Bossier Parish School System
2022-2023 Student Handbook

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I. Introduction

Bossier Parish School System Vision

WIN the day; every student, every way

Bossier Parish School System Mission

We EMPOWER all through…

***E**ngagement*
***M**otivation*
***P**urpose*
***O**pportunities*
***W**elcoming*
***E**xcellence*
***R**elationships*

Belief and Assumption Statements

The Bossier Parish School System and members of the community believe that each child is an individual of great worth and is entitled to develop to his/her fullest potential. Achieving respect for self, for others, and for the values inherent in a democracy is an essential ingredient in the development of the individual. Enthusiasm for life, good health, and a love of learning should be fostered in a safe, secure, stimulating environment. The Bossier Parish School Board and the community share the responsibility for ensuring:

1. that each student receives a high-quality education in order to progress academically and achieve workforce skills.
2. that each student has access to technology to acquire and share information in an ethical manner.
3. that each student is exposed to experiences that will encourage the development of responsibility and respect to foster his or her citizenship at home, in school, and in the community.
4. that opportunities for cooperation and teamwork among educators, parents, community members, and students emerge in order to meet the school system's goals and objectives.

Goals

Bossier Parish Schools will ensure that:

- ***Student learning will improve*** as Collaborative Teams of teachers are created at each school site to collaborate and improve the academic achievement of all students as well as improve each other's instructional practices.
- ***Student learning will improve*** as a viable and guaranteed curriculum is used, best practices for instruction are implemented, and a variety of assessments[1] are used to address the needs of all students.
- ***Student learning and instructional practices will improve*** as every PLC Collaborative Team analyzes the results from the team-developed Common Formative Assessments to identify non-proficient and proficient students.
- ***Student learning will improve*** as a Multi-Tiered System of Support (Interventions and Extensions of Learning) is put into action.

The Bossier School System will demonstrate the qualities of a caring, collegial, cooperative employer.

District-Wide Accreditation

The Bossier Parish School System has earned District Accreditation through the Louisiana Department of Education. The Bossier Parish School System has demonstrated a commitment to excellence that meets or exceeds State standards.

***Please note:** At the time of publication of this document, revisions to some policies were not available due to legislative action. Once policies have been established, updated information will be published in the online version of the BPSB policy manual available at www.bossierschools.org.*

Revised August 2022

II. School Calendar

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	●	●	▲	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	■	6	7	8	9	10
11	12	(13)	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	■	■	■	■	■	15
16	17	(18)	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	■	9	10	11	12
13	14	(15)	16	17	18	19
20	■	■	■	■	■	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	■	■	■	24
25	■	■	■	■	■	31

January 2023						
S	M	T	W	T	F	S
1	■	■	■	■	●	7
8	9	(10)	11	12	13	14
15	■	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	(7)	8	9	10	11
12	13	14	15	16	17	18
19	■	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	■	■	■	■	■	18
19	20	(21)	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	■	8
9	■	11	12	13	14	15
16	17	(18)	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	▲	●	24	25	26	27
28	■	30	31			

● Teacher In-service - No Students
▲ Students First/Last Day
( ) Report of Progress/Report Card
■ Holiday Break - Schools Closed

bossierparishschoolboard

2022-2023

BOSSIER SCHOOLS CALENDAR

Important Dates	
August 8-9	Teacher In-service - No Students
August 10	First day of school (Grades 1-12)
August 17	First full day of school for Kindergarten
August 24	First full day of school for Pre-K
September 5	Labor Day Holiday
September 13	*Report of Progress*
October 10-14	Fall Break
October 7	End of Quarter 1 Grading Period
October 18	*Quarter 1 Report Card*
November 8	Election Day
November 15	*Report of Progress*
November 21-25	Thanksgiving Break
TBA	LEAP 2025 High School Fall Testing
December 19-20	High School Semester Exams
December 20	End of Quarter 2 Grading Period
Dec 21-Jan 5	Christmas Break
January 6	Teacher In-service - No Students
January 9	Students Return
January 10	*Quarter 2 Report Card*
January 16	Dr. Martin Luther King Jr. Holiday
February 7	*Report of Progress*
February 20	Presidents' Day
March 10	End of Quarter 3 Grading Period
March 13-17	Spring Break
TBA	ACT (Grade 11) Computer-based testing
March 21	*Quarter 3 Report Card*
TBA	LEAP 2025 Grades 4-8 computer-based testing
April 7-10	Easter Break
TBA	LEAP 2025 High School Spring Testing
April 18	*Report of Progress*
TBA	LEAP 2025 Grade 3 paper-based testing
May 1-12	AP Exams
May 8	Last Day for High School Seniors
May 19-22	High School Semester Exams
May 22	Last Day for Students/End of Quarter 4 Grading Period
May 23	Teacher In-service - No Students

In the event of school closures, holidays may be eliminated or additional days may be added at the discretion of the Superintendent to meet the minimum number of instructional days. R.S. 17:154.1A(1).

III. Students

Attendance

In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per ninety-day term or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis. To receive one Carnegie credit for a course, the minimum amount of time students must be present in each block of a 4 x 4 block schedule is 7,515 minutes.

Elementary students shall be in attendance a minimum of 167 six-hour days or 60,120 minutes a school year. (Bulletin 741 §1103)

Exceptions to attendance guidelines can be made only in the event of extended personal illness verified by a physician and/or other extenuating circumstances approved by the Director of Student Services, in consultation with the principal, ELL Coordinator, and/or Director of Special Education.

Absences and Excuses

All Students

The Bossier Parish School Board recognizes that the fundamental right to attend public school places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's third 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 attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil 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 pupil's school attendance of any such prohibited absence by a pupil.

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-exempt 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-exempt 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.

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. Extended hospital stays 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, 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); or,
   c. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified 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.

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 a 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 not allowed to make up work missed.

Tardiness

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

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

Truancy

The Bossier Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is

considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

PARENTAL RESPONSIBILITY

With regard to any student in grades kindergarten (K) through eighth (8th) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

BPSB Policy: JBE

Out-of-Zone School Transfer Request

The Bossier Parish School Board's intent is that all students attend their neighborhood schools, but the Board permits out-of-zone school transfers for school attendance for the following reasons:

1. **Majority to Minority** – (M-to-M) transfers will be granted in grades kindergarten through 12 whose race is in the majority at his/her grade-appropriate school in his/her residential attendance zone school. This will allow the student to transfer to a grade-appropriate school in another transfer zone in which his/her race is in the minority. The school to which the M-to-M student transfers shall become the student's home school for all purposes until the student completes all grade levels at the receiving school but only as long as the student continues to be eligible by residing in the attendance zone in which he/she is in the majority race. Once the M-to-M transfer student completes all grade levels at the receiving school, the student must apply for a new M-to-M transfer to the next grade-level school, if desired. The District will provide transportation for all M-to-M students.
2. **Child of Employee** – Regardless of residence within or outside the District, children of school administrators, teachers, and other faculty members, non-instructional support personnel, and other personnel assigned to a particular school will be granted a transfer to attend a school within the feeder pattern within which the school to which the parent/legal guardian is assigned. This transfer shall not be available for students who are grandchildren or other relatives of employees or for students who live with an employee who is a non-parent/non-legal guardian.
3. **Health of Student** – A student may be granted a transfer where attendance at his/her residentially assigned school would create a medical hardship. "Medical hardship" is defined as a severe and/or life-threatening medical problem of a student necessitating placement of the student in a particular school for immediate receipt of medical attention. Parents may be required to submit additional medical information/documentation in the event that the required attachments are deemed to be incomplete or insufficient. The required attachments include the following: (a) a certification of the student's health condition that meets the definition of a "severe and/or life threatening medical problem"; and (b) statements from two non-associated physicians/mental health providers that provide a detailed explanation of why attendance at the sending school places the student's health in jeopardy and why attendance at the requested school is better for the student's health condition and justifies a transfer for immediate receipt of medical attention. One of the statements must be from the student's primary physician.
4. **Safety of Student** – A student may be granted a transfer if his/her safety is in jeopardy if attendance continues at his/her residentially assigned school and intervention is required or for other justifiable reason. In the event the safety reason is to avoid having a young child at home alone, the physical address of the provider must be within the requested transfer attendance zone. Participation in Y.E.P. cannot qualify as a provider for this transfer.
5. **Senior Privilege** - Any student who has completed his/her junior year at a high school in which he/she was zoned or attending under a valid M-to-M but, as a result of a change of residence following the completion of that year, would be otherwise zoned may request a transfer to complete his/her senior year at that school.
6. **Academic** – Any high school student who desires to enroll in an academic course that is not offered at his/her residentially zoned high school may be granted a transfer to another high school that offers such academic course.
7. **Extraordinary Hardship** – A student may be granted a transfer based on an extraordinary hardship arising from a situation that does not fall within any of the student transfer provisions listed above but which warrants the transfer of that student to another school in the District (including, but not limited to, a natural disaster, incarceration of the parent/legal guardian, severe illness of a parent/legal guardian, domestic abuse in the student's home, neglect or other child welfare needs).

Out-of-Zone school transfer request applications must be submitted to the Supervisor of Special Programs for approval and approval must be granted prior to enrollment. In order to determine the cumulative effect of transfers, the Bossier Parish School Board requires all transfers to be submitted by Tuesday, July 6, 2021. Only bona fide emergency transfers shall be considered after that date. Transportation will only be provided for Majority-to-Minority requests. BPSB Policy: JBC

Immunization

The Bossier Parish School Board shall require all children entering any school for the first time and upon entering the sixth grade to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the state office of public health, or shall present evidence of an immunization program in progress. In addition, a student who is eleven (11) years old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization against meningococcal disease. The Board may require immunizations or proof of immunity more extensive than required by the office of public health. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

A child transferring from another school system in or out of the state, shall submit either a certificate of immunization or a letter from his/her personal physician indicating immunization against the diseases mentioned above and/or any others which may be required, and certificate or statement indicating that the tests required have been performed, or a statement that such immunizations and tests are in progress. In progress shall mean that the child has an immunization due after the date school has begun, because the child began his/her immunization late, or because the child's pediatrician has provided written orders for the child to receive an immunization after a certain date.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the child enters a school system within the state.

Principals, or their designated representatives, of all schools shall be responsible for checking students' records to see that the provisions of this policy are enforced.

No child seeking to enter any school in the school district shall be required to comply with the provisions of this written policy if the child or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents is presented. Exceptions in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations against meningococcal disease.

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the State Office of Public Health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization. BPSB Policy: JGCB

Student Communicable Disease

The Bossier Parish School Board recognizes the importance of protecting the health and welfare of the educational system from the spread of communicable diseases, including AIDS.

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 a student of the School Board 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, the Superintendent may exclude such person from school for not more than five (5) days, or the amount of time required by state or local public health officials. Such student shall be excluded unless the public health officer approves school attendance or the condition is no longer contagious.

When reliable evidence or information from a public health officer or physician confirms a 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 student will remain in school shall be addressed on a case-by-case basis by a Review Panel to ensure due process.

If the student’s physician and/or a physician of the School Board's choice indicates that the health of the student does not allow his/her continued attendance in the regular education program, education services shall be provided in the setting appropriate to the health status of the child.

Students whose parent/guardian knowingly conceal their child's having a communicable disease shall, upon identification, be suspended from school on an excused absence status, with the opportunity to make-up assignments and graded activities, for a maximum of ten (10) school days, during which time the Superintendent shall determine the student's school attendance status. 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. (see BPSB policy: GAMFB, Guidelines for Handling Body Fluids in School). FILE: JGCC Cf: GAMFA, GAMFB, JGCB

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 school attendance by the student.

APPEALS

Appeals may be made by the parent, or guardian in writing to the Superintendent and subsequently to the School Board as outlined in Health and Safety, Bulletin 135, Louisiana Department of Education. If the written decision of the Superintendent is contrary to the majority opinion of the Review Panel, a majority of the Review Panel has the right to appeal the decision in the same manner as outlined in Bulletin 135.

CONFIDENTIALITY

All persons involved in procedures to assess school attendance of a student with a communicable disease that is not spread by casual contact shall be required to treat all medical information about the student, proceedings, deliberations, and documents as confidential information. Records of the proceedings and the decisions shall be kept by the Superintendent in a sealed envelope with access limited to only those persons receiving the consent of the parent/guardian or infected person, in accordance with state or federal law. Before any medical information is shared with anyone in the school setting, a “Need to Know” review shall be made which includes the parent/legal guardian, student if age 18 or over, unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

LICE

It is the policy of the Bossier Parish School Board to exclude from school any student suspected of having symptoms of head lice until satisfactory treatment has been given. The student shall be readmitted to school after the parent or guardian states treatment has been administered. Lice can no longer be present. One excused day will be allowed for treatment of lice infestation; subsequent days may be FILE: JGCC Cf: GAMFA, GAMFB, JGCB deemed unexcused. If days absent are excessive, the Supervisor of Child Welfare and Attendance shall determine if excessive absenteeism is excused or unexcused**.** BPSB Policy: JBCC

Administration of Medication

It is the policy of the Bossier Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* must include all prescription and non-prescription drugs.

1. 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 or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, ***and*** a letter of request and authorization from the student's parent or guardian. 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 pharmacies
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

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.

B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.

C. Except in life-threatening situations, unlicensed but trained, school personnel may not administer injectable medications.

D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.

E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.

F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

G. School medication orders shall be limited to medications which can be administered during school hours or school activities.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school.

4. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

5. SCHOOL NURSE

A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
1. Proper procedures for administration of medications including controlled substances
2. Storage and disposal of medications
3. Appropriate and correct record keeping
4. Appropriate actions when unusual circumstances <u>or</u> medication reactions occur

5. Appropriate use or resources

6. PARENT/LEGAL GUARDIAN
   A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
      1. A letter of request and authorization that contains the following information:
         1. the student's name;
         2. clear instructions for school administration;
         3. prescription number, if any;
         4. current date;
         5. relevant diagnosis;
         6. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
         7. physician's/dentist's/other authorized prescriber's name;
         8. the parent's/legal guardian's printed name and signature;
         9. parent's/legal guardian's emergency phone number;
         10. 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.
   B. All aerosol medications shall be delivered to the school in pre-measured dosage.
   C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.
   D. 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.
   E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
      1. Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
      2. 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.
      3. Assist in the development of the emergency plan for each student.
      4. Comply with written and verbal communication regarding school policies.
      5. Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
      6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-MEDICATION

   Only those 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. Compliance with the school policy for a drug free zone shall also be met if possible.

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.
F. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
G. Some medication should have a backup supply readily available.
H. 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*).
I. The school-employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medications which must be administered during the school day. 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.

9. 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. A student's diabetes management and treatment plan shall contain:

A. A detailed evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.
B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
D. The signature of the student, the student's parent or legal guardian, and the physician 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 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.

The school nurse or a trained, unlicensed diabetes care assistant shall provide care to a student with diabetes, or assist a student with his/her self-care of diabetes, in accordance with the student's diabetes management and treatment plan. The

principal shall be responsible for having adequate school staff to provide appropriate diabetes care in accordance with the student's diabetes management and treatment plan. A trained, unlicensed diabetes care assistant may only provide diabetes care if the student's parent or legal guardian has signed an agreement authorizing such care and the agreement is on file with the school. An unlicensed diabetes care assistant means a school employee who volunteers to be trained in accordance with state law. 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.

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 to the employee.

10. CLASSROOM STORAGE AND ADMINISTRATION OF AUTO-INJECTABLE EPINEPHRINE BY TEACHERS

The School Board shall allow a supply of auto-injectable epinephrine, as defined above, 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 defined above from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

The required documentation required 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.

11. 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.

In the event that a trained, unlicensed School Board employee, the parent/legal guardian, a non-School Board employee designated by the parent/legal guardian, or a child-specific school nurse is not available to attend the field trip, the school nurse shall be contacted for other possible alternatives.

12. 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.

13. 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. BPSB Policy: JGCD

Illness and Accidents

It is the intent of the Bossier Parish School Board to maintain a safe and healthy educational environment in school buildings, on school campuses, and at school-sponsored functions and activities. School administrators, teachers, volunteers, and other school personnel, however, cannot guarantee that the school environment will be free of illness or accidents.

The Bossier Parish School Board shall attempt to provide appropriate and reasonable care of students when they become ill or injured. Any treatment rendered should be in accordance with the severity of the illness or injury. When a child becomes seriously sick 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 as noted on the Health Information form 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.

If treatment is deemed urgent and the primary care provider is not immediately available for consultation, the principal 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.

Neither the School Board nor the school shall assume any liability for the treatment of a student.

Principals shall notify the Superintendent of all serious accidents to pupils 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 to any student unless written permission from parents has been granted, and only in accordance with Board policy JGCD, Administration of Medication.

FIRST AID

Generally, treatment of injuries should be limited to the rendering of first aid. First aid is that immediate help given by the best qualified person at hand in case of accidents or sudden illness. Each school employee who participates in any required in-service shall be required to receive first aid orientation and training. A master first aid kit shall be kept and properly maintained in each school. For more serious injuries, trained medical personnel should be summoned to assist with such injuries as needed. BPSB Policy: JGFG

Student Privacy and Education Records

The Bossier 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.

DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Bossier Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.
3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).
5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
   A. The student's name;
   B. The name of the student's parent or other family members;
   C. The address of the student or student's family member;
   D. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records.
   E. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information.
   F. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

7. *School official* shall be defined as a teacher, school principal, School Board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Bossier Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees and is under the direct control of the School Board with respect to the use and maintenance of education records. *See* 34 CFR 99.31(a)(1)(i)(B).

FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Bossier 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.

2. 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 their child's or their 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.

3. 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Bossier Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to a student's personally identifiable information (PII) may be authorized by the Superintendent without parent/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 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 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. 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 Bossier 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 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, 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 disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance 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. Notice of a parent's right to withdraw their previously provided consent will be provided annually.
E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized 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.
F. 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.
G. To accrediting organizations to carry out their accrediting functions.
H. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
I. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
J. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
K. 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.
L. 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.
M. 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.
N. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code

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 Bossier 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.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School Board that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 USC 7908) and 10 USC 503(c).]. In accordance with federal statutory provisions, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high

school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public-school computer system on which student information is stored. No official or employee of a public-school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public-school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
2. A teacher of record. Such access shall be limited to information about his current students.
3. The school principal and school registrar.
4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public-school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system.
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public-school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Bossier Parish School Board shall notify and permit parents/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 Bossier Parish School Board's website.

EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized without written consent by this policy or by law. BPSB Policy: JR

Louisiana's Financial Aid Access Policy

Louisiana requires public school students graduating *spring 2018 and beyond* to take one of the following steps as part of their Individual Graduation Plan:

- Complete the FAFSA (Free Application for Federal Student Aid); or
- Complete the Louisiana TOPS form; or
- A parent or legal custodian, or a student legally emancipated or of the legal age of majority, may certify a waiver in writing to the LEA; or
- Receive a waiver through the district hardship waiver process.

Most Louisiana high school graduates are eligible for some form of state or federal financial aid – either merit-based or need-based. State and Federal Financial Aid can be accessed by submitting the Free Application for Federal Student Aid (FAFSA). Financial Aid can remove the barriers to accessing four-year universities, two-year community colleges, and technical training programs. This form is used to determine the amount of money a family is expected to contribute to the price of attending a postsecondary institution. The results of the FAFSA are used in determining student grants, work study, and loan amount.

The FAFSA form, Louisiana TOPS form and a sample "Non-participation LEA form/letter" are available on the Louisiana Department of Education website, www.louisianabelieves.com.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a statute that prohibits discrimination based on disability. Enacted by the United States Congress, Section 504 requires the Bossier Parish School System to provide a free, appropriate public education to each qualified student with disabilities, regardless of the nature or severity of the disabling conditions. The statute also obligates the school system to inform persons with disabilities and their parents or guardians of rights afforded to them under Section 504. *The purpose of this notice is to inform you of the procedural safeguards available to qualified individuals.*

The Bossier Parish School System does not discriminate against any student on the basis of disability. Any questions or concerns related to this policy should be directed to the Section 504 Program Coordinator, 2500 Viking Drive, Bossier City, LA 71111, Phone: (318) 549-6165; Facsimile: (318) 549-6166.

Procedural Safeguards

The Bossier Parish School System, with respect to actions regarding the identification, evaluation, or educational placement of persons, who because of disability, need or are believed to need special instruction or related services, has established a system of procedural safeguards that includes the following:

- Notice;
- An opportunity for the parents or guardian of the person to examine relevant records;
- An impartial hearing with opportunity for participation by the person's parents or guardian and representation by counsel;
- A review procedure

The Bossier Parish School System will not knowingly discriminate against any student on the basis of disability. Requests for an impartial hearing shall be directed in *writing* to: Section 504 Program Coordinator, 2500 Viking Drive, Bossier City, LA 71111, (318) 549-6165

Procedures for filing a Local Complaint and/or requesting an Impartial Due Process Hearing are contained within the BPSB Policy and Procedures Manual and are located on the BPSB Website, www.bossierschools.org.
Parent(s) and or guardian(s) may also contact the BPSB Central Office at PO Box 2000, Benton LA, 71006, Phone: (318) 549-5000; or the BPSB Evaluation Center at 2500 Viking Drive, Bossier City, LA 71111, Phone: (318) 549-6165 for additional information, or to request a copy of the procedures for filing Local Complaint and/or requesting an Impartial Due Process Hearing.

Education of Students with Exceptionalities

The Bossier Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to each student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board to eligible children with exceptionalities under three years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined through the evaluation process that a child has a disability and, by

reason thereof, needs special education and related services, then the child is classified in accordance with Louisiana's *Pupil Appraisal Handbook*, Bulletin 1508, and becomes eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706 and all other applicable federal and state regulations.

The School Board shall establish and maintain policies and procedures in accordance with federal and state laws and regulations to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the School Board.

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 under Bulletin 1508.

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) Momentary blocking of a student's action if the student's action is likely to result in harm to the student or other person; (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 support 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 special education 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 on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

The guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to the Louisiana Department of Education (LDE), all school employees, and every parent of a student identified 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, in accordance with the Louisiana Board of Elementary and Secondary Education (BESE) policy, by the School Board to the LDE.

Guidelines and Procedures

The School Board shall require the Superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by BESE. The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the Louisiana Department of Education.

The written guidelines and procedures shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.

Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's *Individualized Education Program* (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports. Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint practices, the special education director or supervisor or his/her designee shall review the student's plans at least once every three (3) weeks.

Employee Training Requirements

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

Charter Schools

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities. BPSB Policy: IDDF

Homeless Children and Youth

The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason: living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.
- 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.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar situations.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Services are available through the Bossier School System by calling 318-549-6943. BPSB Policy: JBCBB

Release of Information to Military Recruiters

Recognizing the challenges faced by military recruiters, Congress passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and their names, addresses, and telephone numbers. Both the **No Child Left Behind Act of 2001** and the **National Defense Authorization Act for Fiscal Year 2002** reflect these requirements.

In accordance with the Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information is consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student educational records. This student information will be used specifically for military recruiting purposes and for informing young people of military scholarship opportunities.

School systems have been notified that they must give parents the right to "opt out" of sharing this information with military recruiters. If **you do not want** the Bossier Parish School Board to disclose your child's name, address, and phone number, you must go by the school and complete the necessary "opt out" form. BPSB Policy: JR

Student Payment for Materials and Supplies

Fees for materials and supplies are determined by individual schools. The school principal may be contacted about fees assessed at each school. The Bossier Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.

UNPAID FEES

Every student shall be accountable for unpaid fees or debts owed to the school for such things as, but not limited to: lost textbooks, library books, unpaid lunch money, school pictures, locker fees, student I.D. fees, fundraiser money/products not returned, etc. by denying participation in non-academic activities, including graduation ceremonies.

Principals shall be encouraged to contact parents for cooperation in clearing debts. Should attempts to clear any debt through parental contact not be successful, the school shall notify the School Board attorney, who shall be authorized to take any further appropriate steps to secure payment, including legal action against an adult student or the parent/legal guardian of a minor student.

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. BPSB Policy: JS

School-Wide Positive Behavior Intervention Support

The Bossier Parish School System has implemented School-Wide Positive Behavior Intervention Support in elementary, middle and high schools. School-wide positive behavior intervention support provides a positive and effective alternative to the traditional methods of discipline. School-wide positive behavior intervention support methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. For further information regarding the implementation of SWPBIS, please contact the Principal or Assistant Principal at the school your child attends.

Progressive Discipline Plan

The Bossier Parish Discipline Committee has developed the Progressive Discipline Plan per La. Rev. Stat. 17:416. This plan shall include:

1. Documented classroom management training for all staff in accordance with the prescribed in-service days at the beginning of each school year.
2. Documented on-line professional development that is in association with SafeSchools that will detail classroom management.

The Progressive Discipline Plan was developed to include, but not be limited in the areas of minor infractions through major infractions that coincide with minor through major interventions and consequences. The types of infractions and their consequences are as follows:

1. **Minor infractions** that are a result of classroom behaviors—interventions will be that of visible classroom expectations that have been taught by the teacher. A review of these classroom expectations will be communicated. Site-based discipline committees will determine the protocol for interventions that will include OnCourse notifications—parent contacts—PBIS procedures that are in place at the site—committee determined restorative practices to include and not limited to counselor visits through loss of privileges. (See File JD, Discipline for the listing of interventions)
2. **Transitional behaviors** that are to be included under the umbrella of minor infractions will follow the same interventions/consequences, but are associated with school wide expectations. (See number 1 of enumerated list)
3. **Mid-major infractions** that are a result of classroom and transitional behaviors. The site-based discipline committees will develop a plan for the infractions that are in a "non-suspension" capacity. The site-based discipline committees will identify various infractions and develop interventions that will deter such behaviors. (See File JD: Discipline for a listing on interventions/consequences) Interventions/consequences may include but not be limited to restorative practices, loss of privileges, and in-school suspension.
4. **Major infractions** that do not include the "big 3". The site-based discipline committees will identify infractions that may lead to possible suspension. The sites will develop interventive actions that will be purposed to de-escalate and prevent such infractions from occurring based upon prior knowledge. This will include but not be limited to restorative/preventative practices and administrative counseling. If these efforts are negligible in correcting student behavior, the site-based administration will take appropriate actions that reflect the nature of the infraction.
5. **Major infractions** that will result in the possible recommendation for expulsion or transfer of placement. The site-based discipline committees will identify actions or an accumulation of actions to include the "big 3" (weapons, drugs, or when the safety of staff or students has been put into jeopardy) that may/will lead to a recommendation for expulsion. All restorative/preventative practices to include counseling through any other disciplinary measure authorized by the principal are to be used to satisfy the disruption to the school setting.

Student Discipline/Responsibilities

Students are held accountable for their actions at school and at all school-sponsored events and are under the direct authority of the administrators/teachers/chaperones in charge. A discipline policy for each school has been established and complies with State guidelines and the Bossier Parish School Board Discipline Policy. A student's failure to adhere to a school discipline policy may result in disciplinary action deemed appropriate by the school administrator(s). Corporal punishment is recognized by the Board as an appropriate means of discipline. Parents who do not want corporal punishment administered to their child must notify the school in writing. All teachers will be informed of the parent request.

School administrators, faculty, and staff are authorized to hold students to a strict accountability for any disorderly conduct on school property, at a school-sponsored event, on a school bus, or on the street or road going to and from school. They are expected to monitor behavior of all students everywhere and at all times on school property and/or during school-sponsored events. Inappropriate behavior is not tolerated. Teachers handle discipline according to rules and procedures contained in the school discipline policy. Student conduct is a cooperative agreement between the parent, student, and school. The use of common sense, courtesy, discretion, and consideration in student actions seldom results in conflict with school rules. The rules and expectations for students described in this section should be used as a guide for students/parents.

IMPORTANT NOTE: Participation in graduation ceremonies provided by the Bossier Parish School Board can be revoked at the sole discretion of the school's principal due to disciplinary or any other serious matters.

All students should adhere to the following expectations:

1. Comply with all rules and regulations of the Bossier Parish School Board at school and during school-sponsored events.
2. Recognize the authority of all teachers and other school personnel.
3. Attend school regularly and on time. Academic and other consequences may result from excessive absences and tardiness.
4. Strive to achieve success in all areas of school life.
5. Conform to acceptable standards of appearance and dress according to school and Board policies.
6. Abide by rules and regulations concerning travel to and from school on school buses <u>and</u> the use and operation of private automobiles on school property.
7. Register private automobiles with the school.
8. Vacate automobiles immediately upon arrival at school; re-enter automobiles only at the time of authorized departure from

school.
9. Secure permission from an administrator/teacher before leaving an assigned classroom and/or entering another classroom.
10. Remain at school during school hours unless authorized to leave by the principal.

Students are prohibited from engaging in the following activities:
1. Possessing or using any type of tobacco on or near school property.
2. Gambling, fighting, immorality, inappropriate sexual behavior, or extortion on or near school property.
3. Being disrespectful to teachers or other school personnel.
4. Damaging, defacing, vandalizing, or destroying school property or illegally entering school buildings.
5. Eating or drinking outside of designated areas.
6. Loitering in an area of heavy traffic.
7. Possessing or using matches or lighters on school property.
8. Possessing, using, or being under the influence of alcoholic beverages or other drugs on school property, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours.
9. Possessing or using any instrument capable of inflicting bodily harm.
10. Bullying or making threats directed toward students, teachers, administrators, school board members, other school board employees, and/or school property.

These provisions are applicable for students with disabilities only to the extent that it does not conflict with other federal and/or state laws and regulations. BPSB Policy: JCD, JCDA, JDA

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*. The statements of compliance are as follows:

The student agrees to:
1. attend school regularly,
2. arrive at school on time,
3. demonstrate significant effort toward completion of homework assignments, and
4. follow school and classroom rules.

The parent or legal guardian agrees to:
1. ensure his/her child's daily attendance at school,
2. ensure his/her child's arrival at school on time each day,
3. ensure his/her child completes all assigned homework, and
4. attend all required parent/teacher/principal conferences.

Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.
BPSB Policy: JCD

Athletics and other Extracurricular Activities

All extra-curricular activities, including clubs, organizations, and athletics, are provided by schools to enhance the students' school experience. All such activities fall under the jurisdiction of the school's principal, who shall be the final authority in decisions governing these activities, including, but not limited to, interpretation of written and/or unwritten rules, policies, and procedures, this may result in student sanctions or disciplinary consequences as a result of violations. No student shall participate in any athletic or extra-curricular activity during the day or night if that student has been suspended or has not attended for at least 51% of the instructional day.

School Resource Officer Program (SRO)

A School Resource Officer (SRO) is a trained, seasoned law enforcement officer who is assigned to a specific school by the appropriate law enforcement agency and the Bossier Parish School Board.

At the officer's designated school, classes promoting personal goal setting and self-esteem will be taught on an as-requested basis. Counseling will be extended to troubled youth, and programs will be presented to students and parents in areas of importance and concern which affect the youth of today, such as gang activity prevention, drug abuse prevention strategies, and harassment by other

students. The SRO will also provide an extra measure of support for those "high risk" students who may tend to become involved in gang activity, drug use/abuse, or other negative, illegal activities.

In addition, the SRO responsibilities will be:

1. To provide more efficient police resource assistance to school personnel, parents, and students.
2. To foster a more positive concept among young people concerning the role of law enforcement in society.
3. To combat juvenile crime on a more pre-delinquent basis – the program emphasizes juvenile delinquency prevention.
4. To assist in the reduction of student dropouts, suspensions, expulsions, and entry into gang activity.
5. To make arrests when appropriate.

Searches - Students and School Property

SEARCH OF BUILDINGS, DESKS, AND LOCKERS

The Bossier Parish School Board is the exclusive owner of any public-school building and any desk or locker utilized by any student therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board may search either physically or with the use of metal detectors any public-school building, desk, locker, area or grounds of said public school for evidence that a law, School Board policy, or school rule has been violated. Students shall have no expectation of privacy in use of the lockers which have been assigned to them, and the acceptance and use of locker facilities by students shall constitute by them to the search of such locker facilities at any time by authorized school personnel.

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide school authorities with a consent to search such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent 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. Searches of vehicles may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the students whenever possible.

If the vehicle is locked, the student shall unlock the vehicle upon request by the school administrator/designee. If the student refuses to unlock the vehicle, proper law enforcement officials shall be summoned and the student shall be subject to disciplinary action for such refusal. Any student not present during a vehicular search shall be informed of the search as soon as practicable thereafter.

USE OF CANINES

The administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

CONFISCATION

If, during any search, school personnel discover and confiscate 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 proper 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 of it until such time as the implement or material can be given to law enforcement personnel. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

NOTIFICATION OF AUTHORITY TO SEARCH

Students and parents shall be notified at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board's search authority shall be posted at entrances to all School Board buildings.

RECORDS OF SEARCHES
Whenever any search of a student, his/her personal effects, or his/her vehicle is conducted pursuant to this policy, the school administrator/designee conducting the search shall prepare a written report of it as soon thereafter as is reasonably practicable. Such record shall include the name of the student, the name(s) of the person(s)conducting the search, 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 sent to the Superintendent within five (5) business days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/designee as a result of the search.

DISCIPLINE OF STUDENTS
Any student found to be in possession of any item in violation of a law, a school rule, or a School Board policy shall be subject to disciplinary action in accordance with School Board policy and school rules. Investigative facts and/or seized items resulting from searches shall be immediately turned over to the proper law enforcement officials. BPSB Policy: JCAB

Cellular Telephones and Other Electronic Devices

No student, unless authorized by the school principal or his/her designee, or as permitted under the Bring Your Own Technology (BYOT) initiative, shall use, or operate any cellular telephone, personal computer, laptop, electronic instrument, iPad, iPod, tablet device, e-reader, or similar devices during the normal school hours of operation in any Bossier Parish school building or on the grounds thereof. Normal school hours can include detention: before, during or after school. Violation of this policy shall be grounds for disciplinary action by the school, including, but not limited to, suspension and/or expulsion from school.

Refusal to relinquish a device shall constitute willful disobedience and shall be handled accordingly.

The school shall not be responsible for confiscated items if not picked up by a parent within ten (10) days of the last day of school. The School Board shall not be responsible for any electronic devices or device accessories, including cell phones, lost or damaged while on School Board property.

A properly authorized medical device worn by a student shall not be considered to be in violation of this policy.
Ref: La. Rev. Stat. Ann. §§17:239, 17:416, 17:416.1. BPSB Policy: JCDAE

Standardized Testing Environments
All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students and/or school personnel must be placed in and remain in the off position, stored in a secure area as designated, and supervised by a school administrator during the administration of a statewide test or when secure test materials are in the vicinity.

1. Except for devices required for approved accommodations or online assessments, if a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.
2. If evidence exists on a cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted the student's score will be voided.
3. Violation of the no cell phone or electronic device rule may result in discipline by the district in accordance with local policy. (Bulletin 118 §5316) BPSB Policy: JCDAE

Student Use of Tobacco

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Bossier School Board property and vehicles, and at all school-sponsored or school-approved functions. *School Board property* shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to use tobacco shall not exempt the student from the provisions of state law or the School Board policy.

The disciplinary action to be implemented when a student violates School Board policy regarding use of tobacco is in compliance with the guidelines outlined in the student/parent handbook.

1. Students using or possessing tobacco on school grounds, at school functions or on a school bus or School Board owned vehicle shall be subject to disciplinary action and penalties which may be imposed by state law.
2. Students using tobacco on school grounds shall be referred to the school's health provider for tobacco intervention.
3. The disciplinary action for smoking on school grounds, in school buildings or when riding school buses could result in suspension either out of school or in the Guided Alternative to Suspension Program (GASP) and subject the student additional penalties.
4. The disciplinary action for the possession and/or use of tobacco products, matches or cigarette lighters on any school property could result in suspension either out of school or in the Guided Alternative to Suspension Program (GASP)
   BPSB Policy: JCDAA

Alcohol and Drug Use by Students

The Bossier Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The 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 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.

The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or 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 internally a prohibited substance recently enough that it is detectable by the student's actions, breath, speech, and/or physical evidence.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the *Substance Abuse Prevention Team* in the school. 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 appropriate person at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The Bossier Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property. BPSB Policy: JCDAB

Athletic and Extracurricular Activity Drug Screening

One of the primary objectives of the Bossier Parish School System is to provide a school environment that is safe and drug free. Many methods have been employed to accomplish this goal. They include "zero tolerance" for drugs and alcohol, use of mandatory drug education, D.A.R.E., and school resource officers. Substance abuse in the academic setting can have a damaging, possibly even fatal, effect upon students.

Principals, school resource officers, and law enforcement officers have reported an increase in the use of illegal substances by student

athletes in recent years. The use of drugs by student athletes increases the risk of physical harm to athletes and their teammates. It also affects the general school population because student athletes are looked upon as role models.

In order to optimize the health and safety of students involved in athletic and extracurricular activities, the Board has implemented a drug-testing program. The purpose of this program is not to invade the privacy of the student athlete but rather to identify a potential health and safety problem. This includes identifying any controlled substance which, when used, would be counter-productive to the health and safety of the student athlete or his/her companions. The program contains three components:

1. Physical examination completed by a licensed physician.
2. Medical history that is maintained by the school athletic department.
3. Random drug testing procedure to identify the presence of controlled dangerous substances.

Students in grades 9 - 12 in athletics, cheerleading, or dance line are included. Participation in the drug testing program is mandatory since parents/guardians have freely chosen to allow participation in the extracurricular activity. A urine analysis is conducted on a regular basis by a certified laboratory technician. The laboratory is required to provide a computer-generated, randomly selected (using student I. D.) list of students chosen for drug testing. Students are allowed to inform the technician if they have been taking medicine prior to drug testing and identify the prescribing physician. Parents/guardians and the student must sign a permission form before a drug test is conducted on the student. The signatures represent consent to the drug test and a waiver of any claim of invasion of privacy. Students who refuse to take a drug test when selected are considered positive for that test. The principal is required to have a permission form on file for every participating student. A student who wishes to withdraw from extracurricular activities and have his/her name removed from the random selection list must fill out a "Withdrawal from Extracurricular Activity" form and return it to the principal. If this form is not returned, the student's name remains on the random selection list, and the student may be chosen for random drug testing. If a student later decides to participate after filling out a withdrawal form, they will be subject to immediate testing.

Students who transfer to a Bossier Parish school during the year are added to the random selection list if they choose to participate in designated extracurricular activities.

All test results are filed in the principal's office and kept strictly confidential. A positive test result indicates that non-apparent controlled substances are present. If a student's test is positive, the parents are notified immediately and are required to meet with the principal and school athletic director. Test results are not disclosed to law enforcement officers.

The following consequences are imposed on a student whose test result is positive:

1. Confirmation of first positive – After confirmation of a positive drug test, a student loses eligibility for the next two (2) interscholastic contests or two (2) weeks of scheduled games, whichever is longer. A conference is held between the coach, the principal, the parents, and the student to agree upon and sign an appropriate plan of action. The plan may include periodic drug testing and drug education counseling, at the expense of the student athlete. In order for the student to re-enter the extracurricular activity, a second conference of school personnel, parents, and student is held. Results from a follow-up drug test (conducted in a certified laboratory at the student's expense) must be sent directly to the principal; the test should indicate that non-apparent controlled substances are not present. The student must also provide written documentation that recommendations/referrals are in progress.
2. Confirmation of second positive - The student loses eligibility for one (1) calendar year. In order for the student to re-enter an extracurricular activity, evidence of a negative drug test from a certified laboratory must be submitted directly to the principal. Documentation must also be provided to prove that the student has participated in a drug treatment program, has had monthly drug tests (conducted in a certified laboratory at the student's expense), and has remained drug free for the entire year.
3. Confirmation of third positive - The student is dismissed from extracurricular activities for the remaining high school tenure.

If a student athlete is found in possession of alcohol and/or a controlled substance, the discipline policy of the school applies.
BPSB Policy: IDFAA

Dangerous Weapons

The Bossier Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception as permitted by state law. A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When

the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material may result in a misdemeanor. When a principal or designated administrator violates any provisions of this policy, a report on such violations shall be made by the complainant to the Superintendent. The Superintendent or his/her designee shall conduct a hearing on the alleged offense.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents or legal guardian.

IMITATION OR TOY WEAPONS

Any object in the form of a weapon, whether it be imitation, facsimile, or a toy, shall be banned from school campuses, buses, and all school activities. The uninvited presence of an imitation, facsimile, or toy weapon on school campuses may cause confusion, fear, and disruption to the academic goals and educational process. Any student violating this policy may be suspended for a duration as determined by the principal and/or recommended for expulsion.

FIREARM-FREE ZONES

It is unlawful for a student or non-student to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm-free zones, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark firearm-free zones which surround all schools and school property. BPSB Policy: JCDAC

School Bus Conduct

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies (including those pertaining to sexual harassment, possession of weapons, and possession of drugs) are strictly enforced on school buses. The Board directs that the bus operator, together with the principal, assume full responsibility for the discipline of students who ride buses. The operator reports disciplinary problems to the principal of the school involved. In the event of any infraction of the rules by a student, it is the duty of the operator to notify the principal in writing. It is the responsibility of the principal to determine appropriate punishment, if warranted.

A student who willfully damages a school bus is liable and may be suspended from school. The student is not allowed to enter or ride on any school bus until restitution in full has been received by the school system or until the student is readmitted by the Superintendent. At no time does the bus driver assume authority for suspending bus privileges.

The responsibility for supervision of students by the Board begins at the bus stop in the morning and ends when students exit buses at the end of the day (or until they are released to a parent/guardian according to Board policy). On-time delivery and student safety are the primary goals of each bus operator.

When riding school buses, every student will:

1. Follow the Bus Transportation rules as directed by the bus operator and the student's school principal. The bus operator is the student's supervisor until the student departs the bus.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by the bus operator. Walk to the closest stop. Be on time because the bus will not wait for late students.
3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from his/her assigned stop without written authorization from the principal. The note

must be presented to the operator at the start of the afternoon run.

6. Remain seated, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not eat on the bus. (Students may carry water on the bus in plastic bottles, 16 oz. or smaller.)
10. Not extend arms or head out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe and proper transportation of students.

For policies and procedures, refer to the Transportation Manual found at BPSB Policy: JCDAD

Student Dress Code

The policy of the Bossier Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. All schools of the Bossier Parish School Board require uniforms for students. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The School Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify, in writing, the parent or guardian of each student of the policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, emergency shall mean an actual or imminent threat to the health or safety which may result in loss of life, injury, or property damage.

DRESS AND PERSONAL GROOMING

Students' dress and grooming are not to adversely affect the students' participation in classes, school programs, and other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. 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. 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 exhibits profane or obscene language/gestures. Beards and goatees shall be prohibited. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

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, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9 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.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

DRESS CODE VIOLATIONS

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

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

In-School Suspension

Guided Alternative to Suspension Program (GASP) is a program designed to keep students in school after a suspendable offense rather than sending them home. The student may continue his schoolwork in a quiet, isolated environment monitored by a school paraprofessional. The student is counted as present during his/her stay in GASP and is not penalized academically. BPSB Policy: JDD

Out-of-School Suspension

The Board recognizes its authority to maintain order and discipline in all schools. Therefore, the Board recognizes the principal's authority to suspend a student in accordance with statutory provisions and within the following out-of-school suspension guidelines:

1. The principal informs the student of the particular misconduct of which he/she is accused, as well as the basis of the accusation. The student is given an opportunity at that time to explain his/her version of the facts.
2. The principal makes every reasonable effort to investigate all aspects of a discipline problem:
   a. A referral is written by the charging teacher.
   b. A descriptive narrative is provided by the teacher and other adult witnesses if necessary.
   c. Statements are gathered from students involved and other student witnesses.
3. A student is suspended if it is determined by the administration that the nature of the offense warrants suspension.
4. The parent/guardian is notified in writing of all suspensions.
5. Procedures for disciplining students with disabilities are listed in Bulletin 1706.

The principal is required to suspend a student who possesses a firearm, a knife with a blade exceeding two (2) inches, or any other dangerous weapon. The principal/designee is required to report to appropriate law enforcement officers a firearm, knife, or other dangerous instrument, which could be used as a weapon or to inflict injury. The principal **immediately** recommends the student's expulsion by the Superintendent, as mandated by State law. He/she is also required to suspend a student who distributes, sells, gives, or loans any controlled dangerous substance governed by State law and/or a student under the influence of alcohol or any other controlled dangerous substance while the student is on school property, on a school bus, or at a school-sponsored event. If a student is suspended for damages to any property belonging to or contracted to the Board, the student **shall not be** readmitted until full payment for damages has been received or until directed by the Superintendent.

Any student who engages in threats or bullying directed to students, school employees, and/or school property is subject to disciplinary action up to and including suspension and/or expulsion.

These provisions are applicable for students with disabilities only to the extent that it does not conflict with other federal and/or state laws and regulations. BPSB Policy: JDD

Expulsion

The Bossier Parish School Board may expel a pupil from school if an offense committed by the pupil is serious enough to warrant such action or is in violation of state law. Upon the recommendation for expulsion of a pupil by the principal, the Superintendent or his/her designee shall conduct a hearing 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. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered.

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent or designee and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the pupil shall remain suspended.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent or designee 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.

The parent or tutor of the pupil may, within five (5) days after the decision to expel has been rendered, request the School Board to review the findings of the Superintendent or designee at a time set by the School Board. After reviewing the findings of the Superintendent or designee, the School Board may affirm, modify, or reverse the action of the Superintendent or designee.

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.

The Superintendent, however, 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 EXPULSION

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

Any pupil, 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.

Any student who is found carrying or possessing a knife with a blade which equals or exceeds two (2) inches in length.

In accordance with federal regulations, a pupil 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.

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 pupil's reinstatement shall be subject to the review and approval of the School Board.

The conviction of any pupil of a felony or the incarceration of any pupil 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 pupil for a period of time as determined by the School Board; such expulsions shall require the vote of two-thirds of the elected members of the School Board.

EXPULSION OF STUDENTS WITH DISABILITIES

Expulsion of students with disabilities shall be in accordance with applicable state or federal law and regulations.

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.

A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such a student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

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

READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent, tutor, or legal guardian of the pupil 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 pupil. Notice shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card or by sending a certified letter to the address shown on the pupil's registration card.

If the parent, tutor, 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 parents, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the pupil. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, 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, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and after notice, the parent, tutor, 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 pupil 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 pupil and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the pupil from school premises without benefit of a hearing or other procedure upon the principal or Superintendent determining the pupil 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 pupil'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 pupil 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 such school on a probationary basis prior to the completion of the period of expulsion until the pupil 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 pupil'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 document showing by the pupil that no appropriate program is available in the area or that the pupil cannot enroll or participate due to financial hardship.

Review of Records

A pupil 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 pupil shall provide to the School Board information on the dates of any expulsions and the reasons thereof. Additionally, the transfer of pupil records to any school or system shall include information on the dates of any expulsions and the reasons thereof.

CREDIT FOR SCHOOL WORK MISSED

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse. BPSB Policy: JDE

Sexual Harassment of and by Students

Any student who engages in the sexual harassment of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in sexual harassment of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of sexual harassment from a student is expected to forward the complaint of sexual harassment from a student is expected to forward the complaint to the principal.

A student should immediately report incidents of sexual harassment to a teacher, counselor, or administrator at the school. The person who receives a report from a student notifies the principal. The principal/designee promptly investigates the complaint and completes a sexual harassment complaint form, which is forwarded to the Title IX Coordinator/Director of Student Services and the Director of Security. If the principal is accused in the incident, the Title IX Coordinator/Director of Student Services is notified, investigates the complaint, and completes the sexual harassment complaint form. A copy of the completed form is given to the student, identifying, to the extent allowed by law, the action to be taken. Copies are also filed in the offices of the Title IX Coordinator/Director of Student Services and the Director of Security.

If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Title IX Coordinator/Director of Student Services. The request must be made within ten (10) day following the receipt of a copy of the sexual harassment form. BPSB Policy: JCEA

Bullying and Hazing

The Bossier 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. Additionally, the School Board does not discriminate on the basis of race, color, national origin, sex, or disability and discriminatory harassment is expressly prohibited. Students and their parents/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 prompt and effective steps within the scope of their individual authority to prevent violations of this policy.

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, in any school bus or van, at any designated school bus stop, in 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 must 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 must 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.

Discriminatory harassment shall mean bullying, as defined above, on the basis of race, color, national origin, sex, or disability that creates a hostile environment, i.e., the conduct is sufficiently serious to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

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.

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, parent, or 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 guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain confidential.

School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, immediately shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer 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/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 parents or legal guardians of the alleged offender and the alleged victim 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 offender 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 offender.
   B. Parents or legal guardians of the alleged victim and of the alleged offender 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, tutor, 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 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, the principal or his/her designee or School Board shall:

    A. Prepare a written report containing the findings of the investigation, including input from 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 both students.
    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.

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 bullying or hazing, or similar behavior, such as threats, 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 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 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, discriminatory harassment 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 shall also be implemented.

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 interferes 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 a 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 victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.

Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.

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 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.

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 behavior, 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.
BPSB Policy: JCDAF

DISABILITY HARASSMENT

Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

When harassing conduct is sufficiently severe, persistent, or pervasive that it creates a hostile environment, it can violate a student's rights under the Section 504 and Title II regulations. A hostile environment may exist even if there are no tangible effects on the student where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from the educational program.

When disability harassment limits or denies a student's ability to participate in or benefit from an educational institution's programs or activities, the BPSB will respond effectively. Where the BPSB learns that disability harassment may have occurred, the institution must investigate the incident(s) promptly and respond appropriately.

Disability harassment that adversely affects an elementary or secondary student's education may also be a denial of FAPE under the IDEA, as well as Section 504 and Title II. The IDEA was enacted to ensure that recipients of IDEA funds make available to students with disabilities the appropriate special education and related services that enable them to access and benefit from public education. The specific services to be provided to a student with a disability are set forth in the student's individualized education program (IEP), which is developed by a team that includes the student's parents, teachers and, where appropriate, the student. Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.

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.

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, parent, or 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 guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain *confidential*.

Computer Access and Use

Internet Safety

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Bossier Parish School 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 Bossier Parish School Board. In addition, all elementary schools, beginning with the third grade, and all secondary schools, shall provide instruction regarding Internet safety. This will include educating minors about appropriate online behavior, interacting with other individuals on social networking websites, and cyberbullying awareness and response.

In its continued efforts to comply with the *Children's Internet Protection Act*, the District 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 multimedia 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; and
- 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. 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/guardian 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

1. ***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 District 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 listservs, bulletin boards, and online services must be pre-approved by the Superintendent or his/her designee.
2. ***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.

3. ***Netiquette*** - Users shall be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    - 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 (Email) 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 provisions of the *Acceptable Use Agreement*, Board policies, school regulations, 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 other users 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 other users 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, 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.
4. ***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.
5. ***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 the 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.
6. ***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.*
7. ***Monitoring*** – School Board employees shall be responsible for monitoring and reviewing student Internet and/or computer-related activities, including e-mail, routing of information, or visiting sites, etc., using the system's network or any of its technology resources. Other monitoring activities to limit student access to inappropriate Internet sites shall be employed by the School Board.

ACCEPTABLE USE

The Bossier Parish School Board *acceptable use* provisions apply 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 and e-mail in any Bossier Parish school must be in support of education and academic research and consistent with the educational objectives of the School Board. Neither the Bossier Parish School Board nor any of the schools shall be responsible for any financial obligations incurred by users of the Internet.

Internet activities which 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.

TERMS AND CONDITIONS OF USE

Regulations for participation by anyone on the Internet shall include but not be not be limited to the following:

1. **Personal Privacy and Safety**
    a. Users shall not post personal contact information (e.g., address, phone number) about themselves or any other person. Personal photos and work may be published on the district's website. Parents may deny the use of these materials by signing the contract to deny the use of such material.

b. Users shall not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. **Illegal Activities**
   a. Users shall not attempt to gain unauthorized access to any computer system or another person's accounts or files.
   b. Users shall not intentionally attempt to disrupt or intentionally disrupt the computer system or destroy data by spreading computer viruses or by any other means.
   c. Users shall not engage in any other illegal act, such as drug sales, engaging in criminal gang activity, threatening the safety of a person or persons, etc.
3. **Security**
   a. Users shall be responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should users give their password to another person. (System accounts shall be limited to employees.)
   b. Users shall immediately notify school authorities if they have identified a possible security problem. Looking for security problems may be considered as an illegal attempt to gain access.
   c. Users shall avoid the spread of computer viruses by following the district guidelines for file transfers and downloading of software.
   d. Users shall only use drives that have been scanned and found to be free of viruses.
4. **Inappropriate Language**
   a. Users shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. This includes personal attacks or harassment of another person.
5. **Resource Limits**
   a. Users shall use the system only for educational and career development activities.
   b. Users shall not download large files unless absolutely necessary.
   c. Users shall not post chain letters or send annoying or unnecessary messages to others.
   d. Users shall download and remove their email from the server frequently.
   e. Users shall subscribe only to high-quality discussion group mail lists that are relevant to educational or career development activities and not subscribe to others without their consent.
6. **Access and Use of Materials**
   a. Users shall not take the ideas or writings of others and present them as if they were their own.
   b. Users shall respect copyrighted materials.
   c. Users shall immediately report to school authorities any site they access with inappropriate information.
7. **Consequences of Misuse**
   a. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of privileges by administration, faculty, and staff.
   b. Users should expect no privacy of the contents of personal files and email on the district system. Messages relating to or in the support of illegal activities must be reported to the authorities.
   c. The Bossier Parish School Board prohibits inappropriate or illegal use of the Internet by students and employees. If such usage is found, suspension of use of the technology system by the user is authorized by the Board. Other disciplinary action may also be warranted.
   d. Misuse of the system can result in possible prosecution and may require restitution for costs associated with system restoration, hardware, or software costs.
   e. Users bringing illegal and/or inappropriate materials into the system's electronic environment shall be subject to disciplinary action or legal action as deemed appropriate by school administration.

BRING YOUR OWN TECHNOLOGY (BYOT)

The Bossier Parish School Board *Bring Your Own Technology* (BYOT) initiative is available, at the principal's discretion, in schools where eligibility requirements have been met. In those schools/locations, in accordance with all district policies and procedures (including the *BYOT Handbook* and the *Acceptable Use Policy*), students and staff may use personal mobile learning devices (e.g. laptops, iPods, iPads, smart phones, e-readers) to further the educational and research mission of the district. School staff shall retain the final authority in deciding if, when, and how students may use personal electronic devices on school grounds and during the school day.

1. All computers/mobile learning devices shall be set up and maintained with connection to the Bossier Parish School Board Technology System domain for network administration and security. Removing a computer from the domain without the permission of a School Board technology support staff member shall be considered an act to circumvent district network security and is strictly prohibited.

2. Mobile learning devices connected to the Bossier Parish School Board Technology System must be via wireless and must be equipped with up-to-date virus software, compatible network card and be configured properly. Connection of any personal electronic device is subject to all regulations and procedures of the Board.

While using personal digital devices, students shall be expected to follow the same acceptable use policies for conduct and ethics that are outlined in the *Student Acceptable Use of Computers and Networks*. In addition, policy states that bringing digital devices to school is optional, and each student is responsible for his/her own personal property. The School Board shall not be held accountable for the devices due to damage, loss, or theft. At the beginning of each school year, students shall be given a copy of the district's acceptable use policy, and shall sign an agreement stating that they understand and agree to the rules of conduct.

DISCLAIMER

The School Board's technology system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The Board uses a variety of vendor-supplied hardware and software. Therefore, the Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the Board warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not necessarily the School Board or School District.

The Board shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

Ref: 47 USC 254(h), (*Children's Internet Protection Act* (CIPA)); La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280. BPSB Policy: IFBGA

Student/Parent/Guardian: Complaints and Grievances

The Bossier Parish School Board, recognizing that problems may arise in schools, shall require student concerns, complaints or grievances to be registered with the school principal or designee. If concerns of students cannot be resolved informally, a written complaint shall be initiated, dated and signed by the complainant, and submitted to the principal.

If a grievance/complaint is not satisfactorily resolved after meeting with the principal, a student/parent/guardian or group of students shall follow the same procedure outlined in policy GAE, Grievance Procedures for Employees, Students, Parents/Guardians which are as follows:

Procedures for Title IX, Title VI & Age Discrimination Complaints for Employees, Students & Parents/Guardians

These procedures apply to complaints alleging a violation of Title VI (discrimination on the basis of race, color, national origin, including racial harassment), the Age Discrimination Act (discrimination on the basis of age), and Title IX (i.e. discrimination on the basis of sex, including sexual harassment and sexual assault).

Title VI provides that "No person in the United States shall, on the ground of race, color, or national origin by excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance" from the U.S. Department of Education.

The Age Discrimination Act provides that "No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" from the U.S. Department of Education.

Title IX provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance" from the U. S. Department of Education.

One form of sex discrimination is sexual harassment. Sexual harassment is conduct that is sexual in nature, is unwelcome, and denies or limits a student's ability to participate in or benefit from a school's education program. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex. The conduct can be verbal, nonverbal, or physical. Sexual harassment includes conduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking. Even if a school reports possible criminal conduct to the police, that does not relieve the school of its responsibilities under Title IX. One form of sexual harassment occurs when a teacher or other school employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct. If this occurs, it does not matter whether the student resists and suffers the threatened harm or submits to and avoids the threatened harm. Sexual harassment also occurs

when a teacher, school employee, other student, or third party creates a hostile environment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program. Whether such a hostile environment has been created depends on the particular circumstances of the incident(s). The conduct does not necessarily have to be repetitive. If sufficiently severe, single or isolated incidents can create a hostile environment.
The following procedure will be utilized in the below listed sequence to resolve complaints pertaining to alleged violations of Title IX, Title VI, and the Age Discrimination Act as administered by the Bossier Parish School Board. For allegations that employees have been subjected to discrimination, please see Employee Grievance Procedures, Office of Human Resources.

1. Any student, parents of students and/or any other third party involved with the Bossier Parish School Board, Bossier Parish Louisiana; believing his or her rights have been violated under Title IX, Title VI, or the Age Discrimination Act is encouraged to immediately report the alleged acts of violation to the appropriate center or school level official, i.e., teacher, counselor, assistant principal, principal or any other designated school employee.
2. Any Administrator or other school personnel who receives notice of an alleged violation of Title IX, Title VI, or the Age Discrimination Act shall immediately report such allegation(s) to the Building Level Administrator for investigation and resolution.
3. The allegation, having been investigated, reviewed, and discussed with the opportunity to present witnesses and other evidence, may be upheld and necessary corrective action taken to preclude reoccurrence, or the allegation may be dismissed as having no substance as a violation of Title IX and the matter closed. Complainants will be notified in writing within five (5) business days of the decision by the Building Level Administrator. (Each allegation will be recorded, filed, and retained by the Building Level Administrator.)
4. The complainant, if not receiving desired satisfaction in step Three (3), may request in writing an appeal of the school-level decision with the Director of Student Services/Title IX Coordinator, Bossier Parish School Board, P. O. Box 2000, Benton, Louisiana; telephone number (318) 549-5010, within five (5) working days after receiving the written decision by the Building Level Administrator. The complainant may present witnesses and other evidence as described in step Three.
5. The complainant, if not receiving desired satisfaction in step Four (4), may request (to the Director of Student Services/Title IX Coordinator) an appeal with the Superintendent of Schools. (Request for the appeal will be made by the Director of Student Services/Title IX Coordinator who will obtain the appointment within ten (10) working days of receipt of request, at a date and time mutually agreeable to all parties). The complainant may present witnesses and other evidence as described in step Three.
6. The complainant, if not receiving desired satisfaction in step Five (5), may request in writing to the Superintendent of Schools an appeal before the Administrative Committee of the Bossier Parish School Board for reconsideration of the appeal decision by the Superintendent of Schools. This appointment will be made by the Superintendent of Schools within ten (10) working days, and the complainant will be notified of the appointment by U.S. Mail. The complainant may present witnesses and other evidence as described in step Three.
7. The Administrative Committee of the Bossier Parish School Board will present its recommendation to the full Board for final resolution. The complainant will be notified in writing of the final decision within five (5) working days of the decision by the Bossier Parish School Board.
8. The Bossier Parish School Board prohibits retaliation against any individuals that file complaints of participates in investigation of complaints. Bossier Parish School Board provides assurance that steps will be taken to prevent recurrence of any form of harassment and to correct its discriminatory effects on the complainant and others if appropriated.

Notice of Non-Discrimination

The following statement is presented for information to all students, parents of students, employees of the Bossier Parish School Board, and/or any other third party involved with the Bossier Parish School Board, Bossier Parish, Louisiana. This notice is to be permanently posted and displayed in a prominent place within each Bossier Parish School Board facility.

The Bossier Parish School Board fully demonstrates its intent to comply with the requirements of Title IX of the Educational Amendments of 1972 (hereinafter "Title IX"), which prohibits discrimination on the basis of sex (including sexual harassment and sexual assault); Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, nationality; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age. The Bossier Parish School Board also provides equal access to the Boy Scouts and other designated youth groups.

The Career and Technical Education Program of the Bossier Parish School Board Adheres to policies and procedures to assure that no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1973), or age (Age Discrimination Act of 1975).

The Bossier Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated groups. The following persons have been designated to handle inquiries regarding the non-discrimination policy:

For questions/concerns regarding Title IX:
Bettye McCauley
Director of Student Services/Title IX Coordinator
P. O. Box 2000 – Benton, LA 71006
bettye.mccauley@bossierschools.org
318-549-5010

For questions/concerns regarding Title VI and/or Age Discrimination Act:
Sherri Pool
Director of Human Resources
P. O. Box 2000 – Benton, LA 71006
sherri.pool@bossierschools.org
318-549-5021

For questions/concerns regarding Section 504:
Jennifer Campbell
Section 504 Coordinator
P. O. Box 2000 – Benton, LA 71006
jennifer.campbell@bossierschools.org
318-549-6165

For questions/concerns regarding ADA Act Title II Regulation:
Lillian Holley
Director of Special Education
2500 Viking Drive -- Bossier City, LA 71111
lillian.holley@bossierschools.org
318-549-6100

IV. Curriculum and Instructional Program

Louisiana is raising academic standards to ensure every student graduates from high school, on-time, with the knowledge and skills to succeed in college and professional careers. The state has adopted more rigorous standards in English language arts and math, and incorporated literacy standards in social studies. Please refer to the **Pupil Progression Plan,** posted on the Bossier Parish School Board website, www.bossierschools.org, or request a printed copy from a school site to view state and district policies regarding:

- Placement
- Attendance Policy
- Uniform Grading Policy
- Promotion K-8
- High School Graduation Requirements
- Retention Policy
- Acceleration
- Remediation
- Alternative Schools/Programs/Settings
- Policies on Due Process
- Local Policies: grading scales, valedictorian, grading policy for LEAP 2025 (EOC), etc.

Monitoring of Promotion and Placement Decisions

Student promotion, progression, and placement decisions will be monitored annually by Central Office staff to confirm that Bossier Parish School Board policies are being implemented uniformly throughout the district. The principal is responsible for monitoring promotion, progression, and placement decisions determined by the SBLC in the individual school in accordance with the procedures on due process outlined in the Pupil Progression Plan.

The parent(s), teacher, or the Superintendent (or designee), may request that the principal review a student's placement. Parental review of student placement will be limited to the student's records. If a student's promotion, progression, or placement is challenged, an appeal may be made as provided in the due process policy of the Pupil Progression Plan.

Student Progress/Report Cards

It is the policy of the Bossier Parish School Board that student academic progress shall be accessible to all students as well as to the parent or legal guardian or custodian of all students on an ongoing basis through the OnCourse Connect Portal located on the Bossier Parish School Board website. Formative and summative assessment grades and overall averages shall be updated at least weekly to allow continuous monitoring of student academic progress.

Student progress is documented as part of the student's academic cumulative record at these designated occurrences:

Grades 1-8:

- Reports of Progress will be issued each four and one-half (4½) week period. A numerical grade is computed on each Report of Progress throughout a course.
- Report Cards will be issued at the end of each grading period. The end of year final grade will be calculated using both 18-week grading period grades.
- Written notice of possible retention will be issued to students in danger of failing within one (1) month after the end of the second grading period.

Grades 9-12:

- Reports of Progress will be issued each four and one-half (4½) week period. A numerical grade is computed on each Report of Progress throughout a course.
- Report Cards will be issued at the completion of each course.
- Written notice of possible failure to meet graduation requirements will be issued to parents of applicable students within 15 business days after the end of the third cohort year.
- Written notice of possible failure to meet graduation requirements will be issued to parents of applicable students within 15 business days after the first term of the fourth cohort year.

Pursuing Innovative Vocational Opportunities Today (PIVOT)

PIVOT is a collaborative effort between Bossier Parish Schools and Bossier Parish Community College to provide students with significant deficits an educational environment similar to that of their peers.

V. Other Information

Military Families

The Bossier School System desires to remove barriers to educational success imposed on children of military families because of frequent moves and deployments, and follows the Interstate Compact on Educational Opportunity for Military Children. In order to decrease the negative impact of transition and separation on their military connected students Bossier Parish School Board employs a Military Services Manager. The Military Services Manager is located at the Bossier Educational Service Center and is available to assist all current, incoming and exiting military connected students and their families in the school district.

Use of School Facilities

The Bossier Parish School Board has established guidelines for use of school facilities. Effective June 2, 2020, all groups and individuals requesting use of a school or facility will be required to follow all current BPSB guidelines, LA Governor Proclamations and CDC guidelines regarding facility use, including occupancy restrictions and sanitizing procedures. (JR Memo 6-2-2020) Please see BPSB Policy KF, *Use of School Facilities*, for details. BPSB Policy: KF

Visitors to Schools

Parents and others are welcomed and encouraged to visit schools at appropriate times. Special programs and visiting days may be planned throughout each school year to provide opportunities for such visits. All visitors must report to the principal's office

immediately upon coming onto school grounds. They must sign in and out, indicate the purpose of the visit, and wear the visitor's badge issued to them.

Principals are responsible for establishing procedures within their schools that will ensure the proper protection of instructional time and the welfare of students and staff. Principals are authorized to take the necessary steps in dealing with unauthorized visitors. BPSB Policy: KG

Emergency Drills

Special drill activities are planned by the principal and faculty of each school to ensure the orderly movement/evacuation of students and staff to the safest area, in the event of an emergency. Students and staff are informed of escape routes. A map is displayed in each room specifying the routes and procedures for evacuating the building. BPSB Policy: EBBC

Threats of Terrorism or Violence

The Bossier Parish School Board is committed to providing a safe environment for the students and employees of its schools. Any potential threat of violence or terrorism to students and employees shall be addressed immediately in accordance with policy *EBBB*, *School and Student Safety*. If the threat is determined to be credible and imminent, the threat shall be reported immediately to a local law enforcement agency and the school shall initiate procedures outlined in policy *EBBC, Emergency/Crisis Management*.

Potential threats not rising to the level of reasonable belief which are not reported to law enforcement shall be referred immediately to school administrators for further investigation, in accordance with applicable procedures outlined in policy *JCDAF, Bullying and Hazing.*

DEFINITIONS
Threat of terrorism means communication, whether oral, visual or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building or cause other serious disruption to the operation of a school.

Threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

EVIDENCE
Whenever potential threats of violence or terrorism are reported to school administrators, any evidence related to a threat such as statements, writings, recordings, electronic messages, and photographs shall be collected and kept in a secure location.

MANDATORY EVALUATION
If a student is reported to a local law enforcement agency for threats of terrorism or violence, the student shall not be permitted to return to school until undergoing a formal mental health evaluation. BPSB Policy: JCDAG

Emergency Closing of Schools

The Board authorizes the Superintendent/designee to close any and all schools when prevailing or potential hazards threaten the safety and well-being of students, staff, or school property. Whenever practical, the Superintendent makes the decision to close school(s) after consulting with appropriate community agencies. Announcements and news releases to the media concerning such closing(s) are made by the Superintendent/designee. BPSB Policy: EBBD

Evacuation of Schools

The Bossier Parish School Board provides a comprehensive plan for evacuation of schools in the event of a disaster. Disaster may come in many forms such as chemical spills, bomb threats, and/or a state of National Emergency. In cooperation with the local police and fire departments, 911 Call Center, and the Caddo/Bossier Office of Emergency Preparedness, the plan includes all centers and schools located in Bossier Parish.

All Principals and Center Directors are responsible for informing their teachers and staff of the details and procedures of the evacuation plans. A map and details of the evacuation plan are kept in the office of the Principal and/or Center Director, and a copy is given to

the law enforcement officer that arrives to escort the evacuation. Also, the administrator assigned to the lead bus will have on board a copy of the plan. BPSB Policy: EBBC

Student of the Year

The Student of the Year Awards Program is designed to recognize outstanding elementary, middle/junior high, and high school students. This program is an excellent opportunity to recognize those students in 5th, 8th, and 12th grade who have demonstrated excellent academic achievement, leadership ability, and citizenship. The Students of the Year Awards Program is sponsored by the Louisiana State Superintendent through the State Department of Education and the State Board of Elementary and Secondary Education.

Selection Procedures:
Each school will form a Student of the Year Committee, comprised of the principal, assistant principal, counselor, and no less than two teachers. The committee will first qualify semi-finalists based on the criteria below:

- Minimum cumulative grade point average of 3.5
- Standardized test scores pertinent to grade level (ex. LEAP 2025, or other state aligned test for elementary and middle; ACT and LEAP2025 or LEAP 2025 high school)
    - Minimum of 2 Advanced labels on LEAP 2025 or other state aligned test, when available, from 3rd to 4th grade for 5th grade candidates and from 6th to 7th grades for 8th grade candidates
    - Minimum of 2 Advanced labels on high school LEAP 2025
    - Minimum of 25 on ACT

Semi-finalists will then submit a resume of their accomplishments which will include the following:

- 5th Grade
    - List of Activities/ Community Service/Citizenship both in and outside of school
    - List of Recognition/Awards earned both in and outside of school
- 8th Grade
    - List of Activities/ Community Service/Citizenship both in and outside of school
    - List of Recognition/Awards earned both in and outside of school
    - List of Leadership roles in and outside of school
- 12th Grade
    - List of Activities/ Community Service/Citizenship both in and outside of school
    - List of Recognition/Awards earned both in and outside of school
    - List of Leadership roles in and outside of school

A rubric provided by the district will be used to score and rank students in all of the above categories. Top-scoring students from among this group will be asked to complete an impromptu writing sample. The committee will use a rubric provided by the district to score the writing sample. The combined resume and writing scores will be used to further qualify students to move to the next level of the selection process.

In the next level of the selection process, qualified students will be individually interviewed by the selection committee. A rubric provided by the district will be used to score the interview. The student with the highest combined resume, writing, and interview score will be selected as Student of the Year at the school level. In the event of a tie, the committee will conduct a second interview to make the final determination.

The student selected as Student of the Year at each school will be required to assemble an academic portfolio which will be used as part of the selection process at the district, regional, and state levels. The school level committee will assist the candidate in assembling and submitting the academic portfolio to the district Student of the Year coordinator. A list of portfolio requirements will be provided to the Student of the Year and his/her parents.

Selection Procedures at the District, Region, and State Levels:
The names of students selected at the school level are submitted to the district Student of the Year coordinator. Each school is responsible for ensuring that the candidate's portfolio is delivered to the district coordinator by deadlines established each year.

The district committee will consist of the following:

- One elementary district coordinator
- One middle school district coordinator
- One high school district coordinator
- One central office administrator/supervisor

- Three community members representing business/industry/labor/civic organization/military or similar.

The committee will review and score each of the candidate's portfolios. The combined scores of the committee judges will be used to determine the semi-finalists at the district level. The list of semi-finalists will be announced to all school principals via email before the end of the school day on the day of judging. Principals at the schools whose candidates are semi-finalists will also be telephoned by the district coordinator before the end of the school day on the day of judging.

Students competing at the district level will be invited to the Bossier Instructional Center where they will complete a writing sample, based on a question provided by the district coordinator. They will also be interviewed by the district selection committee.

Each candidate's portfolio score will be combined with scores on the writing sample and interview, and the top-scoring candidate at each grade level will be selected as the Bossier Parish Student of the Year.

District winners will be announced to all school principals via email before the end of the school day on the day of judging. Principals at the schools whose candidates are selected as the district winners will also be telephoned by the district coordinator before the end of the school day on the day of judging.

District winners will compete at a regional competition and will be notified of the location and date of that competition by the principal of his/her school. Parents of students who move on to compete at the state level of competition will be contacted directly by the state coordinator with details and dates for the state competition.

District, regional, and state winners from the Bossier Parish Schools district will be officially recognized at a Bossier Parish School Board meeting. Parents and students will be notified in advance of the date, place, and time.

Procedure for Resolving Issues and Disputes:

A dispute at the school level may be brought to the attention of the school principal for resolution. The issue or dispute must be submitted to the principal in writing within 5 days of the final selection of the candidate at the school. The principal will have 5 days to respond. If the principal's decision does not resolve the issue or dispute, the decision can be appealed in writing to the district school superintendent or superintendent's designee within 5 days of the decision rendered by the principal.

Child Nutrition Program

The Bossier Parish School System participates in the National School Breakfast and Lunch programs, which offers nutritional meals to students every school day at a reasonable cost. Menus are posted on Google Calendar on the Child Nutrition website https://www.bossierschools.org/childnutrition. Instructions on how to print menus are listed on the website. Please note that menus are subject to change due to availability issues with supply chains.

Portion sizes and nutritional content are determined by USDA federal regulations and must be strictly followed. Many items are specifically made to meet the NSLP nutrition guidelines, while still being 'kid friendly". Name brand items are whole grain and have lower sugar and fat content than the items available for public purchase (Ex: Kellogg breakfast items, Goldfish crackers, Tyson chicken strips, Land O Lakes macaroni and cheese, etc.). "Junk food" is not served in school cafeterias. See National School Lunch Program | Food and Nutrition Service and School Breakfast Program for specific program guidelines.

Each student has a meal account which keeps a record of each meal eaten, extras purchased, and all monies prepaid. Breakfast, lunch, and all extras are deducted from the student's account as he/she exits the cafeteria line. Account information is available at NO COST to parents at www.myschoolbucks.com. Please note, parents are responsible for all charges their student incurs; this includes PAST BALANCES from the previous school year. Low balance notification alerts can be set up in each child's account. If there are any changes in lunch payment status, (ex: free and reduced application not submitted for the new school year, etc.), parents are STILL responsible for their student(s) balances. Payments can be made with cafeteria cashiers, online at www.myschoolbucks.com, or cash or check payments can be sent to the school cafeteria in a sealed envelope or bag labeled with the student's name and homeroom teacher. In addition, payments can be made by credit card over the phone or at the Child Nutrition Central Office. You can request an account statement at any time from Edna Sanchez @ 318-549-5060 or edna.sanchez@bossierschools.org.

Reminder texts and emails regarding account balances are sent to the contact information listed in OnCourse. Blue reminder forms with balances are sent to each school to be distributed to students periodically, however, it is the responsibility of the student to take it home to parents. Reminder notices are also mailed to the student's home address. Parents are urged to check www.myschoolbucks.com to view student balances frequently; this is a free service. Online payment transactions are charged a $2.75

fee (this fee does not go to BPSB). Parents are also urged to contact the cafeteria manager or the Child Nutrition Central Office @ 549-5046 with any questions. The BPSB charge policy is posted in each cafeteria and the Child Nutrition website.

Money left on accounts at the end of the school year is carried over to the next school year. If a student transfers to another Bossier Parish school, his/her account balance needs to be paid before being released to the new school. Parents/guardians may request a refund at any time by filling out a refund request form which is available on the Child Nutrition website (https://www.bossierschools.org/childnutrition). Completed forms should be emailed to denise.aldrich@bossierschools.org.

2022-2023 MEAL BENEFIT CHANGES

The universal free meal program is no longer in effect, so students who are not approved for free or reduced lunch, or are not enrolled in a CEP school will be charged for meals. The Child Nutrition Program highly encourages students to submit an application for free and reduced meal benefits as early as possible in the school year. New applications are required EVERY YEAR; applications DO NOT rollover. Even if you don't plan on using the meal benefits, applying is still beneficial because it can help qualify students for other services like P-EBT cards (depending on federal and state guidelines), and reduced testing fees, etc.

Applications can be submitted at any time during the school year online at www.myschoolapps.com; it is easy to fill out and can be completed on a cell phone. Paper applications are available by request from school offices and the Child Nutrition Central Office. Please note that applications can get lost in the mail, so parents are highly encouraged to apply online. The Child Nutrition office is not responsible for lost or misdirected applications. To check the status of an application or seek assistance with the application, contact Edna Sanchez @ 318-549-5060 or edna.sanchez@bossierschools.org. Spanish applications are available by request; Mrs. Sanchez is fluent in Spanish and can assist you with an online application if needed.

Once submitted, applications are processed and notification letters are sent to households within ten (10) business days of receipt by the Child Nutrition Program. Please make sure the address in OnCourse is updated, as this address is used for all written communication. The Child Nutrition office is not responsible for mail delivered to outdated addresses. Online applications are processed quicker than paper applications, therefore we highly recommend using www.myschoolapps.com.

COMMUNITY ELIGIBILITY PROVISION (CEP)

CEP classification is based on the number of enrolled students who receive state or federal assistance such as SNAP, TANF, or are classified as homeless, migrant or foster. All CEP schools receive free breakfast and lunch. The following schools are classified as CEP schools for 22-23: Apollo Elementary, Bellaire Elementary, Bossier Elementary, Bossier High, Butler Education Complex, Central Park Elementary, Curtis Elementary, Elm Grove Elementary, Elm Grove Middle, Greenacres Middle, Haughton Elementary, Haughton Middle, Kerr Elementary, Meadowview Elementary, Plain Dealing K-12, Plantation Park Elementary, Platt Elementary, Princeton Elementary, TO Rusheon Middle, TL Rodes Elementary, Sun City Elementary and Waller Elementary. Please note, the **school** is marked as free, **not** the student. If a student transfers to a non-CEP school, the student will pay full price for meals unless a free & reduced lunch application is submitted and approved. However, if a student has a previous balance from a prior SY, they are still responsible to pay that meal balance.

MEAL PRICES

Breakfast	All Schools	Full Price - $ 1.55	Reduced Price - $ .30
Lunch	Elementary	Full Price - $ 2.20	Reduced Price - $ .40
	Middle	Full Price - $ 2.30	Reduced Price - $ .40
	High	Full Price - $ 2.40	Reduced Price - $ .40
Adults/Visitors		Breakfast - $ 2.60	Lunch - $ 4.60

Please note that per BPSB policy, high school students who are not on free lunch are not allowed to charge meals; they must have money on their account to receive meals.

COMPETITIVE AND OUTSIDE FOODS

It is against Bossier Parish District regulations to bring outside food service items into the school cafeterias (example: food from fast food or other restaurants). Soft drinks are not allowed except in a thermos. Competitive foods are defined as any food or beverage other than the federal reimbursable breakfast and lunch school meals that are for sale to students on the school campus during the school day. Competitive foods include, but are not limited to, foods sold in vending machines, snack sales, concession stands, fundraisers, and other venues during the school day (defined at midnight the day before to 30 min after the end of the school day).

ANY competitive food sales on campus MAY NOT be made available to students except for the last ten (10) minutes of the lunch period. In addition, "Smart Snack" options are required to be offered to students. For more information on "Smart Snack" requirements, see https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks.
BPSB Policy: EE

Physician Ordered Diets

Any child with a food allergy, diabetes, chewing/swallowing disorders, or any serious medical condition **MAY** receive a food substitution with a physician's order, which includes the following information:

1. Name of the child.
2. Name of the condition.
3. Name of school.
4. Specifics concerning diet changes.
5. **Dated signature of M.D., D.O., or dentist (from Louisiana or adjoining states) or a Louisiana licensed nurse prescriber.**

This order must be renewed at the beginning of each school year and updated as often as necessary. For further information, contact the school nurse at 549-7250 or download the form at www.bossierschools.org.
BPSB Policy: EE

Student Health Services

HEARING AND VISION SCREENING

These tasks include the collection of data related to specific health parameters. Data collected is reported to the appropriate licensed health professional for analysis; to include a Medicaid provider. As a parent, if declining a school screening please notify the school nurse. A medical physician's prescription is not required in order to screen.
Bulletin 135 requires that every school system, during the first semester of the school year, or within 30 days after the admission of any students entering the school late in the session, shall test the sight, including color screening, for all first-grade students, and hearing of each and all students under their charge, except those students whose parent or tutor objects to such examination. Such testing shall be conducted by appropriately trained personnel, and shall be completed in accordance with the schedule established by the American Academy of Pediatrics.

EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them. The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

TESTING FOR DYSLEXIA

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia, that student shall be referred to the school building level committee for additional testing. The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, Dyslexia shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. "Phonological processing" means the appreciation of the individual sounds of spoken and written language.

OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.
2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.
3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Definitions

Psychotropic drug shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

Teacher, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

SEIZURE TREATMENT AND TRAINING

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

1. The health care services the student may receive at school or while participating in a school activity.
2. Evaluation of the student's ability to manage and understand his/her seizure disorder.
3. Signatures from the student's parent or guardian and from the treating physician.

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to

complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy and oral pharyngeal suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.

2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.

3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state. The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of this Section may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.

5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.

6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such a procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, soap, paper towels and, if required, masks.

For the purposes of this section of the policy, employee means any appropriate member of the education staff, and appropriate licensed health professional shall include a licensed practical nurse. BPSB Policy: JGC

Student Insurance Program

The Bossier Parish School Board shall make available student accident insurance for purchase for students attending Bossier Parish public schools. An application form provided by the insurance carrier shall be sent home with students during the first week of school. The schools shall not be liable for any premium payment. Claim forms shall be furnished by the insurance carrier and copies shall be available in the school office.

The Board does not assume liability for accidents to students who do not carry insurance nor does it assume liability for accidents to students who carry insurance beyond the policy coverage (this includes special football coverage).

RELEASE FORM FOR EXTRACURRICULAR ACTIVITIES

All students engaging in interscholastic or extracurricular activities shall be required to fill out a form which releases the school, District, and Board from any liability for accidents or injury to students. This release form must be signed by parents/legal guardians before the student shall be permitted to participate in any extracurricular activity, including but not limited to, athletics, intramural sports, cheerleading, and band. BPSB Policy: EGB

After-school Online Homework Assistance

Parents and students may access after-school online homework assistance provided by the Louisiana State Library at: http://homeworkla.org/. **HomeworkLouisiana** offers free online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. A live tutor is available to provide help in math, science, social studies or English. The services are accessible at a Louisiana public library, home computers or mobile devices. Accessing the service outside the state of Louisiana will require entering a public library card number.