



2025-2026

Student Code of Conduct & Discipline Policy Handbook

East Feliciana Parish School Board
Keisha L. Netterville, Superintendent of Schools

12732 Silliman Street
Post Office Box 397
Clinton, Louisiana 70722

District-Wide Policies

The East Feliciana Parish School Board has published policies that govern the school system. The East Feliciana Parish School Board reserves the right to revise, rescind, and/or supplement any policy or portion of the policy guide as it deems appropriate, in its sole and absolute discretion.

The East Feliciana Public Schools Student Code of Conduct and Discipline Policy Handbook covers key policies but does not contain all policies that govern student behavior and school operations. For a complete set of policies governing student behavior and school operations, please visit the East Feliciana Parish School Board website at www.efschoools.net.

Parent & Student Acknowledgement

Greetings Parents and Legal Guardians,

Welcome to the 2025-2026 school year and thank you for allowing East Feliciana Public Schools to serve your child's educational needs.

As we embark upon this new school year, please know that we need your assistance to ensure safety, maintain order, and establish risk-free learning environments.

The East Feliciana Public Schools 2025-2026 Student Code of Conduct and Discipline Policy Handbook is intended to assist you in helping us ensure that your child remains safe and achieves success while at school, while traveling to and from school, and while attending school sponsored events and activities.

As confirmation that you have received a copy of the East Feliciana Public Schools 2025-2026 Student Code of Conduct and Discipline Policy Handbook, we respectfully ask that you **sign this page and return it to your child's school within the first week of school**. This signed document will be kept on file at your child's school and/or at the central office and will serve as verification that you have received and read the Student Code of Conduct and Discipline Policy Handbook.

Please feel free to reach out to your child's school at any time with questions and/or concerns. We look forward to a great school year. We appreciate your support and look forward to your involvement in your child's education.

Sincerely,

East Feliciana Public Schools Principals

Media Release

Pictures and names of students and/or student work will be released to media outlets, published on the school or district's website, and/or posted on social media platforms for positive recognition. If you do not wish for pictures of your student to be released to media outlets, published on the school or district's website, and/or posted on social media platforms for positive recognition, written notification must be provided to your child's school.

My signature serves as acknowledgement that I have received a copy of the East Feliciana Public Schools Student Code of Conduct and Discipline Policy Handbook, am aware of the Media Release Policy, and that I agree to familiarize myself with and uphold the policies therein.

Please return this signed form to your child's school by Friday, August 15, 2025. Thank you for your prompt response and partnership.

Parent/Legal Guardian's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

Parent & Student Statement of Compliance

Regular attendance, active participation in class, completion of homework, and good behavior are important attributes that play a tremendous role in student achievement.

All students enrolled in East Feliciana Public Schools are expected to:

- Attend school regularly
- Arrive at school on time
- Demonstrate significant effort toward completion of classwork assignments
- Demonstrate significant effort toward completion of homework assignments
- Follow all school and classroom rules

All parents and legal guardians of students enrolled in East Feliciana Public Schools are expected to:

- Ensure that their child is in attendance at school every day
- Ensure that their child arrives to school on time each day
- Monitor their child's academic performance through regularly checking their child's grades in the online Student Progress Center and/or communicating with their child's teacher(s)
- Ensure that their child completes all assigned homework
- Attend all required parent/teacher/principal conferences

My signature below confirms that I have read the above student and parent expectations and agree to comply with each expectation as provided.

Parent/Legal Guardian's
Signature: _____

Date: _____

Student's Signature: _____

Date: _____

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EAST FELICIANA PARISH SCHOOL BOARD

KEISHA L. NETTERVILLE

Superintendent

RICHARD TERRELL

President

PHONE
225-683-8277



LILLIAN DRAKE

Vice President

FAX
225-683-3320

August 11, 2025

Dear East Feliciana Family,

On behalf of East Feliciana Public Schools, I am happy to welcome you to the 2025-2026 school year. I want to sincerely thank you as parents and caregivers. We are making tremendous progress in East Feliciana Public Schools, and we could not be prouder to call your children our own.

In East Feliciana Public Schools, across every department and every school, we will be good stewards of how we use our time, maximize our resources, and support our people – from the board room to the classroom, we will embody ***Excellence, Every Day.***

The purpose of this ***Student Code of Conduct*** is to make sure all interest holders are aware of the policies that our school system uses to govern students as we work towards this mission. When reviewing this handbook with your child, please take a moment to explain the purpose of it and inform them of the rules, responsibilities, and expectations related to appropriate behavior and student safety. I encourage you to contact your child's school any time you have questions or concerns about the rules, responsibilities, expectations, or student safety.

East Feliciana Public Schools is committed to meeting the academic needs of every child in our community. The safety of our students, staff, and community is our number one priority as we meet those needs. I encourage you to download the JCampus Student app and read our weekly newsletter so that you know what is happening in our schools. On behalf of the entire East Feliciana Public School family, I want to welcome you all and am looking forward to working with you all during the upcoming school year.

Respectfully,

Keisha L. Netterville,
Superintendent of Schools

An Equal Opportunity Employer
Equal Educational Opportunities
12732 SILLIMAN STREET
P.O. BOX 397
CLINTON, LOUISIANA 70722

2025-2026 School Calendar



*Taking #HomegrownPride
to New Heights!*

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

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28	29	30				

OCTOBER

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26	27	28	29	30	31	

NOVEMBER

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

No School for Students

JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

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22	23	24	25	26	27	28
29	30	31				

APRIL

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26	27	28	29	30		

MAY

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24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

No School for Students and Staff

July 2025

- 4th - Independence Day
All Schools and Offices Closed
- 21st - First Day for 10 Month Employees
- 31st - New Employee Orientation

August 2025

- 1st-8th - Staff Professional Development
- 11th - First Day for Students

September 2025

- 1st - Labor Day
No School for Students and Staff
- 17th - Staff Professional Development
No School for Students

October 2025

- 8th - End of First Marking Period
- 13th-14th - Fall Break
No School for Students and Staff
- 15th - Staff Professional Development
No School for Students
- 17th - Report Cards Distributed
- 31st - Homecoming
No School for Students and Staff

November 2025

- 12th - Staff Professional Development
No School for Students
- 24th-28th - Thanksgiving Holiday
No School for Students and Staff

December 2025

- 17th-18th - Students Dismissed at 11:30
Full Day for Staff
- 18th - End of Second Marking Period
- Dec. 19th-Jan. 4th - Winter Break
No School for Students and Staff

January 2026

- 5th - Staff Professional Development
No School for Students
- 6th - Students Return from Winter Break
- 8th - Report Cards Distributed
- 19th - Rev. Dr. Martin Luther King, Jr. Day
No School for Students and Staff

February 2026

- 16th-18th - Mardi Gras Holiday
No School for Students and Staff

March 2026

- 6th - End of Third Marking Period
- 13th - Report Card Conferences
No School for Students

April 2026

- 3rd-10th - Spring Break
No School for Students and Staff

May 2026

- 20th-21st - Students Dismissed at 11:30
Full Day for Staff
- 21st - Last Day of School for Students
- 22nd - Last Day of School for Staff
- 25th - Memorial Day
All Schools and Offices Closed
- May 26 - June 26 - Summer Learning

June 2026

- 5th - Last Day for 10 Month Employees
- 19th - Juneteenth
All Schools and Offices Closed

School Board Members & Superintendent of Schools

Richard Terrell - Board President 14981 Hwy 67 Clinton, LA 70722 225-683-3853 rterrell@efschools.net	Lillian Drake - Board Vice President 4597 Hwy 10 Jackson, LA 70748 225-719-7761 ldrake@efschools.net
Michael Bradford P.O. Box 8803 Clinton, LA 70722 225-278-6532 mbradford@efschools.net	Paul Kent 6988 Mack Ln Clinton, LA 70722 225-683-8785 pkent@efschools.net
Joyce Kent P.O. Box 44 Norwood, LA 70761 225-719-2051 jkent@efschools.net	Rufus Nesbitt 6698 Hwy 952 Jackson, LA 70748 225-629-5125 rnesbitt@efschools.net
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J.D. Dantzler P.O. Box 1088 Jackson, LA 70748 225-681-0307 jddantzler@efschools.net	Peidera Sims-Matthews 2018 Hwy 952 Jackson, LA. 70748 225-535-0410 psims@efschools.net
Melissa Davis 379 West Ave. Slaughter, LA 70777 225-328-6765 medavis@efschools.net	Clayton Elkins 3408 Hwy 67 Slaughter, LA 70777 225-938-7902 celkins@efschools.net

Keisha L. Netterville,
Superintendent of Schools
12732 Silliman Street
Post Office Box 397
Clinton Louisiana 70722
Phone: 225-683-8277 ~ Fax: 225-683-3320
knetterville@efschools.net

School Sites

School:	Address	Phone:	Administrators:
Clinton Elementary School (Pre-K – 6 th Grade)	Post Office Box 366 10701 Reiley Street Clinton, Louisiana 70722	(225) 683-8293 (225) 683-6197 (fax)	Laron McCurry, Principal Casey Edwards, Assistant Principal/Master Teacher
Jackson Elementary School (Pre-K – 6 th Grade)	3501 Highway 10 Jackson, Louisiana 70748	(225) 634-5933 (225) 634-2224 (fax)	Megan Phillips, Principal Katina Wilson, Assistant Principal
Slaughter Elementary School (Pre-K – 6 th Grade)	Post Office Box 60 3170 Church Street Slaughter, Louisiana 70777	(225) 654-4527 (225) 654-2838 (fax)	Jennifer Thornton, Principal Pamela Traci Hebert, Assistant Principal
East Feliciana STEAM Academy (6 th – 8 th Grade)	9414 Plank Road Clinton, Louisiana 70722	(225) 244-7042	Kenyetta Washington, Principal Cedric Anderson, Dean of Students
East Feliciana Enrichment Academy (Alternative Site)	Post Office Box 166 10410 Plank Road Clinton, Louisiana 70722	(225) 683-8198 (225) 683-3320 (fax)	Ella Philson, Principal
East Feliciana Middle School (7 th – 8 th Grade) STAR Academy	Post Office Box 166 10410 Plank Road Clinton, Louisiana 70722	(225) 683-3321 (225) 683-5115 (fax)	Kimberly Jackson, Principal Mia Taylor, Assistant Principal/Master Teacher
East Feliciana High School (9 th – 12 th Grade) Early College Academy (9 th Grade)	3501 Highway 10 Jackson, Louisiana 70748	(225) 634-5931 (225) 634-3207 (fax)	Candace Bailey, Principal Raeshawn Williams, Behavior Dean of Students Brittney Jones, Academic Dean of Students

Vision

The **vision** of the East Feliciana Parish School Board is that every child in East Feliciana Public Schools will thrive with purpose when we prioritize and protect the safety of our community, identify, and meet the comprehensive needs of each student, embrace innovation in meeting those needs, and regularly and clearly communicate with all stakeholders.

Mission

In East Feliciana Public Schools, across every department and every school, we will be good stewards of how we use our time, maximize our resources, and support our people – from the board room to the classroom, we will embody ***Excellence, Every Day.***

Student Rights and Responsibilities

RIGHTS

Students have the right to pursue, through study and application, a quality education and to attain personal goals through participation in the entire school program.

RESPONSIBILITY

In order to obtain a quality education, students have a responsibility to attend classes daily, be on time for all classes, obey school and district rules and regulations, and put forth their best effort to complete all classroom assignments.

Student Conduct

The School Board expects all students to exhibit respect and consideration for others and to conduct themselves at all times in a manner that will enable them to be successful at school and in society. The conduct of students while on school board property, including school grounds, school buses, travel to and from school, and while at any school-sponsored event during or after regular school hours, shall be under the supervision and control of school personnel. Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct while under the jurisdiction of the Board. Students shall comply with all Board policies and regulations; each school's code of student behavior; and directions of principals, teachers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

Section 1: Student Safety

STUDENT DISMISSAL

No staff member may excuse a student from school before the end of the day without the principal's direct approval. The principal requires a request for early dismissal from the student's parent or legal guardian, and phone requests will only be honored if the caller's identity is verified. In cases of legal separation or divorce, the custodial parent must provide written instructions and a certified copy of the court judgment regarding student pick-up. The school administration will implement additional safety measures as necessary, and staff members are prohibited from transporting students without the Superintendent's consent.

STUDENT AUTOMOBILE USE

All students who drive to school must have a valid operator's license, liability insurance, and register their vehicle(s) with the principal or a designated individual. Vehicle registration constitutes permission by the owner for a search of the vehicle by school officials or other properly authorized individuals when circumstances arise that warrant such actions in accordance with board policy. Students will receive permission slips or decals upon providing required documentation, which must be displayed on their vehicles. Parking must occur in designated spaces, and vehicles cannot be moved during school hours without prior approval. Students are prohibited from remaining in parked cars after arriving at school. Driving privileges may be revoked for students who are absent (three or more days) without a valid excuse or that arrive late at school (three or more days).

ILLNESS AND ACCIDENTS

In the event of a child becoming seriously ill or injured at school, the principal or designee is responsible for promptly notifying the parents. If they cannot be reached, the principal shall attempt to contact the family's primary care provider or emergency contact as listed on the Health Information form. Should urgent treatment be necessary and neither the parents nor the primary care provider can be contacted, 911 will be called, and school personnel will stay with the child until emergency responders arrive. If emergency medical personnel deem it necessary to transport the student to a medical facility, school personnel may accompany the student. Should the student require urgent or emergency medical treatment, neither the school board nor the school shall assume any liability for any urgent or emergency medical treatment provided to the student.

Additionally, principals must notify the superintendent of all serious accidents involving students, regardless of location (on school grounds, on the school bus, on field trips, or during any other student activity). To facilitate the delivery of health services, parents must submit completed standardized school health forms, as specified in Health and Safety, Bulletin 135. No medications shall be administered at school without proper documentation; all medications will be handled through the onsite school clinics, contingent upon the submission of required paperwork to the school office or clinic.

FIRST AID

In schools, only first aid is permitted for treating injuries. First aid is defined as immediate help given by the best qualified person at hand in case of accidents or sudden illness. Each school site will have at least one staff member specially trained in first aid. Additionally, a master first aid kit will be kept and properly maintained in each school. In the event of accidents and sudden illnesses, school personnel will provide immediate/initial first aid care and trained medical personnel will be summoned to further/complete the rendering of first aid. Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions in good faith.

At the start of each school year, all students must have completed and signed an emergency treatment consent form. Parents or guardians are required to submit an emergency medical authorization form outlining the procedures they wish the school to follow in case of a medical emergency involving their child. This documentation will be securely maintained by designated staff at each school.

Section 2: Child Abuse

The East Feliciana Parish School Board shall endeavor to ensure that all instances of child abuse and/or neglect are reported in accordance with appropriate state and local laws and regulations. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

Definitions:

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health and safety of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
2. The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.
3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker or any other person of the child's involvement in (i) any sexual act with any other person; (ii) pornographic displays; (iii) any sexual activity constituting a crime under Louisiana law and (iv) a coerced abortion conducted upon a child.

Caretaker means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

Child, for purposes of this policy, means a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A *mandatory reporter* means any teaching and child care provider, which is any person who provides or assists in the teaching, training, and supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus operator, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institutional staff member, personnel of

residential home facilities, a licensed or unlicensed day care provider, or any individual who provides these services to a child in a voluntary or professional capacity. Any police officer or law enforcement officer who works as a school resource officer shall be considered a mandatory reporter.

Neglect means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health and safety is substantially threatened or impaired. Neglect includes prenatal neglect. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

Procedure for Reporting Child Abuse and Neglect:

Any *mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall report immediately suspected abuse/neglect in accordance with the following guidelines:

1. Reports in which the abuse or neglect is believed to be perpetrated by a parent or caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker or a person living in the same residence with the parent or caretaker as a spouse whether married or not, the mandatory reporter shall make the report to the Department of Children and Family Services. The Department of Children and Family Services toll free number is 855-452-5437. Calls are accepted 24 hours a day, seven days a week.
2. Reports in which the reporter has reason to believe abuse or neglect is being perpetrated by someone other than the individuals listed in number one above shall be made to local or state law enforcement. Abuse or neglect perpetuated on a student by a teaching or childcare provider shall be immediately reported to local or state law enforcement.
3. Dual reporting to both the Louisiana Department of Child and Family Services and the local or state law enforcement agency is permitted.

Reports to the Louisiana Department of Child and Family Services shall be made as follows:

- A. A mandatory reporter shall make a report of suspected abuse or neglect requiring immediate assistance via the designated state child protection reporting hotline telephone number. A report of suspected abuse or neglect which is of a non-emergency nature may be reported via the Louisiana Department of Children and Family Services Mandated Reporter Portal online. Reports may also be made in person at any child welfare office.
- B. If a report involves alleged sex trafficking, all mandatory reporters shall report via the hotline telephone number to the Department regardless of whether there is alleged parental or caretaker culpability.
- C. A permitted reporter shall make a report through the designated state child protection reporting hotline telephone number or in person at any child welfare office.

If a school resource officer suspects child abuse or neglect of a student, or if a mandatory reporter reports suspected child abuse or neglect to a school resource officer, the school resource officer shall immediately notify the officer's employing law enforcement agency or the Department of Children and Family Services in accordance with statutory provisions and this policy. The school resource officer's employer shall assign investigation of the matter to the most appropriate law enforcement officer, who may be the school resource officer.

If a mandatory reporter is prohibited from immediately making the report required by statutes to the department or local or state law enforcement because of School Board policies or employee manual, the mandatory reporter shall file a complaint with local or state law enforcement. Local or state law enforcement shall investigate the complaint and if violations are confirmed, the School Board shall be subject to the penalties provided for in La. Rev. Stat. Ann. §§14:131.1 and 403. The School Board shall not discriminate or retaliate against an employee who is a mandatory reporter for complying with this policy. If the School Board discriminates or retaliates against an employee for compliance, the School Board shall be subject to additional penalties as provided for in La. Rev. Stat. Ann. §§14:131.1 and 403.

INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541. Such notification shall be made by the Superintendent or his/her designee within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately comply with the reporting procedure outlined in this policy.

CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

Section 3: Student Attendance

It is the responsibility of every parent, tutor, or legal guardian to ensure that their child attends the school to which they are assigned and remains present for all classes throughout the day, as mandated by state law.

A student is deemed present if they are physically at the school or engaged in an authorized school activity under the supervision of approved personnel. This definition of attendance applies to homebound students, those in state-approved drug rehabilitation programs with educational components, participants in school-sanctioned field trips or other approved activities, and individuals enrolled in state-approved online courses.

- **Half-day attendance** is defined as a student being physically present at school or participating in an approved activity, under the supervision of authorized personnel for 26%-50% of the instructional day.
- **Whole-day attendance** occurs when a student is physically present at school or engaging in an approved activity, under the supervision of authorized personnel for 51%-100% of the instructional day.

Compulsory attendance laws in Louisiana mandate that high school students attend a minimum of 30,060 minutes (or 83.5 six-hour school days) per semester, totaling 60,120 minutes (or 167 six-hour school days) for schools not on a semester system, to receive course credit. Elementary students are required to attend at least 60,120 minutes (or 167 six-hour days) annually to earn credit for their courses.

Students at risk of failure due to excessive absences may be permitted to attend make-up sessions outside normal class hours. These sessions must be completed before the end of the current semester, and all other applicable policies must be met.

COMPULSORY SCHOOL ATTENDANCE AGES

According to Louisiana law, children who turn five (5) by September 30 must attend a public or non-public school, as defined by La. Rev. Stat. Ann. §17:236, until they are eighteen (18) unless they defer kindergarten, pursuant to La. Rev. Stat. Ann. §17:151.3(D), or graduate early. Children under five enrolling in school must adhere to attendance policies. Late enrollees who have not attended another school or an approved home-study program are required to submit a parental statement explaining their delay; if this explanation is deemed unsatisfactory, the case may be referred to court by the Supervisor of Child Welfare and Attendance.

ATTENDANCE FOR REMOTE OR HYBRID INSTRUCTION

During remote or hybrid instruction, students are considered to be present when attendance is checked and recorded each school day at the start of each class, in line with La. Rev. Stat. Ann. §17:232 and Bulletin 741, provided they meet one of the following requirements:

- The student logs into synchronous online instruction at the scheduled time for the course in which they are enrolled.
- There is evidence of the student accessing a planned asynchronous instructional activity.

Remote instruction is an educational model in which the student and educator are not physically present in a traditional classroom environment. This model typically utilizes computers, technology, and the internet to facilitate the instructional process.

Hybrid instruction is instruction that is provided via a combination of face-to-face and online learning methods.

JURISDICTION

All students are under the jurisdiction of the school during normal school hours; from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. From the moment they arrive on campus until they leave at the end of the day.

- **Students riding the school bus** are under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon.
- **Students attending and/or participating in any school sponsored activities** – either at school or away from school - are under the jurisdiction of the school.

This shall apply to all students, including athletic teams, pep clubs, band, and other student organizations. In disciplinary matters, the School Board's authority may extend beyond the limits set forth above, in accordance with state law.

ADDITIONAL ATTENDANCE GUIDANCE FOR JUNIORS AND SENIORS

Students on a Career Path

- For students on a seven-period day: Juniors and seniors who select a vocational career path may leave campus to attend vocational classes after completing three required periods of instruction at the home school.
- For students on a 4x4 block schedule: Juniors and seniors may attend vocational classes after completing two required blocks of instruction at the home school.

Early Release for Graduating Seniors

- Seniors who finish all graduation requirements before the end of the regular school day may leave campus once they have attended:
 - Four periods in a seven-period day, or
 - Two blocks in a 4x4 day.
- Requirements for early release:
 - A letter of permission signed by the parent/guardian on file in the principal's office.
 - Proven transportation arrangements.
 - The student must depart campus immediately upon completing their final class.

Scheduling Conflicts

- Seniors may not leave and later return to campus to accommodate gaps between required courses.
- If gaps occur, the school counselor or principal will assign the student to elective courses during those periods.
- The student must remain on campus until all required courses are complete.

Exceptions

- Any deviations from these guidelines due to special circumstances will be handled on an individual basis by the school administrator.

STUDENT ABSENCES AND EXCUSES

The East Feliciana Parish School Board recognizes that regular school attendance is essential for a student's academic progress and overall success in the instructional program. In accordance with Louisiana state law, it is the responsibility of the parent or legal guardian to ensure the student attends the school to which they are assigned.

- **Student Authority Restrictions:** No public elementary or secondary school student shall be permitted to absent themselves from school during the school day on their own authority. The only exception to this rule applies to students who are legally emancipated.
- **School Notification Procedures:** In the event of an unauthorized or prohibited absence, the school principal or their designated representative shall make all reasonable efforts to verbally notify the parent or legal guardian responsible for the student's attendance.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include excused absences, unexcused absences, and suspensions/expulsions.

1. **Excused absences** are absences which are not considered for purposes of truancy, including absences incurred due to extenuating circumstances.
2. **Unexcused absences** are any absences not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is a part of an approved instructional program. Instructional minutes must be made up to receive credit for courses, the semester, and/or the school year.
3. **Suspensions/expulsions** – are absences in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for the purpose of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site.

A student who is absent, including a suspended student, shall be allowed to submit missed assignments and tests and shall be eligible to receive the same academic credit and grades originally available when work is completed satisfactorily and in a timely manner.

EXTENUATING CIRCUMSTANCES

The following extenuating circumstances, when verified by the Supervisor of Child Welfare and Attendance or designated school officials, do not count against a student's eligibility to receive credit for courses based on the minimum required minutes of instruction.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. An extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces, or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment. Excused absences shall not exceed five (5) school days per school year.
8. Absences as verified by the principal or his/her designee as stated below:
 - a. Prior school system-approved travel for education
 - b. Death in the immediate family (not to exceed one week)
 - c. Natural catastrophe and/or disaster.
9. Expectant and parenting high school students shall be granted excused absences as delineated in policy JQE, Expectant and Parenting Students.

For any other extenuating circumstance, the student's parent or legal guardian must submit a written, signed, and dated appeal detailing the extenuating circumstances to the Supervisor of Child Welfare and Attendance.

Students who are verified (through the provision of appropriate documentation) as having extenuating circumstances remain eligible to receive grades. However, grades will not be awarded if the student fails to complete makeup work or pass the course.

MENTAL OR BEHAVIORAL HEALTH ABSENCES

A student is permitted to be absent for up to three (3) days in a school year for mental or behavioral health reasons. Such absences will be excused if written certification is provided as outlined in the student handbook. Students are allowed to make up any missed schoolwork during such absences. After the second day of absence, the student will be referred to the appropriate school support personnel for help in identifying the underlying issue, which may involve a referral to medical services outside of the school setting.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence or tardy, the student must submit a signed, dated, written, parental notice after each instance of being absent or tardy stating the reason for the absence or tardy.

Medical Verification Required

Absences of three (3) or more consecutive days for personal illness, contagious family illness, hospitalization, or accidents require a doctor's, dentist's, or nurse practitioner's note.

Submission Deadline

All absence excuses—including medical statements—must be turned in within five (5) school days of the students return to school. Excuses received after five (5) school days will result in the absence being marked unexcused and denial of make-up privileges.

Parent Notes

Absences documented by parent notes will enable a student to makeup missed work and receive credit for the work. and will not be considered for purposes of truancy. However, absences documented by parent notes are considered when determining whether the student meets attendance requirements. Therefore, students will be required to makeup instructional time to receive credit for a course, the semester and/or the school year when the student has missed more than 10 unexcused absences and five (5) excused absences documented by parent notes.

REPORTING ABSENCES

All student attendance shall be checked each school day and at the beginning of each class period. Attendance records must be verified by the teacher keeping such records and be open to inspection by the Supervisor of Child Welfare and Attendance (or authorized representative) at all reasonable times.

Any unexplained, unexcused, or illegal absence—or habitual tardiness—must be reported immediately to the Supervisor of Child Welfare and Attendance.

Upon notifying the child's parent or guardian, the Supervisor of Child Welfare and Attendance may refer the habitually absent or habitually tardy child to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

Reporting student absences shall be conducted as follows:

Written Notifications

1. The principal shall notify the Supervisor of Child Welfare and Attendance in writing when a student has been absent five (5) consecutive days.
2. The principal shall notify the Supervisor of Child Welfare and Attendance in writing within one week after the student has:
 - Accumulated a total of five (5) unexcused absences for high school students
 - Accumulated nine (9) unexcused absences for elementary and middle school students
 - Any other time a student exhibits a regular pattern of absenteeism

Parental Contact and Conferences

3. After three (3) consecutive absences or more than five (5) nonconsecutive absences:
 - A verbal contact and/or letter will be sent to the parent/guardian
 - A conference with the principal will be scheduled at which time the compulsory school attendance law will be explained
4. A student is considered to be excessively absent for the purpose of parental notification upon the third unexcused absence or unexcused tardy in a semester. At that point:
 - The parent/legal guardian must sign and return the notification
 - The parent/legal guardian must attend a conference with the principal or their designee

Supervisor and Court Notification

5. After a fifth unexcused tardy or once a pattern of five (5) absences in a semester is established:
 - School officials shall notify the Child Welfare and Attendance Supervisor
 - The Supervisor shall then notify the court system

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed by the school district the parents, legal guardians, or eligible students can make a formal appeal to the school's principal if they feel any of the absences are because of extenuating circumstances.

Appeal Procedure:

1. Parents, guardians, or eligible students must submit a written appeal to the school principal explaining the extenuating circumstances. This appeal must be submitted as soon as absences exceed the limit and supporting documentation should be attached to the appeal.
2. The principal reviews the appeal and notifies the family of the decision in writing within 10 school days.
3. If the family disagrees with the principal's decision, they may submit a written appeal to the Superintendent or their designee within 5 school days of receiving the principal's decision.
4. The Superintendent (or designee) will review all documentation and issue a final decision by letter within 10 school days of receiving the appeal.

Make-Up Sessions for High School Students:

- High school students in danger of failing due to excessive absences may be allowed to make up missed time by participating in class sessions that are held outside regular class hours (before school, after school, on weekends, or at other times as identified by authorized school personnel).
- All make-up sessions must be finished before the end of the current semester.
- Students must adhere to all other district attendance and academic policies when applying for and participating in make-up sessions.

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

TRUANCY

The East Feliciana Parish School Board defines truancy as any unauthorized absence from class or school. Students are prohibited from leaving the campus at any time during the school day without proper permission, including before school begins, after school while waiting on transportation, or during disciplinary sessions that the student has been assigned to attend. Students are to always remain on campus unless explicitly given permission to leave campus. Violations of these attendance policies may result in suspension or expulsion from school.

School personnel are expected to make every reasonable effort to assist students who are frequently absent or tardy. A student is deemed habitually absent or tardy if they miss five (5) unexcused days or are tardy five (5) times within a semester, despite attempts by school staff, truant officers, or law enforcement to rectify the situation. Such students identified as being habitually absent or habitually tardy will be reported to the family or juvenile court of the parish or city by visiting teachers and Supervisors of Child Welfare and Attendance.

Tardy notification shall include but not be limited to instances of arriving late to school or leaving or checking out of school unexcused before the official dismissal time. However, it does not apply to reporting late to class when transitioning between classes during the school day.

Overview of Truancy Procedures:

The Truancy Program represents a collaborative initiative involving the East Feliciana Parish School Board, the Supervisor of Child Welfare and Attendance, principals, teachers, parents, students, law enforcement, and the parish juvenile court system. Truancy and excessive absenteeism shall be handled in the following manner:

1. A phone call will be made to parent each day a student is absent.
2. After a third unexcused absence or tardy in a semester
 - The school contacts the parent/guardian by phone
 - The school sends a letter advising the parent/guardian of a conference with the principal to discuss compulsory attendance laws
 - The Parent/guardian must sign and return the notification.
3. The principal submits a completed "Student Unexcused Attendance Referral Form" to the Supervisor of Child Welfare and Attendance along with supporting documentation
 - After the 5th unexcused absence in a semester for high school students
 - after the 9th unexcused absence in a school year for elementary/middle school students
4. The Supervisor of Child Welfare and Attendance contacts the parent/guardian to discuss the student's truancy
5. On the next unexcused absence, the principal schedules a mandatory counseling session that includes the Supervisor of Child Welfare and Attendance, a probation/FINS officer, the principal, the parent, and the student.
6. If the mandatory counseling session does not resolve the issue, the parent and child will be petitioned to appear before juvenile court.
7. Parish police may stop any school-age youth off campus during school hours to verify attendance status and, if necessary, detain or refer to court. A youth who comes within the compulsory school attendance age will:
 - Be questioned regarding his/her absence from school;
 - Be taken home or directed to continue to his/her destination if it has been determined that there is a legitimate or valid reason for being absent from school;
 - Be taken home, to the police station or parish jail, or an appropriate place provided for holding juveniles, when the officer has reasonable grounds to believe that the youth is absent from school without proper authority;
 - The Supervisor of Child Welfare and Attendance will be notified of suspected truant students;
 - The student may be referred to the Court if it has been determined that he/she is absent from school without legitimate excuse.

Responsibility of Parents/Legal Guardians of Truant Students:

The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. If a student is truant, the parent/legal guardian must ensure that the student attends after-school tutoring, weekend classes, or other remediation options as determined by the School Board until the student has caught up on his/her missed schoolwork. Additionally, the guardian is required to participate in monthly meetings concerning the student's progress and attend any informational sessions provided by the School District regarding available family support.

The principal of each school or designated staff members are required to document any attendance-related concerns on the back of the Supplemental Security Income form that the school receives relative to the child.

For children in kindergarten (K) through eighth (8th) grade that are under a court-ordered custody or visitation plan and is habitually absent or tardy, the parent or guardian who has physical custody or visitation on a given day is responsible for ensuring attendance on that day. Any absences or tardies accumulated on those days are the responsibility of the parent or guardian exercising custody or visitation.

ATTENDANCE REPORTS FOR STUDENT DRIVERS

In accordance with state law, students must attend school regularly and be in attendance a minimum number of days during the school year, to remain eligible to obtain or renew a learner's permit or driver's license. When applying to the Office of Motor Vehicles, minors must present proof that they are enrolled in and attending school (or a recognized program) or have completed the required credits for graduation. Upon request, the superintendent, principal, or an authorized school board employee will furnish documentation confirming a student's compliance with attendance laws.

A student who does not meet the required minimum school attendance requirements may be subject to denial or suspension of his/her driver's license or learner's permit.

The principal shall provide written notification to any minor whom the principal has determined to be a dropout or habitually absent or tardy and his/her parent or guardian that the principal intends to subject the minor to driver's license denial or suspension. The written notification shall advise the minor of his/her right to seek a hearing of the School Board of such determination or to make a request of the School Board to obtain a hardship waiver within fifteen (15) days of the mailing of the notification. The principal shall send a copy of the notification to the School Board.

If the School Board is notified of a request for a hearing or a request for a hardship license within fifteen (15) days after the date of mailing the written notification, the School Board shall hold a hearing to make a determination upon such request. If no such request is received by the School Board, or if the School Board determines after a hearing that such student is a dropout or is habitually absent or tardy and is not entitled to a hardship waiver, then the School Board shall provide written notification to the Office of Motor Vehicles that the minor's license should be suspended or denied.

Section 4: Student Dress Code

To promote a focused learning environment, reduce distractions, and ensure student safety, all students must follow the East Feliciana Parish School Board's uniform and grooming requirements as outlined in the district's Student Dress Code Policy.

Uniform Requirements

- Students must arrive on campus fully clothed in the officially adopted school uniform.
- Uniform garments must fit appropriately; extremes in style or fit are prohibited.
- Administrators, faculty, and staff will observe students' dress upon arrival and throughout the day.

- Administrators are authorized to use their discretion to determine whether attire meets policy standards.
- When questions arise, the principal or his/her designee will make the final decision on what constitutes proper or improper dress.

Grooming Standards

- Students must be groomed in an appropriate manner at all times.
- Extremes in grooming style—such as hair designs, cuts, colors, and/or styles which cause a distraction from the instructional process, and facial hair (beards, goatees, and handlebars)—are not permitted.
- Sideburns may be worn to the base of the earlobe and students may wear a neatly trimmed mustache.
- Administrators are authorized to use their discretion to determine whether grooming meets policy standards.
- When questions arise, the principal or his/her designee will make the final decision on what constitutes proper or improper grooming.

Prohibited Items and Messages

No student shall wear, possess, use, distribute, display, or sell any item—including clothing, jewelry, emblems, symbols, signs, or blades—that:

- Signifies affiliation with drugs, alcohol, violence, or gang-related activities.
- Displays profane, obscene, or lewd language or gestures.

Hairstyle Protections

The School Board will not discriminate against a student on the basis of natural, protective, or cultural hairstyles. Protected styles include, but are not limited to:

- Afros
- Dreadlocks and locs
- Twists and braids (including cornrows)
- Bantu knots
- Curls and other styles worn to protect natural hair texture or for cultural significance

Body Armor Prohibition

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

Violations & Consequences

Students who violate the dress code shall be disciplined in accordance with the Student Code of Conduct.

A student enrolled in grades Pre-kindergarten through five (5) shall not be suspended or expelled from school or from riding on any school bus for a uniform violation that is not tied to willful disregard for school policies.

CLINTON ELEMENTARY – JACKSON ELEMENTARY – SLAUGHTER ELEMENTARY DRESS CODE FOR STUDENTS IN GRADES PRE-K – 6

Bottoms

- Only plain, solid-colored khaki cotton, twill, or cotton-blend walking shorts or pants/trousers are allowed.
- Other acceptable bottom wear includes khaki-colored skorts, skirts, and jumpers, properly sized and worn no more than 1–2 inches above the knee (front, back, and sides).
- Navy blue, polo-style dresses are permitted when worn with shorts underneath and meet the above length guidelines.
- Garments must be *sized appropriately* - no excessively tight or loose-fitting bottoms allowed.

Tops

- Only collared polo/golf-style shirts in solid navy-blue color are allowed.

Footwear

- Shoes must be black, brown, or navy oxfords, loafers, tennis shoes, or sneakers.
- All shoes must have soles, closed toes, and closed heels.
- Heel height must not exceed one inch.

Outerwear

- Only plain, solid-colored sweatshirts or light jackets in navy blue or a school-approved color are permitted.
- Outerwear cannot have hoods.
- Only the official school logo/emblem (as approved by the school's administrator) is allowed. No other logos or designs may be worn.

Winter Apparel & Rain Wear

- Winter apparel and rain wear including parkas, gloves, mittens, scarves, knit skull caps, and rain boots may be worn to school.
- All winter apparel and rain wear must be removed immediately upon entering the building.

Identification/Transportation Badge

- A current school-issued ID must be scanned when boarding and exiting the school bus
- Lost IDs must be replaced for a fee of \$5

EAST FELICIANA ENRICHMENT ACADEMY DRESS CODE FOR ALL STUDENTS ASSIGNED TO THE ALTERNATIVE SCHOOL

Bottoms

- Only plain, solid-colored khaki cotton, twill, or cotton-blend pants/trousers are allowed.
- Garments must be *sized appropriately* - no excessively tight or loose-fitting pants allowed.

Tops

- Only collared polo/golf style shirts in solid white color are permitted.

Footwear

- Shoes must be black, brown, or navy oxfords, loafers, tennis shoes, or sneakers.
- All shoes must have soles, closed toes, and closed heels.
- Heel height must not exceed one inch.

Outerwear

- Only white, plain, solid-colored sweatshirts or light jackets are permitted.
- Outerwear cannot have hoods.
- Logos or designs are not allowed.

Winter Apparel & Rain Wear

- Winter apparel and rain wear including parkas, gloves, mittens, scarves, knit skull caps, and rain boots may be worn to school.
- All winter apparel and rain wear must be removed immediately upon entering the building.

Identification/Transportation Badge

- All students must wear a current, school-issued ID around the neck that is visible at all times
- Lost IDs must be replaced for a fee

EAST FELICIANA STEAM ACADEMY DRESS CODE FOR STUDENTS IN GRADES 6 – 8

Bottoms

- Only plain, solid-colored khaki cotton, twill, or cotton-blend pants/trousers are allowed.
- Garments must be *sized appropriately* - no excessively tight or loose-fitting pants allowed.

Tops

- Only collared polo/golf style shirts in solid white or cool gray color are permitted.
- An approved school emblem is REQUIRED on shirts.

Footwear

- Shoes must be black, brown, or navy oxfords, loafers, tennis shoes, or sneakers.
- All shoes must have soles, closed toes, and closed heels.
- Heel height must not exceed one inch.

Outerwear

- Only plain, solid-colored sweatshirts or light jackets in navy blue or a school-approved color are permitted.
- Outerwear cannot have hoods.
- Only the official school logo/emblem (as approved by the school's administrator) is allowed. No other logos or designs may be worn.

Winter Apparel & Rain Wear

- Winter apparel and rain wear including parkas, gloves, mittens, scarves, knit skull caps, and rain boots may be worn to school.
- All winter apparel and rain wear must be removed immediately upon entering the building.

Identification/Transportation Badge

- All students must wear a *current, school-issued ID* around the neck that is *visible at all times*
- Lost IDs must be replaced for a fee
- A Temporary ID must be purchased when a student does not have their ID on person (after 3-days of needing a temporary ID the student is required to purchase a replacement ID)

EAST FELICIANA MIDDLE SCHOOL DRESS CODE FOR STUDENTS IN GRADES 7 AND 8

Bottoms

- Only plain, solid-colored khaki cotton, twill, or cotton-blend pants/trousers are allowed.
- Garments must be *sized appropriately* - no excessively tight or loose-fitting pants allowed.

Tops

- Only *collared polo/golf style shirts* in solid royal blue color are permitted.

Footwear

- Shoes must be black, brown, or navy oxfords, loafers, tennis shoes, or sneakers.
- All shoes must have soles, closed toes, and closed heels.
- Heel height must not exceed one inch.

Outerwear

- Only plain, solid-colored sweatshirts or light jackets in navy blue or a school-approved color are permitted.
- Outerwear cannot have hoods.
- Only the official school logo/emblem (as approved by the school's administrator) is allowed. No other logos or designs may be worn.

Winter Apparel & Rain Wear

- Winter apparel and rain wear including parkas, gloves, mittens, scarves, knit skull caps, and rain boots may be worn to school.
- All winter apparel and rain wear must be removed immediately upon entering the building.

Identification/Transportation Badge

- All students must wear a *current, school-issued ID* around the neck that is *visible at all times*
- Lost IDs must be replaced for a fee
- A Temporary ID must be purchased when a student does not have their ID on person (after 3-days of needing a temporary ID the student is required to purchase a replacement ID)

EAST FELICIANA HIGH SCHOOL DRESS CODE FOR STUDENTS IN GRADES 9 THROUGH 12

Bottoms

- Only plain, solid-colored khaki cotton, twill, or cotton-blend pants/trousers are allowed.
- Garments must be *sized appropriately* - no excessively tight or loose-fitting pants allowed.

Tops

- **For Grade 9 Students:** only collared polo/golf style shirts in solid golden, yellow color are permitted
- **For Early College Academy Students:** only collared polo/golf style shirts in steel gray are permitted – approved emblem required.
- **For Students in Grades 10-12:** only plain, collared polo/golf style shirts or plain, collared button-down dress shirts in Columbia Blue color are permitted.
- Shoes must be black, brown, or navy oxfords, loafers, tennis shoes, or sneakers.
- All shoes must have soles, closed toes, and closed heels.
- Heel height must not exceed one inch.

Outerwear

- Only plain, solid-colored sweatshirts or light jackets in navy blue or a school-approved color are permitted.
- Outerwear cannot have hoods.
- Only the official school logo/emblem (as approved by the school's administrator) is allowed. No other logos or designs may be worn.

Winter Apparel & Rain Wear

- Winter apparel and rain wear including parkas, gloves, mittens, scarves, knit skull caps, and rain boots may be worn to school.
- All winter apparel and rain wear must be removed immediately upon entering the building.

Identification/Transportation Badge

- All students must wear a *current, school-issued ID* around the neck that is *visible at all times*
- Lost IDs must be replaced for a fee
- A Temporary ID must be purchased when a student does not have their ID on person (after 3-days of needing a temporary ID the student is required to purchase a replacement ID)

GROOMING AND ACCESSORIES DRESS CODE FOR ALL STUDENTS IN GRADES PRE-K THROUGH 12

Hair

- Must be neat, clean, and kept out of the eyes.
- No cuts, designs, colors, or styles that distract from instruction.
- Braids, twists, plaits, and cornrows are allowed if tidy and non-distracting.
- Hair picks or combs are not allowed.

Facial hair

- Sideburns may extend to the base of the earlobe.
- Neatly trimmed mustaches are permitted; handlebar styles are not.
- Beards and goatees are prohibited.

GROOMING AND ACCESSORIES DRESS CODE FOR ALL STUDENTS IN GRADES PRE-K THROUGH 12

Footwear

- Appropriate shoes and socks must be worn at all times during the school day.
- **Not allowed:** boots, Crocs, foam shoes, slides, nets, sandals, house shoes, slippers, ballerina flats, and/or flip-flops.
- Socks must be solid white, black, navy, or a school-approved color and visible at the ankle.
- **Elementary only:** solid white, neutral, navy, or black tights or hose are allowed with skirts, jumpers, or shorts.

Jewelry

- One pair of stud earrings (no larger than a pencil eraser).
- Official class rings are allowed.
- All other jewelry—including necklaces, chains, medallions, bracelets, and rings—is prohibited.
- Any object that has a purpose other than jewelry is **not permitted** (i.e., animal chains or collars, specialized ear jewelry, safety pins or tacks)
- All students are **prohibited** from wearing or using mouth grills or any removable mouth jewelry and wearing body piercing jewelry such as eyebrow piercings nose rings, heavily stretched ear loops, tongue rings, and other similar body piercing jewelry or facial jewelry.

Glasses

- Unless prescribed by a physician, no glasses of any kind shall be worn inside the building during the regular school day.

Watches

- Standard watches are allowed.
- Smart watches and/or devices capable of performing tasks beyond providing the time of day are not allowed.

Headwear

- Hats or other head apparel such as caps, bandannas, and sweatbands may not be worn.

Personal Electronic Devices

- Students are encouraged to leave all electronic devices at home.
- See Section 18: Student Use of Personal Electronic Devices for additional information.

Water Bottles

- Only clear plastic water bottles are permitted
- Water bottles can only be filled with water.
- Small logos or monograms are allowed.
- Bottle-filling stations are available at every school.

Belts

- Students in grades 2 and up must wear a solid-colored belt in black, brown, navy, or khaki.
- Buckles must be plain and rest at the natural waist.
- No spikes, rhinestones, or metals are allowed on the band of belts - no oversized buckles or insignia.
- Pre-K, kindergarten, and first grade are not required to wear belts.
- If younger students choose to wear a belt, they must meet the same criteria.

Winter Apparel & Rain Wear

- Winter apparel and rain wear including parkas, gloves, mittens, scarves, knit skull caps, and rain boots may be worn to school.
- All winter apparel and rain wear must be removed immediately upon entering the building.

Undergarments

- Proper undergarments must be worn at all times.
- Plain white undershirts are permitted; sleeves may not extend beyond the uniform shirt sleeves.
- No other undergarments may be visible.

Physical Education Uniforms

- Students must wear the official, school-approved P.E. uniform.
- Uniforms must be sized appropriately

Extra-Curricular Attire

- Students participating in football, band, cheerleading, dance, and similar programs may wear approved extra-curricular apparel during the school day only with prior approval from the school principal.

Backpacks & Bags

- Only clear or solid-colored plastic or mesh backpacks are allowed on campus.
- Backpack straps may be a solid color.
- Colored, transparent backpacks are not allowed.
- Small monograms or logos are allowed; large logos covering most of the bag are not.
- A non-clear pouch or purse (max 5.5" x 8.5") for personal items is allowed.
- Non-clear lunch boxes are permitted.
- Non-compliant bags will be collected and held in the school office for parent/guardian pickup.
- All bags are subject to search at any time.

PROCEDURES FOR HANDLING DRESS CODE VIOLATIONS

A student enrolled in grades Prekindergarten through Grade 5 shall not be suspended from school or from riding any school bus for a uniform violation that is not tied to willful disregard of school policies.

When it is determined that a student is in violation of the Student Dress Code, the following procedures shall be followed.

1. The student will be required to modify their appearance before being admitted to class. For all grades, if the student readily complies with the request to modify their appearance, the infraction will be documented on the district's minor disciplinary infraction form.
2. If the student cannot modify their appearance to conform to the Student Dress Code:
 - The administrator shall be notified.
 - The parent or legal guardian shall be immediately contacted and requested to bring proper clothing to the campus.
3. If the student refuses to modify their appearance to conform to the Student Dress Code: For all grades, an LDOE Behavioral Referral will be written that cites willful disobedience and any other infractions that may have been evident. The completed major behavior referral will be submitted to the administrator for administrative actions to be taken.
4. If the parent or legal guardian cannot be contacted, or if proper clothing is not brought to the school:
 - The student shall be sent to a designated area for the remainder of the regular school day.
 - A letter shall be sent home with the student at the end of the day notifying the parent or legal guardian of the dress code violation and explaining that future violations may result in other disciplinary measures.

Section 5: School Bus Conduct

Each fall, every student will receive a Bus Conduct Acknowledgment Form outlining East Feliciana Parish School Board's bus regulations. Students and parents must sign this form to confirm they've read and understood the rules, then return it to the student's bus operator. Bus operators keep all signed forms on file.

Roles & Responsibilities of the Principal

- Oversees discipline for students:
 - Riding the bus
 - Waiting or loading at bus stops
 - In the bus loading zone at school
- Reviews School Bus Behavior Reports submitted by operators.
- Determines and assigns consequences
- Contacts the parent/legal guardian

Roles & Responsibilities of the Bus Operator

- Maintains safe, orderly conduct on the bus.
- Completes a School Bus Behavior Report for any infraction and delivers it to the principal, preferably in person.
- Never suspends riding privileges or administers corporal punishment.
- If the conduct of a student becomes such that he/she must be removed from the bus, the student will be discharged at their regular bus stop, unless he/she is endangering the lives of other children on the bus.

Appeal Process

Parents of students suspended from bus privileges may appeal in writing to the Superintendent. A formal hearing will be scheduled to review suspension merits (see Suspension Appeals or Appeals).

Damage to the Bus

Students who damage a school bus will be Suspended from school until payment in full has been made for such damage or until his/her readmittance is directed by the Superintendent.

STUDENT CONDUCT GUIDELINES

Students Shall:

1. Cooperate fully with the bus driver.
2. Arrive at stops on time; buses cannot wait.
3. Cross streets/roads cautiously when waiting for and leaving the bus.
4. Follow the driver's instructions when loading and unloading.
5. Keep noise levels low to avoid driver distraction.
6. Be courteous and safety-minded to protect and enjoy their riding privilege
7. Ride only their assigned bus and always sit on their assigned seat.

Students shall not:

1. Stand while the bus is moving.
2. Extend any part of their body—or any object—outside windows or doors.
3. Throw objects in the bus or out of the windows or doors of the bus.
4. Use the emergency exit except in an emergency.
5. Eat or drink on the bus.
6. Vandalize or damage the bus.
7. Possess or use tobacco, matches, lighters, or obscene material on the bus.
8. Engage in fights on the bus.
9. Engage in bullying on the bus.
10. Board or exit the bus at the wrong stop.
11. Leave the bus without permission.

12. Disrespect or disobey the bus driver or aide.
13. Commit immoral or dangerous acts.
14. Refuse to remain in assigned seat.
15. Use profanity.
16. Carry firearms, knives or other objects which can be used as weapons.
17. Possess or use alcohol or any controlled dangerous substances.
18. Use electronic devices, including recording or posting recordings of persons on or off the bus.
19. Board under the influence of alcohol or drugs.

Students may not bring onto the bus:

- Alcohol, drugs, tobacco, matches, vapes, or lighters
- Pets (cats, dogs, etc.)
- Glass objects (except prescription eyeglasses)
- Weapons (including knives or objects which may be used as weapons)
- Oversized items that can't fit under the seat or on the student's lap
- Any other items deemed inappropriate at school

Notes:

- See section entitled *Major Disciplinary Offenses* for consequences for major bus offenses.
- Discipline of students with disabilities follows the same suspension/expulsion procedures as in-school incidents.
- During investigations of major bus infractions, students will be excluded from riding the bus pending results of the investigation. Parents and operators will be notified of investigation outcomes and resulting actions.

Section 6: Bullying and Hazing

The East Feliciana Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents or legal guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities, or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

BULLYING

Bullying shall mean:

1. A pattern of any one or more of the following:
 - A. Gestures, including but not limited to obscene gestures and making faces.
 - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
 - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
 - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, at any designated school bus stop, in any other school bus or any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above shall have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or shall be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Each elementary and secondary school shall institute a program to prohibit and prevent bullying. The program shall:

1. Define bullying as provided above.
2. Ensure each student, each student's parent or legal guardian, and each school administrator, teacher, counselor, bus operator, school employee, and volunteer is aware of his/her duties and responsibilities relative to preventing and stopping bullying.
3. Provide for a process for reporting and investigating alleged incidents of bullying.
4. Provide for appropriate discipline of a student found guilty of bullying.
5. Provide for appropriate remedies for a student found to have been bullied.
6. Provide for procedures for investigating and reporting each school administrator, teacher, counselor, bus operator, and school employee for failure to act as provided.

HAZING

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided. The form shall be available on the website of each public elementary and secondary school.

STUDENTS AND PARENTS

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, or any parent or legal guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or legal guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any chaperone supervising a school function or activity. Any report shall remain *confidential*.

SCHOOL PERSONNEL

Any school employee, whether full- or part-time, and any chaperone supervising a school function or activity, who witnesses or learns of bullying, hazing, or similar behavior, immediately shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or chaperone on the same day as the employee or chaperone witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents or legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

FALSE REPORTS

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student shall be in accordance with the following:

1. Timing

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed as expeditiously as possible, but not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parent or legal guardian of each involved student no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged perpetrator shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged perpetrator.
- B. Parents or legal guardians of the alleged victim and of the alleged perpetrator shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or Article 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians of each involved student, the principal or his/her designee or School Board shall:

- A. Prepare a written report containing the findings of the investigation, including input from the involved students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of each involved student.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.
- F. As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators, or other school personnel pending completion of the investigation.

HANDLING EVIDENCE

Whenever an employee/administrator receives notice of a bullying or hazing, or similar behavior, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent or legal guardian, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent or legal guardian, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interfere with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the alleged victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The School Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

FAILURE TO ACT

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

Any school administrator or official who fails to notify a parent or legal guardian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report bullying and the length of suspension issued to

the employee who failed to report to the State Department of Education. The report shall be submitted by August first annually.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such conduct, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

Section 7: Sexually Related Student Misconduct

The East Feliciana Parish School Board disapproves of and does not tolerate sexual misconduct by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual misconduct does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere, but that does not rise to the level of sexual misconduct as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. Sexual misconduct includes any type of sexually coercive conduct, including, but not limited to, threats, comments, jokes, or overtures of a sexual nature.

COVERAGE

This policy applies to all employees and volunteers, to the elected members of the School Board, and to all students of the East Feliciana Parish School District. It applies at school, school sponsored events on or off school grounds, and in situations which are related to operations of the school.

The School Board and School Board employees shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Board's legal obligations and the necessity to investigate allegations of harassment and take corrective or disciplinary action when the conduct has occurred.

COMPLAINT PROCEDURE

Complaints of sexual misconduct which take place at school or at a school related function or arising out of the school setting should be made to the principal of the school or other designated administrative personnel. Should the claim of sexual misconduct be brought against the principal of the school, the complaint should be brought directly to the Supervisor of Child Welfare and Attendance or his/her designee or the Title IX Coordinator. The complaint need not be in writing, but students are encouraged to do so. Such reports should include the nature of the complaint, recording the specific act or acts which constitute the misconduct complained of, the person or persons who the complainant alleges committed the misconduct, witnesses to the acts complained of, and the date and time of the alleged act or acts.

After notification of the complaint, a confidential investigation shall immediately be initiated by the Superintendent or his/her designee to gather all facts about the complaint. The investigation may use some or all of the investigation procedures outlined policy JCDAF, Bullying and Hazing.

After the investigation has been completed, a determination shall be made regarding the resolution of the complaint. If warranted, disciplinary action shall be taken up to and including involuntary termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee shall be placed in the employee's personnel file which shall reflect the action taken and the grounds therefor. Any disciplinary action taken in regard to a student shall be maintained as any other student disciplinary violation.

NONRETALIATION

Retaliation against any employee or student who brings sexual misconduct charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual misconduct complaint or assisting in the investigation of such a complaint shall not be adversely affected, discriminated against, or punished because of the complaint.

SUSPECTED CHILD ABUSE

If the victim of the alleged sexual misconduct is a minor student and if the alleged misconduct falls within the definition of abuse as found in School Board policy JGCE, Child Abuse, then all school employees with knowledge shall be considered mandatory reporters and the allegations shall be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made in addition to any procedures for handling sexual misconduct complaints.

Section 8: Dating Violence

Dating violence is a pattern of behavior where one person threatens to use, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.

Dating Violence Warning Signs:

- Use of insults, intimidation, or humiliation, especially in front of others
- Extreme jealousy, insecurity, or controlling behavior
- Isolation from friends and family
- Unwanted sexual contact of any kind
- Explosive temper or unusual moodiness
- Constantly monitoring social media activities or location
- Invasions of privacy; showing up unannounced
- Leaving unwanted items, gifts, or flowers
- Abusing alcohol or drugs
- Threatening or causing physical violence; scratches, bruises
- Alcohol or drug use

Instructions for Reporting or Seeking Assistance for Acts of Dating Violence:

If you or someone you know is a victim of dating violence, you should talk to a trusted adult immediately. A trusted adult could be a parent, teacher, school counselor, principal, assistant principal, nurse, social worker, or school resource officer.

You can also contact:

- Louisiana Coalition Against Domestic Violence (Free, Confidential, 24-Hour Help)
Statewide Hotline: 1-888-411-1333
- The National Domestic Violence Hotline (Free, Confidential, 24-Hour Help)
National Hotline: 1-800-799-7233

Section 9: Student Discipline

The East Feliciana Parish School Board acknowledges that the ultimate responsibility for student conduct rests with the student and his/her parents or legal guardians. The East Feliciana Parish School Board further recognizes that it is the responsibility of all school board employees to fully enforce all School Board policy, with respect to discipline and conduct, to ensure a safe learning environment for all students. Therefore, it is the expectation of the East Feliciana Parish School Board that without exception all school administrators and teachers will enforce fully all School Board policy with respect to discipline and conduct to ensure a safe learning environment for all students. It is further the expectation of the School Board that principals take the lead with respect to enforcement using referrals from teachers as their guide. It is further the expectation that all comments and recommendations from principals and central office personnel for teachers not be given in the presence of students. Teachers are the front line of discipline, so their authority shall not be challenged in the presence of students.

The East Feliciana Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. Every teacher and other school employee shall endeavor to hold each accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's *Student Code of Conduct*.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used shall be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process. No principal or administrator shall prohibit or discourage a teacher from taking disciplinary action, recommending disciplinary action, or completing a form to initiate disciplinary action against a student who violates school policy or who interferes with an orderly education process. No principal or administrator shall retaliate or take adverse employment action against a teacher for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

Disciplinary action by a school employee may include, but is not limited to:

1. Oral or written reprimands.
2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct, the teacher shall have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

Any student removed from class in kindergarten through grade five shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher initiating the disciplinary action. A student removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.

Once removed, the student shall not be readmitted to the classroom until the principal has implemented at least one of the following disciplinary measures:

1. Conferencing with the principal or his/her designee
2. Referral to counseling
3. Peer mediation
4. Referral to the school building level committee
5. Restorative justice practices
6. Loss of privileges

7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned schoolwork and homework that would have been assigned and completed by the student during the period of out-of-school suspension
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee

PARENTAL NOTIFICATION

The principal or his/her designee must provide oral or written notification to the parent or legal guardian of any student removed from class. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from class, the teacher or the principal or his/her designee may require the parent, or legal guardian of the student, to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such a conference may be in person or by telephone or other virtual means.

Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian is required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

For students who experience multiple behavioral incidents or disciplinary referrals, a principal or his designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to **require** the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

REPORTS TO PRINCIPAL

Any teacher or staff member who witnesses or becomes aware of a student, even if the student is not personally known to the teacher or staff member, acting disorderly or violating school rules should complete the Louisiana Department of Education's School Behavior Report or School Bus Behavior Report form and submit it to the principal in accordance with district procedures. The principal will review each submitted report and determine appropriate disciplinary actions (e.g., suspension).

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

DELINQUENT STUDENTS

Students who regularly disrupt the normal school environment shall be considered delinquent and may be reported by appropriate school personnel to the juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative educational placement, or transfer to adult education if the student is:

1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation.
2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or
3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

UNRULY OR UNCONTROLLABLE STUDENTS

When a student becomes unruly, the School Board shall urge teachers to send immediately for a principal/designee. If the unruly student presents a hazardous situation, the teacher should do whatever necessary to protect the well-being of the other students in the area. A student that is uncontrollable should be suspended and removed from campus until a conference is set with the student, parent, principal/designee and Supervisor of Child Welfare and Attendance to determine the future of that child. Unadjustable or incorrigible children, who through no fault of their parents/legal guardians regularly disrupt the orderly processes of the school to which they have been assigned, shall be considered as delinquents and may be reported by the Supervisor of Child Welfare and Attendance to the Juvenile Court of East Feliciana Parish, there to be dealt with in the manner prescribed by law.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee must recuse themselves from recommending, deciding an issue, or taking action in any student disciplinary matter if a member of their immediate family is involved. In case of recusal, the matter will be handled by the Superintendent or an impartial designee appointed by the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board shall adopt disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction, including clearly defined consequences of conduct, and shall take into consideration the students' and their families' rights to privacy and other constitutional rights while at home or in a location that is not school property. Any such disciplinary measures adopted by the School Board shall be included in the policy Discipline of Students Engaged in Virtual Instruction.

DEFINITIONS

Out-of-school suspension means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

In-school suspension means removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention may subject the student to immediate out-of-school suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the behavior and conduct of the student.

Expulsion (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.

Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

Virtual instruction means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

Section 10: Positive Behavioral Interventions and Supports (PBIS)

PBIS is implemented district-wide by all teachers, administrators, and support personnel to promote well-managed classrooms and safe campuses. Key components include clear rules & procedures that are taught during the first week of school and that are revisited after long holidays and as needed throughout the year, behavior reinforcement systems (e.g., monthly celebrations, weekly incentives, and classroom level rewards), and restorative practices (e.g., self-reflection exercises, goal setting sessions, and/or counseling support).

Section 11: Disciplinary Offenses

Student disciplinary offenses are categorized as being either a minor disciplinary offense or a major disciplinary offense. The degree and frequency of misbehavior determines whether an infraction is considered a major infraction or a minor infraction. A minor infraction causes a very brief or temporary interruption to class or to an activity, the disruption is very mild, and the student immediately responds to redirection. A major infraction is one that causes sustained or repeated interruption, substantially disrupts the class or school environment, and the student does not immediately respond to redirection. Actions taken to address the two types of offenses and accompanying documentation will differ.

MINOR DISCIPLINARY OFFENSES

Minor disciplinary offenses are handled directly by the classroom teacher using proactive strategies to reinforce positive behavior and correct minor missteps. Common interventions include:

- Explicitly teaching and practicing routines and procedures
- Assigning or adjusting seating arrangements
- Using proximity control and non-verbal signals
- Consistently acknowledging desired behaviors
- Respectfully redirecting inappropriate behaviors
- Teaching alternative, appropriate behaviors

Minor disciplinary offenses are documented on the District's Minor Infraction Form. Documenting minor disciplinary offenses should adhere to the following process:

Infraction Level	Teacher Action	Documentation	Parent Contact
1 st Infraction	• Verbal warning	• District Minor Infraction Form	Not Required
2 nd Infraction	• Conference with student	• District Minor Infraction Form	Teacher contacts parent
3 rd Infraction	• Conference with student and • Implementation of classroom interventions	• District Minor Infraction Form	Teacher contacts parent
4 th Infraction	• Completes a Major Referral for accumulation of minor infractions (code 10) • Attaches Minor Infraction Form • Submits both forms to principal or designee	• Major Referral Form and • District Minor Infraction Form	Administrator contacts parent

Escalation to Major Infraction

Repeated and more intense instances of a minor disciplinary infraction will result in the minor disciplinary infraction being considered a major disciplinary infraction. When this happens a Louisiana Behavior Report will be written and submitted to the principal, or his/her designee and administrative actions will be taken.

The table below provides illustrative examples of how common minor infractions can escalate into major disciplinary infractions. This chart is not exhaustive but serves to provide examples.

Discipline Infraction	Description of Discipline Infraction at the Minor Level	Description of Discipline Infraction at the Major Level
Classroom Disruption	Out-of-seat behavior, off-task conversation, talking without permission, chewing gum, eating, drinking, making noises—causing a brief interruption and responding to redirection.	Repeated out-of-seat behavior, sustained or repeated loud talking (arguing, yelling), refusal to stop chewing gum, eating, drinking - causing sustained interruptions and failing to respond to redirection.
Inappropriate Language	Accidental slip or poor word choice; student apologizes, responds respectfully to redirection.	Use of obscene or profane language toward adults or peers in a threatening or hostile manner; refusing to stop when redirected.
Damage to Property	Low-intensity misuse of property that can be easily repaired (i.e., writing on desks or instructional materials).	The student engages in an activity that results in destruction or disfigurement of school or classroom property (i.e., etching on walls/stalls, breaking furniture, writing on walls with ink or permanent marker).
Technology Violation	Non-serious, unauthorized use of school issued devices and/or the internet (e.g., accessing unapproved but appropriate websites or uses device for appropriate social or personal reasons) that halts when an adult intervenes.	Repeatedly engages in non-serious, unauthorized use of school provided devices and/or the internet. Student uses technology to cause distress to others, access illicit content, or engage in illegal activity; student refuses to comply with adult requests and/or directions, including requests to relinquish the device.
Disrespect/Defiance	Brief refusal to follow adult directions (i.e., talking back, mockery, refusal to complete an assignment) but immediately self-corrects the behavior.	Repeated refusal to follow directions, persistent rudeness or hostility toward authority figures, and failure to self-correct behavior despite several reasonable requests.

MAJOR DISCIPLINARY OFFENSES

Major disciplinary infractions are offenses that are handled by the principal or his/her designee. Major disciplinary offenses are documented on the LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BEHAVIOR REPORT and are submitted to the principal or his/her designee. When a major disciplinary offense occurs, a thorough investigation is conducted by the principal or his/her designee to validate that the behavior offense was committed, who the offense was committed by, and the appropriate administrative actions/consequences.

When a student commits a first major behavioral infraction, they may lose access to non-instructional school privileges – on or off campus, before during, or after school - for a set period of time as determined by administration. Privileges that may be revoked include but are not limited to: (a) attendance at school dances, athletic events, and assemblies, (b) participation in field trips, clubs or extracurricular programs, (c) school transportation access, and/or (d) holding leadership roles (e.g., class officer, team captain). Additional Consequences for major disciplinary offenses may include, but are not limited to, administrative conferences with the student and/or parent/legal guardian, participation in an approved rehabilitation or counseling program at the expense of the parent(s)/legal guardian(s), a short term suspension (1-10 days), a long term suspension (11-89 days), an expulsion (90 days or more), filing of a DCFS Report, contacting law enforcement, notification to the Department of Public Safety and Corrections, and/or referral to the Judicial System. All major disciplinary offenses will require a parent conference.

The disciplinary chart below provides a listing of some major disciplinary offenses, the corresponding Louisiana Department of Education Behavior Report Number, a description of each major disciplinary offense, and consequences to be applied at different occurrences and at different locations (all East Feliciana Parish School Board Property including but not limited to, individual school campuses and facilities, the football stadium, and while riding on school buses – board owned and contracted). Additionally, the consequences below will be applied for disciplinary infractions that occur during the regular school day, during before and after school programs, during summer programs, while participating in school sponsored events on or off campus, at bus stops, and at bus transfer locations.

Note: consequences may be modified on a case-by-case basis, dependent on the severity of the offense. In all cases, any subsequent offense, beyond the 3rd offense, will be treated as the third offense. Students in grades six through twelve who are suspended a third time within the same school year for any offense shall be recommended for expulsion. Any infractions not specifically covered will be left to the discretion of the principal or his or her designee.

DISCIPLINARY CHART

(1)	Willful Disobedience: a deliberate choice to break a rule or disobey a directive given by a person in authority.		
(2)	Treats an authority with disrespect: talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.		
(3) ***	Makes an unfounded charge against authority: Falsely accusing a member of school staff of an act that is unlawful and or a violation of school rules or policy. False statements are representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them.		
(4)	Uses profane and/or obscene language: vulgar, verbal messages, words or gestures that include swearing, or name calling.		
(10)	Disturbs the school or habitually violates any rule: including but not limited to sustained loud talking, yelling, or screaming; noise with materials; and/or sustained out-of-seat behavior.		
(12) ***	Writes profane and/or obscene language or draws obscene pictures: writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)		
(15) ***	Throws missiles liable to injure others: throws any object toward a person or into a crowd of people that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.		
(17) ***	Violates traffic and safety regulations while on School Board Property: to break any law that pertains to the obstruction and flow of traffic and/or safety regulations (e.g., lack of driver's license, does not have the appropriate parking decal properly displayed, reckless operation of a vehicle, repeated failure to adhere to school bus regulations (see Bus Conduct), etc.).		
(38)	Forgery: to use, make, or reproduce another's signature.		
(39)	Gambling: wagering money or property.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	• Conference with Administrator	• 1-2 Day(s) Suspension	• 3-5 Days Suspension
2 nd Offense	• 1-2 Days Suspension	• 3-5 Days Suspension • Mandatory SBLC Referral	• 6-10 Days Suspension • Mandatory SBLC Referral
3 rd Offense	• 3-5 Days Suspension • Mandatory SBLC Referral	• 6-10 Days Suspension	• 15 Days Suspension • Expulsion Recommendation
The below Consequences will be applied for disciplinary infractions that occur on the school bus or at the bus stop.			
1 st Offense	• Conference with Administrator	• 1-2 Day(s) Bus Suspension	• 3-5 Days Bus Suspension
2 nd Offense	• 1-2 Day(s) Bus Suspension	• 3-5 Days Bus Suspension	• 6-10 Days Bus Suspension
3 rd Offense	• 3-5 Days Bus Suspension	• 6-10 Days Bus Suspension	• 15-Days Bus Suspension • Bus Expulsion Recommendation
*** At all grade levels, regardless of the occurrence or location, dependent on the nature and circumstances of the offense – Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.			
(5) ***	Is guilty of immoral or vicious practices: An unwelcome comment (including threats of death or serious bodily injury to another person) that is hurtful, degrading, humiliating, or offensive to another person and which may include a sexual, physical, or racial component. An act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standards of social behaviors and/or local community norms.		
(6) ***	Is guilty of conduct or habits injurious to his/her associates: An act (including horseplay or rough play) that causes visible injury or damage, or lasting pain to another.		
(11) ***	Cuts, defaces, or injures any part of public-school buildings/vandalism: damage, destruction, or defacement of property belonging to the school or others.		
(18) ***	Leaves school premises or classroom without permission: Leaving the school campus and/or assigned classroom or location without permission, failure to return or report to class, visiting unauthorized areas, and/or exiting the bus at an unapproved stop.		
(20) ***	Takes another's property or possessions without permission: taking or obtaining the property of another without permission or knowledge of the owner without violence.		
(40) ***	Public Indecency: exposure of body parts such as genitals/buttocks, breasts/chests in view of public.		
(41) ***	Obscene behavior or Possession of Obscene/Pornographic Material: engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.).		
(44)	Academic Dishonesty: cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception.		
(45) ***	Trespassing Violation: unauthorized entering onto school property at any time outside of normal hours of operation or when an individual attends extracurricular activity and/or practices that they are not invited to, have not paid admission to, or have not been granted permission by the superintendent or the superintendent's designee. Additionally, students that have been suspended or expelled should not be on any school board property, outside of the alternative school, unless prior permission is granted.		

(47)	Misusing Internet/Violates electronic/technology policy: violating the district Internet Use Policy and/or using district provided or issued devices inappropriately.		
(49) ***	False Report: the filing of a false report, verbally and/or in writing, by a student regarding another student that was known to be untrue at the time it was submitted.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	1-2 Day(s) Suspension - Make Restitution (if applicable) - Assignment of a Failing Grade (if applicable)	3-5 Days Suspension - Make Restitution (if applicable) - Assignment of a Failing Grade (if applicable)	5-10 Days Suspension - Make Restitution (if applicable) - Assignment of a Failing Grade (if applicable)
2 nd Offense	3-4 Days Suspension - Make Restitution (if applicable) - Mandatory SBLC Referral - Assignment of a Failing Grade (if applicable)	6-10 Days Suspension - Make Restitution (if applicable) - Mandatory SBLC Referral - Assignment of a Failing Grade (if applicable)	- Long Term Suspension - Make Restitution (if applicable) - Mandatory SBLC Referral - Assignment of a Failing Grade (if applicable)
3 rd Offense	5 Days Suspension - Make Restitution (if applicable) - Assignment of a Failing Grade (if applicable)	- Long Term Suspension - Make Restitution (if applicable) - Assignment of a Failing Grade (if applicable)	15-Day Suspension - Expulsion (Pursuant to a Hearing) - Make Restitution (if applicable) - Assignment of a Failing Grade (if applicable)
- The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop. *** At all grade levels, regardless of the occurrence or location, dependent on the nature and circumstances of the offense – Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - At all grade levels, regardless of the occurrence or location, for incidents involving threats, the student is required to undergo a formal mental health evaluation/examination before returning to school. - For infractions 11, 12, and 20 if restitution is deemed necessary, the student will not be readmitted to school until restitution is made. Restitution could include, but is not limited to, paying to replace or repair damaged items and/or internal community service (i.e., assisting staff in sweeping the cafeteria, picking up paper around the campus, etc.).			
(8) ***	Uses or possesses electronic vapor products, tobacco, lighter, or matches: the possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vaping mods, and similar devices on school grounds, at school sponsored events, or on school transportation vehicles.		
(9) ***	Uses or possesses alcoholic beverages: the possession, use, purchase, intent to distribute, concealment, distribution, or sale of alcoholic products on school grounds, at school sponsored events, or on school transportation vehicles.		
(31) ***	Possesses pocketknife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2 ½ inches): possesses pocketknife or blade cutter with a blade length < 2 ½, refer to code fourteen (14) for blades greater than 2 ½ inches.		
(33) ***	Use of OTC medication in a manner other than prescribed or authorized: the possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission of school officials.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	5 Days Suspension - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	10-Days Suspension - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	15-Days Suspension - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.
2 nd Offense	10 Days Suspension - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Mandatory SBLC Referral	15-Days Suspension - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Mandatory SBLC Referral	20-Days Suspension - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Mandatory SBLC Referral
3 rd Offense	15-Days Suspension - Expulsion (Pursuant to a Hearing) - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)	15-Days Suspension - Expulsion (Pursuant to a Hearing) - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)	15-Days Suspension - Expulsion (Pursuant to a Hearing) - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			

(16a) ***	Participates in fights: Participating in a hostile confrontation with physical contact involving two individuals.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	1-3 Days Suspension - Participation in Conflict Resolution Counseling	5-Days Suspension Participation in Conflict Resolution Counseling	15-Days Suspension (Grades 6-8) 30-Days Suspension (Grades 9-12) - Participation in Conflict Resolution Counseling
2 nd Offense	4-6 Days Suspension - Participation in Conflict Resolution Counseling - Mandatory SBLC Referral	10-Days Suspension - Participation in Conflict Resolution Counseling - Mandatory SBLC Referral	30-Days Suspension (Grades 6-8) 45-Days Suspension (Grades 9-12) - Participation in Conflict Resolution Counseling - Mandatory SBLC Referral
3 rd Offense	7-10 Days Suspension - Participation in Conflict Resolution Counseling	15-Days Suspension - Participation in Conflict Resolution Counseling	15-Days Suspension - Expulsion (Pursuant to a Hearing) (Grades 6-12) - Pursuant to a Hearing - Participation in Conflict Resolution Counseling
- The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop. - At all grade levels, regardless of the occurrence or location, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.			
(16b)	Participates in fights, involving MORE THAN TWO individuals: participating in a hostile confrontation with physical contact involving MORE THAN TWO individuals.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	3 Days Suspension - Participation in Conflict Resolution Counseling	10-Days Suspension - Participation in Conflict Resolution Counseling	15-Days Suspension - Expulsion (Pursuant to a Hearing) - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in Conflict Resolution Counseling
2 nd Offense	5-Days Suspension - Participation in Conflict Resolution Counseling	20-Days Suspension - Participation in Conflict Resolution Counseling	
3 rd Offense	10-Days Suspension - Participation in Conflict Resolution Counseling	15-Days Suspension - Expulsion (Pursuant to a Hearing) - Participation in Conflict Resolution Counseling	
- The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop. - At all grade levels, regardless of the occurrence or location, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.			
(16c) ***	Instigating fights: any behavior - verbal, physical, or digital - that encourages, incites, or contributes to others engaging in a physical altercation.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	1 Day Suspension	3-Days Suspension	7-Days Suspension (Grades 6-8) 15-Days Suspension (Grades 9-12)
2 nd Offense	3 Days Suspension - Mandatory SBLC Referral	5-Days Suspension - Mandatory SBLC Referral	15-Days Suspension (Grades 6-8) 30-Days Suspension (Grades 9-12) - Mandatory SBLC Referral
3 rd Offense	5 Days Suspension - Participation in Conflict Resolution Counseling	7-Days Suspension - Participation in Conflict Resolution Counseling	15-Days Suspension (Grades 6-12) - Expulsion (Pursuant to a Hearing) (Grades 6-12)
- The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop. - At all grade levels, regardless of the occurrence or location, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.			

(19)	Is habitually tardy and/or absent: reporting late to school or class when the day/period begins without permission.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	• Mandatory Parent Conference	• Mandatory Parent Conference	• Mandatory Parent Conference
2 nd Offense	• Mandatory SBLC Referral • Required to make-up seat time through assigned make-up sessions outside of regular class periods.	• Mandatory SBLC Referral • Required to make-up seat time through assigned make-up sessions outside of regular class periods.	• Mandatory SBLC Referral • Required to make-up seat time through assigned make-up sessions outside of regular class periods.
3 rd Offense	• Truancy Referral	• Truancy Referral	• Truancy Referral
The above consequences will be applied for tardies and absences that occur during the regular school day. For before and/or after school programs, summer program, and for extracurricular activities and/or events - actions will be determined by site leaders, sponsors, and/or administrators – some additional possible consequences include written notification to parent/legal guardian, Parent-Student-Teacher-Administrator-Site Leader-Sponsor Conferences, developing a plan, goal setting, and removal from the program.			
(35) ***	Bullying/Harassment (<i>*complete Bullying Form</i>): unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture.		
(36) ***	Cyberbullying (<i>*complete Bullying Form</i>): unwanted and repeated written or verbal interactions, including any threatening, insulting, or dehumanizing gesture, which is carried out through any use of technology; cyberbullying can occur on or off school property.		
(48) ***	Sexual Harassment: any unwelcomed sexual advance, request for sexual favors or other inappropriate verbal, visual, written, or physical conduct of a sexual nature at school or a school sponsored event. It may include but is not limited to: Verbal harassment or abuse; uninvited letters, telephone calls, or distribution of materials of a sexual nature; uninvited or inappropriate leaning over, cornering, patting, or pinching; uninvited sexually suggestive looks or gestures; intentional brushing against a student's or a school employee's body; uninvited pressure for dates; uninvited sexual teasing, jokes, remarks or questions; any sexually motivated unwelcomed touching. Intimidation, bullying, or coercion of a sexual nature.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	• Conference with Administrator	• 1-10 Days Suspension	• 10 Days Suspension
2 nd Offense	• 1-5 Days Suspension •	• Long Term Suspension • Mandatory SBLC Referral	• Long Term Suspension • Mandator SBLC Referral
3 rd Offense	• 6-10 Days Suspension • Mandatory SBLC Referral	• 15-Days Suspension • Expulsion (Pursuant to a Hearing)	• 15-Days Suspension • Expulsion (Pursuant to a Hearing)
- The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop. - At all grade levels, regardless of the occurrence or location, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - At all grade levels, regardless of the occurrence or location, dependent on the nature and circumstances of the offense – participate in Conflict Resolution or other appropriate school board approved counseling.			
(37) ***	False Alarm/Bomb Threat: initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	• 3 Days Suspension • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• 5 Days Suspension • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• 10 Days Suspension • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.
2 nd Offense	• 5 Days Suspension • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• 10 Days Suspension • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• Long Term Suspension • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.
3 rd Offense	• 10 Days Suspension • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• Long Term Suspension • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• 15-Days Suspension • Expulsion (Pursuant to Hearing) • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.
- The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop. - At all grade levels, regardless of the occurrence or location, for incidents involving threats, the student is required to undergo a formal mental health evaluation/examination before returning to school. - If law enforcement agencies determine threat to be credible and imminent contact District Attorney.			

(42)	Unauthorized use of technology: the use, operation, or visual display of any electronic device (cellular phones, smart watches, gaming devices, video cameras, digital cameras, chrome books, tablets, etc.) during the school day. Visual display shall also include any observable protrusion of any clothing, pocket thereof (pants, shirt, or jacket) or of a bookbag or purse. Use and operation shall mean whenever the device is turned on.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parent/legal guardian will be notified to pick up the device from the school's office. - Mandatory Administrator-Parent Conference	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parent/legal guardian will be notified to pick up the device from the school's office. 1-Day Suspension.	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parent/legal guardian will be notified to pick up the device from the school's office. 3-Day Suspension.
2 nd Offense	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parents/legal guardian will be notified to pick up the device from the school's office. 1-Day Suspension.	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parent/legal guardian will be notified to pick up the device from the school's office. 2-Day Suspension. - Mandatory SBLC Referral	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parent/legal guardian will be notified to pick up the device from the school's office. 5-Day Suspension. - Mandatory SBLC Referral
3 rd Offense	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parents/legal guardian will be notified to pick up the device from the school's office. 2-Day Suspension - Additional disciplinary actions may be taken as deemed necessary by the school administration	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parent/legal guardian will be notified to pick up the device from the school's office. 3-Day Suspension. - Additional disciplinary actions may be taken as deemed necessary by the school administration	- The device and all components (SIM Card, case, etc.) will be confiscated. - The parent/legal guardian will be notified to pick up the device from the school's office. 15-Day Suspension. - Expulsion Recommendation
- The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop. - At all grade levels, regardless of the occurrence or location, offenses during periods of standardized testing will result in loss of technology privileges and a long-term suspension and/or expulsion dependent on the nature and circumstances of the offense.			
(43)	Improper dress: out of dress code (e.g., wearing hoodies, shirts with logos and/or graphics, cargo pants, crocs, etc.) or ID violation.		
	Students in Grades K – 2	Students in Grades 3 - 5	Students in Grades 6-12
1 st Offense	- Written notification of dress code violation provided to the parent. - Student requested to modify their appearance before entering the classroom and/or school board property. - Request parent to bring a change of clothing. - Placement in an alternative setting when the parent is unable to bring a change of clothing or dress cannot be modified - Other disciplinary actions may be applied if the dress code violation in coupled with other infractions	- Written notification of dress code violation provided to the parent. - Student requested to modify their appearance before entering the classroom and/or school board property. - Request parent to bring a change of clothing. - Placement in an alternative setting when the parent is unable to bring a change of clothing or dress cannot be modified - Other disciplinary actions may be applied if the dress code violation in coupled with other infractions	- Documented Administrative Conference – signatures required. - Other disciplinary actions may be applied if the dress code violation is coupled with other infractions
2 nd Offense			3-Day Suspension.
3 rd Offense			5-Day Suspension. - Mandatory SBLC Referral
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			
(46)	Failure to Serve Assigned Consequence: failure to serve detention, Time Out Room, Saturday School, Suspension, or other assigned consequences.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
All Offenses	- Extension of Consequence - Unexcused Days - Failing Grades on Missed Assignments - Truancy Referral (if applicable)	- Extension of Consequence - Unexcused Days - Failing Grades on Missed Assignments - Truancy Referral (if applicable)	- Extension of Consequence - Unexcused Days - Failing Grades on Missed Assignments - Truancy Referral (if applicable)
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			

(21)	Commits any other serious offense: any serious incident not covered by any other of these codes.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6 -12
All Offenses	Consequences will vary on a case-by-case basis dependent on the nature and circumstances of the offense.	Consequences will vary on a case-by-case basis dependent on the nature and circumstances of the offense.	Consequences will vary on a case-by-case basis dependent on the nature and circumstances of the offense.
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop. If restitution is deemed necessary, the student will not be readmitted until restitution is made. Restitution could include, but is not limited to, internal community service (i.e., assisting staff in sweeping the cafeteria, picking up paper around the campus, etc.)			
(7)	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form: the possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug or narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles.		
	Students in Grades K-5	Students in Grades 6-12	
All Offenses	- Expulsion (Pursuant to a Hearing) - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)	- Expulsion (Pursuant to a Hearing) - Expelled for a minimum of two (2) complete school semesters - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s) - Refer to the District Attorney’s Office	
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			
(13)	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of code 13 requires additional submission of the Weapon Type code: possessing weapon designed to expel a projectile by action of an explosive.		
	Students in Grades K-5	Students in Grades 6-12	
All Offenses	- Expulsion (Pursuant to a Hearing) - Expelled for a minimum of one calendar year, - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s) - Refer to the District Attorney	- Expulsion (Pursuant to a Hearing) - Expelled for a minimum period of two (2) complete school semesters. - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s) - Refer to the District Attorney	
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			
(14)	Possesses firearms (not prohibited by federal law), knives or other implements which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocketknives with a blade length of less than 2 ½ inches, refer to code 31 for blades 2 ½ inches or smaller: possesses firearms, knives or blades > 2 ½ inches, or any implement (e.g., aerosol spray, pepper spray, mace, fingernail files, screw drivers, air powered guns, BB Guns, toy guns, razor blades, look alike weapon or object not prohibited by federal law) which may be used to inflict bodily injury or damage to property and/or that can place a person in reasonable fear or apprehension of serious harm that is on a student’s person or contained in the student’s belongings, locker and/or storage space.		
	Students in Grades K-5	Students in Grades 6-12	
All Offenses	- Expulsion (Pursuant to a Hearing) - For Firearms: Expelled for a minimum of one calendar year. - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s) - For firearms: refer to the District Attorney	- Expulsion (Pursuant to a Hearing) - For Firearms: Expelled for a minimum period of two (2) complete school semesters. - Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. - Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s) - For firearms: refer to the District Attorney	
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			

(30)	Discharge or use of weapon(s) prohibited by federal law: discharge or use of firearms or explosive type weapons includes but is not limited to the following: the frame or receiver of any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas, such as a: bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or similar device, any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled, Handguns, and/or Rifles/shotguns).		
	Students in Grades K-5		Students in Grades 6-12
All Offenses	• Expulsion (Pursuant to a Hearing) – Expelled for a minimum period of two (2) complete school semesters. • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. • Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s) • Refer to the District Attorney		• Expulsion (Pursuant to a Hearing) – Expelled for a minimum period of two (2) complete school semesters. • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately. • Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s) • Refer to the District Attorney
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			
(34)	Possession of Body Armor: possession, including the wearing of any type of gear that protects the person from attack by another.		
	Students in Grades K - 2	Students in Grades 3 - 5	Students in Grades 6-12
All Offenses	• Expulsion (Pursuant to a Hearing) • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• Expulsion (Pursuant to a Hearing) • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• Expulsion (Pursuant to a Hearing) • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			
(50)	Crime of Violence (per R.S. 14:2B): an offense that has, as an element, the use, attempted use, or threatened use of physical force against the person or property of another, and that, by its very nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense or an offense that involves the possession or use of a dangerous weapon.		
	Students in Grades K - 2	Students in Grades 3 - 6	Students in Grades 7-12
All Offenses	• Expulsion (Pursuant to a Hearing) • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• Expulsion (Pursuant to a Hearing) • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.	• Expulsion (Pursuant to a Hearing) • Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.
The above consequences will be applied for disciplinary infractions that occur at any location – during the regular school day, while in attendance at before or after school programs or summer programs, while participating in school sponsored events/activities on or off campus including on the bus or at the bus stop.			

Section 12 Discipline of Pre-Kindergarten Students

Pre-Kindergarten Students that commit disciplinary offenses will be rendered disciplinary consequences at the discretion of the principal or his/her designee as authorized by the Superintendent and School Board. Any disciplinary consequences rendered will be in accordance with state law and district policy. For a list of administrative disciplinary measures, see the section of this handbook entitled STUDENT REMOVAL FROM CLASSROOM.

Due to the age of students that are enrolled in Pre-Kindergarten Programs, the principal or his/her designee, the teacher, and school staff are encouraged to address misconduct with parental conferences and using restorative practices whenever appropriate and possible.

Section 13: Zero Tolerance

It is the policy of the East Feliciana Parish School Board that fighting is not tolerated. Fighting is defined as the intentional use of force or violence upon another person. Students aged fourteen (14) and over who are determined to be the aggressors in a fight on School Board property may be removed from the premises by law enforcement officials. Additionally, charges may be filed with the appropriate law enforcement agency.

The principal and/or their designee shall, as soon as reasonably possible, notify the Superintendent of Schools or his/her designee regarding the involvement of law enforcement on campus.

Definition of Aggressor

"Aggressor" refers to any student who meets one or more of the following criteria in a physical confrontation on campus or during school-related activities:

- Initiates the physical altercation by being the first to throw a punch, strike, kick, shove, or use any other form of offensive physical contact.
- Provokes or instigates a fight through hostile words or gestures.
- Uses excessive force—continues to attack after the other student has backed off or after an adult intervenes.

When both students engage in hostile or provocative behavior, both may be designated aggressors.

Reporting and Notification

1. School principals shall call the parent(s)/legal guardians
2. Principals may also call appropriate law enforcement authorities for every fight involving students who are 14 years of age or older.
 - a. Appropriate law enforcement authorities" include deputized School Security Officers and School Resource Officers.
 - b. If no deputized School Resource Officers or School Security Officers are available, local law enforcement shall be called to investigate and recommend one of the following actions:
 - i. Issuing the student a misdemeanor summons.
 - ii. Releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court.
 - iii. Taking the student directly to the designated holding area.
 - iv. Arresting the student.

Disciplinary Actions

- Students involved in a fight at school will also be subject to suspension or expulsion as outlined in this handbook.
- The aggressor(s) will be suspended to the alternative school.
- A second fight may be grounds for expulsion.
- Since pushing and shoving lead to fighting and are violations of school policy, the student will be subject to suspension or expulsion as stated in this handbook.

Self-Defense Exception

- Non-aggressive self-defense allows the student to defend himself against an attack, but only to the point where the attacker backs off or an adult intervenes.
- If it is determined that the non-aggressor did not participate nor instigate in the fight, the student may not be suspended nor recommended for expulsion from school.

Counseling and Readmission

- Any student suspended for fighting must participate in counseling before readmission:
 - By default, counseling will be provided by RKM Social Workers or the school counselor at the high school, or by principals, assistant principals or SBLC Chairpersons at the elementary/middle schools.
 - The parent/legal guardian can elect to use and pay for outside counseling services.
 - Any outside counseling must be pre-approved by authorized school board personnel and must include conflict resolution and, if needed, anger management.
- Parents or guardians are required to participate in the counseling process.
- The student will be referred to the local school counselor for ongoing monitoring.
- Parents or guardians will be mandated to participate.
- The student will be referred to the local school counselor for ongoing monitoring

Policy Scope

- This Zero Tolerance for Fighting Policy is in effect from the time a student leaves home for school until the student returns home from school.
- It is also in effect during all school-related activities.

Student Responsibilities

It is the student's responsibility to alert a principal, teacher, coach, etc., to any hostile attempt directed toward him/her. This may be done by verbally informing a school administrator and/or teacher of the hostile attempt and by completing a student complaint form. Administrators are then required to take immediate action to prevent further hostile attempts. All complaints are to be investigated.

Section 14: Suspensions

The East Feliciana Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a student for a specified period of time in accordance with statutory provisions.

Prior to any out-of-school suspension or assignment to alternative placement, the school principal or his/her designee shall:

1. Advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation.
2. The student shall be given an opportunity at that time to explain his/her version of the facts.
3. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. *Notice* shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication or by a certified letter sent to the address shown on the student's registration card.
4. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

A student who is suspended for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, or legal guardian, court, or other appointed representative responds.

If a teacher, principal, or other school employee is authorized to require the parent, or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor. In the event there is no school counselor assigned to that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.

After any second suspension of a student during the same school year, the principal or his/her designee and the employee designated by the principal to identify behavioral and mental health support services available shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the employee designated for mental and behavioral health assistance shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services or assessment and treatment.

Notwithstanding any public-school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.

Any student in grades pre-kindergarten through five, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

SUSPENSION APPEAL

Any parent, or legal guardian of a student suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

Suspension Appeals can be hand-delivered or mailed to:

East Feliciana Parish School Board

C/O Student Hearing Office

Attn: Student Hearing Officer

12732 Silliman Street

P.O. Box 397

Clinton, Louisiana 70722

MANDATORY SUSPENSION

FIREARMS, KNIVES, OTHER DANGEROUS INSTRUMENTALITIES, DRUGS

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above offenses for students in grades six through twelve.

A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

ASSAULT OR BATTERY OF SCHOOL EMPLOYEES

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises without the benefit of required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be suspended from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

CREDIT FOR SCHOOL WORK MISSED

A student who is suspended for ten (10) days or fewer shall be assigned schoolwork missed while he/she is suspended and shall receive the same credit originally available for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for schoolwork if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

RELEASE OF SUSPENDED STUDENT/NOTIFICATION

In cases dealing with suspension, the student shall be sent home during the school day only if the parent/legal guardian can come to school to personally receive the student. If this is not possible, the student shall be kept from the classroom in other quarters and sent home that afternoon with the suspension from school beginning the next day. In either event, contact shall be made by the principal/designee with the student's parent/legal guardian to notify them of the suspension. The principal/designee shall give the offending student's assigned bus driver a copy of the suspension slip on the same day of the suspension.

If a suspension results from a serious violation or offense being committed, the principal/designee shall immediately contact the student's parent/legal guardian and appropriate law enforcement agency; only then will an exception be made if the student is placed in the hands of juvenile authorities or the proper law enforcement agency. In this instance the principal/designee shall immediately notify the Superintendent. The Superintendent, upon further investigation, shall notify the School Board President and Vice-President. The School Board President and Vice-President shall each notify other Board Members.

IN-SCHOOL SUSPENSION

In-school suspension shall be used by the principal or his/her designee to remove a student from his/her normal classroom setting while continuing to provide instruction to the student and maintaining the student under supervision within the school. The assignment of a student to in-school suspension will be made by the principal or his/her designee.

When a student is assigned to in-school suspension, attendance is mandatory. Should a student fail to participate in or comply fully with the rules for in-school suspension, he/she will be judged as insubordinate and subject to more severe disciplinary procedures.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

SUSPENSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Suspension of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

Section 15: Expulsions

The East Feliciana Parish School Board may expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law or the School Board's code of conduct.

Prior to any expulsion the school principal or his/her designee shall:

1. Advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation.
2. The student shall be given an opportunity at that time to explain his/her version of the facts.
3. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication and additionally by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

Upon the recommendation for expulsion of a student by the principal a hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The School Board shall provide written notice of the hearing to the student and his/her parent or legal guardian, and the notice shall advise the student and his/her parent or legal guardian of their rights. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered.

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is suspended for longer than ten (10) days or expelled shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

EXPULSION APPEALS

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the Superintendent or his/her designee, the School Board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student shall have such right of review even if the recommendation is reduced to a suspension.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

FIREARMS, KNIVES, AND DRUGS

Any student in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches (2 ½ ") in length, or any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action. However, the Superintendent may modify the length of the minimum expulsion required on a case-by-case basis, provided such modification is in writing.

A student found guilty of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof shall not be subject to such expulsion unless it is the second or subsequent occurrence.

VIRTUAL INSTRUCTION

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

ADDITIONAL REASONS FOR EXPULSION

1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. The principal may recommend expulsion to the Superintendent for any student in grades pre-kindergarten through five who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches in length.
3. Any students in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product or found guilty on the first occurrence of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.
4. Notwithstanding any public-school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.
5. Any student in pre-kindergarten through five, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall, upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.
6. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
7. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of **two-thirds $\frac{2}{3}$ of the elected members of the School Board**, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be expelled from school for a uniform violation that is not tied to willful disregard of school policies.

READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by sending a certified letter to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Readmittance After All Expulsions

Any student expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the Superintendent. Readmission to school on a probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the student from school premises and returned to the school system's alternative school setting without benefit of a hearing or other procedure upon the principal or Superintendent determining the student has violated any term or condition of the agreement. Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

Readmittance After Expulsion for Firearms, Knives, Weapons, or Drugs

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide to the School Board information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of student records to any school or system shall include information on the dates of any expulsions and the reasons therefor.

CREDIT FOR SCHOOL WORK MISSED

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was expelled.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

Section 16: Offensive Conduct at the End of the School Year

NON-GRADUATING STUDENTS

Any student who commits a disciplinary offense during the last ten (10) days of school, which results in suspension or expulsion, shall serve such discipline at the end of the current school year and continuing through the beginning of the next school year until completed.

GRADUATING STUDENTS

Any graduating student committing a serious offense warranting a suspension and/or expulsion that is upheld by the superintendent upon the principal's or his/her designee's recommendation will be excluded from year-end activities, including participation in graduation exercises. Diplomas may be given to or mailed to the student at the end of the closure of school. In accordance with East Feliciana Parish School Board Policy, this regulation shall be included in senior orientation prior to the end of the year, and each senior will sign documentation indicating their knowledge of these regulations. Parents or legal guardians will receive a letter detailing these regulations.

Section 17: Discipline Procedures for Students with Disabilities

Type of Disciplinary Action	Description	Length of Removal	Is FBA, BIP, and/or MDR Required?	Is a Re-Evaluation required?	Is an IEP or IAP meeting required?
ISS Detention or TOR	Student moved from class; must receive IEP/IAP services. Not considered removal.	School Determines	FBA – Yes BIP – Yes MDR – No	No	Yes. The first time a student with disabilities is suspended <i>for any reason</i> , an IEP or IAP Meeting must be held.
Short-term Referral to EA or ISS	Student referred to EA; must receive IEP/IAP services.	10 days or less	FBA – Yes BIP – Yes MDR – No	No	Yes. After second or third exclusion.
Long-term Referral to EA	Student referred to EA; must receive IEP/IAP services.	More than 10 days	FBA – Yes BIP – Yes MDR – Yes File MDR, FBA, & BIP in student's IEP/IAP folder. <i>Cannot suspend or expel for more than 10 days if behavior is a</i>	Yes, if placement is more than 10 days	Yes, convene IEP or IAP team to conduct or review FBA, develop a BIP, and consider LRE/MRE.
1 st to 3 rd Short – Term Suspension	Exclusion from class/school.	10 days are less	FBA – Yes BIP – Yes MDR – No	No	Yes, convene IEP or IAP Team.
4 th Short-term Suspension	Significant change in placement. Removal from class/school. FAPE must be provided, and educational services cannot cease. Transportation is provided.	10 days are less	FBA – Yes BIP – Yes MDR – Yes File MDR, FBA, & BIP in student's IEP/IAP folder.	Yes, if placement is more than 10 days	Yes, IEP or IAP team follows required procedures for FBA, BIP, IAPS, etc. <i>If the student has been excluded for 10 or more days, follow procedures for</i>
Long-term Suspension <u>or</u> IAPS / In- school Expulsion with Bus Exclusion	Significant change in placement. Removal from class/school. FAPE must be provided, and educational services cannot cease. Transportation is provided.	More than 10 days (i.e., In-School Expulsion)	FBA – Yes BIP – Yes MDR – Yes File MDR, FBA, & BIP in student's IEP/IAP folder.	Yes, if placement is more than 10 days	Yes, IEP or IAP team follows required procedures for FBA, BIP, IAPS, etc. <i>If the student has been excluded for 10 or more days, follow procedures for</i>
Emergency Removal with Bus Exclusion	Immediate removal from school. Student is clearly a danger to self and others.	1 through 10 days	FBA – Yes BIP – Yes MDR – No, if fewer than 10 days MDR – Yes, if 10 or more consecutive or cumulative days. FBA & BIP must be done after any emergency removal	No	Yes, hold IEP or IAP meeting within 10 days of beginning of exclusion.

Note. All Discipline Data must be entered in the Student Data System (SDS) within 24 hours of Disciplinary Action.

FBA = Functional Behavior Assessment
 BIP = Behavior Intervention Plan
 MDR = Manifestation Determination Review
 EA = Enrichment Academy (IAES for EFPSB)
 LRE = Least Restrictive Environment

SDS = Student Data System
 SBR = School Behavior Report (mandated LDE form 500-220-6200)
 SBRR = School Bus Behavior Report (mandated LDE form)
 IAES = Interim Alternative Education Setting (or EA)
 MRE = Most Restrictive Environment

CORPORAL PUNISHMENT OF EXCEPTIONAL STUDENTS

In accordance Act 266, the administering of corporal punishment to students with exceptionalities and students that are eligible for services under Section 504 of the Rehabilitation Act of 1973 and who have an Individual Academic Plan is prohibited, except for gifted and talented students.

ACT 266 defines “corporal punishment” and provides that “corporal punishment” does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student or others from bodily harm or to obtain possession of a weapon or other object from a student.
2. The use of seclusion and restraint as provided in present law for students with exceptionalities.

Amends R.S. 17:223(A), 416.1(B), and 3996(B) (2)

EXPULSION & HEARING PROCEDURES FOR STUDENTS WITH DISABILITIES

Role of School Administrator	Role of Teacher	Role of Hearing Officer
Investigate alleged violation of school code of conduct warranting disciplinary action.	When notified by the school administrator of a recommendation for expulsion: schedule IAP or IEP meeting – review FBA and BIP. Note: if there is not an FBA and BIP, the manifestation determination review meeting should not be conducted.	Review contents of student’s current IEP or IAP folder as provided by the school. Required <u>IEP</u> documents for review: 1. Prior Notice Letter 2. Due Process Checklist 3. Current IEP 4. Current Evaluation 5. FBA, BIP, and all BIP reviews. Required <u>IAP</u> documents for review: 1. Current IAP 2. FBA, BIP, and all BIP reviews.
Recommendation of expulsion: Immediately notify parent of the disciplinary action and all procedural safeguards. Notify SBLC Coordinator, Pupil Appraisal representative, and student’s teacher(s).	Conduct a manifestation determination review meeting and complete the MDR form (assistance may be provided by PA and/or Special Education Instructional Support Specialist (SEISS): The IEP/IAP team must consider all current information relevant to the disciplinary action, including: 1. Evaluation and diagnostic results, including such results or other relevant information supplied by the parents of the student. 2. Observations of the student.	Preside over disciplinary hearing. Render disciplinary decision.
Notify hearing officer to schedule hearing date. All infractions must be entered into SIS within 24 hours of completion of investigation.	During the manifestation determination review meeting, the IEP/IAP team must answer the following questions: 1. In relation to the behavior that resulted in disciplinary action, Is placement appropriate and were services and behavior intervention strategies provided in	If expulsion is affirmed, return IEP information to ESS Department and IAP folder to the SBLC Coordinator.

**EXPULSION & HEARING PROCEDURES FOR STUDENTS WITH DISABILITIES
(CONTINUED)**

Role of School Administrator	Role of Teacher	Role of Hearing Officer
	accordance with the IEP/IAP? 2. Did the student's disability impair his/her ability to understand the impact and consequences of the behavior subject to disciplinary action? 3. Did the student's disability impair his/her ability to control the behavior subject to the disciplinary action?	
Participate in MDR meeting (should be conducted immediately or no later than 10 days from the recommendation to remove the student)	If the parent disagrees with the MDR decision, give the parent a copy of Rights of Exceptional Children, Mediation Services, and Due Process Services booklet.	Notify the Principal of the EA <i>by telephone and/or or e-mail</i> of the expulsion decision as soon as possible. Ensure that schools follow all procedures for referring students to the Enrichment Academy.
If behavior is related to the student's disability, the student cannot be disciplined as a "regular" student. School personnel must develop and implement appropriate interventions to address the student's needs.		
If behavior is not related, proceed to schedule disciplinary hearing. Take student's IEP/IAP folder to hearing to present to the hearing officer or designee for review of documents.		
If expulsion decision is affirmed for IDEA student, leave current IEP folder with ESS Department. If expulsion decision is affirmed for Section 504-student, leave current IAP folder with the SBLC Coordinator. If the expulsion decision is not affirmed by the Hearing Officer, return the IEP folder to the special education teacher. Return the IAP folder to the SBLC Coordinator. If student is referred to the EA, follow procedures for EA referral.		

EA = Enrichment Academy
ESS = Exceptional Student Services
MDR = Manifestation Determination Review
SBLC = School Building Level Committee

IAP = Individual Accommodation Plan
PA = Pupil Appraisal
IEP = Individual Education Plan

SECLUSION AND RESTRAINT

The School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's *Individualized Education Program* (IEP) or behavior intervention/management plan.

The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identified as also having a disability.

DEFINITIONS

- **Imminent Risk of Harm:** shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.
- **Seclusion:** shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.
- **Seclusion Room:** means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.
- **Mechanical Restraint:** means the application of any device or object used to limit a person's movement. Mechanical restraint does *not* include: (1) A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.
- **Physical Restraint:** means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.
- **Positive Behavior Interventions and Supports:** means a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.
- **School Employee:** means a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

DOCUMENTATION AND NOTIFICATION

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of the Exceptional Student Services Department shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day in which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

This policy and the guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to all school employees and every parent of a student with a disability under Bulletin 1508.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported by the School Board to the Louisiana Department of Education (LDOE).

Section 18: Student Use of Personal Electronic Devices

No student, unless authorized by the school principal or his/her designee, shall use, or operate any personal electronic device between the hours of 7:00 a.m. and 4:00 p.m. in any school building, or on the grounds thereof or in any school bus used to transport public school students. The use, operation, or visual display of any of these devices shall result in the consequences as listed in the student code of conduct. *Visual display* shall also include any observable protrusion of any clothing, pocket thereof (pants, shirt, or jacket) or of a book bag or purse.

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. Electronic telecommunication devices shall include, but not be limited to, cellular telephones, smart watches, personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, or similar devices.

These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

Electronic devices include, but are not limited to: cellular phone, radio, tape/CD player/recorder, gaming device, video camera, digital camera, beeper, MP3 player, iPod, facsimile system, radio paging service, intercom, or electro-mechanical paging system. It also includes smart watches or similar devices.

Violations of this policy shall result in consequences as listed in the Student Code of Conduct.

Neither the school administrator, the schools, nor the School Board shall be responsible for electronic devices lost or stolen on School Board property.

Nothing shall prohibit the use and operation by any person, including students, of any electronic device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage. For purposes of this policy, the terms use and operation shall mean whenever the electronic device is turned on.

During the periods of standardized testing, all electronic devices shall be strictly prohibited from campus at all times.

Please see the Disciplinary Chart found in Section 11: Disciplinary Offenses for consequences associated with violations of the Student Use of Personal Electronic Devices Policy. In addition to district-wide policies, individual school sites may implement their own specific procedures and requirements regarding the use of personal electronic devices.

Section 19: Student Smoking, Tobacco, and Marijuana Use

The use of any tobacco product, smokeless tobacco, or marijuana products in any form, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all East Feliciana Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to smoke does not exempt a student from this policy.

Violations shall subject the student to appropriate disciplinary action.

Section 20: Student Alcohol and Substance Abuse

As a result of La. Rev. Stat. Ann. 14:403.1, each school in the East Feliciana Public Schools system shall provide access to age-appropriate, developmentally based Drug and Alcohol Education and Prevention Programs. Trainings provided through Drug and Alcohol Education and Prevention Programs shall include informational literature and research-based strategies.

Through the combined efforts of each School Building Level Committee, the East Feliciana Public Schools system intends to cooperate with all segments of the community in providing information regarding resources available to all students who develop alcohol or other drugs related problems.

Every student is entitled to an education which is offered in an orderly, healthy atmosphere. The East Feliciana Parish School Board directs that each student shall be specifically prohibited from using, distributing, attempting to distribute, being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on any School Board property, at any school sponsored event, or at a school function away from school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or School Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who possesses, distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

Students found guilty of using, being in possession of, consuming or being under the influence of alcohol, look-a-like alcohol or look-a-like drugs, over the counter inhalants, or delirants on school property, on a school bus, or at a school event may be suspended or expelled. The student shall be required to

complete a drug-use assessment, followed by participation in a School Board approved prevention and/or intervention program for families and students. These acts of misconduct are not to be confused with incidents of using, being in possession of, consuming or being under the influence of an illegal narcotic drug or a controlled dangerous substance which results in expulsion. Verification of an appointment for an assessment and agreement to enroll in the approved program is required before reentry into school following the period of suspension or expulsion.

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

Use and/or under the influence shall mean a student has smoked, ingested, imbibed, inhaled, drunk, or otherwise taken or absorbed a prohibited substance recently enough that it is detectable by the student's actions, breath, speech, and/or physical evidence.

Substance Abuse Evaluation and Treatment Centers in the area (Any expenses incurred are the responsibility of the Parent/Guardian):

- Visions Therapeutic Family Services
Sondra Hayes, LPC-S LMFT LAC
(225) 278-2079
11504 Liberty Street
Clinton, Louisiana 70722
- Children's Behavioral Health Services
422 Colonial Drive
Baton Rouge, Louisiana 70806
(225) 922-0445
For Children ages Birth to Seventeen (17)
- Capital Area Human Services Baton Rouge Behavioral Health
2751 Wooddale Boulevard
Baton Rouge, Louisiana 70805
(225) 925-1906
For Adults 18 and Over

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. If a student is suspected of substance abuse, with reasonable cause, a drug screen may be required at the parent's expense. In such cases, a parent/guardian will be contacted to be present for the screen. If the screening produces a negative result the parents will be reimbursed. These cases shall be reported to the principal and the Substance Abuse Team. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the *School Building Level Committee* (SBLC), who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. The SBLC shall report its findings along with the recommendation for treatment, counseling, or other appropriate action to the principal.

REFERRAL FOR DRUG SCREENING

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

If evidence of abuse is found, the principal or his/her designee shall refer the student to an alcohol and drug abuse treatment professional chosen by the student's parent or legal guardian. If it is determined by the professional that the student needs treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

Section 21: Alternative School Program

Students suspended for more than ten (10) days, or that are expelled from school, shall remain under the supervision of the school system through an alternative education program designed to continue the educational process in an alternative educational placement. The alternative education program is designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in the traditional school programs or who are disruptive in the traditional school environment remain in school and earn course credits when possible. During placement at the alternative education site, students are provided assistance with developing social skills and work habits that will better equip them to function more appropriately in the traditional school setting upon their return.

A student placed in an alternative school or an alternative education program shall attend and participate in such school, program, or educational setting. The parent or legal guardian of any such student shall ensure attendance of the student as required. The Supervisor of Child Welfare and Attendance, with the approval of the Superintendent, shall have the authority to file court proceedings to enforce the attendance requirements.

EAST FELICIANA ENRICHMENT ACADEMY

East Feliciana Public School Students that are suspended for more than 10 days or that are expelled are placed at the East Feliciana Parish Enrichment Academy (EA). The EA provides students that are ineligible to return to their home school, during a period of suspension or expulsion as affirmed by the school system's Superintendent, a second chance. The EA allows students to earn grades and limited Carnegie units. Students placed at the EA must comply with site rules and regulations. Failure to comply may result in revocation of attendance privileges.

Students placed at the East Feliciana Enrichment Academy due to discipline are not allowed to participate or attend extracurricular activities on the school campuses or at any location where extracurricular activities are being held for students (i.e., school sponsored or school-related activities, which include but is not limited to athletic practices and events, field trips, prom, ring ceremonies, graduations, etc.).

Section 22: Computer Access and Use

INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the East Feliciana Parish School Board.

The school board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats.

Such information shall either be distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

Internet access is now available to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

In its continued efforts to comply with the *Children's Internet Protection Act*, the Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively, violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as instant messaging.
- Prohibit unauthorized access, including what is now known as "hacking," and other unlawful on-line activities by minors online.
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Institutes measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

The student and parent or guardians shall sign an *Acceptable Use of Computers and Internet Agreement*, which shall be required before any student will be allowed to use school system computers. The student and parent/guardians signatures shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

- **Acceptable Use** - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School Board regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited. Subscriptions to list servers, bulletin boards, and online services must be pre-approved by the Superintendent or his/her designee.
- **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, staff, or District Technology Committee.
- **Netiquette** - Users shall be expected to abide by the generally accepted rules of network etiquette.
 - Be polite. Do not send abusive messages to others. Use appropriate language.
 - Do not reveal personal addresses or phone numbers of students or colleagues.

- Note that Electronic Mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities. All users should be aware that routine monitoring of the system may lead to discovery that the user has or is violating the Acceptable Use Agreement, the Student Handbook and/or the law. Routine maintenance of the system may also purge files from individual accounts.
- Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass email messages, or annoying others using the talk or write functions). Hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass others or infiltrate a computer or computing system and/or damage the software components of a computer or computing system shall be prohibited.
- Hate mail, harassment/bullying/intimidation, discriminatory remarks and other antisocial behaviors shall be prohibited on the network.
- The illegal installation of copyrighted software for use on district computers shall be prohibited.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) shall be prohibited.
- **Security** - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal. The problem shall not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.
- **Vandalism** - Vandalism shall result in cancellation of privileges and or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.
- **Consequences of Misuse** - School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the *Code of Conduct* for computer use, or any rules contained in the *Acceptable Use Agreement*. If vandalism occurs, the student will receive the appropriate consequences, including the student/parents making restitution for damages according to cost for repair or replacement.

CODE OF CONDUCT

EFNET Code of Conduct applies to all users of the Internet. Honesty, integrity, and respect for the rights of others should be evident at all times.

The use of the Internet, including the World Wide Web, in any East Feliciana Public School must be in support of education and academic research and consistent with the educational objectives of the East Feliciana Parish School Board. Neither East Feliciana Parish School Board nor any of the schools shall be responsible for any financial obligations incurred by users of the Internet.

Internet activities that are permitted and encouraged:

- Investigation of topics being studied in school.
- Investigation of opportunities outside of school related to community service, employment, or further education.

The Internet user shall be held responsible for his/her actions and activities. Unacceptable uses of the network shall result in appropriate disciplinary action, including school suspension or revoking of these privileges. Regulations for participation by anyone on the Internet shall include but not be limited to the following:

- Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
- Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
- Degrading or disrupting equipment or system performance shall not be permitted.
- Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
- Wastefully using finite resources shall not be permitted.
- Gaining unauthorized access to resources or entities shall not be permitted.
- Invading the privacy of individuals shall be prohibited.
- Using an account owned by another user shall be prohibited.
- Posting personal communications without the author's consent shall be prohibited.
- Posting anonymous messages shall not be permitted.
- Accessing or transmitting obscene, pornographic, threatening, or abusive material shall be forbidden.
- Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
- No user shall be permitted to upload or create a computer virus on the Internet or any network system.
- Downloading information without permission of Technology Coordinator is prohibited.
- Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion is prohibited.
- Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals is prohibited.
- Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole lack serious literary, artistic, political, or scientific value as to minors is prohibited.

If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material, she or he should back out of that information at once and notify the teacher.

The East Feliciana Parish School Board makes no warranties of any kind, whether expressed or implied for the service it is providing. The East Feliciana Parish School Board shall not be responsible for any damages a user may suffer, including loss of data. The East Feliciana Parish School Board shall not be responsible for the accuracy or quality of information, obtained through any school system Internet connection.

All regulations are applicable to all users of the network. Each computer user in the East Feliciana Parish School System shall be required to sign an *Acceptable Use of Computers and Internet Agreement*, which shall acknowledge that the user understands and agrees to abide by all provisions governing the use of computers and access to the Internet in the East Feliciana Parish School System. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the State of Louisiana and the United States of America.

The School Board may suspend or terminate any student's privilege to use the Internet at any time solely at the School Board's discretion. The policy of the School Board defining use of the Internet serves as guidelines but does not warrant or guarantee access to or use of the Internet. Consequently, the School Board may, at any time and in its sole discretion, end the privilege of any individual student or of all students to use the Internet without notice, cause, or reason.

Section 23: Student Civil Rights

DUE PROCESS

The East Feliciana Parish School Board mandates that, in accordance with state law, all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion.

Due process requires, at a minimum, the school administration to use fair and reasonable procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration. However, in case of imminent danger or disruption of the academic process, a student shall be removed immediately from the school premises and proper procedures shall be put into effect as soon as removal of the student has occurred.

Under due process, each student is entitled to:

- Be informed of accusations against him/her
- Accept/deny accusations
- Have explained to him/her the factual basis for the accusations
- Have an opportunity to present an alternative, factual position if the accusation is denied
- Receive a fair hearing
- Receive a fair judgement
- Receive a written record of the decision
- Receive notice of the right to appeal the decision

Section 24: Student Searches

BY ENTERING PROPERTY OWNED BY THE EAST FELICIANA PARISH SCHOOL BOARD YOU HAVE CONSENTED TO A SEARCH, WITHOUT WARRANT, OF YOUR PERSON OR VEHICLE, FOR WEAPONS, DANGEROUS SUBSTANCES OR ELEMENTS, ILLEGAL DRUGS, ALCOHOL, STOLEN GOODS OR OTHER MATERIALS OR OBJECTS, THE POSSESSION OF WHICH IS A VIOLATION OF LAW, SCHOOL BOARD POLICY, OR SCHOOL REGULATIONS.

The East Feliciana Parish School Board is the exclusive owner of all public-school buildings and all desks and lockers within the buildings assigned to any student and any other area of any public-school building or grounds set aside specifically for the personal use of the students. Any teacher, principal, school security guard or administrator under the School Board's employ may search any building, desk, locker, area, or grounds for any evidence of gang activity, weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations, when such person has a reasonable belief that the items sought will be found. Such searches shall be conducted in the presence of the student whenever possible. Any student not present during the search shall be informed of the search immediately thereafter.

Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized, and the school administrator/designee shall immediately contact the student's parent/legal guardian, appropriate law enforcement agency, and the Superintendent. The Superintendent upon further investigation shall notify the School Board President and Vice-President. The School Board President and Vice-President shall each notify other School Board members. The school administrator/designee shall give the offending student's assigned bus operator a copy of the suspension/expulsion slip on the same day of the suspension/expulsion.

Any student who desires to bring a vehicle on campus shall provide the school authorities with a consent to search of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property by a student may be searched at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Such searches shall be conducted in the presence of the student whenever possible. If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

Items which are specifically prohibited by law, School Board policy, or school regulations shall be immediately seized, and the school administrator/designee shall immediately contact the student's parent/legal guardian, appropriate law enforcement agency, and the Superintendent. The Superintendent, upon further investigation shall notify the School Board President and Vice-President. The School Board President and Vice-President shall each notify other School Board members.

Upon any such violation, the student shall be automatically recommended for expulsion by the appropriate school authorities, and investigative facts and/or seized items immediately turned over to the proper law enforcement officials. The school administrator/designee shall give the offending student's assigned bus driver a copy of the suspension/expulsion slip on the same day of the suspension/expulsion.

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal.

SEARCHES OF STUDENT'S PERSON

The East Feliciana Parish School Board authorizes any teacher, principal, or administrator under this School Board's employ to search a student's person when there is probable cause to believe that the student has in his/her possession any evidence of gang activity, weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations.

The above shall be with the knowledge, and under the supervision of, the school administrator/designee.

Any search of student's person shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Detailed documentation shall be made of all searches. Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized. The principal/designee shall immediately contact the student's parent/legal guardian, appropriate law enforcement agency and the Superintendent.

Upon any such violations, the student(s) shall be automatically recommended for expulsion by principal/designee, and investigative facts and/or seized items immediately turned over to the proper law enforcement officials. The school administrator/designee shall give the offending student's assigned bus driver a copy of the suspension/expulsion slip on the same day of the suspension/ expulsion.

WRITTEN SEARCH RECORD

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be immediately sent to the Superintendent. The student and parent(s)/legal guardian(s) shall be given a written receipt for any items seized and/or impounded by the school administrator/designee.

USE OF METAL DETECTORS

The East Feliciana Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safe environment for the students, staff and public under its jurisdiction. Therefore, the East Feliciana Parish School Board authorizes the use of metal detectors to minimize the presence of implements that may be used as weapons on its Board owned property and/or campuses. Metal detectors on School Board owned property and/or campuses may be used by law enforcement agencies or school personnel or a combination of both parties. All guidelines in the School Board's Policy Manual concerning searches of a student, employee, and/or non-student, non-employee, shall apply when metal detectors indicate the presence of an item(s) on a student's, employee's and/or non-student's, non-employee's person. The use of metal detectors will be approved by administrative personnel prior to implementation of a search.

GUIDELINES FOR METAL DETECTOR SEARCHES:

The use of metal detectors for the search of students, employees and/or non-students, non-employees shall be in accordance with the following guidelines:

1. The Superintendent or his/her designee or administrative personnel shall, except when otherwise specifically ordered by a law enforcement officer, be in charge of the detection process and shall make such decisions and issue orders as such administrative personnel may deem appropriate for the circumstances.
2. Searches may be either random or general:
 - a. Example of a Random Search - Search every third student entering school, every other bus load, or every other classroom, etc.
 - b. Example of a General Search - All students or spectators at an event as they enter and/or exit same, or all students at school on that date.
3. Metal detectors use shall not be malicious, done willfully or deliberately with the intent to embarrass, humiliate, harass, or intimidate students, employees or non-students, non-employees.
4. No employee (teacher, principal, school security guard, or administrator) shall selectively use a metal detector on one student or non-randomly selected group of students except:
 - a. On reasonable suspicion that an implement that may be used as a weapon will be found.
 - b. Due to reasonable fear based on circumstances present or past that an implement that may be used as a weapon may be present.In the event of such reasonable selective use of a metal detector, the employee (teacher, principal, school security guard, or administrator) may request local law enforcement personnel to be present during the search process or to conduct the detection search on behalf of the school system.
5. When administrative personnel choose to subject persons who attend extra-curricular events to metal detector searches, the administrative personnel shall post a sign at the entrance of such events, (i.e., gymnasiums, stadiums, fields, etc.) stating that attendance constitutes voluntary acceptance of a metal detector search.
6. The use of a metal detector will require the metal detector to be passed along the front, back, and both sides of the person being scanned without deliberate touching of the body. The employee (teacher, principal, school security guard, or administrator) using the metal detector may be of either gender, regardless of the gender of the person subject to the metal detection search.
7. The use of metal detectors must be witnessed by a Board employee (teacher, principal, school security guard or administrator) when students are being scanned by a law enforcement officer. Whenever possible, a law enforcement officer will conduct the metal detector search where both students and non-students are being scanned.

PROCEDURES FOR METAL DETECTOR SEARCHES

1. When possible, students and/or non-students will be informed of the intention to search using Metal Detectors
2. When conducting the search, the student and/or non-student should extend both arms out away from their bodies with palms up.
3. The metal detector should be passed along the front, back, and both sides of the person being scanned without deliberate touching of the person's body.
4. Persons being scanned should extend their purses, book sacks, wallets, and/or other closed bags/cases in front of them and the metal detector should be passed on both sides of the purse, book sack, and/or other closed bag/cases. If indicated, the student and/or non-student may be asked to empty the purse, book sack, wallets, and/or other closed bag/case into a tray.

METAL DETECTOR ALERT

1. The person(s) conducting the metal detector search will instruct the student or non-student to step forward individually. If safely feasible, the person conducting the search will request the student or non-student to indicate what metal is causing the alert, and then request the student or non-student to empty all pockets and place the contents on a tray. The student or non-student should be instructed to pull the pocket linings out so that the administrative personnel can see the empty pockets. If the student or non-student then clears the detection process without activating the alarm, the detection process shall terminate.
2. If the student or non-student cannot be safely allowed to remove the offending metal, or having been ordered to do so, fails, then the continuation of the alarm from the detector shall constitute full probable cause to conduct a search of the student's or non-student's person sufficient to locate an implement that may be used as a weapon if one were present. This search will be conducted according to Board policies: JCAB, Searches of Students, and JCABA, Searches of Student's Person.

CONSEQUENCES FOR SEARCH REFUSAL

Students that refuse to be searched – verbally and/or by way of deed and action – will receive a 15-days suspension and be recommended for expulsion.

Section 25: Student Interrogation

The East Feliciana Parish School Board fully recognizes the responsibility police have to protect all citizens by enforcing the laws of the community. The Board, in turn, has the responsibility to protect the students attending the schools of the parish. Therefore, police may visit the school in search of information or on other official police business. Any law enforcement official entering school premises, however, shall be required to report first to the office of the principal, state his/her purpose, and produce identification and warrants, if any.

A student in school shall not be interrogated by any authority without the knowledge of a school official. Parents shall be notified, using all possible means, prior to any search, interrogation, or arrest of a student and such notification shall be documented. Police may search a student or his/her locker if they have a valid search warrant, or if there is probable cause to believe a student is secreting evidence of an illegal act. A student may only be questioned by police officers in private and shall be entitled to have an adult present in connection with any investigation.

Section 26: Student and Parental Complaints and Grievances Procedures

The East Feliciana Parish School Board believes it is the right and responsibility of school officials, students, parents, and/or legal guardians to utilize an orderly procedure to address instructional and discipline problems and concerns quickly and equitably. Additionally, the East Feliciana Parish School Board has confidence in its professional staff. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for review and possible solution and the following steps shall be followed:

Step 1

Any student, parent, or legal guardian shall promptly present to **the principal** their grievance in writing. Such notice shall be presented not later than five (5) working days after the day on which the alleged grievance occurred. The student, parent, or legal guardian and the principal shall attempt to resolve the grievance. The principal shall make a proper disposition of the grievance and shall reply to the student, parent, or legal guardian in writing within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed, the student, parent, or legal guardian shall be deemed not to have any further right with respect to said grievance.

Step 2

In the event the student, parent, or legal guardian wishes to appeal the decision at Step 1, the appeal must be presented in writing to **the Superintendent's designee** within five (5) working days of the receipt of the Step 1 decision. Such appeal shall contain a statement of the grievance and specific references to the section of the district's policies which the student, parent, or legal guardian claims to have been violated. The Superintendent's designee shall schedule a meeting with the student, parent, or legal guardian as promptly as is reasonably possible to attempt to resolve the grievance. Notice of the conference shall also be given to all parties involved in an alleged grievance. The Superintendent's designee shall issue a written decision to the student, parent, or legal guardian within five (5) working days after the conference. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the student, parent, or legal guardian shall have no further right with respect to said grievance.

Step 3.

In the event the student, parent, or legal guardian wishes to appeal the decision at Step 2, the appeal must be presented to **the Superintendent** in writing within five (5) working days of the receipt of the Step 2 decision. A copy of the Step 3 appeal, together with Step 1 and Step 2 decisions shall be submitted to the Superintendent. The Superintendent shall attempt to schedule a meeting with the student, parent, or legal guardian within ten (10) working days to attempt to resolve the grievance. Notice of the Step 3 conference shall be given to the student, parent, or legal guardian as well as to the individuals who rendered the Step 1 and Step 2 decisions. The Superintendent shall issue a written decision within ten (10) working days after the conference with the student, parent, or legal guardian. Unless the grievance shall be appealed, it shall be deemed to have been settled and the student, parent, or legal guardian shall have no further right with respect to said grievance.

Step 4.

In the event the student, parent, or legal guardian wishes to appeal the decision at Step 3, the appeal must be presented to **the Superintendent as officer of the School Board** within five (5) working days of the receipt of the Step 4 decision. A copy of the Step 4 appeal, together with copies of the grievance, the Step 1, Step 2 and Step 3 decisions shall simultaneously be submitted to the Superintendent. The student, parent, or legal guardian's appearance to present his/her appeal before the School Board shall be scheduled in accordance with regular procedures adopted by the School Board. The student, parent, or legal guardian may appear alone at this conference or be accompanied by counsel of his/her own choice. The School Board shall issue a written decision within thirty (30) days after the conference with the student.

The East Feliciana Parish School Board will not consider or act on any complaint that has not been explored at all steps by the appropriate administrative staff.

All complaints/grievances must be in writing, shall state the specific factual basis of the complaint, and shall be specific in terms of the action desired by the complainant. Complaints shall not be discourteous, personal, vile, or unnecessarily or purposefully hurtful. Any complaint not meeting these standards may be rejected by the staff of the East Feliciana Parish School Board.

This procedure is not for appeals relative to the discipline of students (suspension or expulsion). Those types of appeals must meet the requirements and procedures as provided in the Code of Conduct.

Section 27: Student Privacy and Education Records

The East Feliciana Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

ACCESS AND INSPECTION OF EDUCATIONAL RECORDS AND PRIVACY RIGHTS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records within forty-five (45) days of the day the East Feliciana Parish School Board receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected

- Parents or eligible students have the right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend the student's education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- Parents or eligible students have the right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the East Feliciana Parish School Board to comply with the requirements of FERPA.

STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent, legal guardian, or eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The East Feliciana Parish School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents, legal guardians, and eligible students have a right to inspect and review the record of disclosures.
2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
 - A. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract.
 - B. Upon request, to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, and for compliance with state and federal reporting requirements. In accordance with the *Individuals with Disabilities Education Act* (IDEA), if a

student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the East Feliciana Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the East Feliciana Parish School Board and the private school.

- C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, or as expressly authorized by statute, if applicable requirements are met.
 - D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be used for purposes of processing a student's application for admission to a Louisiana postsecondary education institution or to the Board of Regents and the office of student financial assistance, as a program under its jurisdiction, for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid.** Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue unless withdrawn in writing.
 - E. To the Louisiana Board of Regents, and the office of student financial assistance, as a program under its jurisdiction, to be used only by staff for required grant program reporting for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and for the purpose of evaluating comparative postsecondary performance outcomes based upon student transcript data in order to develop policies designed to improve student academic achievement.
 - F. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
 - G. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.
 - H. To accrediting organizations to carry out their accrediting functions.
 - I. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
 - J. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
 - K. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
 - L. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
 - M. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
 - N. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's central office.
 - O. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.
3. A statement shall be provided notifying the student's parent or legal guardian of exactly what items of student information will be collected and that disclosure of the student information collected shall be restricted to Louisiana postsecondary education institutions to be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements to the Board of Regents and to the office of student financial assistance, as a program under the board's jurisdiction, to be used for the purposes of processing applications for admission and for state and federal financial aid, for required grant program reporting, for providing reports to the school governing authority on the postsecondary education remediation needs, retention rates, and graduation rates for each high school under its jurisdiction, and for evaluating comparative postsecondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement. Annual notification shall be provided to the student's parent or legal guardian as to the right and process used to withdraw consent.

DIRECTORY INFORMATION

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the East Feliciana Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

- 1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization, or club.
- 2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities.
- 3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations.
- 4. University transcript requests, scholarships, and admissions.
- 5. LHSA, NCAA, and other related sports programs or sanctioning entities.

6. Online resources and educational tools.
7. School photography and yearbook providers.
8. Any other information considered "Directory Information", to the extent allowed in FERPA.

MILITARY RECRUITMENT

Federal Law requires School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA), as amended to provide military recruiters, upon request, with the following student information – names, addresses and telephone listings.

However, parents, legal guardians, or eligible students may request that their information not be provided to military recruiters by way of written notification. The written notification must be signed, dated, and delivered to the school office of the school in which the student is enrolled. An email will not suffice or be acceptable. Any request/notification not to provide information shall automatically expire at the end of the school year.

Therefore, please be advised that if a written request/notification is not provided to the school, in accordance with federal law, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The East Feliciana Parish School Board shall notify and permit parents/legal guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility.) This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the East Feliciana Parish School Board's website.

RECORDS OF STUDENTS WITH DISABILITIES

The records of children who have not received special educational services for five (5) consecutive years may be destroyed unless such records are subject to an outstanding request for access to or review of the records. The procedure for such destruction shall include:

1. Notification on the School Board website and local newspaper that the records are no longer needed to provide educational services to the child and that the records can be forwarded to them or destroyed pending receipt of notification.
2. A permanent record including the student's name, date of birth, address, phone number, and selected special education data (e.g., evaluation results, special educational services rendered, etc.) shall be maintained without time limit.
3. The destruction of special education records upon the request of a parent or eligible student if the records are no longer needed to provide educational services to the student.
4. The destruction of records by shredding the documents in such a manner so as to ensure the confidentiality of the records.

Section 28: Language Minority Students

All schools with language minority students shall be obligated to provide written or verbal communications with these students and parents or guardians in a language they can best understand. This handbook may be translated or interpreted to meet the Office of Civil Rights (OCR) Standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974.

Section 29: Student Voter Registration

The East Feliciana Parish School Board shall provide an opportunity for each high school senior who is at least seventeen (17) years old to register to vote by using a school computer to fill out an electronic voter registration application or by using the state mail voter registration application form.

No political or partisan group or organization shall be allowed to participate in the registration process.

Section 30: Parental Involvement

The East Feliciana Parish School Board recognizes that parental involvement is critical for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the Board throughout their children's elementary and secondary school careers. The term parent shall refer to any care giver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of parental involvement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the East Feliciana Parish School Board and each public school therein, in collaboration with parents, teachers, students, administrators, and other stakeholders and agencies, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other care givers that reflect the needs of students, parents, and families served by the Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/ families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents in the joint development and/or amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
 - a. appointing to, and interacting with each school's School Improvement Team, which is actively involved with assessing needs and addressing

these needs in the school.

- b. conducting open public workshops on major issues.
- c. holding regular School Board meetings, with opportunities for the Board to receive public input and comments.
- d. requiring each school to conduct an annual open house meeting.
- e. encouraging school based parental organizations, such as PTA, PTO, TEAM, etc.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in East Feliciana Parish in planning and implementing effective parental involvement programs and strategies.
3. Coordinate and integrate parental involvement programs with other programs that promote parental involvement.
4. Conduct, with the involvement of parents, an annual evaluation of the Board's parental involvement program thereby assessing the usefulness of the strategies and components therein. Findings of the evaluation shall be used to identify ways of improving the academic quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be given to parents that are considered to be economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, and/or are of any racial or ethnic minority background. Additionally, the School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, existing parental involvement policies and procedures.
5. Distribute, to parents, information about the East Feliciana Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.
6. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

SCHOOL LEVEL RESPONSIBILITIES

As part of the parental involvement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the East Feliciana Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, childcare, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parental involvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the school-wide parental involvement program plan.
4. Provide parents, especially those of children participating in Federal programs:
 - a. timely information about educational and parental involvement programs.
 - b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet.
 - c. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the school-wide parental involvement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

SHARED RESPONSIBILITIES

1. As part of the parental involvement program, to build a capacity for involvement, the School Board and each public school under the jurisdiction of the School Board:
2. Shall assist the parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.
3. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, to foster parental involvement.
4. Shall educate teachers, student services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
5. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, public preschool, and other such program; and conduct other activities that encourage and support parents in more fully participating in the education of their children.
6. Shall ensure that information related to school and parent programs, meetings, and other activities are sent to parents in a format and in a language the parents can understand.
7. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
8. May provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
9. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or childcare costs, to enable parents to participate in school related meetings and training sessions.
10. May train parents to enhance the involvement of other parents.
11. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and

participation.

12. May adopt and implement model approaches to improving parental involvement.
13. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as improving attendance, and contributing and preparing school/classroom support materials and services.
14. Shall provide such other reasonable support for parental involvement activities as parents may request.
15. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language that such parents understand.

PARENTS' RESPONSIBILITIES

The School Board realizes that a child's education begins at birth and that parents and other family members serve as a child's first teachers. As first teachers, parents and other family members play a vital role in the initial development of intellectual, social, and emotional growth of their children. Once a child enters school, he/she still relies heavily on the support of his/her parent to achieve success in the traditional school setting. Therefore, in an effort to promote responsible and successful parenting skills, the Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time.
2. Supervise completion of all homework assignments.
3. Assure proper hygiene and daily cleanliness of their children.
4. Make sure children are dressed properly, in accordance with the dress code.
5. Make sure that children get adequate amounts of sleep each night.
6. Visit and discuss their child's academic progress regularly with teachers.
7. Discuss academic progress and school events regularly with their child.
8. Instill proper respect for parents, teachers, and other adults.
9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.
10. When feasible, attend school-sponsored programs in which their child may participate.
11. When feasible, join and be active in parent/teacher organizations.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a Statement of Compliance, in accordance with state law. For students, the Statement of Compliance shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the Statement of Compliance shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - a. parent-teacher conferences in elementary schools, at least annually, during which time the compact shall be discussed as the compact relates to the individual child's achievement.
 - b. frequent reports to parents on their children's progress.
 - c. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities.
 - d. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. The East Feliciana Parish School Board attempts to maintain a strong relationship with and support from community and/or governmental organizations. One of the primary goals of agencies that the Board maintains a relationship with and support from is to support, supplement, and assist in improving involvement of parents of children in the East Feliciana Parish public schools.

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

The East Feliciana Parish School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents of children enrolled in the district's schools of these rights. At least annually at the beginning of each school year, parents of each child enrolled in the public schools of East Feliciana Parish shall be notified of:

- Their right to view any instructional material used in the curriculum for the student
- Their right to view and 3rd party surveys (including evaluations) before they are administered to their child
- Their right to opt out of participation for surveys that delve into sensitive subjects identified by the Protection of Children's Rights of the No Child Left Behind Act of 2001 (NCLB)
- Their right to opt out of the collection or use of any personal information for the purpose of marketing (except for the development of educational products or services)
- Their right to opt their child out of participation in the administration of any non-emergency, invasive physical examination or screening otherwise not permitted or required by state law, including those without parental notification

In addition, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the

East Feliciana Parish School Board to notify parents:

- Whether their child's teacher has met state licensing criteria for the grade level and subject taught
- Whether their child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived
- The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline
- Qualifications of any paraprofessional providing services to their child
- That their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by the NCLB
- The achievement level of their child on each of the state academic assessments
- The identification of their child's school as needing improvement, corrective action, or restructuring
- Availability of services for students in schools failing to make Adequate Yearly Progress (AYP)
- Contents of programs such as safe and drug-free schools funded by federal funds
- Right to request that their child's name, address, and telephone number not be released
- The School Board shall also follow NCLB guidelines regarding rights of parents of homeless students and children identified as Limited English Proficiency.

Section 31: Visitors to School

The East Feliciana Parish School Board welcomes and encourages parents and other school patrons to visit our facilities at appropriate times. In fact, special programs, athletic events and/or visiting days may be planned throughout each school year to provide opportunity for such visits. During these school-related functions (special programs, athletic events and/or visiting days), visitors attending may go directly to same, but will abide by state/local law and/or Board policy.

Each administrator shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of students, visitors and employees. In accordance with state and local laws, no person is allowed on East Feliciana Parish School Board owned property without authorization from the Superintendent and/or campus administrator. All visitors to School Board owned facilities shall immediately report to the Superintendent's office and/or campus administrator's office, shall verify who they are and state their purpose/business. All visits should be pre-arranged.

Parents, school patrons and other state/local officials shall be welcomed in a cordial manner. Anyone appearing at a facility who does not meet the criteria indicated above, shall be required to get written permission from the Superintendent's office prior to visiting a facility. Administrators are authorized to take any action deemed appropriate, in his/her discretion, in dealing with unauthorized visitors.

Section 32: Public Conduct on School Property

The East Feliciana Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the Board. In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Possessing a weapon
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or school district employee
6. Interfering in any way with an athletic or co-curricular event
7. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with Board policy.

Section 33: McKinney-Vento

DEFINITION OF HOMELESS

Homelessness is a lack of permanent housing resulting from extreme poverty, or, in the case of unaccompanied youth, the lack of a safe and stable living environment.

The McKinney-Vento Federal Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1) of the McKinney Vento Act).

The McKinney-Vento Homeless Assistance Act, "McKinney-Vento," is a federal law that requires each state to ensure that each homeless child or child of a homeless individual has access to the same education as other children, including public preschool programs.

The following qualifiers defined by the McKinney-Vento Act include but are not limited to:

Children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason including: living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; or are abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular

sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C) of the McKinney Vento Act).

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described above.

Students that qualify for participation in the McKinney Vento Program (MVP) have certain rights assigned to them by law. Therefore, to ensure that all students that qualify for services as provided under the McKinney-Vento Act are identified, a copy of the McKinney-Vento Homeless Assistance Act Form is provided to each student at the start of the school year or upon enrollment. The form is to be completed and returned to the school. Qualifying students are identified annually, and services are provided through the district's MV Program. For additional information, please use the contact information below:

East Feliciana Parish School Board Central Office
C/O Homeless Department – Homeless Liaison
Dr. Tongia Sanders
12732 Silliman Street
PO Box 397
Clinton, LA 70722
225-683-3782

Section 34: Administration of Medicine

As a general principle, medication shall not be given at school unless it is certified in writing by an attending physician or dentist that such medication cannot be administered before or after school hours.

POSSIBLE EXCEPTIONS TO THE GENERAL PRINCIPLE:

- Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- Severe allergic reactions - must have specific written instructions from a physician.
- Anticonvulsive medication.
- Medication for asthma or diabetes.
- Medication given in extenuating circumstances.

When exceptions to the general principle arise and there is a need for students to be administered medication at school, there is an RKM Primary Care school-based clinic located on the campus of most public schools in East Feliciana Parish. All medication is administered to students by an RKM nurse provided that all required documentation is completed, signed by the parent or legal guardian of the student, and submitted to the school-based clinic.

WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

- A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana, Texas, Arkansas, or Mississippi along with written parental consent. The following information shall be included:
1. the student's name
 2. the name and signature of the physician/dentist/other authorized prescriber
 3. physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
 4. relevant diagnosis
 5. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
 6. a written statement of the desired effects and the child specific potential adverse effects
- B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
1. name of pharmacy
 2. address and telephone number of pharmacy
 3. prescription number
 4. date dispensed
 5. name of student
 6. clear directions for use, including the route, frequency, and other as indicated
 7. drug name and strength
 8. last name and initial of pharmacist
 9. cautionary auxiliary labels, if applicable
 10. physician's/dentist's/other authorized prescriber's name
- C. Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:
1. drug name
 2. dosage form
 3. strength
 4. quantity
 5. name of manufacturer and/or distributor
 6. manufacturer's lot or batch number

PARENT/LEGAL GUARDIAN

- A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
1. letter of request and authorization that contains the following information:
 - a. the student's name.
 - b. clear instructions for school administration.
 - c. prescription number, if any.
 - d. current date.
 - e. relevant diagnosis.
 - f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication.
 - g. physician's/dentist's/other authorized prescriber's name.
 - h. the parent's/legal guardian's printed name and signature.
 - i. parent's/legal guardian's emergency phone number.
 - j. statement granting or withholding release of medical information.
 2. A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
 3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
 4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
 5. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
 6. Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.
 7. All aerosol medications shall be delivered to the school in pre-measured dosage.
 8. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.
 9. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
 10. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
 - a. Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
 - b. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - c. Assist in the development of the emergency plan for each student.
 - d. Comply with written and verbal communication regarding school policies.
 - e. Grant permission for school nurse/physician/dentist/other authorized prescriber consultation.
 - f. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

STUDENT SELF-MEDICATION

Children shall not be allowed to have medications in their possession on the school grounds. Possession of prescription and/or non-prescription medication without evidence of a physician's order is an offense that is subject to disciplinary action that may result in suspension or expulsion. Teachers and principals have the right to take the medication from the child and contact the parents for appropriate information. However, students that are prone to medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication.

ASTHMA, DIABETES, OR THE USE OF AUTO-INJECTABLE EPINEPHRINE

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

- A. Written authorization for the student to carry and self-administer such prescribed medications.
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
1. has asthma, diabetes, or is at risk of having anaphylaxis
 2. has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
1. The name, purpose, and prescribed dosage of the medications to be self-administered.
 2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.

3. The length of time for which the medications are prescribed.

D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Glucagon means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

OTHER PERMITTED MEDICATIONS

Self-administration of other medications by a student may be permitted by the School Board, provided that:

- A. Medication Order from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- B. The school nurse has evaluated the situation and deemed it to be safe and appropriate and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe place for storing the medication.
The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
- F. Some medication should have a backup supply readily available.
- G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times, he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's Individual Administration Plan).
- H. The school employed registered nurse, and/or the designated employee monitors the student.

ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- B. Severe allergic reactions - must have specific written instructions from a physician.
- C. Anticonvulsive medication.
- D. Medication for asthma or diabetes.
- E. Medication given in extenuating circumstances.
- F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student

has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.

- I. Other specific illnesses that require medication
- J. The school nurse shall have the authority to maintain a supply of naloxone or other opioid antagonists, and per La. Rev. Stat. Ann. §17:436.1(M), may administer it to any student or other person on school grounds in the event of an actual or perceived opioid emergency.

A school employee who has received at least six (6) hours of general training for medication administration from a registered nurse or a licensed medical physician that includes the emergency administration of naloxone, shall also be authorized to administer naloxone to any student or other person on school grounds in the event of an actual or perceived opioid emergency.

DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana, Texas, Arkansas, and Mississippi or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

1. A detailed evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.
2. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
3. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
4. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE and is determined competent by the school nurse to provide care and treatment to students with diabetes. An *unlicensed diabetes care assistant* also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

CLASSROOM STORAGE AND ADMINISTRATION OF AUTO-INJECTABLE EPINEPHRINE BY TEACHERS

The School Board shall allow a supply of auto-injectable epinephrine, as defined under the sub-heading *Diabetes* in the Student Code of Conduct, to be maintained in a secure location in each classroom assigned to a student who is deemed by his/her physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine.

The student's parent or other legal guardian shall annually provide the school in which the student is enrolled with all of the following:

- A. The supply of auto-injectable epinephrine to be kept in each classroom.
- B. Written authorization for the student to be administered the medication.
- C. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.
- D. A written treatment plan, as described under the sub-heading *Diabetes* in the Student Code of Conduct, from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

The required documentation shall be kept on file in the office of the school nurse or other designated school official.

The teacher in each classroom where auto-injectable epinephrine is stored shall be provided information regarding accessing and administering auto-injectable epinephrine, the signs and symptoms of anaphylactic reactions and specific information regarding condition, care, and treatment of the student assigned to the classroom who is at high risk of anaphylactic reaction.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless

the school and its employees against any claims that may arise relating to the good faith administration of auto-injectable epinephrine.

This information shall be included in the student handbook of each school and posted on each school's website. Such policy shall also be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has a condition which puts him at risk of anaphylaxis.

ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

SUNSCREEN

In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Section 35: Student Communicable Diseases

The East Feliciana Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other school board employees from the spread of communicable diseases and shall require the principal and school-based health clinics to consult, as needed, with the local health department for specific measures in handling suspected cases of communicable disease. School officials shall cooperate with the local health department which has the discretion to institute appropriate measures to control or eliminate the spread of a disease in the school population. This may include the recommendation for closure of school or exclusion of susceptible person(s) from school.

School employees have a responsibility to advise the principal when a student is suspected of having a communicable disease. The principal or designee shall annually review with staff the procedures to be used for handling a student who is suspected of having a communicable disease.

A *communicable disease* shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

When reliable evidence or information from a public health officer or physician confirms an employee of the School Board or student has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population or work environment, the Superintendent may exclude such person from school or employment for not more than five (5) days, or the amount of time required by state or local public health officials. Such staff member or student shall be excluded unless the public health officer approves return to employment or the condition is no longer contagious.

When reliable evidence or information from a public health officer or physician confirms a staff member or student has a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether or not the affected person shall remain in school or the employment workplace shall be addressed on a case-by-case basis by a *Review Panel* to ensure due process.

Infected employees and the parents of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of the other students, other employees, and the infected employee or student can be taken.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling blood or body fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling blood and body fluids and these procedures shall be strictly adhered to by all school personnel.

REVIEW PANEL

Communicable diseases that are known not to be spread by casual contact shall be addressed on a case-by-case basis by a *Review Panel*. Membership of the *Review Panel*, procedures for convening the *Review Panel*, and the process used to review the case shall be as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of Education.

The Superintendent shall provide a written decision to the affected party within three (3) operational days (i.e. a day when the School Board Central Office is open for business) after the *Review Panel* convenes. The written decision shall convey information brought out during the review process and include the rationale for the decision concerning attendance at work by the employee.

damaged books, technology, and material; and for any books or technology which are not returned to the appropriate school at the end of the school year or upon withdrawal of their dependent child.

Section 36: Medicaid Consent (Annual Notice)

Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the **East Feliciana Parish School Board** to certain students. In order for **East Feliciana Parish School Board** to get back some of the money spent on services, **East Feliciana Parish School Board** needs to share with Louisiana Medicaid the following types of information about certain students: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid.

With one-time written parental permission, **East Feliciana Parish School Board** seeks partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services. After the initial permission is given, this annual notice is provided each year.

Please be advised of the following:

1. **East Feliciana Parish School Board** cannot require families to sign up for Louisiana Medicaid to receive the health related and/or special education services to which the student is entitled.
2. **East Feliciana Parish School Board** cannot require families to pay anything towards the cost of a student's health-related and/or special education services.
3. **East Feliciana Parish School Board** has given permission to share information with and request reimbursement from Louisiana Medicaid:
 - a. This will not affect the student's available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit the family's use of Louisiana Medicaid benefits outside of school.
 - b. The permission will not affect the student's special education services or IEP rights in any way, if the student is eligible to receive them.
 - c. The permission will not lead to any changes in the student's Louisiana Medicaid rights; and
 - d. The permission will not lead to any risk of losing eligibility for other Medicaid funded programs.
4. Once the permission is given, families have the right to change their mind and withdraw permission at any time.
5. If permission is withdrawn, East Feliciana Parish School Board will continue to be responsible for providing the student with the services, at no cost to the family.

If a parent wishes to withdraw previously given written consent, please contact **Director of Exceptional Student Services, Latrice Smith @ lsmith@efschools.net**.

Section 37: Student Fees, Fines, and Charges

The East Feliciana Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

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

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

REGULATIONS

A school shall not charge or assess a fee unless the fee has been set and included in the School Board's approved *Schedule of Fees*.

1. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
2. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

SCHEDULE OF FEES

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

School	Purpose of Fee	Amount	Use of Fee	Collection Method
Clinton Elementary Jackson Elementary Slaughter Elementary (Grades Pre-K through 6)	Classroom Supplies	\$20	To purchase materials and supplies for instructional activities and classroom projects.	Fees will be collected at orientation, during the first week of school, and/or on or before announced deadlines.
	Field Trips	The cost will vary based on each individual trip.	To pay entry fees, transportation, and lunch as needed.	Fees will be collected in advance of each field trip.
	Replacement IDs	\$5	To replace loss/damaged IDs	Fees will be collected upon replacement of ID.
East Feliciana STEAM Academy (Grades 6, 7, and 8)	Class Fees	\$25.00	To purchase materials and supplies for instructional activities and classroom projects.	Fees will be collected at orientation, during the first week of school, and/or on or before announced deadlines.
	Replacement IDs	\$5.00	To replace loss/damaged IDs	Fees will be collected upon replacement of ID.
	Temporary IDs	\$1	Required for each instance of not having an ID	Fees will be collected upon issuance of temporary ID.
	Field Trips	The cost will vary based on each individual trip.	To pay entry fees, transportation, and lunch as needed.	Fees will be collected in advance of each field trip
East Feliciana Middle (Grades 7 and 8)	Physical Education Uniforms	\$20.00	To purchase uniforms that are worn during P.E. Class.	Fees will be collected at orientation, during the first week of school, and/or on or before announced deadlines.
	Class Fees	\$20.00	To purchase instructional materials, awards, and incentives.	
	Replacement IDs	\$5.00	To replace loss/damaged IDs	Fees will be collected upon replacement of ID.
	Temporary IDs	\$1	Required for each instance of not having an ID	Fees will be collected upon issuance of temporary ID.
	Field Trips	The cost will vary based on each individual trip.	To pay entry fees, transportation, and lunch as needed.	Fees will be collected in advance of each field trip

School	Purpose of Fee	Amount	Use of Fee	Collection Method
East Feliciana High	Class Fees (Grades 9 and 10)	\$40	To purchase class shirts, instructional materials, supplies, awards, incentives, events, and programming.	Fees will be collected at orientation or during the first week of school and on or before announced deadlines.
	Replacement IDs	\$5	To replace loss/damaged IDs	
	Temporary IDs	\$1	Required for each instance of not having an ID	
	Parking Permit (Only for students that are approved to drive to school)	\$25	To assist in ensuring the safety of all.	
	Senior Fees (Graduation)	\$240	All graduation programs, facility, decorations, clean-up	
East Feliciana High	Junior Fees	\$140	To purchase class shirts, instructional materials, supplies, awards, incentives, events, junior picnic, prom, and programming.	
	Physical Education Uniforms	\$20-\$30	To purchase uniforms that are worn during P.E. Class.	
	Sports and Extracurricular Activities i.e. Cheer, Dance, Band, Baseball Track, etc.	The cost will vary based on the organization	Items purchased will be detailed in letters sent to parents. Examples include uniforms and materials, transportation, camps, etc.	
	Field Trips (Grades 9 through 12)	The cost will vary based on each individual trip.	To pay entry fees, transportation, and lunch as needed.	Fees will be collected in advance of each field trip
	Clubs (Grades 9 through 12) (Optional participation; however, some fees are required for membership)	Fees will be based on national and or local organization rates.	To pay membership, conference participation, and to purchase regalia associated with membership in a specific club.	Fees will be collected during the allotted period to join the organization or on or before announced deadlines.

ECONOMIC HARDSHIP WAIVERS

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria relative to the student or his/her family, as listed below:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.

6. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

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

SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians shall be in the form of monetary fees. Fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. The following is the guide for assessing charges based on the years of use of a textbook:

New Books:	100% of original value
One Year:	6/7 of original value
Two Years:	5/7 of original value
Three Years:	4/7 of original value
Four Years:	3/7 of original value
Five Years:	2/7 of original value
Six Years:	1/7 of original value
Seven or More Years:	Minimum charge of \$3.00

A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the Federal Family Educational Rights and Privacy Act.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

NONPARTICIPATION OF STUDENTS WITH OUTSTANDING SCHOOL DEBTS

Any student in grades K-12 who owes money for lost or stolen textbooks, school meals, club fees, sport fees, or vandalism shall not be allowed to participate in graduation exercises or co-curricular or extracurricular activities, including field trips, until the debt is paid in full.

Section 38: Volunteer Program

The East Feliciana Parish School Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the Board endorses a Volunteer Program in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff, in cooperation with the schools.

Appropriate effort shall be made to incorporate the use of school volunteers into the community schools' program as well as any or all other programs or activities of the school district.

Persons interested in volunteering may contact one of the schools or the school board office. All volunteers are required to complete a background check and adhere to policies, procedures and guidelines as established by the school board and/or the school.

POLICY NOTIFICATION

It is the policy of the East Feliciana Parish School Board, 12732 Silliman Street, Post Office Box 397, Clinton, Louisiana 70722-0397, Telephone: (225) 683-8277 or FAX: (225) 683-3320, to provide equal educational and employment opportunities without regard to race, color, national origin, sex, age, mental and/or physical challenge, or veteran status in its educational programs, activities, employment, or training. This includes, but is not limited to admissions, educational services, financial aid, and employment or training. Inquiries concerning application of this policy may be referred to the following personnel:

Keisha L. Netterville,
Superintendent of Schools
knetterville@efschools.net

Knight Roddy, Ph.D.,
Supervisor of Federal Programs
kroddy@efschools.net

Latrice Smith,
Director of Exceptional Student Services
lsmith@efschools.net

Victoria McMullen-Dunn
Supervisor of Operational Services
vmcmullen@efschools.net

Myrties Anderson

Sarah Guidry,

Supervisor of Child Welfare and Attendance
manderson@efschools.net

Supervisor of Human Resources
sguidry@efschools.net

Maria Newman,
Child Nutrition Program Director
mnewman@efschools.net

Jonathan Loveall, Ed.D.,
Data & Communications Supervisor
jloveall@efschools.net

Latricia Ford-Anderson
Assessment & Accountability Supervisor
landerson@efschools.net

Kimberly Glascock
Curriculum & Instruction Supervisor
kglascock@efschools.net

Inquiries concerning the LEA's compliance with Title IX and other civil rights laws may be directed to the 20th Judicial District Attorney's Office, Post Office Box 8428, Clinton, LA. 70722; (225) 683-8563 or (225) 683-3117 Fax. Information about the federal civil rights laws that apply to the LEA is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.

"An Equal Opportunity Employer"
"Equal Educational Opportunities"

VIRTUAL DISCIPLINE POLICY

In consideration of health emergencies (e.g., epidemics, endemics, pandemics, etc.), inclement weather, extenuating circumstances, and/or other unanticipated emergencies, the East Feliciana Parish School System will make virtual classes available. Additionally, virtual classes will be available for students in grade 9-12 on a case-by-case basis. However, when a student, in grades 9-12, is enrolled in the Virtual Program and consistently fails to meet the requirements and expectations of the program, the student will be required to revert to traditional learning at his/her zoned school.

The East Feliciana Parish School Board has adopted this Virtual Discipline Policy in order to clarify expectations for student conduct in the virtual classroom and to provide notice of the possible consequences of inappropriate conduct in the virtual classroom.

Regardless of the model of instruction, student conduct is governed at all times by La. R.S. 17:416 and the Student Code of Conduct. Conduct that is unacceptable in the physical classroom is, under most circumstances, equally unacceptable in the virtual classroom. While students and parents normally have an expectation of privacy in their home, conduct that occurs in front of a camera and in view of peers and teachers in the virtual classroom may subject students to disciplinary action.

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the Code of Conduct, the severity of the infraction, and the appropriate penalty, if any, under the circumstances.

Privacy and the Virtual Classroom

Students and parents, typically, have a reasonable expectation of privacy with regard to what takes place in their home *outside of the view of teachers and peers in the virtual classroom*. In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit "classroom" space – free, to the extent possible, from toys, images, messages, personal property, or other items that may distract from teaching and learning or that would possibly subject the student to disciplinary action if possessed on school busses, in the regular classroom, or on school board property.

Students should be cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the Student Code of Conduct and this Virtual Discipline Policy may be subject to discipline in accordance with the Student Code of Conduct and this Policy.

School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

Conduct in the Virtual Classroom

Students are responsible for all content posted through their online account. Students are prohibited from sharing their online account username or password or using the username or password of another student. Students are required to have their computer camera turned on when virtual classes are in session.

The following is a ***non-exclusive*** list of behaviors that are prohibited in the virtual classroom and that may result in disciplinary action in accordance with the Student Code of Conduct and this Policy:

- Antagonistic, harassing, or discriminatory language of any kind with regard to race, color, religion, sex, gender, intelligence, age, orientation, disability, socioeconomic status or any other legally protected characteristic or activity
- Bullying and/or cyberbullying
- Use of obscene, degrading, or profane language (written, verbal, pictures, drawings, audio, video)
- Displaying pornography, nudity, or images of nudity
- Committing lewd or sexual acts
- Handling or displaying weapons, including toy or facsimile weapons*
- Any criminal or other illegal activity encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol*
- Illegal posting, distribution, upload or download of copyrighted work of any kind
- Sharing assignments, questions/answers, or any other action that would violate any expectations or rules relative to academic honesty
- Posting personally identifiable information in any format other than via private message
- Indecent dress or disrobing
- Interference with the instructional audio or video
- Use or display of illegal drugs, alcohol, tobacco or tobacco products, or vaping devices*
- Violations of the Board's/School's Acceptable Use Policy or Device Contract
- A verbal expression or intent to harm or otherwise cause injury to a staff member
- Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture to cause injury to another student or his/her property

Expulsion

The provisions related to mandatory recommendation for expulsion **shall not be applied** to virtual instruction received by a student in the student's home.

Consequences of Inappropriate Online Conduct

Parents and students must be aware that conduct that is unacceptable and disruptive in the regular classroom environment is, typically, unacceptable in the virtual classroom. The School Board recognizes, however, that virtual learning is a new experience for students and families, and that the context in which student conduct occurs must be taken into account in determining the appropriate penalty, if any, imposed for violations of the Student Code of Conduct in the virtual classroom.

Student conduct that occurs in the virtual classroom may be subject to progressive discipline which, *depending on the seriousness of the conduct at issue*, will include an initial verbal warning and consultation with the student's parent or guardian prior to any formal disciplinary action. The

seriousness of the conduct at issue will dictate the actions of administrators and the nature of the penalty ultimately imposed. For example, a student may be subject to a severe penalty, even for a first offense, depending on the seriousness of the conduct at issue.

Some factors that administrators will take into account in determining the penalty to be imposed, if any, for conduct that occurs in the virtual classroom will include:

- Age of the student
- Whether the conduct disrupted learning in the virtual classroom
- Whether the conduct was violent or threatening in any way
- Whether the conduct was illegal
- Whether the conduct interfered with the rights of teachers and/or students to work and learn in a safe and orderly environment free from inappropriate images, messages, language or behavior
- Whether the student has committed prohibited conduct in the past
- Whether the student has received prior warnings or discipline for similar conduct

Conduct in the virtual classroom related to the display or handling of weapons or drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student, must be reported immediately to the School Principal and/or School Resource Officer in order to assess whether the matter must be reported to local law enforcement and/or the Department of Children and Family Services.

ACKNOWLEDGMENT OF VIRTUAL DISCIPLINE POLICY

We hereby acknowledge that we have read and understand the Student Code of Conduct and that we have read and understand this Virtual Discipline Policy.

We understand and agree that _____ (name of student) will be held accountable for complying with these discipline rules and may be subject to disciplinary action in accordance with the Student Code of Conduct and the Virtual Discipline Policy for violations thereof.

Student's Signature:

Date:

Parent/Legal Guardian's Signature:

Date:
