Red River Parish School Board

Teacher Handbook

KAY J. EASLEY, SUPERINTENDENT
2012-2013
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Dress Code

Professional, Paraprofessional, Office Personnel

Professional, Paraprofessional and Office Staff are expected to dress in a fitting manner while employed by Red River Parish School System. Appearance plays a major role in the total education process of young people. We must set certain standards of dress and adhere to certain limitations in dress to set a proper example for young people and the public.

Dress attire should be worn for school functions such as graduation exercises, parent-teacher meetings and conferences, student honor programs, and other ceremonial or professional gatherings among teachers, parents, and students.

One’s daily appearance is of utmost importance because it often reflects one’s quality of performance. Discipline in appearance serves to teach many of the students appropriate and reasonable dress. Principals will establish policies that are relevant to the particular school site concerning certain occasions when casual dress would be acceptable. Proper modes of dress are as follows:

1. Ladies - dresses, coordinated slacks and or skirts with blouses or sweaters.
2. Gentlemen - suits, sports coats & tie or dress pants, shirts with or without a tie.
3. Footwear appropriate to above attire is to be worn.
4. Coaches - can wear shorts, as long as involved with PE classes, but not during lunch, to the office or around campus.

Violations of the employee dress code shall be addressed as follows:

1st Offense
the employee shall be counseled by the administrator. A copy of said report will be put in the individual school=s personnel record.

2nd Offense
the employee shall be referred to the Superintendent. A written report of the outcome of the referral shall be put in the individual=s personnel file, with a copy of the first offense attached.

3rd Offense
the employee shall be referred to the grievance Committee (Executive/Personnel Committee) of the Board along with the supported documentation referred to above.

Please note that it is impossible to cover every situation when writing a dress code. Usually fads are not appropriate for professional attire.

*The immediate supervisor of the employee will be responsible for monitoring the staff dress code and his/her judgment shall be final.*
Professional Personnel Time Schedule

Teaching is a professional responsibility which entails many hours of work beyond those spent in the classroom itself. With respect to specified hours, teachers are expected to be at school at least 15 minutes before school opens each day; and clock in or sign the register in the designated place. They must be in classrooms available to students not later than 10 minutes prior to the opening of school. (This does not apply to teachers on duty)

They shall not leave the grounds, except in case of emergency, without the permission of the principal. No teacher will leave school earlier than 10 minutes after the buses. This regulation does not apply to schools requiring teachers to remain longer than 10 minutes after school closes.

Teacher Attendance

Teachers and staff want and expect students to be in attendance everyday. We set the example therefore we should expect the same of ourselves. Everyone suffers when a substitute is in place of a regular teacher.

Electronic Telecommunication Devices

School Board Policy JCDAE (RS 17:239)

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 service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students.

A violation of these provisions shall be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which my result in loss of life, injury, or property damage.

For purposes of this policy, the terms use and operation shall mean whenever the electronic telecommunication device is turned on.
SCHOOL DAY AND TEACHING DUTIES

1. Teachers are required to be in school for a period of eight (8) hours each day. Eight hours is, of course, the minimum time. Teachers will be expected to remain at school for a longer period of time on duty days, for faculty meetings, PTA, etc.

2. Teachers are not to leave their classrooms during instructional periods except in cases of emergencies.

3. Teachers are expected to sign in daily upon arrival at school and to sign out at the end of the day. Teachers leaving school during the school day shall have permission of the principal, sign the sign-out record, and then sign-in upon return.

4. All tests, where the test results will be recorded in the class register and used in determining nine weeks or semester grade, must be checked by the teacher.

5. Students shall not be permitted to enter any information (including grades) on any permanent records (i.e., class register, commutative records, etc.).

6. Teachers shall post a daily schedule.

7. Teachers are expected to make lesson plans that the state adopted curriculum.

8. Teachers are expected to maintain their classrooms in an orderly fashion at all times, and the classrooms should provide a good learning atmosphere.

9. Teachers should teach students to respect school property (furniture, bathroom, walls, equipment, and supplies). This should be stressed at all times.

10. Conservation of energy (lights, hear, air conditioning) shall be adhered to according to parish guidelines.

11. Blinds are to be all the way down and turned up.

12. The movement of students from room to room or to the outside and vice-versa, should be done in a quiet and orderly manner.

13. All paper, books, etc. that have strewn on the floor should be picked up before dismissal in the afternoon, and desks, window shades, etc., should be neatly arranged.

14. All teachers shall check school email accounts after school or during planning daily.
United States Supreme Court Guidelines
Using Corporal Punishment

1. Corporal punishment, generally, should not be used in a first-offense situation.

2. The student should be aware of what misbehavior could lead to corporal punishment.

3. Another adult witness should be present during the administration of corporal punishment.

4. The student should be told (in front of an adult witness) the reason for the punishment.

5. Upon request, the disciplinarian should inform the student’s parents of the reason for such punishment.

In addition to the above guidelines the Red River Parish School Board has the following guidelines:

1. Corporal punishment is limited to paddling on the buttocks by the administrators or teachers.

2. Paddling is limited to a maximum of five (5) strokes for each offense.

3. A wooden paddle shall be used. Specification for the paddle are:
   1. Maximum length: 23 inches
   2. Maximum width: 4 inches
   3. Maximum thickness: 5/8 inch
A. In addition to the provisions of R. S. 17:416.1 (C), 416.2 (B) and (C) (2) (a), and 416.6 (B), should any public school employee to be sued for damages by any student or any person qualified to bring suit on behalf of any student based on any action or statement or the omission of any action or statement such employee when in the proper course and scope of his duties as defined by the school board employing such employee, then it shall be the obligation of said school board to provide such defendants with a legal defense to such including reasonable attorney fees, investigatory costs, and other related expenses. Should any employee be cast in judgment for damages in such suit, it shall be the obligation of the school board employing such defendant to indemnify him fully against such judgment including all principle, interest, and cost, except that the school board shall not be responsible for any costs which the court stipulates are to be borne by a party other than the employee or school board.

B. If the school board provided the defense and the judgment makes an award to the employee for damages or other awards for costs or any fees, the employee shall reimburse the school board for its costs incurred for the defense. The requirement of reimbursement by the employee shall not exceed the award by the employee.

C. Nothing in this section shall require a school board to indemnify an employee against, a judgment wherein there is specific decree in the judgment that the action of the employee was maliciously, willfully, and deliberately intended to cause bodily harm or to harass or intimidate the student.

D. It shall be the responsibility of each city and parish school board to notify its employees of the provisions for legal defense and indemnification as provided in this section and to provide such information in writing in a clear and concise manner to its employees on an annual basis prior to the beginning of each school year.

E. For purposes of this section, the term city and parish school board shall include the municipal school systems recognized by the provisions of Article VIII. Section 13(D) of the Constitution of Louisiana.


416.5 Same: Attorney Fees
If a judgment is rendered in favor of the teacher in an action provided for in R. S. 17:416.4, it may include an award for attorney fees if the court finds that the action was brought in bad faith or was otherwise brought without sufficient merit.

Added by Acts 1983. NO. 378.2
ATTENDANCE

PK – 5
Homeroom teachers will post attendance daily

Grades 6-12
Each teacher will post attendance for each class

GRADING PROCEDURES:
I. Correct procedures shall be followed in the use of the class record book.
   A. All grades must be posted in JPAMS. Post grades on the date the assignment is due.
   B. Grading Scales
      1. Using the following scale to determine numeric/alpha grades in kindergarten
         Pre-K/Kindergarten
         
         | Score | Grade |
         |-------|-------|
         | 80 - 100 | S | Satisfactory |
         | Below - 80 | U | Unsatisfactory |
      2. Using the following scale to determine numeric/alpha in grades 1-12.
         Grade 1-12
         
         | Score | Grade |
         |-------|-------|
         | 93 - 100 | A |
         | 85 - 92 | B |
         | 75 - 84 | C |
         | 67 - 74 | D |
         | 66 - Below | F |
   C. Including, not only test grades, but also grades from class participation, homework, reports, etc.
   D. Make-up work shall be given to students upon the student=s return to school after any excused absence. Absences of one or two days shall have two (2) days to complete make-up work. Absences of more than two (2) days shall have timelines for make-up work agreed upon by student and teacher.
   E. Noting that all make-up work is the student=s responsibility. He/she must call the situation to the teacher=s attention and complete all work within the assigned period of time.
   F. The teacher is not required to administer the same test or examination to the returning student.
   G. Understanding that a student who does not complete missed work in the length of time required by the teacher will receive no credit for that test or assignment.
   H. Teachers are to send work for students assigned to DAP. The work is due the first day the student returns back to school.
   I. Teachers assigned to the Expulsion Wing will be responsible for all work once a student is assigned to the Expulsion Wing. The student=s grade should be prorated when sent to the Expulsion Wing.
   J. Discuss grading methods with the class.
D. Incomplete Grades

Students with excused absences that have not completed all of their work in a grading period may be given a grade of AI@. If the missing work is completed it will be included in the average and the AI@ will be replaced with a percentage grade. If the missing work is not completed within the time allotted, the students will be given a zero for the work (the floor percentage will be determined by the computer). An AI@ must be removed within 5 school days upon the student returning to school all incomplete work must be made-up, recorded in the grade book and posted on JPAMS by the teacher within 5 days after student has made-up work. **No grades of AI@ will be issued at end of the year.**

II. Proper methods for evaluating the student=s work at the end of the nine weeks shall be followed:
1. Students with disabilities who are addressing the general education curriculum are assessed according to the accommodation on their IEP.
2. Grades 1-12 must have at least two (2) grades per week per course.
3. A test will be given at the end of each section, chapter, or unit.
4. The test will be similar to Common Core, ACT, and/or EOC test items

III. Guidelines for Semester Examinations and Averages

A. Evaluate the student=s work for the semester by:
1. Giving semester examinations in grades 3-12 in all subjects. Semester test shall not exceed the class period.
   Example: 50 minute period=50 minute test; 60 minute class=60 minute test.

2. Requiring students in grades 3-12, to take mid-term and final exams.
   Note: Block schedule are as follows:
   End of First 9 Weeks   Mid-Term Exam
   End of Second 9 Weeks  Final Exam
   End of Third 9 Weeks   Mid-Term Exam
   End of Fourth 9 Weeks  Final Exam

3. The teacher shall prepare a study guide for the semester exam. This study guide should be submitted to the principal and students 3 days prior to mid-term/final exams. Study guides shall be reviewed by the teacher with the students 3 days prior to the tests.

4. The teacher constructing an examination, based on the study guide, that tests the material covered. A copy of each test and key shall be turned in to the principal prior to the testing date. The test shall be comprehensive, covering all subject matter covered each semester. Each student shall have a copy of the study guide. In grades 3-8, teacher constructed or criterion referenced (mid-book/end-of-book) test may be used, provided the class is at that point in the textbook and all material covered on the test has been taught and included in the study guide. (9-12 CNA study guide prior to 1st scheduled state board exam students may test outside testing schedule).
5. Manually recording a A0" to override the Afloor@ for any student who deliberately or willfully evade a semester exam in grades 3-12.
6. Manually recording a A0" to override the Afloor@ for any student who is caught deliberately or willfully cheating on test or assignment.
7. Recording grades from distance-related courses numerically, as received from the course teacher in grades 9-12. Since semester exams are not always given, the proctor must manually enter the semester average into the computer.

   Example: 1st & 2nd nine weeks = semester average

B. No grades are to be given in PK classes. Assessment portfolios will be used to determine growth and development.

C. In addition to posting grades for kindergarten in the school computer system, progress reports and checklists are used to indicate growth, development and academic achievement.

D. In grades 9-12, a student must achieve an average of at least 67% (D) to receive high school credits.

E. The reporting of distance learning grades shall be done in percentages. The Red River Parish grading scale shall be communicated to the distance learning teachers at the beginning of each course.

F. Properly file records
   By placing on file in the principal=s office, prior to test date, a copy of the student study guide & semester exam in each subject with an answer key.

IV. The parish-wide plan for determining session marks shall be used in all subjects. (Computerized report card system will calculate these marks).
   A. Grade 1-8
      A student must score 67% or better in order for him/her to receive credit for a course.
   B. Grades 9-12
      1. A student must achieve at least 67% (D) for the final grade to receive a Carnegie credit.
      2. No 2 credit given unless it is a 2 credit course. If the two semesters average 67% or above full credit is given. (Computer will calculate semester average).

V. Each school shall follow the standard policy regarding honor roll.
   A. To be considered for honor roll, a student must be achieving as follows:
      1. Superintendent Honor Roll
         (All A=s) Use 9 Weeks Grades Only
      2. Principal=s Honor Roll
         A=s-B=s (nothing below B)
      3. Honor Roll
         Average B (85% & above or 3.0) nothing less than a A=C@
   B. To determine the honor roll for students in grades 1-12, all courses taken will be used for averaging grades. (Exceptions: Subjects that are given grades of S, N, U are not included).
VI. Each school shall follow standard policy regarding senior averages, final tests, and attendance.

A. Rank graduating seniors: by using the following formula:
   GPA for regular courses is based on credits earned

B. Course Hierarchy
   1. By using the higher grade in averaging if the students repeats a subject.
   2. By using the grade of $A F 0$ with $A 0^*$ credit in averaging if the student does not repeat a subject he has failed.
   3. By determining grade point averages by averaging to the ten thousandths decimal place by rounding off the 100,000 thousands decimal place. (Ex. 2.84744 will be 2.8474 and 2.84745 will be 2.8275).

C. Require final examinations and use grade in computing final or session average. Honors, virtual-learning, and AP classes require that student take mid-term exams and finals for grades 3-12.

D. Do not release graduating seniors from school more than 10 days prior to the last day of attendance for other grades.

VII Attendance records shall be carefully maintained and kept up-to-date.

A. Record attendance in grades Pre K-8 by:
   1. Being familiar with the regulations regarding attendance as stipulated in the State Department Bulletin 741, as revised.
   2. Having the home room teacher assume the responsibility for the attendance records as related to attendance policy.
   3. Having home room teacher assume the responsibility for:
      a. Calling it to the attention of the student if he/she is in trouble with attendance.
      b. Notifying the principal when a student in his/her classroom is in trouble with attendance. (No credit can be given to any student who does not attend (K-8) the equivalent of 160 days in the school session.
      c. The home room teacher assumes responsibility for notifying principal when a students is tardy 3 times in a month.
   4. By having the principal assume responsibility for:
      a. Checking information provided by the computerized reports.
      b. Notifying the parents IN WRITING concerning their child=s attendance problems at 3 unexcused absences/tardies and schedule a parent conference.
      c. Filing a referral to the Director of Child Welfare and Attendance for cases of student with 5 unexcused absences/tardies.
      d. Keeping and filing doctor excuses regarding extended illness.
e. Filing an appeal for extenuating circumstances (excusable days of absence) with the Child Welfare and Attendance Supervisor for students who have justifiable reason for absences.

B. **Record attendance in grades 9-12 by:**

1. Having each teacher responsible for his/her own attendance records for each class.
2. Being familiar with the regulations regarding attendance as stipulated in the State Department Bulletin 741, as revised.
3. Hold each teacher responsible for their assigned classes as related to daily attendance for reporting purposes (maintain records of tardies and absences in the JPAMS grade book).
4. The classroom teacher shall be responsible for:
   a. Checking attendance at the beginning of **each** class period **each** day.
   b. Calling it to the attention of the student if he/she is in trouble regarding attendance. No credit can be given in a course when a student is not in attendance for the equivalent of 81 days in the semester.
5. Having the principal assume responsibility for:
   a. Checking information provided by the computerized reports.
   b. Notifying parents in WRITING concerning their child=s attendance problems at 3 unexcused absences and schedule parent conference.
   c. Filing a referral to the Director of Child Welfare and Attendance for cases of student 5 unexcused absences.
   d. Keeping and filing doctor excuses regarding extended illness.
   e. Filing an appeal for extenuating circumstances (excusable days of absence) with the Director of Child Welfare and Attendance for students who have justifiable reasons for absences.

VIII. **Regulations regarding enrollment eligibility shall be the same as those given in state publications.**

A. **Enrolling in Kindergarten in Red River Parish Schools**

1. Students who become five (5) years of age on or before September 30 of the calendar year in which the school year begins are eligible to enroll in kindergarten.

2. Once the student is officially enrolled in kindergarten or first grade, he/she will not be permitted to change his/her enrollment status unless recommended by the teacher, principal, and parent. Once a child enrolls in kindergarten, he/she must comply with the state attendance regulation.
B. Enrolling in the first grade in Red River Parish Schools

1. Every child, as a prerequisite to enrollment in the first grade, shall have attended kindergarten for a full year or pass the academic readiness screening administered by the Red River Parish School System.

2. Students who become six (6) years of age on or before September 30 of the calendar year in which the school year begins are eligible to enroll in the first grade providing all kindergarten requirements have been met.

3. Once the student is officially enrolled in kindergarten or first grade, he will not be permitted to change his enrollment unless recommended by the teacher, principal, and parent.

IX. The following are parish policies governing subjects and grading:

A. Each school shall give a grade in the subjects listed below:

<table>
<thead>
<tr>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
<td>Reading</td>
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<tr>
<td>Direct Instruction</td>
<td>Direct Instruction</td>
<td>Direct Instruction</td>
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<tr>
<td>*Language Arts</td>
<td>*Language Arts</td>
<td>*Language Arts</td>
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<tr>
<td>English</td>
<td>English</td>
<td>English</td>
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<tr>
<td>Spelling</td>
<td>Spelling</td>
<td>Spelling</td>
</tr>
<tr>
<td>Penmanship</td>
<td>Penmanship</td>
<td>Penmanship</td>
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<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Mathematics</td>
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<table>
<thead>
<tr>
<th>Grade 4</th>
<th>Grade 5</th>
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<tbody>
<tr>
<td>Reading</td>
<td>Reading</td>
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<tr>
<td>Direct Instruction</td>
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<td>*Language Arts</td>
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<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Spelling</td>
<td>Spelling</td>
</tr>
<tr>
<td>Penmanship</td>
<td>Penmanship</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
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<tr>
<td>Science</td>
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<tr>
<td>Social Studies</td>
<td>Social Studies</td>
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*Language Arts grade is a combination of the English, Spelling and Penmanship.
In Junior High sixth graders will take *IBCA* and seventh graders will take *Journey to Careers* for high school credit provided a certified teacher is available.

B. Numeric grades are to be used for all subjects in all grade levels with the following exceptions and general policies pertaining to grading and subject matter in the elementary/middle school:
   1. Kindergartners must be proficient in 80% of the state and parish standards.
   2. In grades 1-8, each school shall give health and physical education grades. In grades 1-3, S, N, and U shall be given. In grades 4-8, numeric grades shall be given.
   3. In grades 1-3, S, N, and U shall be used in grading music, arts, and crafts as incorporated into basic courses or as a stand alone subject.

X. **Promotions and failures shall receive careful consideration.**

In elementary grades K-8, refer to the policy in the *Pupil Progression Plan*.

XI. **Reports Cards to parents should be handled professionally.**

A. The teacher shall post grades into the computerized system.

B. Progress Reports are to be issued to all students.

C. Parents/guardians of students in grades PK-12 will pick up report cards from students= assigned school. Do not hand out report cards to students.

D. At the end of the school year, the teacher shall complete the report card by:
   1. Posting grades on the computer.
   2. Checking and correcting any errors.
   3. Checking the final average.
   4. Remembering that students are either promoted or failed; they are not *promoted on condition*.
   5. Incomplete grades – none at the end of each semester.
XII. **Cumulative folders shall be carefully kept by the school.**

A. A student enrolling in Red River Parish must present a birth certificate, social security card, and a current health record card. Copies of these documents are to be filed in the student=s cumulative folder.

B. The School Administrator enrolling a pupil for the first time will fill out the identifying information on the register sheet upon enrollment.

C. The Central Office will provide each school with the appropriate number of cumulative folders. (Detailed directions will accompany folder).

The Cumulative Folder is a very heavy duty expansion file pocket legal size vertical size that contains three (3) removal tabs. (Demographic Data, Test Results and Transcripts).

1. The student=s name shall be printed or may be typed on a peel and stick label and placed on the back tab left hand side of the expansion folder. Last name first, followed by first name and middle initial.

2. The student=s SID identification number shall be printed or may be typed on a peel and stick label and placed on the back tab right hand side of the expansion folder.

Demographic Data Section shall contain copies of the following items:

- Social Security Card
- Birth Certification
- Legal Documents
- Driver=s License
- Proof of Vehicle Insurance
- Health Insurance Info
- Special Instructions
- Notes from Parents
- Doctor=s Excuses
- Special Medical Instructions

Test Results Section shall contain the following items:

- The peel and stick test data labels will be placed on the Test Results directly on the Test Results Divider in a chronological order beginning on the front left side of the divider.

All test data student reporting forms shall be placed in this section.

- PK & Kindergarten Screening Results
- K3 Developmental Reading Assessment (Pre-Test/Post Test)
- K3 Yopp Singer Phoneme Segmentation Test
  (for those students below grade level)
- LEAP 4th & 8th
- IOWA Tests
California Achievement Tests
LEAP (LA Educational Assessment Program)
ACT

ASVAB (Military Testing)
SAT
DIBELS
Brigance
iLEAP
PLAN
Explore

Transcript Section shall contain the following items:
K8 copy of report per grade level
Grade 9-12 copy of current PAMS transcript.
(Once transcript has been checked, discard old one)
Transcripts from other schools/school districts
Correspondence Course Grades
Summer School Course Grades

Health Records Folder (Dark Green) shall be placed at the back of the Cumulative Folder.
The School Nurse shall maintain this folder.
Special Education (See Special Education Records) regular education teachers shall receive a copy of accommodation page for Special Education & 504 students they teach at the beginning of the year.

D. The Guidance Counselor/Student Mentor Teacher shall:
   1. Check the student files at the beginning of school to assure that every student has a folder, at the beginning of school, mid-term and end of school.
   2. If a folder is missing, the teacher shall inform the principal immediately.
   3. The principal will assume responsibility for securing the cumulative folder.
   4. The teacher will inform the office anytime there is a change in the student demographic information.
   5. Include grades K-3 screening results in cumulative folders.
   6. Insure that students in grades 9-12 are in compliance with establishing and maintaining a Individual Graduation Plan.
Information Required in IEP folders
Monitoring Form

Folder __________________________       Date Reviewed___________________

Quarterly Review  1  2  3  4

Record Review Form is in Folder  ___Y ___N

| ___Current IEP  w/ all support plans | ___ Previous 2 Yrs  IEPs |
| ___ IEP Notice Letters               | ___ Current Report Card |
| ___ Progress reports  1 2 3 4        | w/ attendance information |
| ___ Teacher Collaboration sheets     | ___ Previous Evaluations |
|    (completed)                      | ___ FBA if needed        |
| ___ End of year Report Card         | ___ Test Results  (iLEAP, LEAP, GEE |
|    (Previous 3 Yrs)                 |    Work Keys, GED,       |
|                                       |    Universal Screening   |
| ___ Current Evaluation              | ___ Current Yr. Discipline Reports |
|                                       | ___ Documentation of Behavior |
| ___ Current Yr. Discipline Reports  | ___ Parent Contacts other than IEP |
| ___ Documentation of Behavior        | Notice Letters (if Needed) |
| ___ Previous IEPs                   | ___ Current Report Card  |
| ___ IEP Notice Letters              | w/ attendance information |
| ___ Progress reports 1 2 3 4        | ___ End of year Report Card |
| ___ Teacher Collaboration sheets    | (Previous 3 Yrs)         |
|    (completed)                     | ___ Current IEP w/ all support plans |
| ___ End of year Report Card         | ___ IEP Notice Letters |
|    (Previous 3 Yrs)                | ___ Progress reports 1 2 3 4 |
| ___ Current Evaluation              | ___ Teacher Collaboration sheets |
|                                       | (completed)              |
| ___ Current Yr. Discipline Reports  | ___ End of year Report Card |
| ___ Documentation of Behavior        | (Previous 3 Yrs)         |
| ___ Parent Contacts other than IEP  | ___ Current IEP w/ all support plans |
| Notice Letters (if Needed)          | ___ IEP Notice Letters |

Comments:____________________________________________________________
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Professional Accountability

At the beginning of each year or employment date, each teacher shall sign a job description/or update and complete a Professional Development Plan. Each teacher shall maintain a Teacher Portfolio which is comprised of the job description, professional evaluation/observation growth plan with documentation, assessment forms, NTA and local evaluation, self evaluation and assessments.

Each educator is responsible for maintaining required documentation and reporting of earned CLU’s each year to the principal. The principal will maintain a folder for each educator assigned to her/her school site. The principal will submit to the Central Office an annual update on each teacher’s status toward earning the required 90 CLU’s.

An educator holding a Level 2 or 3 Professional License is responsible for maintaining documentation regarding the 150 CLU’s for purposes of re-licensure and is responsible for completing the necessary paperwork every five (5) years to renew his/her license.

Staff Absences

Teachers are responsible for posting absences with AESOP and notifying school personnel. Call your principal as soon as possible. Teachers are not to secure their own substitutes.
Discipline

The teacher shall maintain classroom behavior in the classroom by:

Each teacher is to have a discipline plan

Following the procedures and polices of Red River Parish School Board.

Follow procedures as outlined by the assigned school.

Submitting proper forms to the office concerning discipline problems in the classroom/assigned area.

Contacting principal in regards to discipline problems.

A Discipline Behavior Report must be completed for a student if a teacher desired to document a student behavior. Anytime a student is removed from the classroom, a Discipline Behavior Report shall be completed.

The principal will assume responsibility for acting within the legal time constraints on the Discipline Behavior Report.

Virtual-Learning Proctors

A. Proctors shall assume the responsibility of the classroom teacher by:
   1. Checking roll each class period
   2. Staying in the assigned room with the students at all times.
   4. Assisting students with the classroom
   5. Working with the tele-learning teachers.

B. Proctors can make these classes more successful by:
   1. Being actively involved in the classroom
   2. Keeping the students on track with assignments and projects
   3. Maintaining control of the classroom
   4. Assuring that assignments are completed and mailed on time
Bookkeeping Procedures

Collections - Teachers

1. Students should turn money in to their home room teacher or the teacher sponsoring the club or event. All checks and money orders should be made payable to the school - not the club, teacher, etc. The teacher will keep a receipt book and write each student an individual receipt for the money that he/she turns in. A receipt book with carbon paper should be used with the teacher keeping the carbon copy in the book.

2. The teacher who is collecting the money should complete a collection log listing each student that has turned money in individually on the sheet along with the amount that was turned in.

3. The teacher should add up the individual figures on the collection log and write the total amount collected at the bottom of the collection log.

4. The teacher should then sort the money by denomination, turning all bills in the same direction. Coins should be rolled, when possible. (Wrappers are available from the office). When there are enough coins for about a half roll, partial rolls should be turned in with the dollar amount of the coins in the roll clearly written on the wrapper.

5. The teacher should total up the actual money and checks and compare this total to the total on the collection log. If the two totals do not match, the teacher should investigate the reason for the difference (read both the money and the collection log, etc.).

6. When these totals match, the money and the collection log should be turned in to the office. All money should be turned into the office by 12:30 each day. The teacher is required to make a copy of the collection log before turning it in to the office for his/her records until the office issues a receipt for the money.

7. The office will verify the money, issue a receipt to the teacher, and return a copy of the collection log with the receipt number recorded on it to the teacher for his/her records.

*TEACHERS SHALL TURN MONEY IN TO THE OFFICE ON A DAILY BASIS AFTER FOLLOWING THE ABOVE PROCEDURES.*

*DO NOT LEAVE MONEY UNATTENDED OR IN AN UNSECURED LOCATION AT ANY TIME.*

*THE TEACHER IS RESPONSIBLE FOR THE MONEY TURNED IN TO HIM/HER.*
All Checks and Money Orders collected should be made payable to the school.

Each student that money is collected from should be listed individually on this form along with the amount that he/she gave you.

<table>
<thead>
<tr>
<th>NAME / CHECK NO.</th>
<th>DATE / MEMO</th>
<th>AMOUNT</th>
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<tbody>
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TOTAL MONEY TURNED IN TO OFFICE
Purchase Orders - Teachers

When a teacher wants to purchase anything that the school is to write a check for, the teacher should fill out a purchase order request form found on district web site under administration. www.rrbulldogs.com

The completed purchase order form should be completely filled out indicating the items to be purchased, the vendor, the source of funds to pay for the items, how they are to be ordered (i.e., phone, fax, picked up, or mailed).

When completed, the purchase order request should be submitted to the principal for approval. The teacher should keep a copy of the purchase order request form for his/her records.

When approved, the purchase order request will then be assigned a purchase order number and the order placed by the school.

When the order is received, the teacher should verify that the order is correct. If it is correct, the teacher should date and sign the packing slip and turn it into the office.

If any items are ordered without obtaining the principal’s approval and a purchase order number, the teacher will be held personally responsible for payment of the ordered items.
Red River Parish School District
1922 Alonzo Street, P.O. Box 1369
Coushatta, LA 71019
Phone: (318) 932-4081
FAX: (318) 932-3081

PO #: ____________

PURCHASE ORDER

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Ship &amp; Bill To</th>
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<td>Attention:</td>
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<td>Company:</td>
<td>Company:</td>
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<td>Address:</td>
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<td>City, State Zip:</td>
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<td>Email:</td>
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<th>Quantity</th>
<th>Part Number</th>
<th>Description</th>
<th>Unit Price</th>
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Subtotal: 
Shipping: 
Tax: **EXEMPT**
TOTAL: 

Comments

Approved

Date: ______________________
Program: ______________________
Project No.: ______________________
Account No.: ______________________

*** All items must be received and invoiced by June 30th of the current fiscal year. ***

*** Proof of Sales Tax Exemption will be provided upon request. ***
Check Requests - Teachers

When the invoice for the purchased items comes in, the teacher should verify that the invoice is correct. If it is correct, the teacher should obtain and complete a check request form.

The check request form should be filled out completely, indicating who the check should be made out to, the amount, the source of funds, and signed by the teacher and the person in charge of the funds to be used to pay for the purchase.

The invoice or other items (store receipts, registration forms, etc.) to be used as backup of the check should be attached.

The completed check request with documentation attached should then be turned into the office for payment. The teacher should keep a copy of the check request and invoice for their records.

The office will then process the check payment. When ready, the check will be mailed by the office, or if requested, returned to the teacher.
CHECK REQUEST FORM

Payable To: ________________________________________________________________

Reason / Invoice Number: __________________________________________________

Amount: ___________________________________________________________________

REQUEST MADE BY:

Class/Club/Organization: ____________________________________________________

Sponsor: ____________________________________________________________________

APPROVED BY:

Signature: ______________________________ Date: ________________

Class/Club Sponsor, Principal

If the amount of the check is to be split between several accounts, show breakdown below.

<table>
<thead>
<tr>
<th>Class or Club Account</th>
<th>Memo / Invoice Number</th>
<th>Amount</th>
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Attach a copy of your documentation (cash receipts, invoices, order forms, minutes, etc.) to your check request form.

Office Use Only:

Has money been turned in to cover this check? YES NO

If NO, current balance in Class or Club Account $ ____________

If balance is negative, principal’s signature is required below.

Signature: __________________________ Date: ______________

P.O. Number __________________________

Issuer ______________________________

Date Invoice Received ________________

Funding Account ______________________

Principal ____________________________
Procedure For Fund Raising Projects

1. All fund raising activities must be requested and approved through the school office and the central office.

2. Request for Fund Raising Activity Forms are available from the school secretary. These forms are printed on NCR paper. The sample form in this handbook may be used as a worksheet.

3. Teachers will be responsible for submitting requests for fund raisers to the principal on the Request for Fund Raising Activity Form no later than three (3) weeks prior to the beginning of the project.

4. Individual clubs or groups wishing to conduct a fund raiser must limit participation to members of the group.

5. Classroom groups which are not specific members of the group requesting the fund raiser are not to be utilized for the purpose of increasing the volume of sales.

6. Sponsors are not to utilize instructional time to facilitate fund raising activities.

7. All fund raising activities will have a designated beginning and ending date.

8. Teachers are required to turn in any money collected by students for school or club sponsored activities each day. (See Procedure for Submitting Money to the School Office).

9. When money is collected from a student, always give the student a receipt. (A receipt book will be provided for you).
   a. Write the student’s name, amount collected, and what the money is for on the receipt.
      White copy        Student
      Yellow copy       Office
      Pink copy         Teacher=s Records
   b. Turn in any money collected before 12:30 each day.
   c. A receipt for money turned in will be placed in your box before the end of the day.

10. Money not reported to the office becomes the responsibility of the teacher. Restitution will be required should the money be lost or stolen.
Red River Parish School Board
Fund Raising Audit Form

_________________________________________
Name of School

_________________________________________
Type of Fund Raising Activity

_________________________________________
Sponsoring Organization

Total expenses from fundraiser (Attach copies of all invoices) ________________________________

Total receipts and deposits from fundraiser
(Attach copies of all receipts and deposit slips)

Total profit made for Fundraising Event ________________________________

Explanation if profit was not made from fundraising activity:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Signature of Sponsor       Date

Principal Signature       Date

Reviewed by Business Manager       Date

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Acceptable Use Policy Signature Form

I (as the user or student, parent/guardian, and teacher) have been provided a copy and I have read the district’s policy and regulations concerning use of the school’s computers and RED RIVER PARISH COMPUTER SYSTEM (RRPCS). I understand that some materials available through external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for the district to screen or review all of the materials. I accept responsibility to abide by the standards written in the district’s policy for appropriate and acceptable use when using the RRPCS or any other electronic media or communications. In addition, I agree to release any Red River Parish School, the Board of Education, its agents, and employees, who while acting in an official capacity, from any and all claims of any nature arising from my use or the use by those under my supervision of the RRPCS in any manner whatsoever, unless negligence is shown in a court of law.

STUDENT OR USER: I have read and agree to abide by the terms of the Red River Parish School District Acceptable Use Policy. I further understand that any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

User’s Signature  (Student or Faculty)                  Date

PARENT OR GUARDIAN: I have read the Red River Parish Acceptable Use Policy and have discussed it with the above student. I understand that access to the computer network is designed for educational purposes. Although the Red River Parish School District has taken precautions to eliminate controversial material, I understand that it is impossible for the district to eliminate access to all controversial materials. I will not hold the district responsible for materials acquired on the network. Further, I accept full responsibility for supervising the above student when my child’s use of the computer network is not in a school setting. I hereby give permission to issue an account to my child and certify that the information contained on this and/or the application form is correct.

________________________________________________  ____________________________

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UNAUTHORIZED AND ILLEGAL USE

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the RRPCS or any school computer. Faculty and staff must be prudent while using the RRPCS or any school computer. Direct supervision for faculty and staff will not be required.

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users is prohibited. Any use of the RRPCS by any person that incurs expenses to the school or school system other than the regular monthly fees and rates is strictly prohibited. Furthermore, the RRPCS will not be used for commercial, political, or religious purposes.

Use of the RRPCS for any hacking or illegal activities is prohibited. Hacking or illegal activity includes but is not limited to (a) tampering with computer hardware and software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

If an account system is used, users will have full responsibility for the use of their account. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should an account code or password be given to another user. Impersonations, pseudonyms, and anonymity is not permitted. Real names must be used.

COPYRIGHTS AND PRIVACY

All users must adhere to copyright rules regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. All software is distributed with a license, which governs its use. Most licenses allow for the copying of the original media (disks or cd-roms) for backup purposes only and for the installation of the software on only one computer. If the software is to be installed on additional computers, additional licenses or original copies of the program must be obtained. If additional licenses or original copies are not obtained, the software must be deleted off the first computer before being installed on a second computer. Users are NOT to bring software from home to school, to install software on school computers without permission, and to violate software copyrights & licenses.

Re-posting personal communications without the original author’s prior consent is prohibited. To do this is a violation of the author’s privacy. However, all messages posted in a public forum such as newsgroups or listservs (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper credit is given. All E-mail must be deleted as soon as possible after reading in order to conserve file space.

Users are not to access information and files belonging to other staff members, teachers, or students. This includes grades, counseling information, schedules, discipline records, transcripts, test scores, health records, special education records, E-mail, word processing files, and any information protected by law [R.S. 17:1941 and Section 438, PL 93-380].

To protect the online privacy of minors in accordance with the Children’s Internet Privacy Act (CIPA), students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network, specifically on the Internet.
INSTALLING PRANK SOFTWARE & VIRUSES

No software is to be added without the permission of the administration.

Avoid the knowing and inadvertent spread of computer viruses. “Computer Viruses” are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, do not import files or programs from home or from unknown or disreputable sources. If you do obtain software or files from remote sources, follow proper procedures to check for viruses before use. All disks should be scanned for viruses before each use on the RRPCS. State and federal law consider deliberate attempts to degrade or disrupt the RRPCS or the performance of the network or any spreading of computer viruses to be criminal activity.

OBJECTIONABLE MATERIALS

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school rules and codes of conduct. Avoid offensive or inflammatory speech. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a “flame”, a harsh critical or abusive statement, bring the incident to the attention of an administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials will not be allowed.

ENFORCEMENT OF POLICY

a. Red River Parish School District uses a technology protection measure that blocks or filters Internet access to block access to some Internet sites that are not in accordance with the policy of Red River Parish School District.

b. The technology protection measure that blocks or filters Internet access may be disabled by a Red River Parish School District staff member for bona fide research purposes by an adult.

c. A Red River Parish School District staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.

d. Red River Parish School District staff will monitor students’ use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

This policy may be amended by the school district or school to include further restrictions in order to meet special needs, provided that school board policy is not violated.

Approved by Red River Parish School Board on the 4th day of September 2001
§416.18  Teacher Bill of Rights

A. 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:

(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 and 416 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 the custody of the principal 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 conducive 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 disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

(8) A teacher has the right to be free from excessively burdensome disciplinary paperwork.

(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 become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

August 3, 2012

I verify that I have received, read, and/or in-serviced on the Teacher’s Handbook. It is my responsibility to understand the contents, and if there are any questions, I will ask my immediate administrator.

Please sign and return to your principal.

_____________________________   ________________
Teacher Signature     Date