

DeQuincy Elementary School

Student Handbook

2026 – 2027



1605 West 4th Street
DeQuincy, LA 70633

Phone: 337-217-4655
Fax: 337-217 – 4651

CPSB School Calendar

Students' First Day	Students' Last Day
August 13 th	May 26 th (1/2 Day)

Holidays/In-services	Dates
Labor Day	September 7 th
Teacher In-Service	October 9 th
Fall break	October 12 th & 13 th
Election Day	November 3 rd
Veterans Day	November 11 th
Thanksgiving Break	November 23 rd – 27 th
Christmas Break	Dec. 21 st – Jan. 1 st
Teacher In-Service	January 4 th
MLK Day	January 18 th
Mardi Gras	February 8 th – 10 th
Teacher In-Service	March 15 th
Easter Break	March 26 th – April 2 nd
Teacher In-Service	May 27 th – 28 th

Nine Weeks Periods	
1 st 9 Weeks	Aug. 13 th – Oct. 16 th
2 nd 9 Weeks	Oct. 17 th – Jan. 11 th
3 rd 9 Weeks	Jan. 12 th – Mar. 18 th
4 th 9 Weeks	Mar. 19 th – May 26 th

School Mission & Vision

- **Vision:**

It is the vision of DeQuincy Elementary School to be dedicated to delivering high quality instruction to all students so they can achieve excellence in their future endeavors while serving their school and community.

- **Mission & Core Values:**

Dedication, Excellence, Service

Campus Information

Office Hours: 7:30 – 3:30pm

Office Phone: 337-217-4655

School Hours

Arrival:

7:10 – 7:35 Students report to breakfast or homeroom.

7:40 Tardy bell rings. Students must be signed in by a parent at this time.

Dismissal:

3:05 student report to buses and car line

All car riders should be picked up by 3:15pm

All Bus Riders will be dropped off and picked up on the north side of the building. Only buses and staff are allowed to use this driveway and drop off. Students will enter the building in the morning in the cafeteria and either remain in the cafeteria for breakfast or report to their assigned classrooms. Students will line up in the cafeteria in the afternoon and will dismiss from this area as their bus number is called.

All Car Riders will be dropped off and picked up at the west entrance (main entrance). Only cars are allowed at this entrance. Students will enter the building and report to either the cafeteria for breakfast or to their assigned classrooms each morning. Students will sit in the hallway and exit as their names are called in the afternoons.

Students that are dropped off or picked up in the car pick up area must exit or enter the vehicle on the right side. Drivers should not pass while students are exiting or entering vehicles.

ALL vehicles picking up students **MUST** have the DES school-issued car tag. One tag per family will be issued. If you require more than one tag or a replacement tag, the cost will be \$3.00.

Students will not be allowed to walk to a parked car without an adult. All procedures are for the safety of our students.

Do not block the driveways. We must keep driveways flowing. All students should be picked up by 3:15pm each day.

Front Office Information

Front Office

When information or help is needed, the secretary will advise you as to whom you should see or where you should go. When reporting to the principal, you should first see the secretary.

The front office is open each day from 7:15 a.m. until 3:30 p.m. All school business should be transacted during these hours.

Students are not permitted to use the office telephone except in cases of emergency, and only after obtaining permission from the classroom teacher, nor will students be called to the telephone except in the cases of emergency. First aid is administered by the school nurse if needed.

Registration Information

All students must meet the immunization and residency requirements for entering school. Grade level is determined based on chronological age and records from transfer school. The items below are necessary for registration records from transfer school:

1. Birth certificate
2. Immunization records
3. Social Security card
4. If applicable: Legal documents (e.g. custody, foster care, or adoption papers)
5. Photo ID of Parent/Guardian
6. Two **current** proofs of address: one **must** be the utility bill with the parent/guardian's name or CWA permit

Student Classroom Assignments

Student placement in classes is based upon many factors. Administration at DES is committed to making the best academic placement for your child; therefore, we do not honor teacher requests.

Student Transfer

Parents should notify the teacher and the office in advance if your child will be transferring to another school. The following guidelines must be met before a student's records can be released:

1. Textbooks must be returned.
2. Library books must be returned or paid for.
3. Lunch money must be paid in full.
4. Laptops or any other technology must be returned.

Visitors on Campus

The School Board welcomes and encourages parents and other school patrons to visit the school at appropriate times; in fact, special programs and visiting days may be planned throughout each school year to provide for such visits.

School visitors should report to the front office on arrival. The school schedule does not permit us to interrupt or disturb classes. The front office staff will assist with any messages or items that need to be given to students/staff. Meeting times, if not pre-planned, will be scheduled when participants are available.

Principals shall be responsible for establishing procedures that will protect instructional time and ensure the safety and welfare of students, teachers, and staff members. **Each school shall designate one main entrance/exit.** Any other entrance/exit shall be at the discretion of the principal who is authorized to take the necessary steps to secure those entrances/exits.

Visitor is defined as anyone other than school system personnel on official business in question. All visitors shall report to the front office immediately upon coming onto school grounds for their visit and will be required to sign a "visitor's log" upon arrival/departure and wear an assigned pass.

Check In/Out Procedures

Children coming to school after 7:40 a.m. **must be signed in by a parent.** The adults must be on the Emergency Card and must be ready to present picture identification if they are checking the student out. We ask for your patience as we strive to keep your child safe. Only those persons on the emergency card will be allowed to check out a student, unless a written note signed by the parent that has been verified through the office is received. Habitual checking out prior to the end of the school day, excessive absences, and excessive tardiness can lead to an appearance in Family Truancy Court as allowed by the CPSB Policy and state law.

Illness at School

If your child becomes ill while at school, you will be notified. Determining the nature of the illness is a judgment call. School personnel will do their best to assess the problem and take the suitable course of action.

Messages and Change of Plan

It's the parent's responsibility to clarify how their children will be getting home and to keep those plans consistent. We understand periodic emergencies arise and we will make every effort to get messages to the students as long as the following are adhered to:

1. Parents of students call prior to **2:00 p.m.**
2. Buses have been previously approved by transportation.

Student Information

Absences

Students must be present a minimum of 167 six-hour school days per year to be eligible for promotion.

Students are allotted 5 excused absences each semester and should not exceed 10 absences the full school term.

Details about policy can be found in the CPSB Student code of conduct.

Parent Teacher Conferences

Parent-teacher conferences are a necessary means of communication between school and home. Teachers will meet with parents **at least twice a year**. Parents may request a conference at any time during the year. Parents can request conferences by contacting the teacher directly and scheduling a time after school or during the teacher's planning period is she/he so chooses.

School Fees

School fees for each student are \$15.00. Tiger Alley, school spirit shirts, book fair, field day tickets and other student purchases will not be available to students with outstanding fees. If any fees are owed by a student, then student may not be allowed to attend field trips, or any extra curricula events. Please contact the office to make arrangements to pay school fees.

School Uniforms

See CPSB Uniform Policy. DeQuincy Elementary PBIS shirts for the **current school year may be worn any day of the week**. All other DeQuincy Elementary PBIS shirts may only be worn on free dress days.

Students who are present Friday – Thursday AND did not receive any behavior marks during that time will be given a sticker to participate in “Free Dress Friday”. School appropriate clothing must be worn on this day.

Dress Code Violation Policy

The dress code which is closely aligned to CPSB **will be** followed at DeQuincy Elementary School. Violators will be given written warning for each violation. On the second violation the parent will be contacted by teacher by phone, or voice mail. Upon receiving the third violation in a nine-week period, and each violation thereafter, an infraction mark and a loss of privilege will incur.

Student ID Badges

Student tags **must** always be worn. ID tags must remain in good condition making it easy to scan barcode and identify student photo. Any student that does not have their tag will be sent to the back of the lunch line and assigned to the silent lunch table. If tag is lost or damaged in any way a replacement tag **must** be purchased for \$5.00. After the third consecutive day, an infraction mark and loss of privilege will be implemented.

School Counselor

A school counselor is available to all parents and students for visiting and consultation. Students may visit the counselor's office as a result of teacher/principal referral or student/parent request. The counselor's office is located within the main office area. The counselor can be reached at

217-4655, ext. 5606. Office hours are 7:45 – 3:30 daily. An answering service is available for messages.

Lost and Found

Lost and found articles are placed in the lost and found bins in the office. To minimize lost items, please label all jackets and bookbags.

Recess

Every grade level has twenty minutes of recess daily.

Student Insurance

Accident insurance covering students on their way to, while attending, and during their return home from school is available to all students. Forms are sent home at the beginning of the year.

Campus Information

Class Parties

If we schedule class parties, instructions will be sent home via letter to parents with details. Refreshments or treats that do not require special attention may be sent to school for birthdays or other holidays with prior permission from the teacher.

Awards Day

At the end of the year, students are recognized for their academic accomplishments in a special school assembly. Academic achievement, perfect attendance, and other special accomplishments are honored.

Grandparents' Day

Grandparents or Grand "friends" will be invited to visit the campus.

Veterans Day

Area veterans are invited to attend classes and speak to students. We will recognize and show our support for the veterans and troops who serve or have served in the military. One DeQuincy area school will host veterans and conduct a program. Please check the DeQuincy News for further details.

Family Nights

Family Nights are focused on academics. We look forward to seeing you and your family on these occasions.

Field Day

Students will have the opportunity to participate in field day, which gives them a chance to compete in various physical events.

Field Trips

All fees must be paid before a student can attend a field trip. This includes class fees, lunch fees, fundraiser monies, and library feed for lost books, etc.

Breakfast

A nutritious breakfast is available to all students each day from 7:10 to 7:35 a.m. in the cafeteria.

Lunch

Students are encouraged to participate in the school lunch program which provides delicious well-balanced meals designed to promote good nutrition. **Federal Guidelines prohibit canned or bottled drinks. Additionally, fast food (McDonald's, Popeye's, Burger King, etc.) is not allowed into the cafeteria.**

Academic Information

Curriculum

The elementary curriculum consists of ELA, mathematics, social studies, science, fine arts, and PE. Special education services include resource classes, a speech pathologist, Autism classes, and SPARK (gifted) classes.

LEAs shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

Grading Scale for Regular Courses	
Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

Grading

The grading scale used at DeQuincy Elementary School is:

- A = 90 – 100% Excellent
- B = 89 – 80% Above average
- C = 79 – 70% Average
- D = 69 - 60% Below average
- F = 59 – 0% Failing

Homework

Home learning is an integral part of the learning process to support, enrich, and reinforce subject matter taught at school. Each classroom has developed a homework policy. It is the student's responsibility to complete assignments and turn them in on time. Parents can assist by close communication with the teacher and making sure that homework assignments are completed.

Report Cards

All schools in Calcasieu Parish adhere to a 9-week grading period. Report cards are issued four school days after the end of each nine weeks (except the last) for grades three through five.

When nine weeks grades are averaged, the overall grade is determined as follows:

A = 3.5 – 4.0

B = 2.5 – 3.4

C = 1.5 – 2.4

D = 1.0 – 1.4

F = 0.0 – 0.9

Report card folders must be signed by a parent and returned to the teacher.

Enrichment Grades:

Handwriting, physical education, fine arts, foreign language and conduct will be graded according to the following rubric:

O = Outstanding (0 infractions weekly)

- Follow the teacher's directions and attempts the skills daily
- An attentive listener and respectful to the learning environment
- Encourages others to participate and assists others when appropriate
- Is an excellent example for others to follow

S = Satisfactory (1-2 infractions weekly)

- Follows the teacher's directions most of the time
- Attempts new skills when demonstrated and encouraged
- Is focused on the activities presented
- Makes wise choices most of the time

N = Non-Satisfactory (3 or more infractions weekly)

- Talking while directions are given causing inappropriate participation
- Needs to improve respect for the learning environment
- Attempts at redirection are unsuccessful
- Not participating when directed
- Easily distracted and not focused on the activities
- Disrupting the learning environment and not showing respect for others

* Parental contact is required when a student is in danger of receiving a non-satisfactory grade for behavior. Parent should be checking the PBIS student Tiger Tracks booklet daily.

Student Progress Reports

Third through fifth grade papers are sent home weekly. Interim progress reports (IPR) will be sent home in addition to the nine-week report cards. These progress reports are to inform you of the academic progress of your child in each subject area. See 2022-23 Report Card dates for days these are sent home.

Promotion

Students will be considered for promotion based on the following conditions, as per CPSB Pupil Progression Plan:

1. Passing session grades in:
Grade 3: Math and English Language Arts
Grades 4 – 5: Math, English Language Arts, and either Science or Social Studies
2. Attendance of school for a minimum of 160 days during the school year

Testing

State tests are administered in the spring. Third through fifth grade students will be tested.

Please do not schedule appointments for your child or family trips during testing periods as noted on the school calendar.

Accelerated Reader

Accelerated Reader is a required CPSB activity that DeQuincy Elementary School embraces. Our school, staff and students work extremely hard to excel in this program. All students participate in this school-wide program which allows children to read at their appropriate developmental level. The AR program allows teachers to monitor student progress while at the same time motivating children to read. At the beginning of each school year teachers administer the STAR test to help determine the approximate reading ability level of each of their students. These test results are used to set individual as well as class goals and the reading begins. Every classroom spends at least thirty minutes each day on Accelerated Reader time. Working with students to meet their AR goal is just one way that our school promotes literacy and builds a foundation for lifelong learning. Parents can truly extend their child's learning by providing thirty minutes of reading at home every night. Your child's AR goals and reading chart can be found in the "AR" section in the back of this handbook.

Curriculum Enrichment

- **STEAM** – A part time STEAM teacher provides instruction to all students.
- **Computer Lab** – All grades will have the opportunity to attend classes in the Computer Lab. This will allow opportunities for students to reinforce math and reading skills, practice keyboarding skills, conduct guided research on the Internet, develop multimedia presentations, and practice test-taking skills.
- **DARE** – All fifth-grade students participate in DARE, (Drug Abuse Resistance Education), which is taught by a member of local law enforcement agencies. A DARE graduation ceremony is held every spring for fifth graders and their parents.
- **Library** – The library houses a selection of Accelerated Reader books. All students attend a weekly scheduled check out time and a weekly scheduled instruction period.
- **Music** – A part time music teacher provides instruction to all students at DeQuincy Elementary School. In addition, fourth and fifth grade students have the option of participating in choir.
- **Physical Education** – A part time P.E. instructor provides instruction for all DeQuincy Elementary students.

**Notes from parents will excuse a student from PE for a period of not more than three consecutive school days, after this time, a medical excuse will be required. When teachers have notes from parents requesting their child not participate, the teacher may assign the student work, such as

health, sports, or an observation report about the class activities. Medical excuses must have the reason student cannot participate and the number of days excused.

Special Education

Students who qualify for special education services may receive extra help in the following areas:

- Speech: A certified speech pathologist provides services to students who have been diagnosed with a speech or language problem.
- Resource: A resource teacher provides services for students who have been identified as learning disabled or other health impaired. Self-contained services are also provided for students who need a more restrictive environment.
- SPARK: Classes for students who have been identified as gifted are provided one day a week at R.W. Vincent Elementary in Sulphur. Bus transportation is provided.

Technology

DeQuincy Elementary School is a well-equipped technology environment for our students. Digital touchscreen Promethean Boards, Dell laptops, 3-D printers, and IPADS are utilized by teachers and students. All classrooms are connected to the Internet and most regular classrooms have a least five multimedia computers.

Acceptable Use Policy – The Calcasieu Parish School System has a very strict Acceptable Use Policy for students concerning Internet usage and e-mail. *Every student must have an updated AUP form signed and on file (student and parent signatures) in their cumulative record before being allowed to even sit down in front of a computer or check out library books.* Any student found in violation of this policy stands the risk of being suspended from using any computer in the school system for the rest of their school career.

Health & Safety

Discipline

Discipline

We at DES believe that our students can behave in a responsible manner. Every teacher in our school is authorized to hold each student to strict accountability for any misbehavior in school, on the playground, or on the way to and from school.

Student Expectations

It is the responsibility of every student to meet school expectations and to behave in an acceptable manner. When the efforts of all concerned fail to modify the behavior of a student, and the misconduct of the individual is beyond the school system's resources for correction, denial of school attendance, utilizing due process procedures for suspension or expulsion, may be initiated. While the school is concerned with the individual and his/her welfare, it must also be concerned with the group and its welfare and with preserving the proper atmosphere for teaching and learning at DES. No student will be allowed to disrupt the positive learning environment at DeQuincy Elementary.

High expectations are in place in all areas of the school. Minor infractions will be documented by each homeroom teacher for each violation of expected behaviors. Excessive minor infractions in a semester will lead to an office referral.

Removal from the classroom: A student may be immediately removed from a classroom by the teacher, if the student's behavior substantially prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student exhibits disrespectful or threatening behavior toward a teacher. Consequences are implemented following the CPSB Discipline Policy. A conference may be required with the parents, teacher, and administrative team before the student is readmitted to the classroom.

PBIS ** See CPSB Parent Concern Form Response to Intervention/Behavior (Appendix C)

School-Wide Positive Behavior Interventions Support (PBIS) is a state mandated data driven system that addresses student behaviors. Expectations have been developed by placing an emphasis on a school-wide system of support including proactive strategies for defining teacher and supporting appropriate behaviors to create positive school environments. Expectations of positive behavior for all students within a school are introduced, modeled, and taught in areas, including the classroom and non-classroom setting (such as hallways, playground, cafeteria). Students are rewarded for following these expectations. Interventions are enforced when these expectations are not followed. These include consequences and re-teaching of the expectations.

Dequincy Elementary PBIS pledge:

P – Be polite and respectful

A – Be accountable

W - Be well prepared

S - Be safe

**Students will receive tiger bucks for positive reinforcement of school rules and policies but students are not allowed to share tiger bucks with others.

Student Safety

Students are expected to behave in an orderly, respectful manner always when entering or leaving the school grounds. Students may not leave school once they have arrived for the day. Toys, games, trading cards, radios, stereos, pagers, handheld video games, iPods, spinners, other electronic devices and cell phones are not allowed at school. In addition, the Calcasieu Parish School System has a very strict policy regarding weapons, alcohol, drugs, bullying, and sexual harassment (See CPSB Code of Conduct). Fighting will not be tolerated.

Cell phones and other Electronic Communication Devices

According to CPSB policy, no student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any elementary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions will be grounds for disciplinary action, to possibly include, but not limited, to

suspension from school. Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during the instructional day or while riding a school bus.

The instructional day will be defined to be the time students arrive on campus in the morning till the time they are officially dismissed in the afternoon. On field trips, telecommunication devices may be possessed/used at the discretion of the Principal or his/her designee.

- **“Use/Turned On” shall result in:**

First offense: phone call to parent and confiscation of the cell phone

Second offense: phone call to parent, confiscation of the cell phone and in school detention

- **“Visible possession” shall result in:**

First offense: verbal warning issued to student

Second offense: phone call to parent and confiscation of the cell phone

All confiscated phones shall be returned to a parent/guardian when a request has been made and a release form has been signed. Parents must sign the release form in person.

Health Services

It is the responsibility of the principal and teachers to protect the health of students while in school. Any student with a condition that is contagious cannot remain at school. The following considerations will be made for a child's return to school:

Communicable diseases

1. Measles – seven days after the appearance of the rash
2. Chicken pox – seven days after the appearance of the vesicle or when vesicles are healed.
3. Mumps – when the swelling has subsided.

Immunizations

All children attending school must have evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases. If booster shots are required, those too must be completed or in progress.

Skin diseases

1. Scabies, ringworm, impetigo, rash – must have a note from physician stating that the child may return to school.
2. Lice – must show proof of treatment and the hair must be free of “nits.”

Medication at school

Medication may not be administered at school without written instructions from a physician and written permission from a parent on the forms provided by the Calcasieu Parish School System. Cough drops and over the counter medications are not permitted without correct labeling and a Dr.'s note.

If it becomes necessary for your child to receive medicine at school:

1. Parents may come to school to administer the medication.
2. With proper forms signed by a physician and properly labeled medication, a 20-day supply of medication may be kept at school to be administered by trained personnel. Medicine must be brought to school and signed in by a parent.

Medication on a field trip

Trained school personnel or parents may administer medication on field trips. Parents may indicate their permission to withhold medication while on a field trip. Serious medical conditions (i.e. asthma) will require doctor's orders for the trip.

School nurse

There is a school nurse assigned to DeQuincy Elementary for consultation when special situations arise. The duties of the nurse include evaluating student health records, and setting up hearing and vision screening, which is conducted annually for 3rd and 5th grades. When problems are detected, parents will be notified.

Crisis Management Plan Parent Information

In the event of an emergency at DeQuincy Elementary School, Calcasieu Parish School System will make every effort to contact parents through the "Connect-Ed" phone system. It is very important that the school have a working emergency phone number for each student. Parents can get critical information and directions by doing the following **BEFORE GOING TO THE SCHOOL OR SCENE OF THE EMERGENCY.**

- Visit www.cpsb.org website
- Tune into KPLC television station for news alerts

It is critical that accurate and timely information and directions be delivered by school officials during an emergency. The Calcasieu Parish School System and DeQuincy Elementary are committed to releasing such information to parents, the public, and the news media as soon as it is available.

How can parents prepare for a school emergency?

1. Remember in any crisis situation, a student can be released only to an adult that is documented as an emergency contact and can show proper identification.
2. Provide accurate emergency contact information to your child's school and notify the school if it changes.
3. Keep updated by reading messages on the Calcasieu Parish School System website www.cpsb.org or in school newsletters, websites, or notices.

Emergency Descriptions

- **LOCKDOWNS** occur when internal or external threats exist. Exterior and interior doors are locked with staff and students in secured areas until an all clear is given. If possible, signs are posted to alert parents and visitors about the lockdown.
- **SHELTER-IN-PLACE** assures student safety when schools are alerted that hazardous materials may have been released into the atmosphere and evacuation or dismissal is not advisable. Safe areas are identified in schools where refuge can be taken until it is safe to release students.
- **EVACUATION** procedures at each school include alternate locations and procedures where parents can be reunited with their child. Parents will be directed through the news media or district website to a specific location where they will be required to show proper identification such as a driver's license or other photo identification.
- **RECOVERY** is the longest phase of emergency management, lasting until the physical

environment, students, and staff have returned to a sound physical and emotional state. Trained school and volunteer community mental health professionals will assist students, staff and families if a school emergency occurs.

Emergency Drills will be conducted throughout the school year according to the schedule below:

- Two fire drills during the first two weeks of school
- Monthly fire drills, Sept. – May
- Fall Semester: 2 Lock Down drills, 2 Disaster drills
- Spring Semester: 2 Lock Down drills, 2 Disaster drills

DISTRICT AND STATE POLICIES

PRAYER POLICY

CPSB shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer.

Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted. No student attending the school shall be required to participate in any religious activity at school.

No law, rule, or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school, or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule, or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quote or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer. A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent mediation unless the student chosen has volunteered to do so.

BULLYING

Reporting an Act of Bullying

Each school's principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning, or supervising school-sponsored functions and events are required to report alleged violations of this policy to the principal or the principal's designee. A verbal report must be reported on the same day as the employee or parents witnessed or otherwise learned of the incident, and a written report must be filed no later than two days thereafter. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Retaliation and False Reports

Retaliation against any person who reports bullying in good faith, who is thought to have

reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning an allegation of bullying is prohibited conduct and is subject to disciplinary measures. Intentionally making false reports about bullying to school officials is prohibited and will result in appropriate disciplinary measures.

SEXUAL HARASSMENT POLICY

The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate any sexual harassment on the part of any student towards another student. All reports of such behavior shall be received and properly and adequately investigated. Students in violation will be subject to disciplinary action. For more information or to report sexual harassment, you may contact the Title IX Coordinator.

NOTICE TO PARENTS AND STUDENTS OF CALCASIEU PARISH

The Calcasieu Parish School Board and the Louisiana State Department of Education have directed that each student and his parents/guardians be told that, without exception, a student **shall not be under the influence of, bring on, consume, or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law.** Any student of the Calcasieu Parish School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

Act 909—1990 Louisiana Legislative Action

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades 6-12 and who are found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
 - The parent or tutor of the pupil may, within five days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - The parent or tutor of the pupil may, within ten days, appeal to the district court for an adverse ruling of the school board/superintendent.
 - Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the State except upon the approval of the school board system to which he seeks admittance.

Additionally, school officials reserve the right to report suspected impairment to local authorities. For the safety of the children, students will not be immediately released to a parent if impairment is suspected.

TITLE IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities which receive Federal financial assistance.

It is the policy of the Calcasieu Parish School Board to maintain a learning environment that is free from prohibited sexual discrimination or sexual harassment. All forms of unlawful sex discrimination on the part of an employee-to-employee, employee-to-student, student-to-student, any person to another person, or any combination of these relationships are prohibited. Inquiries about or complaints of violation of this policy or of Title IX of the Education Amendments of 1972 may be submitted to: **Personnel**, 3310 Broad Street, Lake Charles, LA 70615 337.217.4040 or as provided in the Calcasieu Parish School Board complaint and grievance procedures (Formal Procedure for Sexual Harassment Complaints and Formal Procedure for Student-to-Student Sexual Harassment Complaints), copies of which may be obtained from the Calcasieu Parish School Board's main office at: 3310 Broad St., Lake Charles, LA 70615 337.217.4000

TITLE X - MCKINNEY-VENTO HOMELESS

Education of Children and Youth in Homeless Situations

The federal McKinney-Vento Act protects the rights of children and youth in homeless situations to attend and succeed in school, including pre-school. The McKinney-Vento Act applies to all children and youth who do not have a fixed, regular, and/or adequate residence, including children and youth who are: staying with friends or relatives because they lost their housing; awaiting foster placement; or living in emergency or transitional shelters, motels, domestic violence shelters, campgrounds, inadequate trailer parks, cars, public spaces, abandoned buildings, and bus/train stations. If you think you may qualify for the Title X program, please contact your school counselor or the school's Title X contact person.

Carolyn Touns, District Liaison, Title X McKinney-Vento Homeless 2423 6th Street Lake Charles, LA 70601

Phone: 337.217.4170 Ext. 2408 Fax: 337.217.4173

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit www.cpsb.org, OUR DISTRICT, Annual Parent Notifications for a complete list of rights and additional details.

DeQuincy Elementary Student Handbook

Student and Parent/Guardian Acknowledgement

1. Scan the QR Code to access the most recent version of DeQuincy Elementary's Student Handbook.
2. **With your student**, review and discuss the information detailed in the handbook. Confirm that your student understands that he/ she will be held accountable for complying with district and school rules and procedures.
3. If you have any questions or concerns reach out to your child's teacher or the school administration.
4. **Acknowledge that you have read**, understand, and agree to abide by the information detailed in DeQuincy Elementary's Student Handbook. Please initial & have your child initial in the blanks. Sign below and have your child sign below.
5. Return the initialed, signed paper to your child's teacher.

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Print Student's Name

Student's Signature

Date



Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

