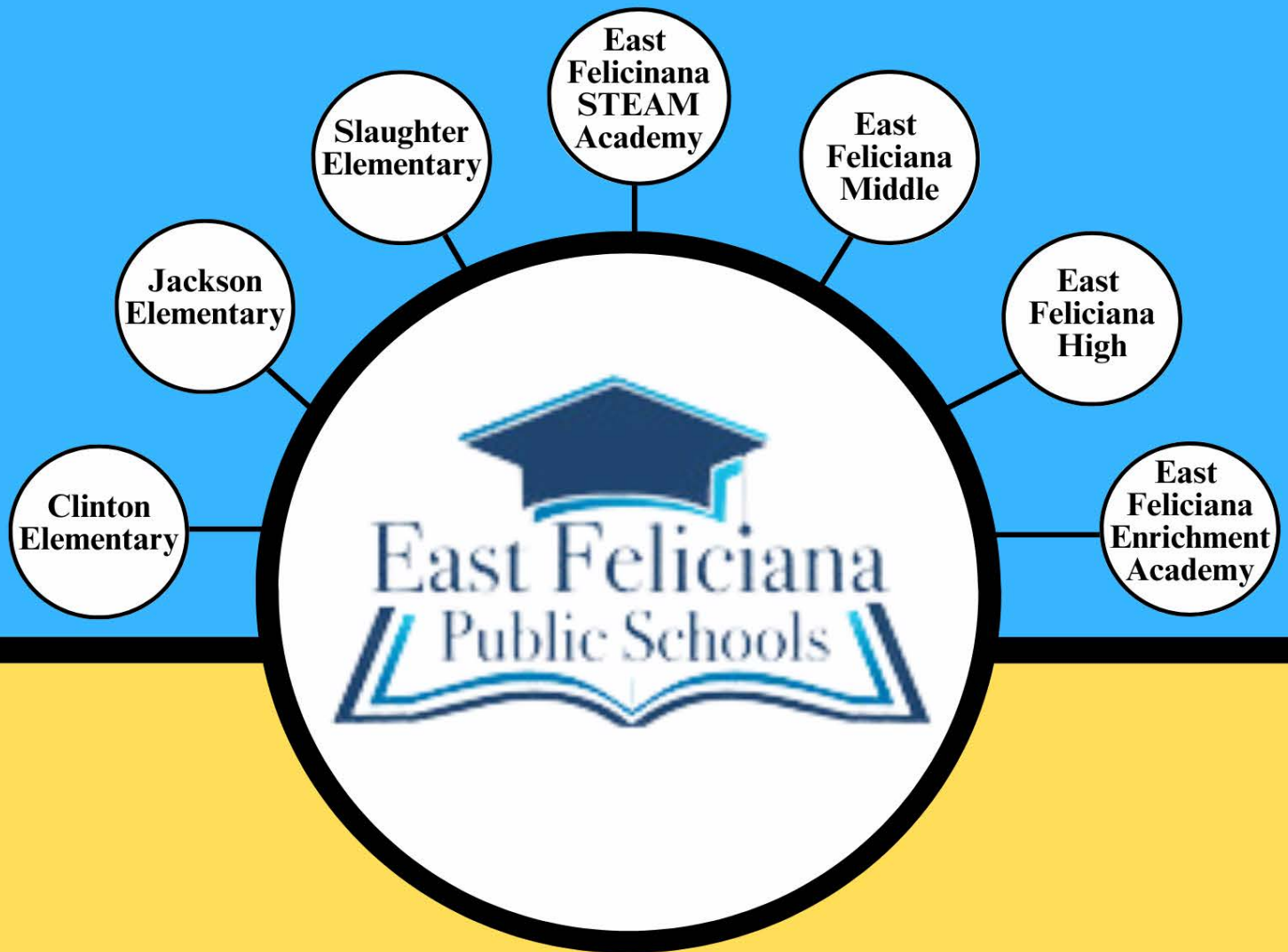


# Student Code of Conduct & Discipline Policy Handbook



**2023 - 2024**

**East Feliciana Parish School Board**

12732 Silliman Street - Post Office Box 397

Clinton, Louisiana 70722

Telephone: 225-683-8277

Fax: 225-683-3320

Website Address: [www.efschoools.net](http://www.efschoools.net)

**Keisha L. Netteville, Superintendent of Schools**

# East Feliciana Public Schools 2023-2024 Student Code of Conduct & Discipline Policy Handbook

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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 Handbook does not contain all policies that govern student behavior and school operations. Additional policies can be found on the East Feliciana Parish School Board Website ([www.efschools.net](http://www.efschools.net)).

# East Feliciana Public Schools

Greetings Parents and/or Legal Guardians,

Welcome to the 2023-2024 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. We need your assistance to ensure safety, maintain order, and establish risk-free learning environments.

**The East Feliciana Public Schools 2023-2024 Student Code of Conduct and Discipline Policy Handbook**, which will assist you in helping us, contains many of the policies that govern student behavior and school operations.

As confirmation that you have received a copy of the East Feliciana Public Schools 2023-2024 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 school board office and will serve as verification that you have received and read the Student Code of Conduct and Discipline Policy Handbook.

Throughout the school year we will host various activities and/or events to enhance instruction, to reward appropriate behavior, to inform parents of their child's academic performance, and to provide updated information. Please join us for as many of these activities/events as possible. We value you as a partner, we know how important you are in your child's life, and we recognize the positive impact that your participation in school functions will have on the school and most importantly on your child's academic success and social interactions.

Please feel free to reach out to your child's school at any time with questions and 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,

*The East Feliciana Public Schools' Principals*

I acknowledge that I am in receipt of a copy of the **East Feliciana Public Schools' Code of Conduct and Discipline Policy Handbook**, and I agree to familiarize myself with the contents including the following (East Feliciana Parish School Board Policies can be found in their entirety on the district's website, [www.efschoools.net](http://www.efschoools.net), or at the Central Office.):

1. Computer Access and Use Policy.
2. Release of Information Regarding Students, (unless notified otherwise by the parent/legal guardian, pictures and/or names of students will be released to the media and on the website for positive recognition).
3. The East Feliciana Parish School Board **will not** be financially responsible for your child/children's accidents or injuries when the school is not at fault. Low-cost insurance coverage is available for your benefit for either the school day or for twenty-four (24) hours per day. Brochures are given to each student at the beginning of school to purchase this coverage from the insurance company.
4. State law mandates that school employees report suspected cases of substance abuse and child abuse/neglect. 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/legal guardian will be notified to be present during the screen. If the screening produces a negative result, the parents may be reimbursed.
5. School **attendance** is an important factor, and excessive unexcused absences may cause poor grades and retention. A student shall be considered habitually absent or habitually tardy when either condition continues to exist, after all reasonable efforts have failed to correct the condition, after the fifth (5) unexcused absence or fifth (5) unexcused occurrence of being tardy within any school semester. When a student is considered habitually absent from school or habitually tardy, you and your child may be reported by the Supervisor of Child Welfare and Attendance and to the 20<sup>th</sup> JDC District Attorney's Office.
6. You agree and understand that the East Feliciana Parish School Board will not be held responsible for any lost, stolen or damage to personal properties belonging to your child/student. Personal properties may include, but are not limited to cell phones, and other electronic devices, money, book sacks/purses, and/or outerwear.

Parent/Legal Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please list below the names and grade level of other children enrolled in East Feliciana Public Schools.

Child's Name	Child's Grade Level

# East Feliciana Public Schools

## Student – Parent Statement of Compliance

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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/or legal guardians of students enrolled in East Feliciana Public Schools are expected to:

- Ensure that his/her child is in attendance at school every day
- Ensure that his/her child arrives to school on time each day
- Monitor his/her child's academic performance through regularly checking your child's grades in the online Student Progress Center and/or communicating with your child's teacher(s)
- Ensure that his/her child completes all assigned homework
- Attends 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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**RICHARD TERRELL**  
President

225-683-8277 ~ 225-683-5420  
225-683-5378



**MITCHELL HARRELL**  
Vice President

FAX  
225-683-3320

August 8, 2023

Dear East Feliciana Family,

On behalf of East Feliciana Public Schools, I am happy to welcome you to the 2022-2023 school year. I want to sincerely thank you as parents and caregivers. East Feliciana Public Schools is making tremendous progress and we could not be prouder to call your children our own.

Our ***Core Belief*** 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.

The purpose of this ***Student Code of Conduct*** is to make sure all stakeholders are aware of the policies that our school system uses to govern students. When reviewing this handbook with your child, please take a moment and 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 anytime should you have questions or concerns about the rules, responsibilities and expectations and 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. As information changes, please stay tuned to our district [Facebook](#) and [Twitter](#), and our automated call and text system. 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,

A handwritten signature in blue ink that reads "Keisha L. Netterville".

Keisha L. Netterville,  
Superintendent of Schools

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

# 2023–2024 School Calendar

## East Feliciana Public Schools 2023-2024 Calendar

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# East Feliciana School Board Members & Superintendent of Schools

<p><b>Mr. Richard W. Terrell- President</b> 14981 Hwy. 67 Clinton, LA 70722 (225) 683-3853 <a href="mailto:rterrell@efschools.net">rterrell@efschools.net</a></p>	<p><b>Mr. Mitchell Harrell- Vice-President</b> 5888 Highway 68 Jackson, LA 70748 (225) 634-5340 (home) <a href="mailto:mharrell@efschools.net">mharrell@efschools.net</a></p>
<p><b>Mr. Paul Kent</b> 6988 Mack Lane Clinton, LA 70722 (225) 683-8785 (home) <a href="mailto:pkent@efschools.net">pkent@efschools.net</a></p>	<p><b>Mr. Michael Ray Bradford</b> Post Office Box 8803 Clinton, LA 70722 (225) 683-5038 (home) (225) 683-9416 (work) <a href="mailto:mbradford@efschools.net">mbradford@efschools.net</a></p>
<p><b>Ms. Peidera Sims-Matthews</b> 2018 Hwy 952 Jackson, LA 70748 (225) 535-0410 <a href="mailto:psims@efschools.net">psims@efschools.net</a></p>	<p><b>Mrs. Joyce A. Kent</b> 12386 Kent Road Norwood, LA 70761 225-683-9373(home) <a href="mailto:jkent@efschools.net">jkent@efschools.net</a></p>
<p><b>Mrs. Patricia C. King</b> 7053Richardson Loop Jackson, LA 70748 (225)244-0239 <a href="mailto:pking@efschools.net">pking@efschools.net</a></p>	<p><b>Mr. Clayton Elkins</b> 3408 Hwy 67 Slaughter, LA 70777 (225) 938-7902 <a href="mailto:celkins@efschools.net">celkins@efschools.net</a></p>
<p><b>Mr. Rufus Nesbitt</b> 6698 Hwy. 952 Jackson, LA 70748 (225) 629-4063 (home) <a href="mailto:rnesbitt@efschools.net">rnesbitt@efschools.net</a></p>	<p><b>Mr. J.D. Dantzler</b> Post Office Box 1088 Jackson, LA 70748 (225) 681-0307 <a href="mailto:jddantzler@efschools.net">jddantzler@efschools.net</a></p>
<p><b>Mrs. Lillian G. Drake</b> 4597 Highway 10 Jackson, La. 70748 (225)719-7761 <a href="mailto:ldrake@efschools.net">ldrake@efschools.net</a></p>	<p><b>Ms. Melissa Davis</b> 379 West Ave Slaughter, LA 70777 (225)328-6765 <a href="mailto:medavis@efschools.net">medavis@efschools.net</a></p>

**Keisha L. Netterville,**  
Superintendent of Schools  
Post Office Box 397  
12732 Silliman Street  
Clinton Louisiana 70722

Phone: 225-683-8277 – Fax: 225-683-3320  
[knetterville@efschools.net](mailto:knetterville@efschools.net)

# East Feliciana Public School Sites

School	Address	Phone	Administrative Team
<b>Clinton Elementary (Grades Pre-K - 6)</b>	<b>Post Office Box 366 10701 Reiley Street Clinton, Louisiana 70722</b>	<b>Phone: (225) 683-8293 Fax: (225) 683-6197</b>	<b>Laron McCurry, Principal  Casey Edwards, Assistant Principal/ Master Teacher</b>
<b>Jackson Elementary (Grades Pre-K - 6)</b>	<b>3501 Highway 10 Jackson, Louisiana 70748</b>	<b>Phone: (225) 634-5933 Fax: (225) 634-2224</b>	<b>Megan Phillips, Principal  Katina Wilson, Assistant Principal</b>
<b>Slaughter Elementary (Grades Pre-K - 6)</b>	<b>Post Office Box 60 3170 Church Street Slaughter, Louisiana 70777</b>	<b>Phone: (225) 683-5542 Fax: (225) 683-4900</b>	<b>Jennifer Thornton, Principal  Pamela Traci Hebert, Assistant Principal</b>
<b>East Feliciana STEAM Academy (Grade 6 - 7)</b>	<b>9414 Plank Road Clinton, Louisiana 70722</b>	<b>Phone: (225) 244-7042</b>	<b>Kimberly Glascock, Principal</b>
<b>East Feliciana Enrichment Academy (Alternative Site)</b>	<b>Post Office Box 166 10410 Plank Road Clinton, Louisiana 70722</b>	<b>Phone: (225) 683-5542 Fax: (225) 683-4900</b>	<b>Ella Philson, Principal</b>
<b>East Feliciana Middle (Grade 7 - 8)</b>	<b>Post Office Box 166 10410 Plank Road Clinton, Louisiana 70722</b>	<b>Phone: (225) 683-3321 Fax: (225) 683-5115</b>	<b>Kimberly Jackson, Principal  LaMeeka Lee, Assistant Principal/ Master Teacher</b>
<b>East Feliciana High (Grades 9 - 12)</b>	<b>3501 Highway 10 Jackson, Louisiana 70748</b>	<b>Phone: (225) 634-5931 Fax: (225) 634-3207</b>	<b>Karen Williams-Ross, Principal  Mia Taylor, Assistant Principal/ Master Teacher  Cedric Anderson, Dean of Students</b>

# Core Beliefs

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## CORE BELIEFS

The *Core Belief* 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.

## 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, and obey school and district rules and regulations, and put forth their best effort to complete all classroom assignments.

### 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 him or her 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 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

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## **SAFETY RIGHTS:**

- Students have the right to expect that school will be a safe place to obtain an education.

## **SAFETY RESPONSIBILITIES:**

- To assure the safety of others, all students must follow established school and district rules and regulations and conduct themselves in accordance with the rules, regulations, and policies of the school and district.
- Students have a responsibility to report any problems, suspicious and/or questionable behavior at school to the teachers and/or administrators (reports of problems, suspicious and/or questionable behavior should be documented on the appropriate forms and maintained in the principal's office).
- Students have a responsibility to demonstrate respect and a caring attitude toward others.

## **STUDENT DISMISSAL**

No East Feliciana Parish School Board Employee may excuse any student from school or into any person's custody, without the direct prior approval and knowledge of the principal.

The principal shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parent/legal guardian. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

In case of legal separation or divorce, it is the responsibility of the legally designated custodial parent or guardian to provide the school with written instructions regarding who may pick up the involved student(s), including a certified copy of the judgment of the court.

Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise.

Staff members are not to transport students without the consent of the Superintendent.

## **STUDENT AUTOMOBILE USE**

All Students that drive motor vehicles (e.g., cars, trucks, motorcycles, scooters) to school **must possess** the proper operator's license and liability insurance and **must register** the vehicle(s) that they will be driving to school with the principal or his or her designee.

Registration of the vehicle(s) that a student drives to school shall constitute permission by the owner to consent to 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.

Permission slips/decals shall be provided to students/faculty who furnish the required documentation. The provided permission slips/decals must be appropriately displayed.

All vehicles **must** be parked in parking spaces as designated by the principal. Student vehicles **shall not** be moved during the school day without permission of the principal. The arrival and departure of vehicles on the school campus shall be regulated by the principal or his or her designee. Students are not allowed to sit in parked cars at any time after their arrival to school. Students that drive to school and are consistently (3 or more days) absent without a valid excuse or that consistently (3 or more days) arrive late to school will have driving privileges revoked.

## **ILLNESS AND ACCIDENTS**

When a child becomes seriously ill at school or is seriously injured in an accident, the principal or his/her designee shall be responsible for immediately contacting the parents. If the principal or designee is unable to contact the parents, he/she shall attempt to contact the family's primary care provider/family physician as noted on the Health Information Form/Student Registration Forms submitted by the parents at the beginning of the school year. The principal or designee shall also attempt to contact the person listed as the emergency contact on the Health Information form/Student Registration Forms.

If treatment is deemed urgent and the parent/legal guardian could not be contacted and the family primary care provider/family physician could not be immediately contacted, the principal or his/her designee shall call 911 or its equivalent. School personnel shall remain with the child until emergency medical personnel arrive to treat the ill or injured student. If emergency medical personnel deem it necessary to transport the student to a medical facility, school personnel may accompany the student.

Should a student require urgent/emergency medical treatment, Neither the School Board nor the school shall assume any liability for the urgent/emergency medical treatment of the student.

Principals shall notify the Superintendent of all serious accidents to students whether they occur on the school grounds, on the school bus, on field trips or during any other student activity.

To facilitate the rendering of health services, the School Board shall require the parent/legal guardian to submit properly completed standardized school health forms as enumerated in Health and Safety, Bulletin 135.

No medication shall be administered at any school to any student. All medication will be administered through the onsite school clinics. For the onsite clinic to administer medication to students, all appropriate paperwork must be appropriately completed and submitted to the school office or onsite clinic.

## **FIRST AID**

Other than first aid, no treatment of injuries shall be permitted in the schools. First aid is defined as, immediate help given by the best qualified person at hand in case of accidents or sudden illness. At least one person at each school site will receive special training in first aid. A master first aid kit shall 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.

Each student in the district shall be required to have completed and signed an emergency treatment consent form at the beginning of each school year. Therefore, the parent/guardian of each student shall submit an emergency medical authorization form which shall indicate the procedure he/she wishes the school to follow in the event of a medical emergency involving his/her child. This documentation shall be maintained by designated personnel at each school.

## Section 2: Child Abuse

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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 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 such services to a child in a voluntary or professional capacity.

*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 OR 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 using their toll free number: 855-452-5437. Calls are accepted 24 hours a day, seven days a week.
2. Reports in which the abuse or neglect is believed to be perpetrated by someone other than a 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, and the caretaker is not believed to have any responsibility for the abuse or neglect shall be made immediately to a local or state law enforcement agency
3. Dual reporting to both agencies is permitted.

## **REPORTING PROCEDURE AND REPORTING FORM**

If the initial report was in oral form, it shall be followed by a **written report** on the approved form, which written report shall be delivered within five (5) days to the local child protection agency or the local law enforcement agency to whom the initial report was made.

1. When possible, the report shall be made using the *Department of Children and Family Services/Child Welfare Written Report Form for Mandated Reporters of Child Abuse*.
2. Regardless of the form used, the report must contain the following information if known by the reporter:
  - A. The name, address, age, sex, and race of the child.
  - B. The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings.
  - C. The name and address of the child's parent(s) or other caretaker.
  - D. The names and all the ages of all other members of the child's household.
  - E. The name and address of the reporter.
  - F. An account of how this child came to the reporter's attention.
  - G. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.
  - H. The number of times the reporter has filed a report on the child or the child's siblings.
  - I. Any other information which the reporter believes might be important or relevant.
4. The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.
5. The reporter shall also immediately notify the principal or his/her designee of the school attended by the child of the fact that a report had been filed and the agency(ies) to which it was reported.

## **INVESTIGATION OF REPORTS**

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

# Section 3: Parental Contact

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## **PARENTAL CONTACT RIGHTS:**

- Parents/legal guardians have a right to be contacted and informed of school happenings, student performance/achievement, discipline matters, student illnesses and injuries and such.

## **PARENTAL CONTACT RESPONSIBILITIES:**

- It is the responsibility of the parent(s)/legal guardian(s) to ensure that the school has current, working telephone numbers (including emergency numbers), and correct physical and mailing addresses on file.
- It is the responsibility of the parent(s)/legal guardians to inform the school office should there be any phone number and/or address changes.

## **EMERGENCY INFORMATION**

At the beginning of each school year, students shall be required to complete emergency information forms which shall contain such information as:

- Parent/legal guardian's work phone numbers
- Home phone numbers
- Phone numbers where parents/legal guardians can be reached in case of emergencies
- The name, address, and phone number of the student's physician
- The names of authorized persons to check-out and/or pick up students in the absence of the parent/guardian.
- Other information as may be requested on the form

In addition, standardized school health forms shall be completed by the parents/legal guardian for each student. These health/medical forms provide pertinent health, medical and emergency contact information in times of need.

# Section 4: Student Attendance

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## **ATTENDANCE RIGHTS:**

- All students have the right to attend school until graduation; provided they are not expelled because of their conduct.
- Students granted excused absences have the right to make up any assignments and/or tests that were missed.
- Students who are suspended or expelled have a right to receive full or partial credit for satisfactorily completed schoolwork and/or tests, as required by state law.

## **ATTENDANCE RESPONSIBILITIES:**

- Students have a responsibility to attend school regularly
- Students have a responsibility to provide written excuses within five (5) school days of the students return to school.
- Students have a responsibility to request make-up work within five (5) school days after returning to school for days missed
- Students have a responsibility to be on time for class and school

## **ATTENDANCE**

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

- **Half-day attendance** - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- **Whole-day attendance** - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken. Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must be met.

## **ATTENDANCE FOR REMOTE OR HYBRID INSTRUCTION**

During remote or hybrid instruction, students are considered to be in attendance when attendance is checked and recorded on each school day at the beginning of each class period in accordance with La. Rev. Stat. Ann. §17:232, and Bulletin 741, Louisiana Handbook for School Administrators, and one of the following requirements is met:

- The student logs into synchronous online instruction at the designated time for the course in which the student is enrolled.
- Evidence exists that the student accessed 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 where instruction may be facilitated by the use of computers, technology, and the internet.

Hybrid instruction is instruction provided via a combination of face-to-face and remote models.

## **COMPULSORY SCHOOL ATTENDANCE AGES**

Except as provided by law, every child in the state is required by state law to attend public or nonpublic school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or nonpublic school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

Beginning with the 2022-2023 school year, the parent or legal guardian of a child who resides in Louisiana and who is age five (5) by September thirtieth of the calendar year in which the school year begins through eighteen (18) shall send the child to a public or nonpublic school, as defined by La. Rev. Stat. Ann. §17:236, unless the child's parent or legal guardian opted to defer enrollment of his/her child in kindergarten pursuant to La. Rev. Stat. Ann. §17:151.3(D) or the child graduates from high school prior to his/her eighteenth birthday. A child below the age of five (5) who legally enrolls in school shall also be subject to these provisions.

## **EXCEPTIONS TO COMPULSORY ATTENDANCE**

State statutes provide the following exceptions to the compulsory attendance laws:

1. The parent or legal guardian of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.
2. A child who is at least seventeen (17) years of age and who, after successfully completing a program established by the Louisiana Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Louisiana Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to compulsory attendance laws.
3. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

## **JURISDICTION**

All students shall be 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. In case a student rides a bus, he or she shall be 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 shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from 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.

## ATTENDANCE OF JUNIOR AND SENIOR STUDENTS

With the incorporation of the seven (7) period day and the 4 X 4 block scheduling, additional attendance guidelines shall be followed:

1. Junior and senior students who have chosen a career path shall be allowed to attend classes at a vocational school after completing three (3) periods of instruction in required course work at the local school for a seven (7) period day or two (2) blocks for 4 X 4 day.
2. Any senior who shall complete the course work required for graduation before the end of the regular school day may leave the campus after being in attendance at the school for four (4) class periods of a seven (7) period day or two (2) blocks of a 4 X 4 day. Any senior who leaves school early shall have a letter of permission signed by his/her parent/guardian on file in the principal's office. The student must have transportation and shall be required to leave the campus immediately after the completion of his/her last class.
3. No senior shall be allowed to leave and return to campus due to a problem with scheduling of that student's required courses. Should this situation occur, the principal/school counselor shall assign the student to elective classes for the class periods between the required courses. The student must remain at school until the last required course is completed.

Exceptions to these guidelines due to special circumstances shall be dealt with by the school administrator on an individual basis.

## STUDENT ABSENCES AND EXCUSES

The East Feliciana Parish School Board believes that Regular attendance is essential for a student's successful progress in the instructional program. Therefore, it is of the utmost importance that the parent or legal guardian, as mandated by state law, enforce the attendance of the student at the school to which the student is assigned.

No public elementary or secondary school student shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the student's school attendance of any such prohibited absence by a student.

## TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions.

1. **Non-exempted excused absences** are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
2. **Exempted excused absences** are absences which are not considered for purposes of truancy, and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
3. **Unexcused absences** are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
4. **Suspensions are non-exempted absences** for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

A student that is eligible to make-up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed shall have work completed during a prescribed time as outlined by the school's leadership team. If the work is not completed in the prescribed time, the student will receive a zero for all assignments and/or tests missed and possibly fail the course and/or school year.

### **EXTENUATING CIRCUMSTANCES**

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. An Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent 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 to a combat zone or combat support posting. Excused absences in this situation 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 circumstances, the student's parents or legal guardian must make 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 meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

### **MENTAL OR BEHAVIORAL HEALTH ABSENCES**

A student may be absent for up to three (3) days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any schoolwork missed during such absences. Following the second day of absence in any school year, the student shall be referred to the appropriate school support personnel for help addressing the underlying issue, which may include 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, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed, and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused, and the student will not be allowed to make up work missed.

## **REPORTING ABSENCES**

The attendance of all school students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy 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 of student absenteeism shall be conducted as follows:

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 and nine (9) unexcused absences for elementary and middle school students or any other time a student develops a regular pattern of absenteeism.
3. After three (3) consecutive school days absence or in excess of a total of five (5) nonconsecutive days absence, a verbal contact and/or a letter will be sent to parent/guardian advising of a conference with the principal 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. The parents/legal guardian shall be required to sign and return the notification and attend a conference with the principal or his/her designee
5. After a fifth unexcused tardy or a pattern of five (5) absences per semester is established, the Child Welfare and Attendance Supervisor shall be notified by school officials. The supervisor shall then notify the court system.

Upon receiving such reports, the supervisor will investigate the cause and offer such recommendations to the appropriate person involved in an effort to improve the student's attendance in the school.

## **PARENTAL NOTIFICATION AND CONFERENCE**

The principal or his/her designee shall notify the parent or legal guardian in writing upon on or before a student's third (3<sup>rd</sup>) unexcused absence or unexcused occurrence of being tardy and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall develop and implement a system whereby the school shall attempt to provide verbal notification and, if such verbal notification cannot be provided, then shall provide written notification to a child's parent or legal guardian when that child has been absent from school for five school days in schools operating on a semester basis, and for ten days in schools not operating on a semester basis. Additionally, parents or legal guardian will receive automated telephone message from the school each day that the student is absent.

### **APPEAL OF ABSENCES**

When a student exceeds the maximum number of absences allowed the parents, legal guardian, or eligible student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal in writing to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

### **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.

### **FAILURE TO COMPLY**

Failure to abide by the compulsory school attendance laws of the state may result in a referral to Families in Need of Services (FINS) which is a state mandated program or to the District Court with jurisdiction.

### **ATTENDANCE REPORTS FOR STUDENT DRIVERS**

In accordance with state law, students are obligated to attend school regularly, and be in attendance a minimum number of days during the school year. In order for a minor to obtain or renew a driver's license or learner's permit for the operation of a motor vehicle, the minor shall present evidence to the Office of Motor Vehicles that the minor is enrolled and is attending school or a recognized program or has completed the required minimum units of credit for graduation. Upon request of any minor who is enrolled and attending a school and who is eligible to apply for a driver's license, the Superintendent, principal, or appropriate designee shall provide to him/her documentation of his/her meeting the required attendance requirements.

A student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. It is the policy of the East Feliciana Parish School Board to provide written notification of a minor student who has been determined by the principal to be a dropout or habitually absent or tardy to the Louisiana Office of Motor Vehicles for denial or suspension of driving privileges.

The School Board, through 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 5: Student Dress Code

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### **DRESS CODE RIGHTS:**

- Students have the right to a safe and orderly environment and uniforms have been shown to contribute to a safe and orderly environment for learning.

### **DRESS CODE RESPONSIBILITIES:**

- Students have a responsibility to dress and appear on school campuses according to standards of propriety, safety and health set forth by the East Feliciana Parish School Board and/or its schools.
- Students have a responsibility to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school; cleanliness shall be a basic consideration.

The East Feliciana Parish School Board requires that students appear at school fully clothed in the officially adopted school uniform and to be groomed in an appropriate manner. Extremes in style and fit in student dress and extremes in styles of grooming shall not be permitted.

Administrators, faculty, and staff are expected to observe students dress as they arrive on campus and throughout the day. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. Should questions arise regarding student dress and grooming, the principal or his/her designee shall make the final decision as to what is considered proper or improper dress in accordance with policy and guidelines.

No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things which are evidence of affiliation with drugs, alcohol, violence, or gang-related activities or exhibit profane or obscene language/gestures. Policies, regarding dress and grooming, stress the importance of reducing distractions that inhibit learning.

The School Board shall not discriminate against a student on the basis of a natural, protective, or cultural hairstyle. Natural, protective, or cultural hairstyles shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu Knots, curls, and hair styled to protect hair texture or for cultural significance.

The school board is permitted by state law to adopt dress codes mandating the use of uniforms. Selections of articles of uniform clothing are included in the sections addressing each of the school levels.

### **BODY ARMOR**

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**

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.

**EAST FELICIANA PUBLIC SCHOOLS' ELEMENTARY SCHOOL DRESS CODE  
FOR STUDENTS IN GRADES PRE-K THROUGH 6**

<b>Bottoms</b>	<b>Tops</b>	<b>Shoes</b>	<b>Outerwear</b>
<ul style="list-style-type: none"> <li>• Plain, solid, khaki cotton, twill, or cotton blend walking shorts, or pants/trousers, sized appropriately, shall be required.</li> <li>• Navy colored, “polo style” dresses with shorts worn underneath that are appropriately sized and no more than 1” to 2” above the student’s knees are permissible</li> <li>• Khaki colored skorts, skirts, and jumpers are permissible</li> <li>• All shorts, skirts, skorts, and jumpers shall be no more than 1” to 2” above the student’s knees on any side/back/front and be sized appropriately (not too tight or loose)</li> </ul>	<ul style="list-style-type: none"> <li>• Collared “polo/golf” style shirts in solid navy-blue color</li> </ul>	<ul style="list-style-type: none"> <li>• Black, brown, or navy colored oxfords or loafers, tennis shoes or sneakers</li> <li>• Shoes shall have soles, closed toes, and closed heels.</li> <li>• Heels must be one inch or less</li> </ul>	<ul style="list-style-type: none"> <li>• Plain, solid-colored sweatshirts or light jackets in <b>NAVY BLUE or approved school color authorized by principal</b> are permitted.</li> <li>• <b>Hoods on sweatshirts and/or jackets are not allowed.</b></li> <li>• No logos or designs are permitted except for the official school logo or emblem (as approved by the school’s administration).</li> </ul> <p><b><u>Identification (ID)/Transportation Badge:</u></b></p> <ul style="list-style-type: none"> <li>• A current, school issued ID must be worn around the neck and visible at all times. Students that lose their IDs shall be required to replace the ID for a fee.</li> </ul>

**EAST FELICIANA PUBLIC SCHOOLS' STEAM ACADEMY DRESS CODE  
FOR STUDENTS IN GRADE 6 AND 7**

<b>Bottoms</b>	<b>Tops</b>	<b>Shoes</b>	<b>Outerwear</b>
<ul style="list-style-type: none"> <li>Plain, solid, khaki cotton, twill, or cotton blend pants/trousers, sized appropriately at the waist (not too tight or loose), shall be required.</li> </ul>	<ul style="list-style-type: none"> <li>Collared, "polo/golf" style shirts in Solid White, approved emblem <b>(REQUIRED)</b></li> </ul>	<ul style="list-style-type: none"> <li>Black, brown, or navy oxfords or loafers, tennis shoes or sneakers.</li> <li>Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less.</li> </ul>	<ul style="list-style-type: none"> <li>Plain, solid-colored sweatshirts or light jackets in <b>NAVY BLUE or approved school color authorized by principal</b> are permitted.</li> <li><b>Hoods on sweatshirts and/or jackets are not allowed.</b></li> <li>No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration).</li> <li>Hoods on sweatshirts <b>may not</b> be worn on the student's head inside the school building.</li> </ul> <p><b><u>Identification (ID)/Transportation Badge:</u></b></p> <ul style="list-style-type: none"> <li>A current, school issued ID must be worn around the neck and visible at all times. Students that lose their IDs shall be required to replace the ID for a fee.</li> </ul>

**EAST FELICIANA PUBLIC SCHOOLS' MIDDLE SCHOOL DRESS CODE  
FOR STUDENTS IN GRADES 7 AND 8**

<b>Bottoms</b>	<b>Tops</b>	<b>Shoes</b>	<b>Outerwear</b>
<ul style="list-style-type: none"> <li>• Plain, solid, khaki cotton, twill, or cotton blend pants/trousers, sized appropriately at the waist (not too tight or loose), shall be required.</li> </ul>	<ul style="list-style-type: none"> <li>• Collared “polo/golf” style shirts in Royal Blue color</li> </ul>	<ul style="list-style-type: none"> <li>• Black, brown, or navy oxfords or loafers, tennis shoes or sneakers.</li> <li>• Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less.</li> </ul>	<ul style="list-style-type: none"> <li>• Plain, solid-colored Sweatshirts or light jackets in <b>NAVY BLUE or approved school color authorized by principal</b> are permitted.</li> <li>• <b>Hoods on sweatshirts and/or jackets are not allowed.</b></li> <li>• No logos or designs are permitted except for the official school logo or emblem (as approved by the school’s administration).</li> </ul> <p><b><u>Identification (ID)/Transportation Badge:</u></b></p> <ul style="list-style-type: none"> <li>• A current, school issued ID must be worn around the neck and visible at all times. Students that lose their IDs shall be required to replace the ID for a fee.</li> </ul>

**EAST FELICIANA PUBLIC SCHOOLS' HIGH SCHOOL DRESS CODE  
FOR STUDENTS IN GRADES 9 THROUGH 12**

Bottoms	Tops	Shoes	Outerwear
<ul style="list-style-type: none"> <li>Plain, solid, khaki cotton, twill, or cotton blend pants/trousers, sized appropriately at the waist (not too tight or loose), shall be required.</li> </ul>	<p><b><u>9<sup>th</sup> Grade:</u></b></p> <ul style="list-style-type: none"> <li>Collared, "polo/golf" style shirts in Solid, Golden Yellow Color with approved emblem <b>(REQUIRED)</b></li> </ul> <p><b><u>10<sup>th</sup> - 12 Grade:</u></b></p> <ul style="list-style-type: none"> <li>Collared, "polo/golf" style shirts in Solid, Columbia Blue Color or Collared, "button down/dress" style shirt in Solid Columbia Blue Color.</li> </ul>	<ul style="list-style-type: none"> <li>Black, brown, or navy oxfords or loafers, tennis shoes or sneakers.</li> <li>Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less.</li> </ul>	<ul style="list-style-type: none"> <li>Plain, solid-colored sweatshirts or light jackets in <b>NAVY BLUE or approved school color authorized by principal</b> are permitted.</li> <li><b>Hoods on sweatshirts and/or jackets are not allowed.</b></li> <li>No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration).</li> </ul> <p><b><u>Identification (ID)/Transportation Badge:</u></b></p> <ul style="list-style-type: none"> <li>A current, school issued ID must be worn around the neck and visible at all times. Students that lose their IDs shall be required to replace the ID for a fee.</li> </ul>

**EAST FELICIANA PUBLIC SCHOOLS' ENRICHMENT ACADEMY DRESS CODE  
FOR ALL STUDENTS ASSIGNED TO THE ALTERNATIVE SCHOOL**

<b>Bottoms</b>	<b>Tops</b>	<b>Shoes</b>	<b>Outerwear</b>
<ul style="list-style-type: none"> <li>Plain, solid, khaki cotton, twill, or cotton blend pants/trousers, sized appropriately at the waist (not too tight or loose), shall be required.</li> </ul>	<ul style="list-style-type: none"> <li>Collared, "polo/golf" style shirts in Solid White</li> </ul>	<ul style="list-style-type: none"> <li>Black, brown, or navy oxfords or loafers, tennis shoes or sneakers.</li> <li>Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less.</li> </ul>	<ul style="list-style-type: none"> <li>Plain, <b>solid white</b> sweatshirts or light jackets are permitted.</li> <li><b>Hoods on sweatshirts and/or jackets are not allowed.</b></li> <li>No logos or designs are permitted.</li> </ul> <p><b><u>Identification (ID)/Transportation Badge:</u></b></p> <ul style="list-style-type: none"> <li>A current, school issued ID must be worn around the neck and visible at all times. Students that lose their IDs shall be required to replace the ID for a fee.</li> </ul>

**EAST FELICIANA PUBLIC SCHOOLS' GROOMING AND ACCESSORIES DRESS CODE  
FOR ALL STUDENTS IN GRADES PRE-K THROUGH 12**

Hair	Footwear	Jewelry	Miscellaneous
<ul style="list-style-type: none"> <li>• Hair shall be neat, clean, and out of eyes.</li> <li>• Hair designs, colors, and/or styles which cause a distraction from the instructional process are <b>prohibited</b>.</li> <li>• Students may wear braids, twists, plats and/or corn rows as long as they are clean, neat, out of the eyes and do not cause a distraction from the instructional process.</li> <li>• Hair picks and/or combs are <b>not allowed</b>.</li> </ul> <p><b><u>FACIAL HAIR:</u></b></p> <ul style="list-style-type: none"> <li>• Sideburns may be worn to the base of the earlobe.</li> <li>• Students may wear a neatly trimmed mustache, but handlebar styles are <b>prohibited</b>.</li> <li>• Beards and goatees are <b>prohibited</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate footwear must be worn and kept on at all times during the school day.</li> <li>• Boots, Crocs or other foam shoes, slides, nets, sandals, house shoes, slippers, ballerina flats, or flip-flops are <b>not allowed</b>.</li> <li>• Solid white, black, navy or school approved socks which are visible at the ankle shall be worn at all times.</li> <li>• Solid white, neutral, navy, or black tights or opaque or sheer hose shall be permissible with skirts, jumpers, or shorts at the elementary level only.</li> </ul>	<ul style="list-style-type: none"> <li>• Students may wear one pair of stud earrings (no larger than a pencil eraser). No other jewelry (including necklaces, bracelets, and rings) will be permitted other than official class rings.</li> <li>• An object that has a purpose other than jewelry <b>cannot</b> be worn as jewelry (i.e., animal chains or collars, specialized ear jewelry, safety pins or tacks).</li> <li>• Medallions and chains and/or any variation of the same shall be <b>prohibited</b>.</li> <li>• All students are <b>prohibited</b> 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.</li> </ul>	<p><b><u>GLASSES:</u></b></p> <ul style="list-style-type: none"> <li>• Unless prescribed by a physician, no glasses of any kind shall be worn inside the building during the regular school day.</li> </ul> <p><b><u>WATCHES:</u></b></p> <ul style="list-style-type: none"> <li>• Standard watches are permissible.</li> <li>• Watches that detract from the learning environment of the students and that serve additional functions other than to keep time are <b>prohibited</b> from campuses during the regular school day (i.e., Smart Watches, Game Watches, Calculator Watches, Watch Beepers, Electronic Communication Devices, etc.)</li> </ul> <p><b><u>HEADWEAR:</u></b></p> <ul style="list-style-type: none"> <li>• Hats or other head apparel such as bandannas, sweatbands, and caps may not be worn.</li> </ul>

**EAST FELICIANA PUBLIC SCHOOLS' GROOMING AND ACCESSORIES DRESS CODE  
FOR ALL STUDENTS IN GRADES PRE-K THROUGH 12 CONTINUED**

<b>Belts</b>	<b>Winter/Rain Wear</b>	<b>Undergarments</b>	<b>Miscellaneous</b>
<ul style="list-style-type: none"> <li>• All students in grades 2 and up must wear solid colored black, brown, navy, or khaki belts with a plain buckle located at the natural waist of the student. No spikes, rhinestones, or metals are allowed on band of belts. No large, showy buckles with insignia are permitted.</li> <li>• Students in prekindergarten, kindergarten, and first grades are NOT required to wear belts. If students in these grades do wear a belt, they must adhere to the above requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Winter apparel and rain wear including parkas, gloves, mittens, scarves, knit skull caps, and rain boots may be worn to the school, but must be removed immediately upon entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Proper undergarments shall be worn at all times.</li> <li>• Students may wear plain undershirts in white only. The sleeves of the undershirt may not extend beyond the uniform shirt sleeve.</li> <li>• All other undergarments shall not be visible.</li> </ul>	<p><b><u>PHYSICAL EDUCATION UNIFORMS:</u></b></p> <ul style="list-style-type: none"> <li>• Students must wear official school approved P.E. uniforms, sized appropriately.</li> </ul> <p><b><u>EXTRA-CURRICULAR ACTIVITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Students who participate in extra-curricular activities (Football, Band, Cheerleaders, Dancers, etc.) will only be allowed to wear extra-curricular clothing during the school day if preapproved by the school principal.</li> </ul> <p><b><u>BACKPACKS:</u></b></p> <p>Only clear or solid colored mesh backpacks will be allowed on campus.</p> <ul style="list-style-type: none"> <li>• The straps that are used to carry the backpack can be a solid color.</li> <li>• Colored, transparent backpacks are not allowed.</li> <li>• Small monograms/ logos are allowed, but large logos obstructing a large portion of the backpack are not.</li> <li>• A non-clear pouch or purse, no larger than 5.5 inches by 8.5 inches to hold personal items, such as cellphones, money, and hygiene products is allowed.</li> <li>• Non-clear lunch boxes are permissible.</li> <li>• Backpacks and pouches not meeting the criteria outlined above will be collected and kept in the school office where the student's parent or guardian can pick them up.</li> <li>• All bags are subject to search.</li> </ul>



## 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. Consequently, when it is determined that a student is in violation of the Student Dress Code, the following steps shall be taken:

1. The student shall be required to modify their appearance before being admitted to class.
2. If the student cannot or refuses to modify his/her appearance to conform to the *Student Dress Code*, the administrator shall be notified, and the parent or legal guardian shall be immediately notified of the violation and requested to bring proper clothing to the campus.
3. If the parent or legal guardian cannot be contacted by phone or otherwise, or if proper clothing is not brought to the campus, the student shall be sent to a designated area, determined by the school administration, for the remainder of the regular school day. A letter shall be sent home with the student at the end of the regular school day notifying the parent or legal guardian of the dress code violation and explaining that future dress code violations could result in other disciplinary measures.

## Section 6: Bus Discipline

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### TRANSPORTATION RIGHTS:

- Students have the right to ride the school bus to and from school and should recognize that it is a privilege.

### TRANSPORTATION RESPONSIBILITIES:

- Students have a responsibility to follow all school bus rules and regulations.
- Students have the responsibility to ride their assigned school bus.
- Students have a responsibility to get on and off the bus at their assigned bus stop.
- Parents have the responsibility of notifying and/or requesting all transportation changes in writing - final approval is at the discretion of the principal and/or transportation supervisor.

In accordance with state law, behavioral incidents that occur on the school bus, at a bus stop or in the bus loading zone at the school, will be addressed by the principal or a designee of the school in which the student is enrolled. The principal or his/her designee will take actions necessary to ensure the safety of all school bus passengers, the school bus operator and/or other citizens.

## BUS REGULATIONS

### *Students shall:*

1. Cooperate with the driver because their safety depends on it.
2. Be on time because the bus will not wait.
3. Cross the road cautiously when waiting for and leaving the bus.
4. Follow driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Be courteous and safety-conscious 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 when the bus is in motion.
2. Extend arms, head, or objects out of windows or doors.
3. Throw objects in the bus or out of the windows or doors of the bus.
4. Use the emergency door except for emergencies.
5. Eat or drink on the bus.
6. Damage the bus in any way. \*
7. Use the following items on the bus: tobacco, matches, cigarette lighters, obscene material.
8. Fight on the bus. \*
9. Board or exit the bus at the incorrect stop.
10. Leave the bus without permission.
11. Show disrespect to the driver. \*
12. Commit an immoral or vicious act. \*
13. Refuse to occupy an assigned seat.

14. Use profane language.
15. Disobey the driver or the bus aide. \*
16. Carry firearms, knives or other objects or implements which can be used as weapons. \*
17. Use or possess alcoholic beverages or any controlled dangerous substance governed by the Uniformed Controlled Dangerous Substance Law in any form.
18. Use electronic devices, including recording or posting recordings of persons on or off the bus. \*
19. Bullying another student.
20. Board a bus under the influence of alcohol or illicit drugs.

***The following items are not allowed on the bus:***

1. Alcohol, drugs, tobacco, matches, or cigarette lighters. \*
2. Pets (cats, dogs, etc.).
3. Glass objects (except eyeglasses).
4. Weapons (including knives or objects or implements which may be used as weapons). \*
5. Objects too large to be held in laps or placed under seats.
6. Items which are inappropriate at school shall not be allowed on the bus.

***Students may be subject to the following consequences for major bus offenses:***

<b>Offense</b>	<b>Consequence</b>
<b>First Offense</b>	<ul style="list-style-type: none"> <li>• A conference will be held with the student</li> <li>• Parent/legal guardian will be notified by the principal or his/her designee</li> <li>• Based on the offense, the student could possibly be suspended from riding any bus in East Feliciana Parish School for a specified period of time.</li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li>• Parent/legal guardian will be notified by the principal or his/her designee</li> <li>• A conference will be held with the student and parent/legal guardian</li> <li>• Based on the offense, the student could possibly be suspended from riding any bus in East Feliciana Parish School for a specified period of time.</li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li>• Written notification will be provided to the parent/legal guardian</li> <li>• Student will be suspended from riding any bus in East Feliciana Parish School System for a specified period of time.</li> </ul>
<b>Fourth Offense</b>	<ul style="list-style-type: none"> <li>• Written notification will be provided to the parent/legal guardian</li> <li>• The student will be suspended from riding any bus in East Feliciana Parish School System for the remainder of the school year.</li> </ul>

**NOTE:** Procedures for removing a student with disabilities from a bus must follow the same procedures as when a student with disabilities is removed from school through suspension or expulsion.

**\*NOTE:** Major offenses may result in more severe punishment, such as suspension/expulsion from school. Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/legal guardian.

**\*\*NOTE:** During the investigation of major bus offenses, students shall be excluded from riding the bus for a period not to exceed one (1) school day, pending results of the investigation. Parents/legal guardians will be notified of disposition (results of referral/discipline actions) by the principal or his/her designee. Bus operators shall be notified of any students that have been excluded from riding the bus within one (1) school day of the decision by the principal or his/her designee.

# Section 7: Bullying and Hazing

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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.

### **TRAINING**

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

### **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 8: Sexually Related Student Misconduct

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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 9: Dating Violence

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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 10: Student Discipline

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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. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the School Board.

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 may 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 shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, 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 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 may be 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 other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the *School Behavior Report/School Bus Behavior Report* form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

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 as 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. Un-adjustable 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 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.

## 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 11: Positive Behavioral Interventions and Supports (PBIS)

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## Positive Behavioral Interventions and Supports (PBIS)

The main purpose of Positive Behavioral Interventions and Supports (PBIS) is to assist teachers, administrators, and support personnel in establishing well-managed classrooms and school campuses. Some key components of PBIS in East Feliciana Public Schools are clearly established rules and procedures that are taught during the first week of school and that are revisited after lengthy holidays and as needed throughout the school year, reinforcement of desired behaviors via monthly celebrations, weekly incentives, classroom level reward systems, and utilization of restorative practices such as self-reflection, setting goals, and/or counseling sessions.

# Section 12: Disciplinary Offenses

Student disciplinary offenses are categorized as being either a minor disciplinary offense or a major disciplinary offense. Actions taken to address the two types of offenses and accompanying documentation will differ.

## Minor Disciplinary Offenses

Minor disciplinary offenses are those disciplinary offenses that are handled by the teacher in the classroom through the use of interventions (e.g., documented warnings, contacting the parent/legal guardian, in-class time out, reflection sheets, etc.). Minor disciplinary offenses are documented on the District’s Minor Infraction Form. Documenting minor disciplinary offenses should adhere to the following:

- 1<sup>st</sup> Infraction: Warning, redirect inappropriate behavior, and documentation of infraction on the District’s Minor Infraction Form/parent contact at the discretion of the teacher.
- 2<sup>nd</sup> Infraction: Conference with the student citing the rule(s) that is/are being violated, and documentation of the infraction on the District’s Minor Infraction Form/parent contact at the discretion of the teacher.
- 3<sup>rd</sup> Infraction: Conference with the student citing the rule(s) that is/are being violated, documentation of the infraction on the District’s Minor Infraction Form, implementation of school-specific interventions, and parental contact made by the teacher.
- 4<sup>th</sup> Infraction: Conference with the student citing the rule(s) that is/are being violated, documentation of the infraction on the District’s Minor Infraction Form, implementation of school-specific interventions, and parental contact made by the teacher.
- 5<sup>th</sup> Infraction: Teacher/Staff Member completes a major referral form for repeated rule violations (Disturbs the school or habitually violates any rule), attaches the completed district minor infraction form, submits documentation to the principal or his/her designee, administrative actions are taken, and the principal or his/her designee contact’s parent.

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.

Major and Minor Disciplinary Offenses are distinguished by the intensity (the severity and the outcome) of the misbehavior and the frequency of the misbehavior. Some examples of minor disciplinary infractions that commonly become major disciplinary infractions are listed in the chart below (this chart is not exhaustive and serves to provide examples).

Discipline Infraction	Description of Discipline Infraction at the Minor Level	Description of Discipline Infraction at the Major Level
<b>Classroom Disruption</b>	Out-of-seat behavior, off-task conversation, talking without permission, chewing gum, eating, drinking, making noises with materials, etc., causing a temporary interruption and the student readily responds to redirection when corrected.	Repeated out of seat behavior, sustained, or repeated loud talking including but not limited to arguing and yelling, repeatedly chewing gum, eating or drinking in the classroom, any behaviors that cause a sustained and repeated interruption in class and the student does not respond to redirection.

<b>Inappropriate Language</b>	Accidental slip and/or poor word choices. The student responds to redirection in an appropriate, respectful, remorseful (apologetic) manner.	Use of obscene language or profanity toward and/or in reference to an adult, authority figure or peer. Use of obscene language or profanity in a threatening or hostile manner and does not respond to redirection/correction.
<b>Damage to Property</b>	Student engages in low-intensity misuse of property, that is not permanent, and the student can easily “repair” (i.e., writing on desks or school property, classroom/instructional materials).	Student engages in activity that results in the destruction or disfigurement of school and classroom property (i.e. writing in ink or permanent or etching on bathroom stalls, school walls, cafeteria tables, deliberate destruction of classroom materials and or furniture).
<b>Technology Violation</b>	Student engages in non-serious, inappropriate use of cell phones, cameras, computers, or other electronic devices. Using device without permission, uses device for social or personal reason, visits unapproved websites. Student responds appropriately to redirection/correction and readily adheres to adult request to relinquish device.	Student repeatedly engages in non-serious, inappropriate use of cell phones, cameras, computers, or other electronic devices and/or responds inappropriately to redirection/correction and refuses to relinquish device if requested to do so. The student uses technology to cause distress to others, engages in illegal activities, visits inappropriate sites, etc.
<b>Disrespect/Defiance</b>	Student engages in brief failure to respond to adult requests and/or directions (i.e., refusal to follow adult directions, refusal to report to a specified, class or location, refusal to complete work, talking back, mocking or disrespectfully denying an adult’s request).	Student repeatedly engages in brief failure to respond to adult requests and/or directions (i.e., refusal to follow adult directions, refusal to report to a specified, class or location, refusal to complete work, talking back, mocking, or disrespectfully denying an adult’s request). The student is rude, aggressive and/or hostile and persistent in refusing to adhere to reasonable requests being made by teachers, administrators, and other authority figures.

## Major Disciplinary Offenses

Major disciplinary offenses 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.

Consequences for major disciplinary offenses may include, but are not limited to, a loss of privilege (i.e., the student may not attend and/or participate in extracurricular school sponsored activities, on or off campus before, during, or after school), 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, notify 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. 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 3<sup>rd</sup> offense, will be treated as the third offense and could result in an expulsion recommendation. Any infractions not specifically covered will be left to the discretion of the principal.

<b>Willful Disobedience (1): a deliberate choice to break a rule or disobey a directive given by a person in authority.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• Loss of Privilege	• Loss of Privilege	• Loss of Privilege
<b>2<sup>nd</sup> Offense</b>	• 1-5 Days Suspension	• 1-5 Days Suspension	• 1-5 Days Suspension
<b>3<sup>rd</sup> Offense</b>	• 6-10 Days Suspension	• 6-10 Days Suspension	• 6-10 Days Suspension
<b>Treats an authority with disrespect (2): talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• Loss of Privilege	• Loss of Privilege	• Loss of Privilege
<b>2<sup>nd</sup> Offense</b>	• 1-5 Days Suspension	• 1-5 Days Suspension	• 1-5 Days Suspension
<b>3<sup>rd</sup> Offense</b>	• 6-10 Days Suspension	• 6-10 Days Suspension	• 6-10 Days Suspension
<b>Makes an unfounded charge against authority (3): 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.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• Loss of Privilege	• Loss of Privilege	• Loss of Privilege
<b>2<sup>nd</sup> Offense</b>	• 1-5 Days Suspension	• 1-5 Days Suspension	• 1-5 Days Suspension
<b>3<sup>rd</sup> Offense</b>	• 6-10 Days Suspension	• 6-10 Days Suspension	• 6-10 Days Suspension
<ul style="list-style-type: none"> <li>• At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense – Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			
<b>Uses profane and/or obscene language (4): vulgar, verbal messages, words or gestures that include swearing, or name calling.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• Loss of Privilege	• Loss of Privilege	• Loss of Privilege
<b>2<sup>nd</sup> Offense</b>	• 1-5 Days Suspension	• 1-5 Days Suspension	• 1-5 Days Suspension
<b>3<sup>rd</sup> Offense</b>	• 6-10 Days Suspension	• 6-10 Days Suspension	• 6-10 Days Suspension



<b>Is guilty of immoral or vicious practices (5): 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.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• 1-3 Days Suspension	• 5 Days Suspension	• 10 Days Suspension
<b>2<sup>nd</sup> Offense</b>	• 4-6 Days Suspension	• 10 Days Suspension	• Long Term Suspension
<b>3<sup>rd</sup> Offense</b>	• 7-10 Days Suspension	• Long Term Suspension	• Expulsion • (Pursuant to a Hearing)
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense – Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>At all grade levels, regardless of the occurrence, for incidents involving threats, the student is required to undergo a formal mental health evaluation/examination before returning to school.</li> </ul>			
<b>Is guilty of conduct or habits injurious to his/her associates (6): An act (including horseplay or rough play) that causes injury, damage, or pain to another.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• 1-3 Days Suspension	• 5 Days Suspension	• 10 Days Suspension
<b>2<sup>nd</sup> Offense</b>	• 4-6 Days Suspension	• 10 Days Suspension	• Long Term Suspension
<b>3<sup>rd</sup> Offense</b>	• 7-10 Days Suspension	• Long Term Suspension	• Expulsion • (Pursuant to Hearing)
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense – Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			
<b>Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (7): 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.</b>			
	<b>Students in Grades K-5</b>		<b>Students in Grades 6-12</b>
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing)</li> <li>Referred to the School Board through a Recommendation for Action from the Superintendent</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)</li> </ul>		<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing) <ul style="list-style-type: none"> <li>Students aged sixteen (16) or older shall be expelled for a minimum of four (4) complete semesters.</li> <li>Students under sixteen (16) years of age shall be expelled for a minimum period of two (2) complete semesters.</li> </ul> </li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)</li> </ul>

**Uses or possesses electronic vapor products, tobacco, lighter, or matches (8): 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.**

	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 5-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 10-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 15-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 10-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 15-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 20-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>

**Uses or possesses alcoholic beverages (9): 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.**

	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 5-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 10-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 15-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 10-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 15-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 20-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>

<b>Disturbs the school or habitually violates any rule (10): not limited to sustained loud talking, yelling, or screaming; noise with materials; and/or sustained out-of-seat behavior.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>
<b>Cuts, defaces, or injures any part of public-school buildings/vandalism (11): damage, destruction, or defacement of property belonging to the school or others.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Make Restitution</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution</li> </ul>
<b>Writes profane and/or obscene language or draws obscene pictures (12): writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Make Restitution (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Make Restitution (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Make Restitution (if applicable)</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution (if applicable)</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution (if applicable)</li> </ul>
<b>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. (13): possessing weapon designed to expel a projectile by action of an explosive.</b>			
	<b>Students in Grades K-5</b>	<b>Students in Grades 6-12</b>	
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing) <ul style="list-style-type: none"> <li>Expelled for a minimum period of two (2) complete school semesters.</li> </ul> </li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)</li> <li>Refer to the District Attorney</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing) <ul style="list-style-type: none"> <li>Expelled for a minimum period of four (4) complete school semesters.</li> </ul> </li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)</li> <li>Refer to the District Attorney</li> </ul>	

<b>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 (14): possesses firearms, knives or blades &gt; 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, 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.</b>			
	<b>Students in Grades K-5</b>		<b>Students in Grades 6-12</b>
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing) <ul style="list-style-type: none"> <li>For firearms: Expelled for a minimum period of two (2) complete school semesters.</li> </ul> </li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)</li> <li>For firearms: refer to the District Attorney</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing) <ul style="list-style-type: none"> <li>For firearms: Expelled for a minimum period of four (4) complete school semesters.</li> </ul> </li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)</li> <li>For firearms: refer to the District Attorney</li> </ul>	
<b>Throws missiles liable to injure others (15): throws any object toward a person 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.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense – Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			
<b>Instigates or participates in fights (16a): encouraging or participating in a hostile confrontation with physical contact involving two individuals.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>5-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>20-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>2 Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>10-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>45-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>5 Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>15-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing)</li> <li>Participation in Conflict Resolution Counseling</li> </ul>
<ul style="list-style-type: none"> <li><b>Bus Fights at All Grade Levels:</b> Students will be excluded from riding the bus pending completion of an investigation. After the investigation has been completed, administrative action will be rendered.</li> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			

<b>Instigates or participates in fights, involving MORE THAN TWO individuals (16b): encouraging or participating in a hostile confrontation with physical contact involving MORE THAN TWO individuals.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>10-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing)</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in Conflict Resolution Counseling</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>5-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>15-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>10-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	<ul style="list-style-type: none"> <li>20-Days Suspension</li> <li>Participation in Conflict Resolution Counseling</li> </ul>	
<ul style="list-style-type: none"> <li><b>Bus Fights at All Grade Levels:</b> Students will be excluded from riding the bus pending completion of an investigation. After the investigation has been completed, administrative action will be rendered.</li> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			
<b>Violates traffic and safety regulations while on School Board Property (17): 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, etc.).</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Loss of Driving Privilege (if applicable),</li> </ul>
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			
<b>Leaves school premises or classroom without permission (18): Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to class.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>
<b>Is habitually tardy and/or absent (19): reporting late to school or class when the day/period begins without permission.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>Parent Conference</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>SBLC Referral</li> </ul>	<ul style="list-style-type: none"> <li>SBLC Referral</li> </ul>	<ul style="list-style-type: none"> <li>SBLC Referral</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>Truancy Referral</li> </ul>	<ul style="list-style-type: none"> <li>Truancy Referral</li> </ul>	<ul style="list-style-type: none"> <li>Truancy Referral</li> </ul>
<b>Takes another's property or possessions without permission (20): taking or obtaining the property of another without permission or knowledge of the owner without violence.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Make Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Make Restitution</li> </ul>
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			

<b>Commits any other serious offense (21): any serious, harmful incident not covered by any other of these codes.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>Consequences will vary on a case-by-case basis dependent on the nature and circumstances of the offense.</li> </ul>	<ul style="list-style-type: none"> <li>Consequences will vary on a case-by-case basis dependent on the nature and circumstances of the offense.</li> </ul>	<ul style="list-style-type: none"> <li>Consequences will vary on a case-by-case basis dependent on the nature and circumstances of the offense.</li> </ul>
<b>Discharge or use of weapon(s) prohibited by federal law (30): 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).</b>			
	<b>Students in Grades K-5</b>	<b>Students in Grades 6-12</b>	
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing) <ul style="list-style-type: none"> <li>Expelled for a minimum period of two (2) complete school semesters.</li> </ul> </li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)</li> <li>Refer to the District Attorney</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing) <ul style="list-style-type: none"> <li>Expelled for a minimum period of four (4) complete school semesters.</li> </ul> </li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/Legal Guardian(s)</li> <li>Refer to the District Attorney</li> </ul>	
<b>Possesses pocketknife with a blade length of less than 2 ½ inches, (includes box cutters with a blade &lt; 2 ½ inches) (31): possesses pocketknife or blade cutter with a blade length &lt; 2 ½, refer to code fourteen (14) for blades greater than 2 ½ inches.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>10 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing)</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing)</li> </ul>
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			

<b>Use of OTC medication in a manner other than prescribed or authorized (33): the possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission of school officials.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 5-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 10-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 15-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 10-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 15-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• 20-Days Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• Participate in an Approved Rehabilitation or Counseling Program at the Expense of the Parent(s)/ Legal Guardian(s)</li> </ul>
<b>Possession of Body Armor (34): possession, including the wearing of any type of gear that protects the person from attack by another.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>Bullying/Harassment (*complete Bullying Form) (35): unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>• 10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 10 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> </ul>
<ul style="list-style-type: none"> <li>• At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense – Participate in Conflict Resolution Counseling.</li> </ul>			
<b>Cyberbullying (*complete Bullying Form) (36): 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.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>• Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>• 10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 10 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>• 6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> </ul>
<ul style="list-style-type: none"> <li>• At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> <li>• At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense – Participate in Conflict Resolution Counseling.</li> </ul>			

<b>False Alarm/Bomb Threat (37): initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-3 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>10 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>4-6 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>10 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>7-10 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to Hearing)</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, for incidents involving threats, the student is required to undergo a formal mental health evaluation/examination before returning to school.</li> <li>If law enforcement agencies determine threat to be credible and imminent contact District Attorney.</li> </ul>			
<b>Forgery (38): to use, make, or reproduce another's signature.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>
<b>Gambling (39): wagering money or property.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>
<b>Public Indecency (40): exposure of body parts such as genitals/buttocks, breasts/chests in view of public.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>
<b>Obscene behavior or Possession of Obscene/Pornographic Material (41): 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.).</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>10 Days Suspension</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion (Pursuant to a Hearing)</li> </ul>
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			



**Unauthorized use of technology (42): the use, operation, or visual display of any electronic device (cellular phones, smart watches, gaming devices, video cameras, digital cameras, etc.) during the school day. Visual display shall also include any observable protrusion of any clothing, pocket thereof or of a bookbag or purse. Use and operation shall mean whenever the device is turned on.**

	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parent/legal guardian will be notified, and the student and parent will be required to sign a warning letter.</li> <li>The device will be returned to the student at the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parent/legal guardian will be notified, and the student and parent will be required to sign a warning letter.</li> <li>The device will be returned to the student at the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parent/legal guardian will be notified, and the student and parent will be required to sign a warning letter.</li> <li>The device will be returned to the student at the end of the school day.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parents/legal guardians shall be notified to come to the school to pick up the device.</li> <li>The parent/legal guardian shall also be required to sign a letter of understanding relative to future disciplinary measures being taken.</li> </ul>	<ul style="list-style-type: none"> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parents/legal guardians shall be notified to come to the school to pick up the device.</li> <li>The parent/legal guardian shall also be required to sign a letter of understanding relative to future disciplinary measures being taken.</li> </ul>	<ul style="list-style-type: none"> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parents/legal guardians shall be notified to come to the school to pick up the device.</li> <li>The parent/legal guardian shall also be required to sign a letter of understanding relative to future disciplinary measures being taken.</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parents/legal guardians shall be notified to come to the school to pick up the device.</li> <li>The parent/legal guardian shall also be required to sign a letter of understanding relative to future disciplinary.</li> <li>Loss of Technology Privilege.</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parents/legal guardians shall be notified to come to the school to pick up the device.</li> <li>The parent/legal guardian shall also be required to sign a letter of understanding relative to future disciplinary.</li> <li>Loss of Technology Privilege.</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>The device and all components (SIM Card, case, etc.) will be confiscated.</li> <li>The parents/legal guardians shall be notified to come to the school to pick up the device.</li> <li>The parent/legal guardian shall also be required to sign a letter of understanding relative to future disciplinary.</li> <li>Loss of Technology Privilege.</li> </ul>
<ul style="list-style-type: none"> <li>At all grade levels, regardless of the occurrence, offenses during periods of standardized testing will result in loss of technology privileges and a suspension or expulsion dependent on the nature and circumstances of the offense.</li> </ul>			

<b>Improper dress (43): out of dress code (e.g., wearing hoodies, shirts with logos and/or graphics, cargo pants, crocs, etc.) or ID violation.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>Written notification of dress code violation provided to the parent.</li> <li>Student requested to modify their appearance before entering the classroom and/or school board property.</li> <li>Request parent to bring a change of clothing.</li> <li>Placement in an alternative setting when the parent is unable to bring a change of clothing or dress cannot be modified</li> </ul>	<ul style="list-style-type: none"> <li>Written notification of dress code violation provided to the parent.</li> <li>Student requested to modify their appearance before entering the classroom and/or school board property.</li> <li>Request parent to bring a change of clothing.</li> <li>Placement in an alternative setting when the parent is unable to bring a change of clothing or dress cannot be modified</li> </ul>	<ul style="list-style-type: none"> <li>Written notification of dress code violation provided to the parent.</li> <li>Student requested to modify their appearance before entering the classroom and/or school board property.</li> <li>Request parent to bring a change of clothing.</li> <li>Placement in an alternative setting when the parent is unable to bring a change of clothing or dress cannot be modified</li> </ul>
<ul style="list-style-type: none"> <li>At all grade levels, removable inappropriate outer wear (e.g., hooded jackets) will be confiscated and held in the office until the end of the school day on second occurrences; on first occurrences the student will be asked to place the item in their bookbag while on school board property.</li> <li>At all grade levels, third (3<sup>rd</sup>) and subsequent occurrences could result in other disciplinary measures.</li> </ul>			
<b>Academic Dishonesty (44): cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Assignment of a Failing Grade</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Assignment of a Failing Grade</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Assignment of a Failing Grade</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Assignment of a Failing Grade</li> </ul>	<ul style="list-style-type: none"> <li>Assignment of a Failing Grade</li> <li>1-5 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Assignment of a Failing Grade</li> <li>1-5 Days Suspension</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Assignment of a Failing Grade</li> </ul>	<ul style="list-style-type: none"> <li>Assignment of a Failing Grade</li> <li>6-10 Days Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Assignment of a Failing Grade</li> <li>6-10 Days Suspension</li> </ul>
<b>Trespassing Violation (45): 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.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privilege</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>2<sup>nd</sup> Offense</b>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>1-5 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>10 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>
<b>3<sup>rd</sup> Offense</b>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>6-10 Days Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>

<b>Failure to Serve Assigned Consequence (46): failure to serve detention, Time Out Room, Saturday School, Suspension, or other assigned consequences.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>• Extension of Consequence</li> <li>• Unexcused Days</li> <li>• Failing Grades on Missed Assignments</li> <li>• Truancy Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Extension of Consequence</li> <li>• Unexcused Days</li> <li>• Failing Grades on Missed Assignments</li> <li>• Truancy Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Extension of Consequence</li> <li>• Unexcused Days</li> <li>• Failing Grades on Missed Assignments</li> <li>• Truancy Referral</li> </ul>
<b>Misusing Internet/Violates electronic/technology policy (47): violating the district Internet Use Policy.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• Loss of Privilege	• Loss of Privilege	• Loss of Privilege
<b>2<sup>nd</sup> Offense</b>	• 1-5 Days Suspension	• 1-5 Days Suspension	• 1-5 Days Suspension
<b>3<sup>rd</sup> Offense</b>	• 6-10 Days Suspension	• 6-10 Days Suspension	• 6-10 Days Suspension
<b>Sexual Harassment (48): 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.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• Loss of Privilege	• 10 Days Suspension	• 10 Days Suspension
<b>2<sup>nd</sup> Offense</b>	• 1-5 Days Suspension	• Long Term Suspension	• Long Term Suspension
<b>3<sup>rd</sup> Offense</b>	• 6-10 Days Suspension	• Expulsion (Pursuant to a Hearing)	• Expulsion (Pursuant to a Hearing)
<ul style="list-style-type: none"> <li>• At all grade levels, regardless of the occurrence, dependent on the nature and circumstances of the offense- Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>			
<b>False Report (49): 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.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>1<sup>st</sup> Offense</b>	• Loss of Privilege	• Loss of Privilege	• Loss of Privilege
<b>2<sup>nd</sup> Offense</b>	• 1-5 Days Suspension	• 1-5 Days Suspension	• 1-5 Days Suspension
<b>3<sup>rd</sup> Offense</b>	• 6-10 Days Suspension	• 6-10 Days Suspension	• 6-10 Days Suspension
<b>Crime of Violence (per R.S. 14:2B) (50): 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.</b>			
	<b>Students in Grades K - 2</b>	<b>Students in Grades 3 - 6</b>	<b>Students in Grades 7-12</b>
<b>All Offenses</b>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion (Pursuant to a Hearing)</li> <li>• Report to School Resource Officer and notify the Child Welfare and Attendance Supervisor immediately.</li> </ul>

## Section 13 Discipline of Pre-Kindergarten Students

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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 14: Zero Tolerance

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It is the policy of the East Feliciana Parish School Board that in addition to the institution of disciplinary proceedings, the School Board declares that it shall not tolerate fighting. A *fight* is defined as the intentional use of force or violence upon the person of another. All students, ages fourteen (14) and over, who are determined to be the aggressors in a fight on School Board property may be removed from the School Board property by law enforcement officials, and charges filed with the appropriate law enforcement agency. As soon as reasonably possible, the principal and/or designee shall notify the Superintendent of Schools and/or designee of calling law enforcement to a campus.

## Procedure:

1. School principals shall call the parent(s)/legal guardians, and may call the appropriate law enforcement authorities, and the Resource Officer or Security Officer if available, for every fight involving students who are 14 years of age or older.
  - a. Appropriate law enforcement authorities include assigned School Security Officers and School Resource Officers if they are deputized.
  - b. If there are no assigned deputized School Security Officers or School Resource Officers available, the local law enforcement authorities shall be called to investigate the fight and recommend one of the following:
    - 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.*
2. Students involved in a fight at school will also be subject to suspension or expulsion as stated in this handbook. The aggressor(s) will be suspended to the alternative school.
3. A second fight may be cause for an expulsion.
4. 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.
5. 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.
6. Students who are suspended for fighting will be required to undergo counseling by the school counselor, unless the parent pays the expense of an outside agency, before being readmitted to school. Counseling shall include conflict resolution and if needed anger management. It may be provided and supervised by the East Feliciana Parish School System. Principals and/or assistant principals and SBLC chairperson in elementary schools and school counselors at the middle and high schools shall be responsible for the action. **Parents or guardians will be mandated to participate.**
7. The student shall be referred to the local school counselor for monitoring.
8. This Zero Tolerance for Fighting Policy is in effect from the time a student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities.

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 15: Suspensions

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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 state law.

## **Due Process for Suspensions**

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.
  - a. 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.
  - b. 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.
4. 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.
5. 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.

## **RELEASE OF SUSPENDED STUDENTS**

Students that are suspended 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.

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.

## **SUSPENSIONS TO ALTERNATE SITES**

When a student is suspended to the East Feliciana Enrichment Academy, they are not allowed to ride any (board owned or contracted) school bus in the district. Transportation to the alternative site is the responsibility of the parent or legal guardian.

Students that are suspended to the East Feliciana Parish Enrichment Academy are not allowed on any other campuses in the district and or not permitted to participate or attend any activities, events, functions, etc. outside of those being held by the Enrichment Academy. Any student that is suspended to the Enrichment Academy and found to be on any other campus in the district shall be considered to be trespassing and the principal and/or his designee shall take appropriate actions.

Students that are suspended to the East Feliciana Parish Enrichment Academy must attend/be present for the specified number of days. Students that miss days will remain at the EA until the full suspension has been completed. Additionally, students that do not attend the EA as assigned risk becoming truant.

### **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.

### **IN-SCHOOL SUSPENSION**

When available, 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.

### **SUSPENSIONS FOR DAMAGES TO PROPERTY**

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.

### **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. Such requests must be made within three (3) days after receiving notification of the suspension. 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.

### **Suspension Appeals can be hand-delivered or mailed to:**

East Feliciana Parish School Board  
C/O Student Hearing Office – Student Hearing Officer  
12732 Silliman Street  
P.O. Box 397  
Clinton, Louisiana 70722

## MANDATORY SUSPENSION

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.
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, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two and one half (2 ½) inches or longer, the principal may recommend the student's expulsion. 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

When 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.

### 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.

### READMITTANCE FOLLOWING SUSPENSION /ACTION STEPS AT VARIOUS SUSPENSIONS

SUSPENSION	ACTION STEP
First (1 <sup>st</sup> ) Suspension	<ul style="list-style-type: none"> <li>• A conference involving the school principal/designee, student and parent/legal guardian shall be held when the student returns to school. At the discretion of the principal/designee, the Supervisor of Child Welfare and Attendance/Supervisor of Instruction may be called upon to attend the conference.</li> </ul>
Second (2 <sup>nd</sup> ) Suspension	<ul style="list-style-type: none"> <li>• A referral shall be made to the School Building Level Committee (SBLC) and a meeting held including the principal/designee, counselor, teacher(s), student, and parent/guardian to address the problem and provide suggested intervention. At the discretion of the principal/designee, the Supervisor of Child Welfare and Attendance/Supervisor of Instruction may be called upon to attend the conference.</li> </ul>
Third (3 <sup>rd</sup> ) Suspension	<ul style="list-style-type: none"> <li>• A conference involving the principal/designee, student and parent/legal guardian, Supervisor of Child Welfare and Attendance and/or Supervisor of Instruction and/or Superintendent, and School Building Level Committee chairperson shall be held before the student returns to school. If applicable, the Family in Need of Services intake officer or the student's probation officer should be invited. The conference is scheduled by the principal/designee with the approval of the Supervisor of Child Welfare and Attendance/designee.</li> <li>• At the discretion of the school administrator/designee, a student may be readmitted to school under provisional admission while still under suspension if the Supervisor of Child Welfare and Attendance, and/or Supervisor of Instruction, and/or Superintendent cannot meet in conference on the day the student is to return to school. This provisional admission is to last until such conference takes place.</li> </ul>



# Section 16: Expulsions

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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. The parent or legal guardian of a student facing an expulsion may not withdraw the student from the school system in lieu of being expelled from school.

## **DUE PROCESS FOR EXPULSIONS**

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

1. Advise the student of the misconduct of which he/she is accused as well as the basis for such accusation.
2. The student shall be given an opportunity to explain his/her version of the facts in writing and verbally.
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.
4. 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.
5. 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.
6. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is suspended pending an expulsion hearing for more than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with state law.

## **LENGTH OF EXPULSION**

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.

## **PLACEMENT**

During an expulsion, the Superintendent shall place the expelled student in an alternative school or in an alternative educational placement. As a result, Students in grades 6-12 are required to attend East Feliciana Enrichment Academy for a designated period of time.

If the offense of an elementary school student warrants an expulsion, the student may be required, in accordance with state law, to attend an interim alternative educational setting for a designated period of time that is approved by the superintendent.

At the discretion of the superintendent or his/her designee, students may be required to attend and complete a behavioral and/or counseling program in order to return to their district school.

## **APPEALS**

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) calendar 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.

### **Expulsion Appeals can be hand-delivered or mailed to:**

East Feliciana Parish School Board  
C/O Student Hearing Office – Student Hearing Officer  
12732 Silliman Street  
P.O. Box 397  
Clinton, Louisiana 70722

## **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.

## **EXPULSION INVOLVING FIREARMS**

Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, on a school bus or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession 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 in the above paragraphs on a case-by-case basis, provided such modification is in writing.

## **EXPULSION INVOLVING DRUGS**

Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute 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 four (4) complete school semesters.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute 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.

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute 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 referred to the School Board through a recommendation for action from the Superintendent.

### **ADDITIONAL REASONS FOR AN EXPULSION**

Students may also be expelled for any of the following reasons:

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. Any student 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. 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.
4. Any student, *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.
5. 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 (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.

### **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 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 was expelled.

### **READMITTANCE FOLLOWING EXPULSION**

#### **REQUIRED PARENT CONFERENCE**

In each case of expulsion, the school principal or his or her designee, shall contact (by sending a certified letter and/or by telephone) 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.

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 School Board. 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.

### **ADMISSION OF EXPELLED STUDENTS**

No student who has been expelled or who had been in the process of being expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

### **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.

### **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.

## **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.

## **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 (504 and SPED)

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?
<b>ISS Detention or TOR</b>	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, an IEP or IAP Meeting must be held.</i>
<b>Short-term Referral to EA or ISS</b>	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.
<b>Long-term Referral to EA</b>	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 manifestation of the disability.</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.
<b>1<sup>st</sup> to 3<sup>rd</sup> Short - Term Suspension</b>	Exclusion from class/school.	10 days are less	FBA - Yes BIP - Yes MDR - No	No	Yes, convene IEP or IAP Team.
<b>4<sup>th</sup> Short-term Suspension</b>	Significant change in placement. Removal from class/school. <b>FAPE must be provided, and educational services cannot cease.</b> 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 4<sup>th</sup> Short-Term Suspension.</i>
<b>Long-term Suspension or IAPS / In-school Expulsion with Bus Exclusion</b>	Significant change in placement. Removal from class/school. <b>FAPE must be provided, and educational services cannot cease.</b> 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 4<sup>th</sup> Short-Term Suspension.</i>
<b>Emergency Removal with Bus Exclusion</b>	Immediate removal from school. <b>Student is clearly a danger to self and others.</b>	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)

SBBR = 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.  <b>All infractions must be entered into SIS within 24 hours of completion of investigation.</b>	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
	<p>accordance with the IEP/IAP?</p> <p>2. Did the student’s disability impair his/her ability to understand the impact and consequences of the behavior subject to disciplinary action?</p> <p>3. Did the student’s disability impair his/her ability to control the behavior subject to the disciplinary action?</p>	
<p>Participate in MDR meeting (should be conducted immediately or no later than 10 days from the recommendation to remove the student)</p> <p>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.</p> <p>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.</p> <p>If expulsion decision is affirmed for IDEA student, leave current IEP folder with ESS Department.</p> <p>If expulsion decision is affirmed for Section 504-student, leave current IAP folder with the SBLC Coordinator.</p> <p>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.</p> <p>If student is referred to the EA, follow procedures for EA referral.</p>	<p>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.</p>	<p>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.</p>

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

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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. *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. The use, operation, or visual display of any of these devices shall result in disciplinary actions. *Visual display* shall also include any observable protrusion of any clothing, pocket thereof (pants, shirt, or jacket) or of a book bag or purse.

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.**

### CONSEQUENCES

- **1<sup>st</sup> Offense:** The device and all components (SIM Card, case, etc.) will be confiscated, the parent/legal guardian will be notified, and the student and parent will be required to sign a warning letter. The device will be returned to the student at the end of the school day.
- **2<sup>nd</sup> Offense:** The device and all components (SIM Card, case, etc.) will be confiscated and parents/legal guardians shall be notified to come to the school to pick up the device. The parent/legal guardian shall also be required to sign a letter of understanding relative to future disciplinary measures being taken.
- **3<sup>rd</sup> Offense:** Short Term Suspension (1-10 Days), the device and all components (SIM Card, case, etc.) will be confiscated, and parents/legal guardians shall be notified to come to the school to pick up the device. The parent/legal guardian shall also be required to sign a letter of understanding relative to future disciplinary measures being taken, and Loss of Technology Privilege.
- **Offenses during periods of standardized testing will result in loss of technology privileges and a suspension or expulsion depending on the nature and circumstances of the offense.**

# Section 19: Student Alcohol and Substance Abuse

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As a result of La. Rev. Stat. Ann. 14:403.1, each school in the East Feliciana Public School 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 Parish Public School 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 deliriant 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 20: Alternative School Program

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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 21: Computer Access and Use

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### **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. Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

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 Parish school must be in support of education and academic research and consistent with the educational objectives of the East Feliciana Parish School System. 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 22: Student Civil Rights

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## **DUE PROCESS RIGHTS:**

- Every student shall have the right to due process of law.
- Every student and parent has a right to have available to them a copy of the Student Code of Conduct and Discipline Policy Handbook which describes certain conducts and the ensuing punishments for violations thereof.

## **DUE PROCESS RESPONSIBILITIES:**

- Students and parents have a responsibility to read and adhere to the Student Code of Conduct and Discipline Policy Handbook that is given to all students at the beginning of the school year or upon enrolling in East Feliciana Public Schools from another district.
- Parents and students have a responsibility to attend and participate in discipline conferences, meetings, and/or hearings as scheduled by the school.

## **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 23: Student Searches

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***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.

## Section 24: Student Interrogation

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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 25: Student and Parental Complaints and Grievances Procedures

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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 pre-scribed, 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 Handbook

## **Section 26: Student Privacy and Education Records**

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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. LHSAA, 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 27: Language Minority Students**

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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 28: Student Voter Registration**

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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 29: Parental Involvement

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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**

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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. 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.
8. 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.

9. May train parents to enhance the involvement of other parents.
10. 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.
11. May adopt and implement model approaches to improving parental involvement.
12. 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.
13. Shall provide such other reasonable support for parental involvement activities as parents may request.
14. 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 30: Visitors to School

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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. If at all possible, 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 31: Public Conduct on School Property

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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 32: McKinney Vento

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## 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 33: Administration of Medicine

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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 34: Student Communicable Diseases**

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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 35: Student Fees, Fines, and Charges

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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	Classroom Supplies (Grades Pre-K through 6)	\$20	To purchase materials and supplies for instructional activities and classroom projects.	Fees will be collected at orientation or during the first week of school.
	Field Trips (Grades Pre-K through 6)	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.
Jackson Elementary	Classroom Supplies (Grades Pre-K through 6)	\$20	To purchase materials and supplies for instructional activities and classroom projects.	Fees will be collected at orientation or during the first week of school.
	Field Trips (Grades Pre-K through 6)	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
Slaughter Elementary	Classroom Supplies (Grades Pre-K through 6)	\$20	To purchase materials and supplies for instructional activities and classroom projects.	Fees will be collected at orientation or during the first week of school.
	Field Trips (Grades Pre-K through 6)	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 STEAM Academy	Classroom Supplies (Grades 6 and 7)	\$20	To purchase materials and supplies for instructional activities and classroom projects.	Fees will be collected at orientation or during the first week of school.
	Field Trips (Grades 6 and 7)	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	Physical Education Uniforms	\$20	To purchase uniforms that are worn during P.E. Class.	Fees will be collected at orientation or during the first week of school and on or before announced deadlines.
	Class Fees (Grades 7 and 8)	\$20	To purchase instructional materials, awards, and incentives.	
	Replacement IDs	\$5	To replace loss/damaged IDs	
	Field Trips (Grades 7 and 8)	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 High	Class Fees (Grades 9, 10, and 11)	\$20	To purchase instructional materials, office supplies, awards, and incentives.	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	
	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	
	Junior Fees (Prom)	\$100	Offset the cost of prom, facility, and decoration.	
	Band Fees	\$100	Includes three shirts, 1 pair of shorts and a warm-up suit.	
	Field Trips (Grades 9 and 12)	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)	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 allotted period to join 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 36: Volunteer Program**

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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 {Local Educational Agency (LEA)}, 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](mailto:knetterville@efschools.net)

Knight Roddy, Ph.D.,  
Supervisor of Federal Programs  
[kroddy@efschools.net](mailto:kroddy@efschools.net)

Latrice Smith,  
Director of Exceptional Student Services  
[lsmith@efschools.net](mailto:lsmith@efschools.net)

Victoria McMullen-Dunn  
Supervisor of Operational Services  
[vmcmullen@efschools.net](mailto:vmcmullen@efschools.net)

Myrties Anderson  
Supervisor of Child Welfare and Attendance  
[manderson@efschools.net](mailto:manderson@efschools.net)

Sarah Guidry,  
Supervisor of Human Resources  
[sguidry@efschools.net](mailto:sguidry@efschools.net)

Susan Smith,  
Supervisor of Child Nutrition Program  
[ssmith@efschools.net](mailto:ssmith@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"**

# EAST FELICIANA PARISH SCHOOLS

## VIRTUAL DISCIPLINE POLICY

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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.

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**

**EAST FELICIANA PARISH SCHOOLS  
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:

\_\_\_\_\_





