

# Louisiana School for the Visually Impaired

## Mission

- To provide quality educational programs in a nurturing environment for children of this state who are blind or visually impaired
- To strive to prepare students to reach their potential in a diverse and changing society
- To foster a challenging and rewarding workplace
- To provide support services statewide in response to the ever-changing needs of blind and visually impaired students in Louisiana.

## Philosophy

The function of LSVI is to educate blind/visually impaired students. The total environment of the school, including both classroom activities and the extended day programs, facilitates accomplishment of the goals of the Individualized Education Program (IEP) for each child. LSVI offers a broad spectrum of educational services, from daily living skills and socialization to college-bound programs.

## **ALMA MATER**

Dear LSVI, our hearts are true

We'll always be loyal to you.

As we travel life's way, we will keep in our minds

The way of our dear Gold and Blue.

Immortal the standards of LSVI,

Her banners we'll always hold high.

In defeat or in victory, we'll always be true—

Loyal to LSVI.

Kayrya Hutcherson

# Positive Behavior Support

## Classroom

- Rule: Follow directions
- Rule: Speak quietly, using appropriate language
- Rule: Have needed materials
- Rule: Resolve conflicts quickly and peacefully
- Rule: Be prepared
- Rule: Be on time
- Rule: Use equipment responsibly

## Hall

- Rule: Speak quietly, using appropriate language
- Rule: Follow directions
- Rule: Stay to the right
- Rule: Keep halls clear
- Rule: Travel safely and orderly
- Rule: Keep lockers orderly

## Cafeteria

- Rule: Follow directions
- Rule: Be courteous
- Rule: State name promptly
- Rule: Choose needed utensils
- Rule: Use utensils
- Rule: Eat quietly
- Rule: Eat in time allowed

# Academic

Every student should arrive at school and at each class on time prepared to learn. Such preparedness includes, but is not limited to, having all necessary materials and supplies needed for class, and entering with the purpose of participating and exhibiting proper effort.

The grading system used for students in Pre-K through kindergarten is as follows:

- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

This scale is also used in living skills and music for grades PreK-8.

Grades 1<sup>st</sup> – 3<sup>rd</sup> receive S, N, U in art, music, living skills, and keyboarding.

The grading system used for students in 1<sup>st</sup> through 12<sup>th</sup> grade is as follows:

- A 93 - 100
- B 85 - 92
- C 75 - 84
- D 67 - 74
- F 66 - 0

End of course testing counts as 15% of the final course grade. If a student is identified as LAA2 before their first EOC tests, their EOC test will count as 5% of the final course grade.

A mid-term exam will be given covering material from the first and second nine weeks. A final exam will be given covering material from the third and fourth nine weeks. Students in grades 6 – 12 are required to take mid-term and final exams. Exams are not given in music or living skills unless the class is for a Carnegie unit.

The following scale is used for determining a final grade:

- A 3.5 – 4.0
- B 2.5 – 3.4
- C 1.5 – 2.4
- D 1.0 – 1.4

Report cards will be distributed at the end of each 9 weeks; progress reports will be distributed every 4 ½ weeks.

Students who are in alternative assessment classes will receive IEP progress reports to indicate individual progress at the end of each 9 weeks. A 4½ week report will be sent home as indicated on the master calendar. The teachers' comments serve as a measure of student progress and are provided quarterly.

Refer to LSVI's Pupil Progression Plan for further explanation of our grading policy.

## GUIDELINES FOR HONOR ROLL

**4.0** Honor roll

4.0 average

Any student who makes all A's in their academic subjects

**A** Honor roll

3.9 to 3.5 average

Any student who makes less than a 4.0 and greater than 3.4 in their academic subjects

**B** Honor roll

3.4 to 3.0 average

Any student who makes less than a 3.5 and greater than a 2.9 in their academic subjects

Conduct is **not used** in averaging grades to determine the Honor Roll.

**A student who has an “F” in any subject does not qualify for the honor roll.**

# Classification of High School Students

The Carnegie unit classifications are:

<b>Class</b>	<b>Number of Carnegie Units to Qualify</b>
Freshmen	0 – 5.5
Sophomores	6 - 11
Juniors	11.5 – 17
Seniors	17.5+

## Alternate Certificates

Students who do not complete the above academic requirements for receiving a high school diploma, may still participate in the graduation ceremony with his or her graduating class by completing the requirements for a career diploma, state approved skills certificate or Certificate of Achievement.

## Senior Service Hours

Seniors are required to complete 10 service hours per semester. These hours must be earned at LSVI only. Failure to do so will result in the loss of priveleges.

## Course Plan for Students Who Entered High School in 2011, 2012 or 2013

### Core 4 Track

<b>English (4 units)</b>
English I English II English III or English III AP English IV or English IV AP
<b>Math (4 units)</b>
Algebra I or Algebra I Part 2 Algebra II Geometry 4 <sup>th</sup> Math _____
<b>Science (4 units)</b>
Physical Science Biology I 3 <sup>rd</sup> Science _____ 4 <sup>th</sup> Science _____
<b>Social Studies (4 units)</b>
Civics/Free Enterprise U.S. History 3 <sup>rd</sup> Social Studies _____ 4 <sup>th</sup> Social Studies _____
<b>Foreign Language (2 units)</b>
Spanish I Spanish II
<b>Art (1 unit)</b>
Art _____
<b>Health/P.E. (2 units)</b>
Health/P.E. P.E.
<b>Electives (3 units)</b>
Elective 1 _____ Elective 2 _____ Elective 3 _____

Math Course Options: Financial Literacy, Math Essentials, Advanced Math

Science Course Options: Earth Science, Environmental Science, Chemistry II, Biology II

Social Studies Course Options: World History, World Geography, Law Studies, Psychology, Sociology

### Basic Core Track

<b>English (4 units)</b>
English I English II English III English IV
<b>Math (4 units)</b>
Algebra I (1 unit) or Algebra I, Parts 1 and 2 (2 units) Geometry 3 <sup>rd</sup> Math _____ 4 <sup>th</sup> Math _____
<b>Science (3 units)</b>
<i>Physical Science</i> Biology I 3 <sup>rd</sup> Science _____
<b>Social Studies (3 units)</b>
Civics U.S. History 3 <sup>rd</sup> Social Studies _____
<b>Health/P.E. (2 units)</b>
Health/P.E. P.E.
<b>Journey to Careers (1 unit)</b>
Journey to Careers
<b>Area of Concentration Electives (5 units)</b>
Elective 1 _____ Elective 2 _____ Elective 3 _____ Elective 4 _____ Elective 5 _____
<b>Electives (2 units)</b>
Elective 1 _____ Elective 2 _____

*Courses in italics may be substituted.*

Math Course Options: Algebra II, Financial Literacy, Math Essentials, Advanced Math

Science Course Options: Chemistry I, Earth Science, Environmental Science, Biology II, Chemistry II

Social Studies Course Options: World History, World Geography

Students must select an area of concentration and take five electives, including one computer course, related to that area of concentration.

## Course Plan for Students Who Entered High School in 2014 or Beyond

**Student Name:** \_\_\_\_\_

**Career Pathway:** \_\_\_\_\_

TOPS University Track

TOPS Tech Jump Start Track

<b>English (4 units)</b>
English I English II <i>English III or English III AP</i> <i>English IV or English IV AP</i>
<b>Math (4 units)</b>
Algebra I Algebra II Geometry <i>Advanced Math – Functions and Statistics</i>
<b>Science (4 units)</b>
<i>Physical Science</i> Biology I Chemistry I            4 <sup>th</sup> Science _____
<b>Social Studies (4 units)</b>
Civics                              U.S. History <i>World Geography</i> <i>World History</i>
<b>Foreign Language (2 units)</b>
Spanish I Spanish II
<b>Art (1 unit)</b>
Art _____
<b>Health/P.E. (2 units)</b>
Health/P.E.                      P.E.
<b>Electives (3 units)</b>
Elective 1 _____ Elective 2 _____ Elective 3 _____

*Courses in italics may be substituted.*

Science Course Options: Earth Science, Environmental Science, Chemistry II, Biology II

<b>English (4 units)</b>
English I English II English III <i>English IV</i>
<b>Math (4 units)</b>
Algebra I or Integrated Mathematics I <i>Algebra II or Integrated Mathematics II</i> <i>Geometry or Integrated Mathematics III</i> <i>Financial Literacy or Math Essentials</i>
<b>Science (2 units)</b>
<i>Physical Science</i> Biology I
<b>Social Studies (2 units)</b>
Civics U.S. History
<b>Health/P.E. (2 units)</b>
Health/P.E. P.E.
<b>Jump Start Electives (9 units)</b>
Elective 1 _____ Elective 2 _____ Elective 3 _____ Elective 4 _____ Elective 5 _____ Elective 6 _____ Elective 7 _____ Elective 8 _____ Elective 9 _____

*Courses in italics may be substituted.*

Students must select a career pathway, take nine electives related to that pathway, and pass a credentialing exam to meet graduation requirements

## Club/Sports

Students identified as 7<sup>th</sup> graders by their IEP's or 13 years of age prior to the beginning of school are eligible for SCASB activities.

A student may be president of no more than one club per year.

Participating in extracurricular activities is a privilege, which may be revoked due to behavior and/or academic issues.

Students in grades 9 – 12 may purchase a LSVI letterman jacket after completing one season of a sport or club.

### **Cafeteria Rules**

Students who are transported to school by parents must arrive **before 7:45 AM** and **no earlier than 7:30 AM** in order to eat breakfast.

## School Food Service Cafeteria Guidelines

The United States Department of Agriculture has mandated regulations for school breakfast and lunch programs. LSDVI follows these guidelines. Please read below:

**Breakfast Calories:** PreK - 5<sup>th</sup> grade: 350-500      6<sup>th</sup> – 8<sup>th</sup> grade: 400 – 550      9<sup>th</sup> - 12<sup>th</sup> grade: 450-600

**Lunch Calories:** PreK - 5<sup>th</sup> grade: 550- 650      6<sup>th</sup> – 8<sup>th</sup> grade: 600 – 700      9<sup>th</sup> - 12<sup>th</sup> grade: 750-850

At all meals, menu options and serving sizes may change between grades. Students will be required to let the server know what grade they are in when being served.

Students are allowed to have a second milk at meals. When students return for a second milk, they must stop by the point of sale desk so that the food service employee can enter their second milk in the computer.

For all meals, students must stop by the point of sale desk with their school ID badge. The badge will be scanned to the student's meal.

### **Middle School and High School Students (6<sup>th</sup> thru 12<sup>th</sup> grades):**

Lunch requirements: Each student must take 3 of the 5 menu items offered. One of the items must be either the vegetable or fruit. If you do not have a vegetable or fruit on your tray when you get to the end of the serving line, you will be turned around to get either a fruit or a vegetable, and then your badge will be scanned.

## **Student Attendance Policy**

The compulsory attendance law (Bulletin 741) states elementary and high school students shall be in attendance a minimum of 60,120 minutes per school year. Elementary students who are absent more than twenty days per year will not be promoted to the next grade; high school students who are absent from class more than ten days a semester will not receive a Carnegie credit for the course.

Following an absence, students are encouraged to return to school with an excuse.

If a student is absent and returns to school with a **doctor's excuse** for a specified time period, the absence **does not** count towards the 60,120 minutes policy.

When a student returns to school after an absence and has a **parental excuse**, this absence **does** count towards the 60,120 minute policy.

In both cases, students may make up missed assignments.

This policy may be appealed to the Superintendent or his designee.

## **School Sponsored Trips**

Participation in school sponsored trips is based on the following criteria:

1. Orientation and Mobility Skills
2. Age
3. Appropriate behavior (dorm and school)
4. Independent living skills
5. Braille/reading skills
6. Physical limitations
7. Must be in good academic standing

Administration's approval is required for all students to attend a school sponsored trip.

# Discipline

**All discipline issues are handled at the discretion of the administration.**

## **Alcohol, Drugs, and Drug Paraphernalia**

Students are not to possess, distribute, transfer, use, or be under the influence of controlled substances or illegal drugs including alcohol, while on school property or at school sponsored activities. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC 812 (c)). Illegal drug means a controlled substance but does not include such a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal Law. The use of a controlled substance and the unlawful possession of alcohol are wrong and harmful. The use, possession, distribution, transfer and/or sale of any drug, alcohol, narcotic or noxious substances, counterfeit (look-alike) drugs, depressants, drug related paraphernalia, stimulants or hallucinogens of any type is expressly prohibited. Offenders will be encouraged and/or required to seek help or counseling. Over-the-counter and prescription medications are to be kept in the Infirmary and administered in accordance with the guidelines stated in the Clinical/Ancillary Procedures Handbook. Offenders are subject to disciplinary action; police will be notified in all instances involving the possession or sale of illicit drugs.

LSVI is a smoke free facility. The use and/or possession of tobacco and/or smokeless tobacco products are not permitted in school buildings, or on school property, or at school-sponsored activities.

## **Assault/Verbal and Physical**

1. Assault is a vigorous physical, verbal, or an unprovoked attack that may or may not cause personal injury to another student, staff member, or anyone on school property.
2. Students are not to behave in ways that cause, or attempt to cause, apprehension of, or injury to another student or staff member.
3. A student who engages in verbal/physical assault will be subject to disciplinary action, police notification, and charges if warranted.
4. Any student who encourages or intensifies an assault or purposefully inhibits adults from interceding will be considered a participant.

## **Bomb Threats/False Alarms**

Students are not to tamper with or damage fire or emergency equipment, or threaten to damage school property in any way. Making a false report regarding the possession or location of explosive materials or activation of an emergency response when no emergency exists is a serious offense that may endanger the lives of others. Offenders are subject to disciplinary action, police notification, and charges if warranted.

## **Bullying**

Bullying will not be accepted. Bullying is a pattern of behavior against other people that hurts them or their property, puts them in danger, makes them afraid of being hurt, makes them afraid their property will be hurt, intimidates or threatens them, interferes with their school performance, or disrupts school. Bullying can be physical, verbal or written and it can be electronic. Some examples of bullying include: making obscene gestures, making faces, name calling, making threats, taunting, teasing, spreading untrue rumors, shunning or excluding someone, hitting, kicking, pushing tripping, choking, damaging someone else's property, and using someone else's property without permission. Remember these are only examples.

## **Cell Phones**

**School:** Students may not possess cell phones during the school day (8:00 AM to 3:15 PM). All student cell phones will be given to Ms. Dupont prior to reporting to 1<sup>st</sup> hour. She will be waiting for you at her doorway. Please be sure your cell phone is off before turning it in to Ms. Dupont. When the bell rings at the end of the day, you may go to Ms. Dupont's room to pick up your phone. If this policy is violated, cell phones will be taken from the student by an administrator and will be kept the duration of the week. Also, all privileges may be revoked. Students who continuously violate the policy will not be allowed to bring a cell phone on LSVI's campus. Parents will be notified of all cell phone violations. If a student has an emergency during the school day, he/she should see an administrator to get permission to use an office phone.

**Dorm:** Dorm students may not possess cell phones after posted bedtimes. (B1- 8:30 pm, B2 & G2 9:00 pm, B3 & G3 10:00 pm) All student cell phones will be given to the residential advisor or supervisor prior to bedtime. Please be sure your cell phone is off before turning it in to the supervisor. Cell phones may be retrieved in the morning after getting ready for school. If the dorm cell phone policy is violated, cell phones will be taken from the student by a supervisor or an administrator and will be kept the duration of the week. Also, all privileges may be revoked. Students who continuously violate the policy will not be allowed to bring a cell phone on LSVI's campus. Parents will be notified of all cell phone violations. If a student has an emergency during the night, he/she should see a residential advisor or supervisor to use a dorm phone.

## **Cheating**

Students are not to cheat, submit materials, or attempt to obtain data or answers dishonestly. Cheating is using, submitting, or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Plagiarism is considered cheating.

## **Computer Policy**

A computer account at the Louisiana School for the Visually Impaired gives the user computer access to the school's academic software as well as access to Internet. A computer account is a privilege that requires responsible behavior on the part of the account holder, and if a user abuses the privileges, account access could be revoked. An LSVI computer account is maintained by complying with LSVI computer usage policies.

Computer technology changes rapidly, as do the ways that users are able to use and perhaps abuse the school's computer system. Just because a particular activity is not explicitly prohibited by the computer usage policy, does not mean that it is permissible for the user to engage in. If you are unsure whether an activity is allowed or not, contact the Network Administrator.

You are prohibited from loading software on any computer system without approval from the Network Administrator. This includes commercial, shareware, and freeware software. Further, you are expressly prohibited from using LSVI computers to make illegal copies of licensed or copyrighted software. Copyrighted software must only be used in accordance with its license or purchase agreement. You do not have the right to own or use unauthorized copies of software, or make unauthorized copies for yourself or anyone else.

You are prohibited from using software that is designed to destroy data, provide unauthorized access to the computer systems, or disrupt computing processes in any way. Using viruses, worms, Trojan horses, and other invasive software is forbidden.

The school's computer systems are for the sole use of the school. You are prohibited from using the school's computer systems for personal financial gain, unless that use has been specifically authorized.

The electronic mail system is provided for educational purposes and as a means to widen the communication channels between students, faculty, staff, and administration. The LSVI faculty and staff reserve the right to intercept, detain, and read both incoming and outgoing e-mail. You are prohibited from transmitting or forwarding fraudulent, harassing, or obscene messages, and files. You must not send any electronic mail or other form of electronic communication by forging another's identity or attempting to conceal the origin of the message in any way. Electronic staff/student communication must be related to educational services

No means is provided for private e-mail. All e-mail is subject to public disclosure and scrutiny. You are not allowed to access, or attempt to access another individual's e-mail. However, there is no guarantee of privacy with e-mail.

Remote communications (i.e. Internet access and e-mail) are provided only for educational purposes. Any attempt to gain unauthorized access to either LSVI computers, or remote computers, is strictly prohibited. Such attempts are illegal under criminal law and are subject to prosecution. The use of computers and networks to download, upload, create, reproduce, and/or distribute files containing vulgar language or obscene material is prohibited.

Users of electronic communication facilities such as electronic mail, bulletin boards, and news groups are obligated to comply with the restrictions and acceptable practices established for those specific facilities. Certain types of communications are expressly forbidden. This includes the random mailing of messages; the sending of 'chain letters'; mass mailings to all users of remote computer systems; the sending of obscene, harassing, or threatening material, or the use of facilities for commercial purposes.

The school's computer system may be used to create, revise and house home pages for the school, departments, school organizations/clubs, and personal home pages for students, faculty, staff and administration. No other page can be housed on the school's computer system without specific permission from the Network Administrator.

## **Computer Policy (continued)**

Do not use the school's computer systems to harass anyone. This includes the use of insulting, sexist, racist, obscene, or suggestive electronic mail. You must not deliberately attempt to degrade the performance of the school's computer system or subvert it in anyway. Deliberately crashing the system is expressly forbidden.

You must avoid any activity around your workstation, which includes your laptop (if you are given one) that may result in damage to the computer, printer, software, or information. Eating and/or drinking is not allowed at any of the computer workstation or around your laptop (if you are given one).

The school's computer systems are a valuable but limited resource. They should not be abused or wasted. Be considerate of fellow users, and avoid monopolizing computer systems, and connect time, disk space, and other computer resources.

No computer hardware, peripherals, or cables can be moved or removed from their current location without specific authorization from the Network Administrator. No student will attempt to service any hardware without written authorization from the Network Administrator.

You are responsible for your own actions, and should you violate the school's computer use guidelines, you may be suspended or expelled in extreme cases of abuse or disregard of these guidelines. You are required to participate in assuring the legal and ethical use of the school's computer and user accounts. Any violation of these guidelines should be reported to the computer lab supervisor or Network Administrator.

The school has the obligation to ensure that its computer resources are used properly and within the guidelines established by the school. In pursuit of that goal, the school reserves the right to monitor the system for signs of illegal or unauthorized activity.

The school will investigate any alleged abuses of its computer resources. As part of that investigation, the school may access the electronic files of its users. If the investigation indicates that computer privileges have been violated, the network administrator may limit the access of users found to be using computer systems improperly. Further, the school may refer flagrant abuses to law enforcement authorities. Although the school wishes to ensure that the privacy of all its users is protected, in the course of its investigation, the school may reveal private, user-related information to other school employees or concerned parties.

Anytime a student is working on a school computer, with Internet access, they will be supervised by either the network administrator, a teacher, residential advisors, or specified LSVI staff member.

Student may not vandalize or destroy school property. You will be responsible for any material or equipment you check-out from LSVI. Students who are responsible for destruction, misuse, or damage to school property will be required to make restitution for damages.

## **Electronic Devices**

Students are not to bring radios, CD players, IPODs, MP3 players, video games, computer games, or toys etc. to class unless authorized. Unauthorized items will be confiscated. Students may bring personal items from home; however, LSVI assumes no responsibility or liability if the item is not maintained in accordance with dormitory rules.

## **Electronic Tampering**

Students are not to electronically tamper with phones, computers, or electronic systems. Electronic tampering is any unauthorized access or alteration of electronic systems or data.

## **Disorderly Conduct**

Students are not to disrupt classes or cause disturbances on school grounds, in school buildings, or elsewhere while attending a school-sponsored activity. The disruption of classes or causing disturbances during the school day or at school-sponsored activities is considered disorderly conduct. Disorderly conduct includes, but is not limited to, running, pushing, shoving, or engaging in horseplay. Verbal or physical interactions, which result in a disruption, are also considered to be disorderly conduct.

## **Disrespect**

Students are expected to be respectful to all LSVI students, staff, and visitors at all times. Any student who displays a lack of cooperation, shows impoliteness, insolence, either by word or actions toward school personnel, visitors to the school, or other students will be considered disrespectful.

## **Dress Code**

Students are expected to dress and groom in a manner that does not jeopardize their health and safety, or that of others, does not disrupt the teaching-learning process; create school disorder, or is immodest. Students need to be groomed and dressed appropriately for school. Brief clothing with undue exposure of the body is not permitted. Bare feet are not permitted. Safe footwear must be worn at all times – closed toe shoes – socks must be worn. Insignia and slogans that are offensive, profane, or promote illegal substances are not permitted. Any attire that is gang related is prohibited. Articles of clothing are to be worn the way they were designed to be worn.

Students are expected to wear light blue shirts and khaki bottoms (pants, shorts, skirts) to all activities during school hours, except on specially designated days. Shorts and skirts should be an appropriate length for school. Uniforms should be clean and neat in appearance. Uniform shirts must be tucked in at all times; belts must be worn. All shoes should be closed-toe and socks must be worn. No flip-flops or sandals are allowed. Caps are not allowed indoors.

During after-hour activities, students may change into clothing other than uniforms. The clothing should be neat, clean, and should not be revealing or contain profane or provocative print. No holes in jeans are allowed. Residential advisors and administrators may request a student to change clothing that is inappropriate for the event or situation. Students are expected to bath or shower daily and give proper attention to brushing teeth, combing/brushing hair, and other aspects of personal hygiene. Residential advisors will assist in these matters when necessary.

## **Dress Code (continued)**

No rolling book sacks are allowed at school.

Combs/pics are not allowed – metal or plastic

## **Extortion**

Students are not to use force or threats to demand money, goods, or information from others. Obtaining or attempting to obtain an item, information, or money by threats, force, fraud, or illegal use of authority is considered extortion.

## **Inappropriate Language**

Students are expected to communicate respectfully to each other as well as LSVI staff members. Any inappropriate comment, obscenity, obscene gesture, swearing, cursing, whether verbal or written, is considered inappropriate language

## **Fighting**

Students are not to fight. Fighting is defined as physical and/or verbal abuse or other acts of violence where all parties have contributed to the conflict either verbally or physically. Students are expected to seek nonviolent means to solve disputes. Parties joining in or encouraging the fight may be considered as parties to a fight. A student who inhibits adults from interceding will be considered a participant. If physical confrontation is anticipated, students are to seek assistance from an administrator or teacher. Police will be notified and charges filed if warranted.

## **Fireworks and Explosive Devices**

Students may not possess or use fireworks or explosive devices. Fireworks and explosive devices will be confiscated and the police will be notified.

## **Food and Drink in Halls, Classrooms or School Buses**

Students may not eat snacks and drink beverages in the hallway and lobby areas. Gum is not allowed in instructional areas. Food and beverages are prohibited during class time and on school buses unless authorized by the administration. This includes sunflower seeds. Items will be confiscated. No food should be removed from the cafeteria.

## **Forgery**

Students are not to present any document to school officials with an imitation signature intended to deceive. Forgery is the manual or electronic manipulation of data, or impersonation of another individual for the purpose of falsifying school-related information.

## **Gambling**

Students may not gamble. Gambling is the participation in any game in which money or other items are or may be exchanged. Gambling paraphernalia will be confiscated. Offenders are subject to disciplinary action, police notification, and charges filed if warranted.

## **Gangs/Secret Organizations**

Students may not participate in gangs or secret organizations. In order to prevent disruption and violence, gang membership and gang activities are strictly forbidden at school. Students who use gang language, gang symbols, and wear colors or clothing with the purpose of intimidation or threat of violence will be considered engaging in gang activity.

## **Harassment**

Students are not to intentionally threaten, intimidate, or harass another person by word, act, or deed. Harassment is considered to be words and/or actions directed toward an individual or group of individuals that intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to, references made to a person or groups based upon a person's age, sex, race, religion, ethnic origin, or disability. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or groups are also considered harassment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature.

## **Insubordination**

Students are to obey the direct request or order of teachers, administrators, or other school personnel.

## **Lack of Academic Effort**

Students are expected to put forth their best effort at all times. Sleeping is not allowed during instructional time. Lack of academic effort will result in administrative intervention.

## **Lockers/Desks**

Students are expected to use desks and lockers for their intended purposes only. School lockers and desks are the property of the school and are subject to periodic inspection without notice. The lockers and desks may be searched by school personnel who have a reasonable suspicion that the locker or desk contains drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and school personnel.

## **Lying**

Students are expected to speak truthfully at all times. Students are forbidden to lie or misrepresent the truth in any manner. Lying is the presenting of false information or the withholding of accurate information which leads students or school personnel to erroneous conclusions.

## **Public Displays of Affection**

Public displays of affection, beyond a friendly hug or holding hands, are subject to disciplinary procedures. Listing every behavior that constitutes PDA is impossible. Students must use caution and common sense in practicing appropriate behavior. Being in a "dating" relationship does not alter the PDA restrictions. All staff have the responsibility to use good judgement in asking you to stop any behavior they determine to be PDA.

## **School Bus**

Behavior on school busses is governed by all of the rules described within the Behavioral Expectations of the LSVI Code of Conduct. In addition, the following bus safety rules apply specifically to behavior on school buses.

1. Follow the drivers, bus monitors or aide's instructions.
2. Do not eat, drink, or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, alcohol, weapons, etc.) off the bus.
4. Keep all parts of your body and objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward until the bus comes to a complete stop.
6. Keep the aisle clear and do not litter, write on, or damage the bus.
7. Wear seatbelts when available.

Bus transportation is a privilege, not a right. Bus services may be withdrawn from a student by the Administration

## **Sexual Misconduct**

A student shall not forcibly and/or intentionally touch another person's body and/or clothing in a way which constitutes sexual contact. Indecent exposure or sexual gestures constitute sexual misconduct. Students who engage in sexual assault are subject to disciplinary action, police notification, and charges if warranted.

## **Theft**

Students are not to take, steal, or accept property belonging to the school or other individuals. Theft is the acceptance, possession, purchase, taking and/or transfers of property belonging to another. Offenders are subject to disciplinary action, police notification, legal prosecution and restitution.

## **Threats**

Students may not threaten others. Threats are any verbal or written statement made to harm an individual's life, physical well-being, emotional well-being, and/or personal property. Any comments, which could be construed as a threat will be taken seriously.

## **Trespassing**

Students may not trespass on school property. Trespassing is unauthorized presence on school property or refusing to leave when directed to do so by a person of authority. During the time of a suspension from school, a suspended student is not allowed on any school property or to participate in school-sponsored, extracurricular activities. A police report may be filed.

## **Weapons**

A student shall not possess, handle, use or transmit guns, pistols, knives, chemicals, explosives, fireworks, or other weapons, facsimiles of weapons, or items whose presence or handling is dangerous. Weapon means dangerous weapon as defined under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code. A student will be considered to be in possession of a weapon if it is:

- a. on his/her person,
- b. in anything which the student is carrying,
- c. in a locker assigned to the student,
- d. in a vehicle owned by a student or a member of the student's family on school premises and is proven to belong to the student, except in those instances where the student demonstrates to the satisfaction of the administrator that he/she is not responsible for its presence at school.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary, or victim, or any instrument or device used to inflict physical injury or harm to another person. For the purposes of this policy, the term "weapon" shall also mean a "firearm" as defined under 18.U.S.C.921[.].

# Disciplinary Actions and Consequences

The following disciplinary actions reflect interventions that are available to the staff in handling disciplinary matters:

## **Informal Talk/Counseling**

A school official (teacher or administrator) will talk to the student regarding the his/her behavior. The official will assure that the student understands the appropriate school behaviors and rules.

## **Student Conference**

A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. The parent/guardian will be notified.

## **Behavioral Contract/Behavior Plan**

The administrator, advisor, or teacher in consultation with the parent and student may develop a behavioral contract. A behavioral contract identifies a specific behavior, describes how the student should behave, and clearly specifies the consequences of misbehavior. In cases when repeated behavioral interventions prove inadequate, a behavioral therapist may be consulted to create a formal behavior plan. In this case the formal behavior plan must be part of the IEP process.

## **Parent Involvement**

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact letter, or certified letter. A conference may be conducted among the student, his/her parents, a school administrator, and/or teacher as appropriate.

## **Referral to Counselor**

Students may be referred to a counselor on a periodic basis. The counselor will advise students on ways of improving his/her behavior. The counselor may recommend special projects to the student including reading, attending seminars, etc.

## **Assignment of Extra Duty or Extra Work**

Depending on the nature of the behavioral infraction, duties or extra work may be assigned to match the nature of the offense and are to be completed by the student on his/her own time. These duties or extra work shall be assigned and evaluated by a teacher or administrator.

## **Deprivation of Privileges**

Extra curricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at non-academic assemblies, participation in sporting activities, and other special events are privileges, not rights. Any or all of these privileges may be revoked. Actions taken and results are recorded in the discipline log, and parents/guardians will be notified. Students who are in the behavior clinic will not be allowed to participate in extracurricular activities on that day.

## **Restitution**

Students will be expected to pay for and/or restore school property that they have vandalized, damaged, lost, or stolen. The parent/guardian will be notified.

## **Removal from Class**

A student may be removed from a class. Students may be assigned to the Behavior Clinic as deemed necessary by the administration. All assignments will be provided on a daily basis.

## **Referral to Law Enforcement Agencies**

Students will be referred to the appropriate law enforcement agency for illegal and/or repeated misbehaviors.

## **Assignment to the Alternative/In School Suspension Program**

The Administration or designee may determine that the student be placed in an in-school suspension for a specified number of days during regular school hours. The student is required to complete class assignments and may earn credit for work completed. All extracurricular activities may be suspended for that day.

## **Out-Of-School Suspension**

The Administration or designee can suspend a student for a period of time not to exceed ten school days. Out-of-school suspension requires that the student be deprived of the privilege of attending school for the number of days specified. The student is required to complete class assignments and may earn credit for work completed. All extracurricular privileges are also suspended.

## **Expulsion**

Expulsion is the removal of a student from school by action in accordance with applicable laws. The action taken and results are maintained by LSVI.

- Ten school days or less: Your child may be removed from his/her current placement for ten school days or less by the agency to an appropriate interim alternative educational setting, another setting, or suspension without providing services, unless the conduct involves drugs, weapons, or serious bodily injury in which case the change may be for 45 school days and would require services in an alternative setting as explained below or if the conduct involved is unrelated to your child's disability, in which case the change may involve a long-term suspension or expulsion and would require services in an alternative setting as explained below.
- 45 school days: Your child's placement may be changed to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline but not for more than 45 school days, unless the student's conduct is unrelated to his/her disability. A change of placement may occur if your child possessed a dangerous weapon at school or at a school function; or your child knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school function; or your child inflicted serious bodily injury while at school, on school premises, or at a school function. On the date on which the decision to take action is made, you must be notified of the decision and provided the Procedural Safeguards statement.

### **Disciplinary Procedures / Consequences**

The intent of discipline is to assist students in recognizing unacceptable behaviors and replacing those behaviors with acceptable behaviors. LSVI supports the concept of progressive discipline to encourage the development of self-control. This process is intended to be instructional as well as corrective. A student who repeatedly fails to follow school rules or the reasonable directives of school personnel will face progressively more severe consequences. The maximum consequence is expulsion from school. A student who commits other acts of misconduct detrimental to the good order and discipline of the school not covered in this handbook, will face disciplinary consequences to be determined by the appropriate professional staff member or governing body.

NOTE: All disciplinary actions will be determined at the discretion of the administration.

## TRANSPORTATION

The first step toward educational success for any student is to get to school on time, every day! Since Louisiana Schools for the Deaf and Visually Impaired serve both day and residential students in grades PK through 12, our transportation needs are diverse and can be challenging. Whether it is daily or weekly, LSDVI works with parents and transportation providers to ensure that student transportation is dependable and safe.

Louisiana School for the Visually Impaired is genuinely concerned about the safety and well-being of each student; therefore, the school/dormitory behavioral policies are also in effect while on the bus. Parents and students are responsible for reviewing this information and signing the LSVI Student Handbook each year indicating their willingness to comply.

If students choose to be disruptive or to break the rules, they will be subject to disciplinary action including possible suspension from riding the bus. If this occurs, the parents will be responsible for providing transportation to and from school for the student.

Only students enrolled at the Louisiana Schools for the Deaf and Visually Impaired are allowed to ride the buses provided by the school along with staff members serving as chaperones when applicable.

Students are allowed to ride their assigned bus ONLY. They are not allowed to ride other bus routes to/from LSDVI to visit friends, other relatives, etc. If a student will not be riding their assigned bus home, parents are responsible for notifying the school/dormitory in advance and for making their own transportation arrangements. This includes picking up students by 2:00 p.m. on Fridays (or other designated return home day) and returning dormitory students to campus no earlier than 4:00 p.m. and no later than 8:00 p.m. on Sundays (or other designated return to school day). Students cannot be released by the school to any individuals not included on the "authorized individuals to take off campus" listing provided by their parent.

Failure of an authorized individual to report to the bus stop on time to pick up a student may result in the school contacting the local authorities. LSDVI chartered buses are not able to wait and delay their departure from the bus stop. Please be considerate of others and follow time schedules!

No student will be permitted to stay at the Louisiana School for the Visually Impaired on weekends, except for a school sponsored function, which has been approved by the Director. In the case of a weekend activity, only participating students will be authorized to stay on campus and all other students will go home as scheduled.

## **LSDVI Student Health Center**

The Student Health Center (SHC) is part of the Student Services Division and is staffed by licensed nurses while school is in session and for weekend events. The nurses provide care to LSDVI students with parental/guardian consent for injuries, illnesses, and other medical issues. The nursing staff is under the guidance of a Nurse Manager and Pediatrician. Parents are to notify the SHC of any changes in a student's health status. Parents are contacted if a child is sick or has a serious injury. In some instances, parents will be informed to pick up their child and/or their child may be brought to an urgent care facility or hospital for medical care. Medications must be checked in to the SHC and will only be administered with a Medication Order form completed and signed by the physician, dentist, or nurse practitioner. This includes over-the-counter (OTC) medications and herbal/vitamin supplements. All medications must be in a pharmacy labeled container. Unless exceptions have been approved by the SHC, students are not allowed to carry or keep medications. Our goal is to provide your child, and all of our students, with a safe and healthy school environment.

**SHC Telephone: (225)757-3247**

**SHC VP: (225)341-6509**

**SHC Cell phone (for texting): (225)726-0820**

**SHC Fax: (225)757-3430**