

POLICIES

Computer & Network Policy

The Avoyelles Public Charter School provides internal networks and online connections, which offer a wide range of facilities for worldwide communication between individuals and for disseminating information and ideas. The school supports and encourages open access to electronic communication and information, such as communication with administrators, educators, and students in connection with coursework and other school sponsored activities.

Since the school's resources are limited, the school may give priority for resources to certain uses or certain groups of users in support of its mission. Consistent with the school's policy on equity and access, the use of information resources may not be denied or abridged because of race, creed, color, sex, religion, national origin, age, or physical disability.

To help maintain the proper functioning of computer and networking hardware and software, the school will take reasonable steps to ensure its computing resources are free of deliberately destructive software, such as viruses. Individuals must share responsibility for protecting school computers, and should ensure the integrity of any electronic media they introduce.

USER GUIDELINES AND RESPONSIBILITIES

Avoyelles Public Charter School provides a wide variety of computing and network resources for students and faculty. Those resources are intended for the legitimate business of the school and are a *privilege, not a right*. Appropriate use of information resources includes instruction; research; and the official work of the offices, departments, recognized student and school organizations, and other agencies of the school. Members of these groups shall use information resources responsibly and considerately.

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

- The computing and network resources of the school may not be used to impersonate another person or misrepresent authorization on behalf of others or the school.
- All messages transmitted from school computers should correctly identify the sender; users may not alter the attribution of origin in electronic mail messages or postings and may not send anonymous messages.
- The computing and network resources of the school may not be used to harass another person. Users should not transmit to others or display images, sounds, or messages that might be perceived by a reasonable person as harassing.
- All computer-based activity must conform to the policies on student and sexual harassment.
- School computers and networks may not be used to invade the privacy of others or make unauthorized use of their work.
- Users may not attempt to read or copy files belonging to others or decrypt or translate encrypted material, unless the files have deliberately been made accessible by the owners or authorization has been obtained to do so.
- Electronic forums such as mail distribution lists and newsgroups all have expectations regarding subject area and appropriate etiquette for postings. Members of the Charter School community must be considerate of the expectations and sensitivities of others on the network when posting material for electronic distribution.
- Theft or other abuses of computer time are prohibited, including but not limited to, the following:
 - **unauthorized entry into a file to use, read, or change the contents, or for any other purpose;**
 - **unauthorized transfer of a file;**
 - **unauthorized use of another individual's identification and password;**
 - **use of computing facilities to interfere with the work of another student, faculty member, or school official;**
 - **use of computing facilities to display, send or to collect obscene or abusive messages or images of any kind (including the download of inappropriate materials); or**

- **use of computing facilities to interfere with normal operation of the school computing system.**
- Unauthorized use of the school's computing facilities or systems for personal use beyond coursework assignments or work-related activities is prohibited.
- Computer users must observe and comply with Federal, State, and local laws governing computer and information technology, as well as all school rules and regulations.
- Individuals may not use school computers and networks for frivolous purposes, make excessive demands on network or computing resources, including unauthorized installation of non-school software, or incur additional costs for the school.
- The computing and network resources of the school may not be used for personal financial gain or commercial purposes.
- Individuals must not intentionally damage or disable equipment or software; such damage includes the intentional introduction of computer viruses or other temporary or permanently disabling actions.
- Computer "hacking" activities are expressly prohibited. Individuals must not attempt to undermine the security or the integrity of computing systems or networks and must not attempt to gain unauthorized access. Users may not use any computer program or device to intercept or decode passwords or similar access control information. If security breaches are observed, they should be reported to the appropriate system administrators.
- The computing and network resources of the school must be used in a manner consistent with:
 - Family Educational Rights and Privacy Act of 1974.
 - Computer Fraud and Abuse Act of 1986
 - Computer Virus Eradication Act of 1989
 - Telecommunications Act of 1996
 - Communication Decency Act of 1996 (Exxon amendment)
 - Federal Copyright Law (Title 17)
 - Louisiana Revised Statute 14:73 (state law addressing computer crime including offenses against intellectual property, destruction of computer equipment, and committing computer fraud)
 - Digital Millennium Copyright Act of 1998
- Owners of computer accounts are responsible for all use of the accounts. They should follow guidelines to prevent unauthorized use by others and report intrusions to the system administrators.
- Copying or using software, except as explicitly permitted under licensing agreements, is a violation of the federal Copyright Act of 1976, amended (Title 17 US Code). Computer users should be able to prove ownership of software in their possession.
- Students must refrain from irresponsible or negligent behavior when working with or near computers. Such behavior includes, but is not limited to:
 - possession of food or drinks
 - modification or removal of any labels or settings

STUDENT ACCOUNTABILITY

Violations of computer and network policy as outlined in this document are considered violations of the Avoyelles Public Charter School Code of Conduct and are subject to the actions and procedures described in that code.

Violations of this acceptable use policy may result in immediate loss of access privileges.

Access will not be provided until and unless the student and parent/guardian sign and agree to the Avoyelles Public Charter School Computer/Network Responsibility Contract.

DISCLAIMERS

The Avoyelles Public Charter School supports each individual's right to private communication and will take reasonable steps to ensure security of the network. However, messages on school computing resources are potentially accessible to others through normal system administration activities and to the public through public records laws. Hence, the school cannot guarantee

absolute privacy of electronic communication.

The Avoyelles Public Charter School supports each individual's right to privacy of personal files.

However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems. Additionally, with reasonable cause for suspicion and appropriate administrative authority, files may be examined by system personnel to determine if a user is acting in violation of the policies set forth in this document.

The Avoyelles Public Charter School cannot guarantee that, in all instances, copies of critical data will be retained on school systems. It is ultimately the responsibility of computer users to obtain secure backup copies of essential files for disaster recovery.

The Avoyelles Public Charter School's computing network, software, and services are to be used only for legitimate educational purposes; however, it is impossible for the school to restrict access to all controversial materials available through network/internet access.

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

Substance Abuse Policy

The Avoyelles Public Charter School administration recognizes that the sale and/or use of illicit drugs hinder students from making the intellectual and social gains that they should in an academic environment.

Note: A drug test will be required for all high school student athletes.

PROCEDURE FOR APCS STAFF

Possession of Drugs

All employees shall immediately notify the director and/or dean of students of any student whom they have reasonable cause to believe is in possession of an illegal drug or any substance that can be used in an abusive way. The director/dean of students shall conduct an investigation and then promptly conduct an informal hearing with the student. If the director/dean of students deems there is reasonable cause, a search will be conducted. If drugs are found the director/dean of students shall then promptly:

- Notify the proper law enforcement agency of the incident, and when the law enforcement officer arrives, present to him any drugs or drug paraphernalia seized from the student and obtain a receipt of the same from the law enforcement officer. The law officer shall decide whether or not the student shall be arrested by the officer. The dean of students shall not at any time retain any drugs seized from students.
- Every reasonable attempt shall be made to notify parents or guardians of the student.
- The director of APCS will be notified immediately (high school).

REFERRAL FOR ALCOHOL OR DRUG TESTING

- **When the officer decides to arrest the student** for intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substances or any substance that can be used in an abusive way on **school property**, the student shall be referred by the director or her designee, as soon as possible, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other

controlled dangerous substances. The dean of students shall initiate a call for a valid drug test.

- When the director's office (318-240-8285) is notified of the test results, if evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional chosen by the administration and student's parent or guardian. If the student is found by the professional to be in need of treatment, then student must agree to cooperate in the recommended treatment, as certified in writing by the medical professional. Refusal to be tested, or refusal to receive recommended treatment shall be considered a negative factor in any decision relative to disciplinary action.
- All procedures required under the Louisiana Children's Code will be followed for students under the age of seventeen (17).

PROCEDURE FOR APCS STUDENTS

- **Note: A drug test will be required for all high school athletes. This may be done during his/her physical if conducted at the school based health center, required of student when receiving a physical from a personal physician, done randomly without prior notice by a doctor or other health center personnel of APCS' choosing.**
- Drug testing will be conducted on the high school population randomly throughout the year.
- If a student is believed to be under the influence of an illegal drug, a drug test can be issued at the determination of the dean of students.

PROCEDURE

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

Prescription drug

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Negative will be mailed to parents

Illegal Drug

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Dean of students notified
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Parents' conference/counseling mandatory
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Student suspended
↓
Student returns to school subject to monthly drug test

- If a student should test positive, this student can be tested at any time the administration deems necessary.
- If the student should test positive another time, he/she will be expelled from the school.
- All procedures required under the Louisiana Children's Code will be followed for students under the age of seventeen (17).

SUSPENSION PROCEDURE FOR ALCOHOL, DRUGS, & CONTROLLED SUBSTANCES OFFENSES (FIRST OFFENSE ONLY)

The student shall immediately be suspended from school, school activities, or events and be instructed by the director/dean of students not to return until after completion of the suspension requirements. If said student participates in extracurricular activities, they will be required to participate in practice and attend games with the team, but will be suspended from participating in games.

First offense

- A student shall be suspended from the school for three (3) school days. The student shall meet with an alcohol and drug abuse treatment professional chosen by the administration and parents. The parents shall participate in the treatment program. Cost of treatment shall be at the expense of the parent or guardian.
- The student is eligible for readmission to his/her school upon providing verification of treatment and continuing help from his/her substance abuse counselor. The counselor will put into writing the plan of action and give a copy to the dean of students.
- Upon return to school, drug tests will be conducted monthly at parents' expense.

Second offense

Any student who violates the substance abuse policy by possession of alcohol and/or drugs twice in one school year shall be recommended for expulsion as provided for in this policy and will not receive grades or credits for that school year.

POLICY FOR USE OF DRUG DOG

School officials are authorized by state law to conduct searches of public school property, including vehicles, at any time. These searches shall not be announced by any school employee to the student body and will be coordinated through the dean of students' office to ensure minimum interruption of school activities.

A room shall be cleared before any detection dog enters. The dog is not to enter any room or vehicle that is occupied by a student other than for demonstration.

When the dog "alerts" to the presence of drugs, the dean of students, or his/her designee will conduct a physical search of the locker, premises, or vehicle and follow due process.

All suspected illegal drugs discovered during the search shall be confiscated and turned over to law enforcement for custody. Receipts for illegal drugs shall be given to the dean of students.

COUNTERFEIT, LOOK-ALIKE DRUGS, OR ALCOHOL

Possession by students of substances believed by or falsely represented by students to be drugs, controlled dangerous substances or alcohol are prohibited. Students possessing such substances shall be disciplined, suspended, or expelled under the general discipline policy or the substance abuse policy.

Student Grievance Policy:

GRIEVANCES

In a school community the size of APCS there will be areas in which there will be different opinions regarding different issues. Communication is a key factor in solving issues. If a student/parent has a complaint, the Grievance Policy will be followed. Students and parents need to discuss concerns with the teacher/coach first. If not satisfied with the outcome of this discussion, the student/parent may request a meeting with the administration. The administration will need a written request from the teacher and the student/parent before a meeting will be scheduled. The administration will follow the policy and procedures of the Handbook and make a decision on each situation. It is very important to resolve an academic conflict as quickly as possible. If the student/parent feels that policies and procedures of the Student Handbook have not been followed, they can write a letter to the Board President who will determine if the full board needs to hear the case. The decision of the board is final. You will have ten (10) days to file your complaint in writing.

Homeless Children & Youth Policy:

Rationale: Consistent with the *No Child Left Behind Act*, homeless children and youth must be given the opportunity to achieve to the same high standards as all other children. Each of the preceding standards helps to provide the support a homeless child or youth needs to succeed academically.

McKinney-Vento: Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. [Sec. 721(4) of McKinney-Vento]

In accordance with the Standards and Indicators of Quality for the Evaluation of Local Education Programs for Homeless Children and Youth (McKinney-Vento Programs), APCS has made it their mission to enforce the following standards for homeless children and youth.

Standard 1. Within one full day of an attempt to enroll in a school, homeless children and youth will be in attendance.

Standard 2. Homeless pre-k to 12 children and youth will have stability in school.

- 2.1. Attendance rates will be at or above the relevant district average.
- 2.2. Students will remain in the school of origin for the period of homelessness or, if permanently housed, for the remainder of the school year, unless parents or unaccompanied youth requested transfer to another school.

Standard 3. Homeless children and youth will receive specialized services when eligible.

- 3.1. Eligible homeless preschool children can participate in public preschool (Head Start, Even Start, State pre-K, preschool programs for children with disabilities under the Individuals with Disabilities Education Act, meals, programs for children with limited English proficiency, and Title I pre-school programs).
- 3.2. Eligible homeless children and youth can receive special education and related services under the Individuals with Disabilities Education Act, educational and related aids and services under Section 504 of the Rehabilitation Act of 1973, and educational programs for students with limited English proficiency.
- 3.3. Homeless Children and youth will receive appropriate services, based on assessment of individual needs, through a combination of resources, including, but not limited to Title I, McKinney-Vento, and other federally funded programs.

Standard 4. Parents or persons acting as parents of homeless children and youth will participate meaningfully in their children's education.

- 4.1. Parents or persons acting as parents will have a face-to-face conference with the teacher, guidance counselor, or social worker within 30 days of enrollment.
- 4.2. Parents or persons acting as parents will be provided with individual student reports informing them of their child's specific academic needs and achievement on academic assessments aligned with state academic achievement standards.
- 4.3. Parents or persons acting as parents will report monitoring or facilitating homework assignments.
- 4.4. Parents or persons acting as parents will share reading time with their children (i.e., parent reads to child or listens to child read).
- 4.5. Parents who would like parent skills training will attend available programs.
- 4.6. Parents or guardians will demonstrate awareness of McKinney rights.
- 4.7. Unaccompanied youth will demonstrate awareness of McKinney-Vento rights.

- Standard 5. Homeless children and youth in grades 3-12 will meet their states' academic standards.
- 5.1. Performance on standards-based assessments in reading and math will be within or above the proficient range or will show a one-for-one gain.
 - 5.2. Rates of promotion to the next grade level will be at or above the district average.
 - 5.3. Rates of high school graduation or equivalent will be at or above the district average.

Limited English Proficiency (LEP) Policy:

APCS POLICY FOR LIMITED ENGLISH PROFICIENCY (LEP) CHILDREN

Rationale: Consistent with the *No Child Left Behind Act*, LEP children must be given the opportunity to achieve to the same high standards as all other children. Each of the preceding standards helps to provide the support an LEP child needs to succeed academically.

Limited English Proficiency children will have access to the education and other services that such children need to ensure that such children have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

APCS has made it their mission to enforce the following standards for Limited English Proficient children (LEP):

Standard 1. When filling out the Student Profile sheet, the following three home language survey questions will be asked in order to identify any possible LEP students: First language learned, home language, language other than English most often used.

Within one full day of enrolling in school, LEP children will be given the English Proficiency screener.

Standard 2. LEP children and youth will receive specialized services when eligible

Standard 3. .

3.1. Eligible LEP children can participate in public school programs for children with disabilities under the Individuals with Disabilities Education Act, meals, programs for children with limited English proficiency, and Title I school programs.

3.4. Eligible LEP children and youth can receive special education and related services under the Individuals with Disabilities Education Act, educational and related aids and services under Section 504 of the Rehabilitation Act of 1973.

3.5. LEP Children will receive appropriate services, based on assessment of individual needs, through a combination of resources, including, but not limited to Title I funded programs.

- Standard 4. Parents or persons acting as parents of LEP children and youth will participate meaningfully in their children's education.
- 4.2. Parents or persons acting as parents will have a face-to-face conference with the teacher, guidance counselor, or social worker within 30 days of enrollment.
 - 4.4. Parents or persons acting as parents will be provided with individual student reports informing them of their child's specific academic needs and achievement on academic assessments aligned with state academic achievement standards.
 - 4.5. Parents or persons acting as parents will report monitoring or facilitating homework assignments.
 - 4.4. Parents or persons acting as parents will share reading time with their children (i.e., parent reads to child or listens to child read).
 - 4.5. Parents who would like parent skills training will attend available programs.
 - 4.6. Parents or guardians Who would like training in the English Language will be provided with programs to help them learn the English language.
- Standard 5. LEP children in grades 3-12 will meet their states' academic standards. The school will administer the English Language Development Assessment (ELDA) to identified LEP students.
- 5.1. Performance on standards-based assessments in reading and math will be within or above the proficient range or will show a one-for-one gain. T
 - 5.2. Rates of promotion to the next grade level will be at or above the district average.
 - 5.3. Rates of high school graduation or equivalent will be at or above the district average.

Response to Intervention (RTI) Policy

1. Identify the student problem (academic, communication, behavioral, other).
2. Determine a method of data collection and how frequently to be collected.
3. Collect data to calculate a baseline for the student based upon identified problem.
4. Determine the intervention timespan (dependent upon the student's need-6

instructional weeks, 8 instructional weeks, other).

5. Set an intervention goal and/or goals to determine if intervention is/will be successful.
6. Summarize the student's progress when intervention ends.
7. Evaluate the intervention outcome by comparing the progress to goal originally set to determine if intervention successful.
8. If intervention unsuccessful, refer to APCS SBLC for full initial evaluation.