3. **ELECTRONIC COMMUNICATION DEVICE COMMITMENT POLICY.**
4. **TRUNCY POLICY**

MY SIGNATURE FURTHER INDICATES THAT I UNDERSTAND THAT ANY CAMPUS HANDBOOK SUPPLEMENT I MAY RECEIVE IS DESIGNED TO BE IN HARMONY WITH THE PROVISIONS OF THIS PARENT/STUDENT HANDBOOK. AS SUCH, I UNDERSTAND THAT, IN THE EVENT OF A CONFLICT BETWEEN THIS PARENT/STUDENT HANDBOOK AND ANY PROVISION OF ANY CAMPUS HANDBOOK SUPPLEMENT, THIS PARENT/STUDENT HANDBOOK WILL BE FOLLOWED.

Student Name	School	Grade Level
Student Signature	Parent Signature	
Date	Parent E-mail Address	

Please remove/print this page, sign it, and keep it for your records.
Thank you for allowing our staff the opportunity to partner with you in the education of your child.

PARENT/STUDENT COPY

LINCOLN PREPARATORY SCHOOL

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Dear Parent,

The effective schools research tells us that a safe, orderly, school is essential to student learning. The importance of that kind of an environment has been a long-standing value of this school. That environment promotes a positive school climate and high expectations for both behavior and learning.

This Handbook is published to outline those expectations. We want to assure and protect the rights of all students to a safe, orderly, and educationally efficient environment. If we can free the school from disruptions that result from inappropriate behavior and appearance, we seek to do so. We solicit your support and cooperation in a partnership which provides the best possible learning environment for your student.

This Handbook, including the Student Code of Conduct, has been developed through the cooperative efforts of our school community. It is extremely important that all students are aware of the expectations that the school has for them and that each parent encourages their student to accept and follow the behavioral standards outlined in this Handbook.

Your signature is requested to acknowledge your receipt of this Handbook and your commitment to abide by the provisions contained herein.

MY SIGNATURE INDICATES THAT I HAVE RECEIVED AND AGREE TO ABIDE BY THE PARENT/STUDENT HANDBOOK, INCLUDING, *BUT NOT LIMITED TO*, THE FOLLOWING PROVISIONS THEREOF:

1. **STUDENT CODE OF CONDUCT;**
2. **COMPUTER RESOURCES, WEB LEARNING TOOLS, AND NETWORK SERVICES ACCEPTABLE USE GUIDELINES; AND**
3. **ELECTRONIC COMMUNICATION DEVICE COMMITMENT POLICY .**
4. **TRUNCY POLICY**

MY SIGNATURE FURTHER INDICATES THAT I UNDERSTAND THAT ANY CAMPUS HANDBOOK SUPPLEMENT I MAY RECEIVE IS DESIGNED TO BE IN HARMONY WITH THE PROVISIONS OF THIS PARENT/STUDENT HANDBOOK. AS SUCH, I UNDERSTAND THAT, IN THE EVENT OF A CONFLICT BETWEEN THIS PARENT/STUDENT HANDBOOK AND ANY PROVISION OF ANY CAMPUS HANDBOOK SUPPLEMENT, THIS PARENT/STUDENT HANDBOOK WILL BE FOLLOWED.

Student Name	School	Grade Level
Student Signature	Parent Signature	
Date	Parent E-mail Address	

Please remove/print this page, sign it, and return it to the school office.
Thank you for allowing our staff the opportunity to partner with you in the education of your child.

SCHOOL COPY

Campus Handbook Supplemental Pages

Truancy Policy

Truancy is defined by Title 17, Section 221 of the Louisiana Revised State Law, it states:
http://legis.la.gov/Legis/Law.aspx?d=80276

A.(1)(a) For the 2021-2022 school year, the parent or legal guardian of a child who is age seven through eighteen and residing within the state of Louisiana shall send the child to a public or nonpublic school, unless the child graduates from high school prior to his eighteenth birthday. A child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart.

(b) Beginning with the 2022-2023 school year, the parent or legal guardian of a child who resides in Louisiana and who is age five by September thirtieth of the calendar year in which the school year begins through eighteen shall send the child to a public or nonpublic school, as defined by R.S. 17:236, unless the child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R.S. 17:151.3(D) or the child graduates from high school prior to his eighteenth birthday. A child below the age of five who legally enrolls in school shall also be subject to the provisions of this Subpart.

(c) The parent or legal guardian of the child shall also assure the attendance of the child in regularly assigned classes during regular school hours established by the school board and shall assure that the child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this Subsection shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

LPS Truancy Guidelines

1. Intervention: (3 **Unexcused Absences)**	School documents outreach efforts to parents or guardians.
2. Action: (5 **Unexcused Absences)**	School sends written notification to parents and/or legal guardians stating that they have 5 unexcused absences. Any unexcused absences after 5 will result in Friday detention Saturday clean up.
3. Referral: (10 or more **Unexcused Absences**)	School refers student to local truancy officer where the student resides.
4. Discharge: (15 or more **Unexcused Absences**)	School requests that the student be discharged for non-attendance.

Until a student transfers to another school or is declared truant by a local court, the student will continue to be enrolled in the school. Schools must also refer to local parish policies regarding any additional requirements to report cases for truancy to the Families in Need of Service (FINS) Office or the local District Attorney's Office.

Lincoln Preparatory School Tardy Policy

Students who are late to class are designated tardy and will be assigned disciplinary consequences if they are tardy, without an acceptable excuse. Egregious tardiness—e.g., arriving to school after attendance has been taken—will be classified as an absence for the purpose of compulsory attendance enforcement if unexcused.

Nearly all tardiness is avoidable and is excusable only in cases of illness or emergency. To get an excused tardy slip, the student's parent must report to the school office the emergency which caused the delay.

Any student late for school (7:45am) will attend morning detention. At morning detention, students will complete an essay about punctuality, complete trash pick-up at the school, or complete other school-related tasks. Students must report to the middle school for morning detention. Students will not be allowed to go to the cafeteria for breakfast.

Discipline Policy for Tardies

1. First and Second tardy infraction	Morning detention.
2. Third tardy infraction	One Unexcused Absence (Letter to Parent) - Morning detention and Friday detention.
3. Sixth tardy infraction	Second Unexcused Absence (Letter to Parent) Morning detention. One Friday Detention day and One Saturday Clean Up.
4. Ninth tardy infraction	Morning, detention. One day of out of school suspension. Student cannot return until a parent conference is held.

Lincoln Preparatory School Dress Code Policy

The purpose of our Uniform Policy is to ensure a safe and effective learning environment. Cleanliness and neatness are key elements to an effective dress code and are vital to a student's preparedness to learn. Student attire should be appropriate, decent, and non-disruptive. The dress code will begin on the first day of school and will be enforced consistently throughout the year.

SHIRTS

- **Polo style black, forest green, gray or white short or long sleeve (100% cotton or poly- cotton) shirt.**
- **All shirts MUST be monogrammed with school approved logo.**
- **All shirts must be tucked in.**
- **No designer logos are allowed on any uniform clothing, such as polo horse or AE symbol.**
- **A solid uniform colored crew neck T-shirt may be worn under a uniform shirt. No other colors allowed or printed shirts allowed.**

PANTS/SHORTS

- **Khaki or black trousers, skirts, or shorts with belt loops.**
- **Shorts must be no shorter than 2" above the knee.**
- **Belts are required daily.**
- **No sweat pants/team travel sweats/warm-up pants can be worn over pants.** Jeggings/stretching type pants are not allowed.

SWEATSHIRTS

- **Crew neck long sleeved plain black, forest green, white, or gray sweatshirts are allowed.**
- **No HOODIES are allowed to be worn on campus.**

- **Crew neck sweatshirts that were created for homecoming are approved; however, a collared uniform shirt must be worn under all sweatshirts.**

COATS/JACKETS

- **Coats cannot be worn inside the school building. Students may wear coats to school, but coats should be placed in a student's locker or book bag prior to class.**
- **Lightweight jackets must be long sleeve and solid gray, white, black, or forest green.**

SHOES/SOCKS

- **Closed heel AND closed toe shoes, preferably tennis shoes. House shoes and Crocs are not acceptable.**

FRIDAYS/SPIRIT SHIRTS

- **Friday dress will be spirit shirt with uniform bottoms.**

- **Blue jeans may be worn on Fridays ONLY when determined by the Executive Director for rewards or fundraiser benefits. Blue jeans must not have rips, holes, or tears.**

GROOMING/PERSONAL APPEARANCE

- **Unusual facial make-up or adornments that may be considered to a possible disruption will not be allowed. Make-up and/or cosmetics in grades K-5 is not allowed for either gender with the exception of nail polish for female students. Make-up may be worn by female students in grades 6 – 12 and ONLY if it is not disruptive of the academic environment.**

- **Proper undergarments must be worn at all times and will never be exposed.**

- **Headdress articles will not be permitted in the school building, at any time. These include: Curlers, Athletic headbands, Caps, Hats of any kind anywhere on campus. Other head ornaments such as Sunglasses (except by written permission of a doctor) or improper eyewear will NOT be permitted in any building.**

- **No baggy pants. Oversized clothing is not allowed. Sagging is not permitted. Waistbands will be worn no lower than top of the hipbone. Waistbands will fit so that the garment does not "slide" down without a belt. Pant legs will not drag the floor. Nothing looser than "loose fit" will be acceptable.**

- **Pants with holes or slashes are not allowed even if the pants are lined with additional fabric.**

- **No trench coats of any kind.**

- **Unusual or non-traditional jewelry will not be permitted. This includes but is not limited to:**

- **heavy chains, spikes, chokers, nose piercings such as rings or studs (pretend or real), tongue rings or studs, body piercing of any kind exposed or covered is prohibited, with the exception of pierced earrings for female students.**
- **No gages in earlobes of any student.**

- **Male students may not wear earrings or other body piercings. This includes: clip earrings, pierced earrings or studs, or any item used as a post in a pierced ear such as broom straws, pieces of plastic, etc.**

- **Obscene or Inappropriate Tattoos (permanent or temporary) are prohibited and must be covered.**

- **Chains on wallets are prohibited.**

- **No pajama pants or pants that can be perceived as pajamas may be worn.**

HAIRSTYLES

- **Only acceptable hairstyles are allowed. All styles considered to be potentially disruptive cannot be listed; therefore, the school administration will determine whether a particular style is to be considered disruptive and inappropriate. No unusual colors.**

DISCIPLINE POLICY REGARDING DRESS CODE INFRACTIONS

1. First infraction	**Call to address the issue with the parent/correct the issue.**
2. Second infraction	**Call to address the issue with the parent/meet with Social worker to correct the issue.**
3. Third infraction	**One day of morning detention.**
4. Fourth infraction	**One day Saturday school.**
5. Fifth infraction	**One day suspension from school.**
6. Sixth infraction	**Three-day suspension from school.**
7. Seventh infraction	**Three-day suspension from school and recommendation for expulsion.**

2022-2023 Report Card Calendar

Grading Period	Mid 9th Weeks Progress Report	End of 9 weeks	Report Cards Issued
1st Nine Weeks	Friday September 9, 2022	Friday October 7, 2022	Tuesday October 25, 2022
2nd Nine Weeks	Friday November 11, 2022	Tuesday December 20, 2022	Tuesday January 11, 2023
3rd Nine Weeks	Thursday February 16, 2023	Friday March 17, 2023	Tuesday March 29, 2023
4th Nine Weeks	Friday April 14, 2023	Wednesday May 24, 2023	Tuesday June 06, 2023*

*All report cards will be mailed out to the home address on file in the office. Please make sure that your address is correct and notify the school of any changes. Dates are subject to change.

Seat Time Recovery Policy

In order for a student to successfully pass a class or grade, a student must be in attendance. Please review our truancy policy to understand the importance of school attendance. Any student who misses over 10 days will be required to participate in seat-time/credit recovery. Students will be required to make up seat time in the following ways:

1. Saturday Detention
2. Summer school
3. After school tutoring – Only approved by executive director
4. Edgenuity – Only approved by the executive director
5. Virtual classroom setting – Only approved by the executive director

LINCOLN PREPARATORY SCHOOL

SOCIAL MEDIA AND TEXT MESSAGE POLICY

This policy was put in place on January 20, 2017, to address social media and text message threats among students at our school. Many of the incidents occur after school hours, but problems have been carried over into the school day and to extra-curricular events. The administration of Lincoln Preparatory School issued a firm warning to all students. Any student who takes part in social media or text message threats will face **any or all** of the following consequences:

1. Minimum of five days suspension from school.
2. Removal of the student from any **extracurricular** (band, athletics, cheerleading, dancing, club participation, etc..) activities for one calendar year.
3. Contacting the appropriate law enforcement authorities.
4. Disqualification from participation in school activities (i.e., homecoming, field trips, pep rallies, etc.)
5. Loss of cell phone privileges at school.

We would like to ask parents to help the administration in taking a proactive approach in dealing with this issue. Please discuss the consequences with your child. If you have any questions or concerns, please feel free to contact the office at (318)242-8788. Your support is greatly appreciated.

Lincoln Preparatory School Major Infraction Quick Reference Policy

A behavior report form will be used to report all major infractions. One the student has been referred to the office, the administration will follow this discipline guide for all major infractions. In the table below numbers of parenthesis denote time frame in school days.

INFRACTION	1st Offense	2nd Offense	3rd Offense
Cheating/Plagiarism on School Assignments	Zero on Assignment	Suspension (1) & Zero on assignment	Suspension (3) & Zero on assignment
Cheating/Plagiarism on Standardized Tests	Suspension (3)	Expulsion	
Destruction of School Property	Replaced/Suspension (3)	Expulsion	
Fighting	Suspension (3)	Expulsion	
Leaving Campus w/o permission	Suspension (1)	Suspension (2)	Suspension (3)
Skipping Class	Suspension (1)	Suspension (2)	Suspension (3)
Theft	Suspension (3)	Expulsion	
Sexual Aggressiveness or Threatening Faculty	Expulsion		
Threatening Student	Suspension (1)	Suspension (3)	Expulsion
Weapon use or possession	Expulsion		
Bomb threats or Serious Threats	Expulsion		
Committing an immoral or vicious act	Suspension (3)	Suspension (3)	Expulsion
Physical violence to school or individual	Expulsion		
Drug use and/or possession	Expulsion		
Bullying (cyber, racial, etc)	Suspension (1-3)	Suspension (1-5)	Expulsion
Bus Safety Violations	Warning	Suspension from bus (1-3)	Suspension of bus privileges TBD
Dress Code Violation	Call to Parent & Correct Situation	One Day Early Detention	Saturday Detention (See additional)
Tardies (3)	Friday Detention (1)	Friday Detention (1) and Saturday Detention (1)	School Suspension (1) (Parent Conference)