



Student Code of Conduct & Discipline Policy Handbook

2020-2021

EAST FELICIANA PARISH SCHOOL BOARD
12732 Silliman Street / PO Box 397
Clinton, LA 70722
Telephone: 225-683-8277 FAX: (225)683-3320
www.efschoools.net

Keisha L. Netterville, Superintendent of Schools

East Feliciana Public Schools

Dear Parent/Guardian,

Welcome to the 2020-2021 school year! This **Code of Conduct** and discipline policy handbook has been provided for you and your child to read and keep as a resource. Please **sign** the front and back of this page, indicating that you have read and agree with the information, and **return it to school immediately**. This page will be kept on file verifying that you and your child have received a copy.

Your participation in the Parent-Teacher Organization will be valuable to you, your child and the school. Please become a member to ensure improvement is made. Have a great school year and know that you are welcome to visit school at any time, but please stop by the office and obtain a Visitors' badge for security/safety reasons. You are a key person in your student/s' success in life and especially at school both in academic and behavioral aspects.

Sincerely,
The Principal

I acknowledge that in receiving a copy of the **East Feliciana Public Schools' Code of Conduct and Discipline Policy Handbook**, I will familiarize myself with the contents including the following: (School Board Policies can be found in their entirety on the website, www.efschools.net, or at the Central Office.)

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

Parent/Guardian Signature

Date

Student Signature

Date

Names of child(ren) enrolled in East Feliciana Public Schools and their grades:

Name(s)

Grade(s):

Student Compact

A Compact for Student Success/Statement of Compliance
A Parent/Student/School/Teacher Agreement
(Louisiana R.S. 17:235.2)

In order to assure all students' success in Louisiana's **No Child Left Behind Program** and to help all students achieve, all parties agree to the following:

School	Teacher	Parent/Guardian	Student
<ol style="list-style-type: none"> 1. Provide high quality curricula and instruction aligned with Louisiana Content Standards and student performance expectations. 2. Provide a minimum of one parent/teacher conference. 3. Report on an ongoing basis about child's progress (report cards, mid-semester reports, etc.). 4. Provide opportunities for parent involvement (volunteer, participation, etc.) and assistance to parents to help child at home 5. Provide a safe, orderly environment in which children can learn. 6. For those students at risk, activities will be provided such as tutoring, small classes, new innovative programs, etc. 	<ol style="list-style-type: none"> 1. Provide rigorous activities and lessons aligned with Louisiana Content Standards and student performance expectations. 2. Provide high expectations for all students in an encouraging and supportive manner. 3. Provide a well-disciplined and managed classroom so all students have the opportunity to learn. 4. Provide an open line of communication with parents. 5. Provide remediation in all subject areas in which students have performance at the Unsatisfactory level 6. For those students at risk, the teacher will provide the following: teach to a variety of learning styles; provide learning plans for individual students; provide one-on-one tutoring of specific skills, etc. 	<ol style="list-style-type: none"> 1. Make sure my child is on time and attends school on a regular basis. 2. Supervise homework and study time. 3. Provide a quiet place for my child to work, study, read, etc. 4. Provide necessary materials my child needs for his/her success. 5. Keep an open line of communication with my child's teacher(s), including parent/teacher conferences, written communication, etc. 6. Support the school and all teachers in maintaining a disciplined environment. 	<ol style="list-style-type: none"> 1. Go to school on time every day. 2. Go to school on a regular basis. 3. Go to school ready to work with materials needed and homework assignments completed. 4. Stay attentive and actively participate in classroom activities 5. Follow school and classroom rules and regulations. 6. Respect classmates, teachers, administrators, and other school staff 7. Be a positive role model for other students.

Signatures

I have read the above and agree to do all to assure success, dated: _____.

School Administrator

Teacher

Parent/Guardian

Student

Cut Along Dashed Line



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EAST FELICIANA PARISH SCHOOL BOARD

KEISHA L. NETTERVILLE

Superintendent

Mr. Richard Terrell
President

Mr. Mitchell Harrell
Vice President



August 1, 2020

Dear East Feliciana Family,

On behalf of East Feliciana Public Schools, I am happy to welcome you to the 2020-2021 school year. I want to sincerely thank you as parents and caregivers. You have been overwhelmingly supportive and understanding for the past five months. Your feedback and attentiveness regarding school reopening has also been very beneficial in our decision making.

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

I hope that you find this Student Code of Conduct helpful. When reviewing this handbook with your child, please take a moment and explain the purpose of it, and inform them of the rules, responsibilities and expectations related to appropriate behavior and student safety. I encourage you to contact your child's school anytime should you have questions or concerns about the rules, responsibilities and expectations and student safety.

During these unusual and challenging times, East Feliciana Public Schools is committed to meeting the academic needs of every child in our community. The safety of our students, staff, and community is our number one priority as we meet those needs. The guidance that we receive from public health officials is constantly evolving, and we will continue to prioritize safety in implementing that guidance. As information changes, please stay tuned to our district [Facebook](#) and [Twitter](#), and our automated call and text system. On behalf of the entire East Feliciana Public School Family, I want to welcome you all, and am looking forward to working with you all during the upcoming school year.

Respectfully,

Keisha L. Netterville
Superintendent of Schools

"An Equal Opportunity Employer"
"Equal Educational Opportunities"

12732 SILLIMAN STREET
P.O. BOX 397
CLINTON, LOUISIANA 70722

EAST FELICIANA PUBLIC SCHOOLS | 2020-2021 CALENDAR

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 4 Independence Day
- 13 1st Day for Master Teachers
- 20 1st Day for CNP Managers, Football Coaches, Band Director, and 10-month Employees (Certificated, Custodians & Secretaries)
- 30 New Teacher Orientation

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 New Year's Day
- 4 Teachers Return for PD (No Students)
- 5 Students Return
- 8 Report Cards
- 18 M.L. King Day

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3-7 Professional Development
- 10 1st Day of School for Students

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 3 PD Day (No Students)
- 5 Progress Reports
- 15-17 Mardi Gras

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 Labor Day
- 9 PD Day (No Students)
- 11 Progress Reports

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 5 End of 3rd Nine Weeks
- 12 Report Card Conferences (1/2 Day for Students; Dismissal at 11:30 AM)

March 9: Grade 11 Standard ACT (PBT)
 March 9-12, 15-19: Grade 11 Accommodated ACT (PBT)
 March 29-April 30: Grades 3-8

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 8 End of 1st Nine Weeks
- 9 Homecoming
- 14 PD Day (No Students)
- 15 Report Card Conferences (No Students)

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 Good Friday
- 5-9 Spring Break
- 16 Progress Reports

Grades 9-12
 April 15-May 14
 SSRING LEAP 2025 (CBT)
 Grades 3-4
 April 21-23 LEAP 2025 ELA/Math (PBT)
 April 26-27 LEAP 2025 Science/Social Studies (PBT)

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 3 Election Day
- 11 Veterans Day
- 13 Progress Reports
- 26 Thanksgiving Holiday

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 19-21 Final Exams (1/2 Day for Students; Dismissal at 11:30 AM)
- 21 Last Day for Students
- 21 End of 4th Nine Weeks
- 21 Last Day for Teachers & CNP Managers
- 28 Last Day for Master Teachers
- 31 Memorial Day

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 16-18 Mid-Term Exams (1/2 Day for Students; Dismissal at 11:30 AM)
- 18 End of 2nd Nine Weeks
- 21-31 Christmas/Winter Break

Grades 9-12
 December 1-18
 FALL LEAP 2025 (CBT)

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 3 Last Day for 10-month Employees

Grades 9-12
 June 21-25
 SUMMER LEAP 2025 (CBT)

- Holiday/Vacation
- School Staff Report/No Student
- Progress Reports/Report Cards
- Mid-Term/Final Exams - 1/2 Day
- New Teacher Orientation
- 1st Day of School for Students
- End of Nine Weeks

EAST FELICIANA PUBLIC SCHOOLS | 2020-2021 CALENDAR

SUMMARY OF SCHOOL YEAR

Instructional Minutes (at 390 per day) **Start Time: 7:40 AM**
End Time: 3:00 PM

1st Semester: 31,785
2nd Semester: 33,540
Total: 65,325

Days/Minutes in Excess of State Requirements

Scheduled Instructional Minutes: 65,715
Required Instructional Minutes: 63,720
Above Requirements: 1,605
Days Above Requirements: 4.12

Quarters

1st Nine Weeks: October 8, 2020
2nd Nine Weeks: December 18, 2020
3rd Nine Weeks: March 5, 2021
4th Nine Weeks: May 21, 2021

Work Days for Nine Month Employees – 181

Professional Development Days for Teachers

Professional Development Days: 7
Days to Open Up & Close Out Semesters: 2
Total: 9

Vacation Days for Nine Month Employees

Labor Day (1 day)
Homecoming (1 day)
Veteran's Day (1 day)
Election Day (1 day)
Thanksgiving (5 days)
Christmas (10 days)
Martin Luther King, Jr. Day (1 day)
Mardi Gras (3 days)
Spring Break (6 days)
Total: 29 days

East Feliciana Parish School Board Members

<p>MR. RICHARD W. TERRELL Board President 14981 Highway 67 Clinton, LA 70722 (225)683-3853 rterrell@efschools.net</p>	<p>MR. MITCHELL HARRELL Board Vice-President 5888 Highway 68 Jackson, LA 70748 (225)634-5340 (home) mharrell@efschools.net</p>
<p>MR. PAUL KENT 6988 Mack Lane Clinton, LA 70722 (225)683-8785 (home) pkent@efschools.net</p>	<p>MR. MICHAEL RAY BRADFORD Post Office Box 8803 Clinton, LA 70722 (225)683-5038 (Home) (225)683-9416 (work) mbradford@efschools.net</p>
<p>Mr. MELVIN L. HOLLINS 1915 Sticks School House Lane Jackson, LA 70748 (225)634-5203 (home) mhollins@efschools.net</p>	<p>MRS. JOYCE A. KENT 12386 Kent Road Norwood, LA 70761 (225)683-9373 (home) jkent@efschools.net</p>
<p>MR. EDWARD BROOKS, JR. 7105 Richardson Loop Jackson, LA 70748 (225)634-7929 (home) ebrooks@efschools.net</p>	<p>MR. DERALD SPEARS, SR. 9717 Battle Road Ethel, LA 70730 (225)921-7768 dspears@efschools.net</p>
<p>Mr. Rufus Nesbitt Post Office Box 302 Wilson, LA 70789 (225)629-4063 (home) rnesbitt@efschools.net</p>	<p>MR. J. D. Dantzler Post Office Box 1088 Jackson, LA 70748 (225)681-0307 dantzlerjd2017@gmail.com</p>
<p>Mrs. Lillian G. Drake 4597 Highway 10 Jackson, LA 70748 (225)719-7761 ldrake@efschools.net</p>	<p>Ms. Emily Hurst 3004 Landmor Dr. Slaughter, LA 70777 (225)603-1555 ehurst@efschools.net</p>

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

East Feliciana Public Schools

Contact Information:

SCHOOL:	GRADE LEVEL:	ADDRESS:	PHONE:
CLINTON ELEMENTARY	Pre-K – 5	P. O. Box 366 10701 Reiley St. Clinton, LA 70722	(225) 683-8293 (225) 683-9648 (225) 683-6197 fax
JACKSON ELEMENTARY	Pre-K – 5	3505 Hwy 10 Jackson, LA 70748	(225) 634-5933 (225) 634-2224 fax
SLAUGHTER ELEMENTARY	Pre-K – 6	P. O. Box 60 3170 Church St. Slaughter, LA 70777	(225) 654-2838 (225) 654-4527 (225) 654-2838 fax
EAST FELICIANA ENRICHMENT ACADEMY	Alternative Site	P.O. Box 166 10410 Plank Road Clinton, LA 70722	(225) 683-5542 (225) 683-8918 fax
EAST FELICIANA MIDDLE	6 – 8	P. O. Box 166 10410 Plank Rd. Clinton, LA 70722	(225) 683-3321 (225) 683-5114 (225) 683-5115 fax
EAST FELICIANA HIGH	9 – 12	3501 Hwy 10 Jackson, LA 70748	(225) 634-5931 (225) 634-3207 fax

Mission and Vision:

MISSION STATEMENT:

The East Feliciana Public School System's mission is to prepare all students to make worthwhile contributions and to lead self-sufficient, productive, and satisfying lives in our changing society by providing appropriate instruction through a variety of teaching techniques. The school system, in cooperation with parents, local organizations, and other community persons, will provide leadership, materials, and other resources as needed in order to insure a suitable learning environment conducive to student success.

VISION OF EAST FELICIANA PUBLIC SCHOOLS:

The East Feliciana Public Schools theme for this year is "Thriving with Purpose."

STUDENT RIGHTS AND RESPONSIBILITIES:

RIGHTS

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

RESPONSIBILITY

In order to obtain a quality education, students must attend classes daily, be on time for all classes, and obey school and district regulations, and complete / attempt all classroom assignments.

CONDUCT

The School Board expects all student behavior shall be based on respect and consideration for the rights of others. Students shall be expected to conduct themselves at all times in a manner that will enable him or her to be a responsible, contributing member of society.

The conduct of students, while on school board property including school grounds, school buses, travel to and from school, and any school-sponsored event during or after regular school hours, shall be under the supervision and control of school personnel. Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct while under the jurisdiction of the Board.

Students shall comply with all Board policies and regulations, each school's code of student behavior, and directions of principals, teachers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

Section 1: Student Safety

SAFETY

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

Responsibilities:

- In order to assure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.
- It is the responsibility of the parent/legal guardian to insure the school is given **current, working telephone numbers, emergency numbers, and physical and mailing address.** The school shall be informed of any change in status concerning these numbers and addresses.
- Students have a responsibility to report any problems at school to the teachers and/or administrators. Use of the Complaint Forms provided is highly encouraged.
- ***Conflicts between students will require a conflict resolution meeting.***

STUDENT DISMISSAL

No staff member may excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the principal.

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

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

Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise. **Staff members are not to transport students without the consent of the Superintendent.**

STUDENT AUTOMOBILE USE

Students who drive motor vehicles to school shall be required to possess the proper operator's license and liability insurance, and to register such vehicle with the principal. Registration of the vehicle with school officials shall constitute permission by the owner to **consent to a search** of the vehicle by school officials or other properly authorized individuals when circumstances warrant in accordance with Board policy. *Permission slips/decals shall be provided to students/faculty* who furnish the required documentation.

All vehicles shall be parked in parking spaces designated by the principal and may not be moved during the school day without permission of the principal. The arrival and departure of vehicles on the school campus shall be regulated by the principal.

Students shall not sit in parked cars at any time after their arrival at school.

ILLNESS AND ACCIDENTS

When a child becomes seriously ill at school, or is seriously injured in an accident, the principal shall inform the parents of such illness or injury immediately by phone or otherwise. **Again, it is of utmost importance that the school has a correct address and phone number where parents can be reached at all times for such emergencies as mentioned here.** If it proves impossible to get in contact with the parents, the principal has the responsibility of placing the child under the treatment of a physician, preferably the family physician if he/she is known. Neither the School Board nor the school shall assume any liability for the treatment for a

student. The physician should be given information concerning all of the circumstances involved, including the principal's unsuccessful attempts to inform the parents of the illness or injury and the fact that the responsibility for payment for services rendered lies with the parents. If treatment is deemed urgent, and a physician is not immediately available, the student may be taken to a local emergency room.

Principals shall notify the Superintendent of all serious accidents to students whether they occur on school grounds or on the school bus. No medication shall be administered at any school to any student unless written permission from parents has been granted, and only in accordance with Board policy JGCD, Administration of Medication.

*Correct mailing & physical addresses and telephone numbers must be submitted by parents/legal guardians **annually** and as they change so that they can be notified in a timely manner in case of emergencies.*

FIRST AID

Other than first aid, no treatment of injuries shall be permitted in the schools. First aid is defined as any immediately required help given by the best qualified person at hand, in case of accidents or sudden illness. At least one person in each building shall have had special training in first aid. **A master first aid kit** will be kept and properly maintained in each school. School personnel will provide immediate first aid care until the school-based clinic is notified to complete/further the aid. Any person who in good faith provides emergency care or assistance without compensation at the place of the emergency or accident shall not be liable for any civil damages for acts or omissions.

The parent/legal guardian of each student is required to complete and sign an emergency treatment consent form at the beginning of each school year, indicating the procedure he/she wishes the school to follow in the event of a medical emergency involving his/her child. This documentation shall be maintained by the school and clinic nurse or other designated personnel at each school.

STUDENT SEARCHES

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

Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized, and the school administrator/designee shall immediately contact the student's parent/guardian, appropriate law enforcement agency, and the Superintendent. The school administrator/designee shall give the offending student's assigned Bus Driver a copy of the suspension/expulsion slip on the same day of the suspension/expulsion.

At the usual and customary entrance to each public school within the parish a sign of high visibility shall be posted containing the following warning:

By entering property owned by the East Feliciana Parish School Board you have consented to a search, without warrant, of your person or vehicle for weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects. The possession of such items is a violation of the law, school board policy, and school regulations.

These searches shall be conducted in the presence of the student whenever possible. If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

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

Upon any such violation, the student shall be automatically recommended for expulsion by the appropriate school authorities, and investigative facts and/or seized items immediately turned over to the proper law enforcement official. Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person involved, the circumstances leading to the search and the results of the search. The written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be immediately sent to the Superintendent. The student(s) and parent(s)/legal guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/designee.

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

Searches of Students' Personal Belongings

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

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

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

Use of Metal Detectors

The East Feliciana Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safe environment for the students, staff and public under its jurisdiction. Therefore, the East Feliciana Parish School Board authorizes the use of metal detectors (at least once a month) to minimize the presence of implements that may be used as weapons on its Board owned property and/or campuses. Metal detectors on

School Board owned property and/or campuses may be used by law enforcement agencies or school personnel or a combination of both parties. All guidelines in the School Board's Policy Manual concerning searches of a student, employee, and/or non-student, non-employee, shall apply when metal detectors indicate the presence of an item(s) on a student's, employees and/or non-student, non-employee's person. The use of metal detectors will be approved by administrative personnel prior to implementation of a search. **Any electronic device is prohibited during periods of standardized testing. Therefore, metal detectors will be utilized during this time**

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

1. Searches may be either random or general:
 - **Random Search** - search, at random, students entering school, every other bus load, or classroom, etc.
 - **General Search** - all students or spectators at an event as they enter and/or exit same, all students at school on that date, etc.
2. Where administrative personnel choose to subject persons who attend extracurricular events to metal detector searches, the administrative personnel shall post a sign at the entrance of such events, (i.e. gymnasiums, stadiums, fields, etc.) stating that attendance constitutes voluntary acceptance of a metal detector search.
3. The use of a metal detector will require the metal detector to be passed along the front, back, and both sides of the person being scanned without deliberate touching of the body. The employee (teacher, principal, school security guard, or administrator) using the metal detector may be of either gender, regardless of the gender of the person subject to the metal detection search.
4. The use of metal detectors must be witnessed by a Board employee (teacher, principal, school security guard or administrator) when students are being scanned by a law enforcement officer. Whenever possible, a law enforcement officer will conduct the metal detector search where both students and non-students are being scanned.

PROCEDURES FOR METAL DETECTOR SEARCHES

1. When conducting the search, the student and/or non-student should extend both arms out away from their bodies with palms up.
2. The metal detector should be passed along the front, back, and both sides of the person being scanned without deliberate touching of the person's body.
3. Females being scanned should extend their purses in front of them and the metal detector should be passed on both sides of the purse. If indicated, the student and/or non-student may be asked to empty the purse into a tray.
4. Book sack and other closed bag searches are to be conducted in the same manner as for a purse as set out above.

STUDENT INTERROGATION

The School Board fully recognizes the responsibility police have to protect all citizens by enforcing the laws of the community. The Board, in turn, has the responsibility to protect the students attending the schools of the parish. Therefore, police may visit the school in search of information or on other official police business.

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

STUDENT RECORDS

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older and homeless students have the sole right to inspect and review their respective student records. Review and dissemination of any student information shall be conducted under strict statutory precautions. Student records include all official records, files, documents, and other materials directly related to students, including all material that is incorporated into each student's cumulative record folder. They are intended for school use to be available to parties outside the school or school system. Such items include: identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude, and psychological tests, and health data.

DIRECTORY INFORMATION

Directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory information includes the student's name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After this notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory information.

ACCESS TO RECORDS

The parent or legal guardian of a student will have access to student records upon written request to the principal. If the student is eighteen (18) years or older, only the student has the right to determine who, outside the school system, has access to his/her records.

RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is 18 or over, must be notified of the transfer and the kinds of information being released. They shall receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that record as described above. All authorizations for release of information shall be filed in the student cumulative folder.

Those data may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.

To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or the student if he/she is 18 or older. Such consent form shall state which records shall be released, to whom they shall be released and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires. (Copies will be provided at the cost of 25¢ per copy).

Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.

Ref: 20 U.S.C. 1232 (g-i) (Family Educational Rights and Privacy Act), 34 CFR 99.1-99.67; 20 U.S.C. 7908 La. Rev. Stat. Ann. §§17:81, 1955.

RELATIONS WITH ARMED FORCES/MILITARY AGENCIES

The East Feliciana Parish School Board shall allow military recruiters the same access to secondary students as offered to post-secondary institutions and prospective employers. Military recruiters shall also have access to names, addresses and phone numbers of secondary students except in the case of a student whose parent has requested the information not be released.

Ref: 20 U.S.C. 7401 et seq.; 20 U.S.C. 7908

STUDENT COMPLAINTS AND GRIEVANCES

The East Feliciana Parish School Board shall require student concerns, complaints or grievances to be registered with the school principal or designee. If concerns of students cannot be resolved informally, then, complaints shall be initiated in writing, dated, and signed by the complainant. Complaint Forms are available at each school.

For the discussion and consideration of the grievance, any student or group of students should request in writing a meeting time and place with the school principal. One faculty member or other designated representative may be present at such meeting. The time and place will be designated immediately upon receipt of the written request.

If a grievance is not satisfactorily resolved after meeting with the principal, a student or group of students shall follow the procedures outlined in policy GAE: Complaints and Grievances, for further consideration of their grievance.

CHILD ABUSE

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

A mandatory reporter means any person who provides or assists in the teaching, training, and supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus driver, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institutional staff member, personnel or residential home facilities, a licensed or unlicensed day care provider, or any individual who provides such services to a child in a voluntary or professional capacity.

EFPSB Policy
FILE: JGCE (Child Abuse)

To report child abuse and neglect, call the Department of Children of Family Services (DCFS) Child Protection Hotline at 1-855-4LA-KIDS (1-855-452-5437) toll free 24 hours a day, 365 days a year.

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, 15:539, 15:541, 17:81.6

DATING VIOLENCE

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

Dating Violence Warning Signs:

For Victim – Physical signs of injury; isolation from family and friends; loss of interest in activities that were once enjoyable; making excuses for dating partner's behaviors; noticeable changes in eating or sleeping patterns, or alcohol or drug use; loss of self-confidence; excessive text messaging or calling from dating partner.

For Perpetrator – Threatening to hurt others in any way; insulting a dating partner in public or private frequently; insisting on walking a dating partner to class; damaging or destroying a dating partner's belongings; attempting to control what a dating partner wears; extremely jealous.

Instructions for Reporting or Seeking Help:

Any student who is a victim of, or a witness to, dating violence should immediately talk to someone they trust like a parent, teacher, school administrator, counselor, nurse or school resource officer.

Louisiana Coalition Against Domestic Violence (Free Confidential 24 Hrs. Help)
Statewide Hotline: 1-888-411.1333 National Hotline: 1-800-799-7233

Section 2: Student Attendance

COMPULSORY ATTENDANCE:

The East Feliciana Parish School Board believes regular attendance in the school accompanied by responsibility to study and participate in school activities is essential to the learning process. Once pupils arrive at school, they are expected to remain and attend each class on time throughout the day.

Elementary and secondary students shall be present the minimum number of days as required by the State Board of Elementary and Secondary Education and enumerated in the Louisiana Handbook for School Administrators Bulletin~741, to receive credit for courses taken. The Schools provide at least 63,720 minutes of instruction. Students must be in attendance a minimum of 60,120 minutes per school year to receive grades. The minimum attendance requirements for attendance are:

- K-8 students – 167 days per year;
- 9-12 students – 83.5 days per semester

Students and parents are notified by the principal or official designee. Exception can be made only in the case of extenuating circumstances which are submitted for approval to the Supervisor of Child Welfare in consultation with the school principal/SBLC. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions outside the regular class time. Make-up sessions must be completed in a timely manner and before the end of the current semester.

Each day a student is absent, the parent is to receive a telephone message from school. Upon their return to school, students should submit the required excuse in writing. **(Students have 5 days in which to submit the excuse or parent note to the school secretary or attendance clerk; otherwise, the excuse will not be accepted.)** The principal or designee of a school shall notify the parent or guardian by a student's third unexcused absence or tardy and **hold a conference** with them. The parents are to be notified of the consequences of the student's habitual absences or tardies. A written notification shall be signed by the parent or guardian as a receipt for such notification.

Seven year olds shall attend school or be home schooled until age 18, unless the parents give written consent for a 17 year old to withdraw from school. **Any child below the age of seven who legally enrolls in school shall also be subject to compulsory school attendance.** Sixteen year olds, under certain circumstances listed in 2703 of Bulletin 741, may be given consent to enroll in an adult education program, after a written appeal **for a** waiver from the Superintendent/designee is approved. Truants, students under 18 who withdraw from school prior to graduation, can be ordered by the Court to reenroll in school, enroll in a GED program, or enlist in the National Guard or another military branch with certain specifications.

Students, between the age of 16 and 18, whose parents request to allow them to enter an alternative education program or a career and technical education program, approved by BESE, may do so when permitted by the Superintendent who is to develop and implement an individualized plan of education for such student. Students entering school after its opening, who have not attended another school, need parents to give a written explanation for the late entrance to the school

administrator and Supervisor of Child Welfare and Attendance.

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

EXTENUATING CIRCUMSTANCES:

1. extended personal physical or emotional illness as verified by a doctor or nurse practitioner;
 2. extended hospital stay verified by doctor or dentist;
 3. extended recuperation from an accident when the absence is verified by a doctor, dentist, or nurse practitioner;
 4. extended contagious disease within a family in which the absences are verified by a doctor or dentist;
 5. observance of special and recognized holidays of the student's own faith;
 6. visitation with a parent who is a member of the military and is leaving or returning from an overseas deployment, up to five school days per school year are allowed for this visitation; and,
 7. absences verified and approved by the school principal or designee as stated below:
 - a. *school system pre-approved travel for educational purposes;*
 - b. *death in the immediate family, not to exceed a week; and,*
 - c. *natural catastrophe and /or disaster.*
 8. Minors engaged in artistic or creative services
- ***For any other circumstances, parents/legal guardians must make a formal appeal to the Supervisor of Child Welfare and Attendance.***

The principal should require certificates from practicing physicians, dentists or nurse practitioners substantiating all illness. The principal may also require written evidence from church authorities relative to requiring religious observances. For other extenuating circumstances, the parents or guardians must make a formal appeal according to due process procedures. Compulsory school attendance **does not include** those attending the Louisiana National Guard Youth Challenge Program.

TYPES OF ABSENCES:

Students are considered in attendance when physically present or participating in an authorized school activity, supervised by authorized personnel. All students shall be under the jurisdiction of the school district when on school board property. In case a student rides a bus, he shall be under the jurisdiction of the school from the time he boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, clubs, band and other student organizations. Half and whole-day attendance is defined in *Bulletin~741* of the **Administrator's Handbook**.

Days absent for all students include non-exempted excused; exempted excused; unexcused absences and suspensions:

A. *Non-exempted, Excused Absences:*

Absences incurred due to personal illness or serious illness in the family (documented

by acceptable excuses, including parental notes). These are not considered for purposes of truancy but are considered whether students are or are not will be eligible for make-up work and tests and to receive credit for the work and a course.

B. Exempted, Excused Absences:

Absences which are not considered for purposes of truancy, and students are allowed to make up their school work for credit.

C. Unexcused Absences:

Any absence not meeting the requirements for excused absences and extenuating circumstances definitions. Students shall be given failing grades for those days missed and not be given the opportunity to make up work.

D. Suspension:

A non-exempted absence in which a student is allowed to make up work and receive credit for this work if completed satisfactorily and in a timely manner. The absence is considered when determining promotion for a student but not for purposes of truancy.

E. Tardies:

Include being late for class at the beginning of the day and leaving prior to dismissal time without an official excuse. Five such tardies per semester would be considered truancy. **Tardies throughout the day for classes are considered disciplinary issues. (See Section 8: Disciplinary Offenses for Tardy to class and Habitual Tardiness to Class)**

Children granted excused absences for the above reasons shall be allowed to make up any school work which was missed or failed to be completed during the prescribed time. In such instances, the student's grades **will not be given until the makeup work has been completed.**

FAILURE TO COMPLY:

Failure to abide by the compulsory school attendance laws of the state may result in a referral to the 20th JDC District Attorney's Office.

ATTENDANCE REPORTS FOR STUDENT DRIVERS

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

EFPSB Policy

FILE: JBH (Attendance Reports for Student Drivers)

Section 3: Student Dress Code

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

EFPSB Policy

FILE: JCDB (Student Dress Code)

DRESS CODE VIOLATIONS

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

EFPSB Policy

FILE: JDD (Suspension)

EAST FELICIANA PARISH SCHOOL BOARD UNIFORM POLICY FOR STUDENTS

The adopted student dress code is an integral part of what make our schools unique and we ask all families to support these expectations.

ELEMENTARY SCHOOL DRESS CODE

	Bottoms	Shirts	Shoes	Outerwear
Boys	<ul style="list-style-type: none"> ▪ Plain, solid, khaki cotton, twill or cotton blend walking shorts, or pants/trousers, sized appropriately, shall be required. ▪ All shorts shall come 1" to 2" above the student's knees or longer, and be sized appropriately (not too tight or loose) 	<ul style="list-style-type: none"> ▪ Solid Navy Blue Collared polo/golf 	<ul style="list-style-type: none"> ▪ Black, brown or navy oxfords or loafers, tennis shoes or sneakers ▪ Shoes shall have soles, closed toes, and closed heels. ▪ Heels must be one inch or less 	<ul style="list-style-type: none"> ▪ Plain solid-colored sweatshirts, hooded sweatshirts, or light jackets in NAVY BLUE or approved school color authorized by principal are permitted. ▪ No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration). ▪ Hoods on sweatshirts may not be worn on the student's head inside the school building.
Girls	<ul style="list-style-type: none"> ▪ Plain, solid, khaki cotton, twill or cotton blend skirts, skorts, jumpers, walking shorts, capris or pants/trousers, sized appropriately, shall be required. ▪ All skirts, shorts and/or jumpers shall come 1" to 2" above the student's knees or longer, and be sized appropriately (not too tight or loose) 	<ul style="list-style-type: none"> ▪ Solid Navy Blue Collared polo/golf 	<ul style="list-style-type: none"> ▪ Black, brown or navy oxfords or loafers, tennis shoes or sneakers. ▪ Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less. 	<ul style="list-style-type: none"> ▪ Plain solid-colored sweatshirts, hooded sweatshirts, or light jackets in NAVY BLUE or approved school color authorized by principal are permitted. ▪ No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration). ▪ Hoods on sweatshirts may not be worn on the student's head inside the school building.

MIDDLE SCHOOL DRESS CODE

	Bottoms	Shirts	Shoes	Outerwear
Boys	<ul style="list-style-type: none"> ▪ Plain, solid, khaki cotton, twill or cotton blend pants/trousers, sized appropriately at the waist shall be required. 	<ul style="list-style-type: none"> ▪ Solid Royal Blue Collared polo/golf 	<ul style="list-style-type: none"> ▪ Black, brown or navy oxfords or loafers, tennis shoes or sneakers. ▪ Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less. 	<ul style="list-style-type: none"> ▪ Plain solid-colored sweatshirts, hooded sweatshirts, or light jackets in NAVY BLUE or approved school color authorized by principal are permitted. ▪ No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration). ▪ Hoods on sweatshirts may not be worn on the student's head inside the school building.
Girls	<ul style="list-style-type: none"> ▪ Plain, solid, khaki cotton, twill or cotton blend pants, sized appropriately (not too tight or loose), shall be required. 	<ul style="list-style-type: none"> ▪ Solid Royal Blue Collared polo/golf 	<ul style="list-style-type: none"> ▪ Black, brown or navy oxfords or loafers, tennis shoes or sneakers. ▪ Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less. 	<ul style="list-style-type: none"> ▪ Plain solid-colored sweatshirts, hooded sweatshirts, or light jackets in NAVY BLUE or approved school color authorized by principal are permitted. ▪ No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration). ▪ Hoods on sweatshirts may not be worn on the student's head inside the school building.

HIGH SCHOOL DRESS CODE

	Bottoms	Shirts	Shoes	Outerwear
Boys	<ul style="list-style-type: none"> ▪ Plain, solid, khaki cotton, twill or cotton blend pants/trousers, sized appropriately at the waist, shall be required. 	<ul style="list-style-type: none"> ▪ 9th Grade: Solid Golden Yellow Collared polo/golf with approved emblem (REQUIRED) ▪ 10th – 12th Grade: Solid Columbia Blue Collared polo/golf 	<ul style="list-style-type: none"> ▪ Black, brown or navy oxfords or loafers, tennis shoes or sneakers. ▪ Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less. 	<ul style="list-style-type: none"> ▪ Plain solid-colored sweatshirts, hooded sweatshirts, or light jackets in NAVY BLUE or approved school color authorized by principal are permitted. ▪ No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration). ▪ Hoods on
Girls	<ul style="list-style-type: none"> ▪ Plain, solid, khaki cotton, twill or cotton blend pants, sized appropriately (not too tight or loose), shall be required. 	<ul style="list-style-type: none"> ▪ 9th Grade: Solid Golden Yellow Collared polo/golf with approved emblem (REQUIRED) ▪ 10th – 12th Grade: Solid Columbia Blue Collared polo/golf 	<ul style="list-style-type: none"> ▪ Black, brown or navy oxfords or loafers, tennis shoes or sneakers. ▪ Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less. 	<ul style="list-style-type: none"> ▪ Plain solid-colored sweatshirts, hooded sweatshirts, or light jackets in NAVY BLUE or approved school color authorized by principal are permitted. ▪ No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration). ▪ Hoods on sweatshirts may not be worn on the student's head

ENRICHMENT ACADEMY DRESS CODE

	Bottoms	Shirts	Shoes	Outerwear
Boys	<ul style="list-style-type: none"> ▪ Plain, solid, khaki cotton, twill or cotton blend pants/trousers, sized appropriately at the waist, shall be required. 	<ul style="list-style-type: none"> ▪ Solid White Collared polo/golf 	<ul style="list-style-type: none"> ▪ Black, brown or navy oxfords or loafers, tennis shoes or sneakers. ▪ Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less. 	<ul style="list-style-type: none"> ▪ Plain solid-colored sweatshirts, hooded sweatshirts, or light jackets in NAVY BLUE or approved school color authorized by principal are permitted. ▪ No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration). ▪ Hoods on sweatshirts may not be worn on the student's head inside the school building.
Girls	<ul style="list-style-type: none"> ▪ Plain, solid, khaki cotton, twill or cotton blend pants, sized appropriately (not too tight or loose), shall be required. <p style="text-align: center;">*</p>	<ul style="list-style-type: none"> ▪ Solid White Collared polo/golf 	<ul style="list-style-type: none"> ▪ Black, brown or navy oxfords or loafers, tennis shoes or sneakers. ▪ Shoes shall have soles, closed toes, and closed heels. Heels must be one inch or less. 	<ul style="list-style-type: none"> ▪ Plain solid-colored sweatshirts, hooded sweatshirts, or light jackets in NAVY BLUE or approved school color authorized by principal are permitted. ▪ No logos or designs are permitted except for the official school logo or emblem (as approved by the school's administration). ▪ Hoods on sweatshirts may not be worn on the student's head inside the school building.

GROOMING AND ACCESSORIES (PRE-K TO GRADE 12)

Hair	Footwear	Jewelry	Miscellaneous
<ul style="list-style-type: none"> ▪ Hair shall be neat, clean, and out of eyes. ▪ Hair shall be a natural color. Designs, colors, and/or styles which cause a distraction from the instructional process are prohibited. ▪ Male students may wear braids, twists, plats and/or corn rows as long as they are clean, neat, out of the eyes and do not cause a distraction from the instructional process. ▪ No picks or combs are permitted. <p>FACIAL HAIR</p> <ul style="list-style-type: none"> ▪ Sideburns may be worn to the base of the earlobe. ▪ Students may wear a neatly trimmed mustache, but handle bar styles are prohibited. Beards and goatees are prohibited. 	<ul style="list-style-type: none"> ▪ Appropriate footwear must be worn and kept on at all times during the school day. ▪ NO boots, slides, nets, sandals, house shoes, slippers, ballerina flats, or flip-flops are allowed. ▪ Solid white, black, navy or school approved socks which are visible at the ankle shall be worn at all times. ▪ Solid white, neutral, navy, or black tights or opaque or sheer hose shall be permissible with skirts, jumpers, or shorts at the elementary level only. 	<ul style="list-style-type: none"> ▪ Girls and boys may wear one pair of stud earrings (no larger than a pencil eraser). No other jewelry (including necklaces, bracelets, and rings) will be permitted other than official class rings. ▪ An object that has a purpose other than jewelry cannot be worn as jewelry (i.e., animal chains or collars, specialized ear jewelry, safety pins or tacks). ▪ Medallions and chains and/or any variation of the same shall be prohibited. ▪ All students are prohibited from wearing or using mouth grills or any removable mouth jewelry and wearing body piercing jewelry such as eyebrow piercings nose rings, heavily stretched ear loops, tongue rings, and other similar body piercing jewelry or facial jewelry. 	<p>GLASSES</p> <ul style="list-style-type: none"> ▪ Unless prescribed by a physician, no glasses of any kind shall be worn inside the building during the regular school day. <p>WATCHES</p> <ul style="list-style-type: none"> ▪ Standard watches are permissible. ▪ Watches that detract from the learning environment of the students and serve additional functions other than to keep time shall be prohibited from campuses during the regular school day (i.e.: Smart Watches , game watches, calculator watches and/or electronic communication devices/watch beepers, etc.) <p>HEADWEAR</p> <ul style="list-style-type: none"> ▪ Hats or other head apparel such as bandannas, sweatbands, and caps may not be worn.

GROOMING AND ACCESSORIES (PRE-K TO GRADE 12) CONTINUED

Belts	Winter/Rain Wear	Undergarments	Miscellaneous
<ul style="list-style-type: none"> ▪ All students in grades 2 and up must wear solid colored black, brown, navy, or khaki belts with a plain buckle located at the natural waist of the student. No spikes or metals are allowed on band of belts. No large, showy buckles with insignia are permitted. ▪ Students in pre-kindergarten, kindergarten, and first grade are NOT required to wear belts. If students in these grades do wear a belt, they must adhere to the above requirements. 	<ul style="list-style-type: none"> ▪ Winter apparel and rain wear including parkas, gloves, mittens, scarves, knit skull caps, and rain boots may be worn to the school, but must be removed immediately upon entering the building. 	<ul style="list-style-type: none"> ▪ Proper undergarments shall be worn at all times. ▪ Students may wear plain undershirts in white only. The sleeves of the undershirt may not extend beyond the uniform shirt sleeve. ▪ All other undergarments shall not be visible. 	<p style="text-align: center;">PHYSICAL EDUCATION UNIFORMS</p> <ul style="list-style-type: none"> ▪ Students must wear official school-approved P.E. uniforms, sized appropriately. <p style="text-align: center;">EXTRA-CURRICULAR ACTIVITIES</p> <ul style="list-style-type: none"> ▪ Students who participate in extra-curricular activities (Football, Band, Cheerleaders, Dancers, etc.) will only be allowed to wear extra-curricular clothing during the school day if pre-approved by the school principal.

In all circumstances, the principal will make the final decision as to whether a student's dress or appearance is acceptable. This determination shall be based on the educational and disciplinary philosophy and rationale of the East Feliciana Parish School Board.

DRESS CODE VIOLATIONS

When the determination is made that the student is in violation of the *Student Dress Code*, the following steps shall be taken

1. The student shall be required to modify their appearance before being admitted to class.
2. If the student cannot or refuses to modify his/her appearance to conform to the *Student Dress Code*, the administrator shall be notified and the parent/guardian shall be immediately notified of the violation and requested to bring proper clothing to the campus.
3. If the parent/guardian cannot be contacted by phone or otherwise, or if proper clothing is not brought to the campus, the student shall be sent to a designated area determined by the school administration for the remainder of the regular school day. A letter shall be sent home with the student, at the end of the regular school day, to his parent/guardian stating the violation and setting out that suspension may result from future violations
4. Second and subsequent violations of the *Student Dress Code* shall result in an unexcused absence from class and subject the student to disciplinary actions, including suspension (disrespect for authority), as deemed appropriate by the school administration.

A recommendation for administrators and duty staff is to inspect students as they arrive and throughout the day.

Section 4: Bus Discipline

Discipline problems on the school bus will be dealt with by the principal or a designee of the school responsible for the student in accordance with state laws and parish regulations. The principal or a designee will take action necessary to ensure operational safety of the buses.

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

BUS REGULATIONS

Students shall:

1. Cooperate with the driver, because their safety depends on it;
2. Be on time, because the bus will not wait;
3. Cross the road cautiously when waiting for and leaving the bus;
4. Follow driver's instructions when loading and unloading;
5. Remain quiet enough not to distract the driver;
6. Be courteous and safety-conscious in order to protect and enjoy their riding privilege;
7. Ride only their assigned bus and sit on their assigned seat at all times.

Students shall not:

1. Stand when the bus is in motion;
2. Extend arms, head, or objects out of windows or doors;
3. Throw objects in the bus or out windows or doors;
4. Use the emergency door except for emergencies;
5. Eat or drink on the bus;
6. Damage the bus in any way;*
7. Use the following items on the bus: tobacco, matches, cigarette lighters, obscene material;
8. Fight on the bus;*
9. Board or exit the bus at the incorrect stop;
10. Leave the bus without permission;
11. Show disrespect to the driver;*
12. Commit an immoral or vicious act;*
13. Refuse to occupy an assigned seat;
14. Use profane language;
15. Disobey the driver or the bus aide;*
16. Carry firearms, knives or other objects or implements which can be used as weapons;*
17. Use or possess alcoholic beverages or any controlled dangerous substance governed by the Uniformed Controlled Dangerous Substance Law in any form;
18. Use electronic devices, including recording or posting recordings of persons on or off the bus;*
19. Bullying another student; or
20. Board a bus under the influence of alcohol or illicit drugs.

The following items are not allowed on the bus:

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

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

OFFENSE:	CONSEQUENCE:
FIRST OFFENSE	<ul style="list-style-type: none"> ▪ A conference will be held with the student ▪ Parent/legal guardian will be notified by the principal
SECOND OFFENSE	<ul style="list-style-type: none"> ▪ A conference with student and parent/legal guardian will be held
THIRD OFFENSE	<ul style="list-style-type: none"> ▪ Written notification to parent/legal guardian will be made ▪ Student will be excluded/suspended from bus transportation for a designated period of time.
FOURTH OFFENSE	<ul style="list-style-type: none"> ▪ Permanent exclusion/suspension for the school year from all bus transportation will be enforced after notifying the parent/legal guardian. * <i>See Section 12, for discipline regarding students with disabilities</i>

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

****NOTE: Pending investigation for major bus offenses, students shall be excluded from riding the bus for a period not to exceed one (1) school day. Parents/legal guardians will be notified of disposition (results of referral) by school administrator via written notification. Bus operators shall be notified of any students who have been excluded from riding the bus within one (1) school day of the decision by the school administrator.**

Section 5: Discipline Policy

The East Feliciana Parish School Board recognizes the need for discipline and reasonable control over the conduct of pupils under its jurisdiction. Every teacher in the public school system shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school, or on the playgrounds of the school, on the street or while going to or returning from school, or during intermission or recess. To assist the teacher, the Board has established regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school.

Each teacher may take disciplinary action to correct a pupil who disrupts normal classroom activities, who is disrespectful toward a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. The disciplinary action, taken by the teacher, shall be in accordance with such regulations and procedures established by the Board.

Multi-Tier System of Supports (MTSS) Formally POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

The overall goal of the School System's Discipline Policy is to provide a positive climate within each school and to ultimately reduce the number of suspensions for minor behavioral incidents. The School Board expects higher student achievement, higher school performance scores, increased student attendance and lower dropout rates with the implementation of Multi-Tier System of Supports (MTSS).

Each school must develop its own MTSS plan utilizing the district-wide minor behavior tracking form. The plan should include activities for teaching and encouraging expected behaviors. The school's MTSS plan is to be communicated to its parents/caregivers and students, including strategies for teaching and reinforcing behavior and consequences for both positive and negative behavior. Each principal will have the teachers and applicable personnel participate in classroom management conferences and training.

In an effort to have a positive learning environment in the school system and adhere to the State's Discipline Plan, the following components are being utilized by the East Feliciana Public Schools

- Review by the Discipline Policy Review Committee annually
- Establish a school- based Leadership Team
- Utilize a data-based decision-making process
- Use a data management system to collect information regarding office referrals based on times, locations, students/teachers, behaviors
- Establish clearly defined expectations and five or fewer common rules, posted in all areas of schools
- Review the Code of Conduct for compliance with laws and Federal mandates annually

- Define rewards and consequences for positive/negative behavior
- Instruct teachers to follow lesson plans to teach expectations, rules, rewards, and consequences at the beginning of school and reinforced throughout the school year
- Enforce security procedures
- Provide prevention/intervention programs relative to drugs, alcohol, and other substance abuse
- Update Crisis Plans to respond to violent, traumatic, incidents on school property
- Enhance community/parental involvement and interagency cooperation, including mental health programs, matching needs to services/resources, the juvenile justice system, strengthening families programs, public health services, to be achieved by improving communication, sharing data, coordinating and collaborating, transitioning students, and orienting parents to the plans/programs

Schools **shall implement** the Multi-Tier System of Supports process. Emphasis on rewarding students for meeting expectations is the key issue. *Rules and consequences/expectations are taught by teachers during the first week of school.* Teachers will have been trained before students arrive. A data management system is in place to track who, where, when, and possibly why behavioral incidences occur. Each school is charged with determining whether infractions are to be handled by the teacher (minor) or administrator (major).

The School Building Level Committee completes a **Functional Behavioral Assessment** (FBA) on students who have repeated major office referrals. The FBA results will indicate the reasons for the inappropriate behaviors and the actions supporting those behaviors. The SBLC will then complete a **Behavior Intervention Plan** (BIP) using an A (antecedent), B (behavior), C (consequences) approach for rewarding a replacement behavior and providing negative consequences for the behavioral infractions. The school is required to complete the FBA and implement the Behavior Improvement Plan after the second and subsequent suspensions.

Section 6: Zero Tolerance Policy

The policy of the East Feliciana Parish School Board, in addition to the institution of disciplinary proceedings, **will not tolerate fighting**. A fight is defined as the intentional use of force or violence upon the person of another (exchange of blows between two or more students with the intent of harming one another). All students, age fourteen (14)* and over, who are determined to be aggressors in a fight on School Board property may be removed from the School Board property by law enforcement officials, and charges will be filed with the appropriate law enforcement agency. As soon as reasonably possible, the principal and/or designee shall notify the Superintendent of Schools and/or designee regarding involving law enforcement on the campus.

Procedure:

1. School principals should call the parent(s), and may call the appropriate law enforcement authorities, and the Resource Officer or Security Officer if available, for every fight involving students who are 14 years of age or older.
 - a. Appropriate law enforcement authorities include assigned School Security Officers and School Resource Officers, if they are deputized.
 - b. If there are no assigned deputized School Security Officers or School Resource Officers available, the local law enforcement authorities shall be called to investigate the fight and recommend one of the following:
 - i. *Issuing the student a misdemeanor summons;*
 - ii. *Releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court;*
 - iii. *Taking the student directly to the designated holding area;*
 - iv. *Arresting the student.*
2. Students involved in a fight at school will also be subject to suspension or expulsion as stated in this handbook. The **aggressor(s)** will be suspended to the alternative school.
3. A second fight may be cause for an expulsion.
4. Since pushing and shoving lead to fighting and are violations of school policy, the student will be subject to suspension or expulsion as stated in this handbook.
5. Non-aggressive self-defense allows the student to defend himself against an attack, but only to the point where the attacker backs off or an adult intervenes. If it is determined that the non-aggressor did not participate nor instigate in the fight, the student may not be suspended nor recommended for expulsion from school.
6. Students who are suspended for fighting will be required to undergo counseling by the school counselor, unless the parent pays the expense of an outside agency, before being readmitted to school. Counseling shall include conflict resolution and if needed anger management. It may be provided and supervised by the East Feliciana Parish School System. Principals and/or assistant principals and SBLC chairperson in elementary schools and school counselors at the middle and high schools shall be responsible for the action. **Parents or guardians will be mandated to participate.**
7. The student shall be referred to the local school counselor for monitoring.
8. This Zero Tolerance for Fighting Policy is in effect from the time a student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities.

It is the student's responsibility to alert a principal, teacher, coach, etc., to any hostile attempt directed toward him/her. Administrators are then required to take immediate action to prevent further hostile attempts. This may be done by use of the Student Complaint Form or by verbal communication to an authority figure. All complaints are to be considered and investigated.

Section 7: Bullying/Harassment

Sexual harassment is prohibited by federal and state law. It is the policy of East Feliciana Parish School Board to maintain a learning, working environment that is free from harassment of any form including bullying and intimidation. The East Feliciana Parish School Board prohibits all forms of sexual harassment, intimidation and/or bullying.

Definition:

Sexual harassment AND bullying (intimidation) may include, but are not limited to:

- verbal harassment or abuse; (name calling, intimidating, etc.);
- uninvited letters, telephone calls, or materials of a sexual or suggestive nature;
- inappropriate and uninvited leaning over, cornering, patting, pinching, or picking;
- uninvited sexually suggestive or intimidating looks or gestures;
- intentional brushing against a student's or an employee's body;
- uninvited pressure for dates or favors;
- demanding sexual favors accompanied by implied or overt threats concerning an individual's safety or security;
- uninvited sexual or intimidating teasing, jokes, remarks, or questions
- demanding sexual favors accompanied by implied or overt promises of preferential treatment
- any sexually or intimidating unwelcome touching, including attempts or rape or assault

Retaliation Prohibited:

The East Feliciana Parish School Board may discipline any individual who retaliates against any person who reports alleged sexual harassment, bullying/intimidation or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing to such complaints. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment at the time of a report or any time after a report.

Procedure:

Upon receipt of a complaint of harassment/intimidation/bullying by a student, the school principal or his/her designee will do the following:

1. Verify the complaint as legitimate and notify parents of all students involved. Documentation of all complaints and actions taken is required.
2. Within five (5) school days, a thorough investigation of the complaint is to be completed. The appropriate disciplinary actions are to be applied, and notice of the disposition of the complaint and appeal process is to be provided to involved students and their guardians.
3. In the event any party is not satisfied with the disposition of the complaint at Step 2, that party may appeal to the Superintendent or his/her designee in writing. Within ten (10) school days, an investigation should be completed, and a meeting arranged with the concerned parties within five days after the investigation. Notice of the disposition shall be furnished to the appropriate parties.
4. In the event the parties concerned are not satisfied with the disposition of the appeal at Step 3, or if there is no disposition made at Step 3, the concerned parties may appeal to the Board within five school days. The appeal shall be in writing and shall request the Superintendent place the concern on the agenda of the next regularly scheduled Board meeting.

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

Section 8: Disciplinary Offenses

Definition of Minor Offense:

- A Minor Offense is a failure to demonstrate an expectation or skill.

Examples of Minor Offense(s):

- Failure to Follow Instructions
- Failure to Stay on Task
- Failure to Ask Permission
- Failure to Use Appropriate Voice Tone
- Failure to Ask for Help
- Failure to Work with Others
- Failure to Use Materials Properly
- Failure to Comply with Dress Code
- Failure to Respect the Personal Space of Others
- Failure to Report to Class on Time
- Failure to Remain in Designated Area(s)
- Failure to Dispose Trash in Proper Location
- Tardy to Class

NOTE: Minor Offenses may include other infractions. The list above consists of some examples.

Handling of Minor Offenses:

THE TEACHER SHALL DO ONE OR MORE OF THE FOLLOWING:

- Counsel/warn the student.
- Administer constructive punish work.
- Contact parent or guardian by phone or request a conference to be held at school.
- Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
- Other disciplinary measures approved by the principal and faculty of the school and in compliance with school board policy.
- Refer student to administration when necessary (upon the 4th offense, using the proper referral procedure.
- Tardy to Class
 - 1st – 3rd Parent/Guardian Contact (notify parent/guardian via phone and provide a copy of minor infraction)
 - 4th – 6th Assign lunch detention to make up for lost time

THE ADMINISTRATOR SHALL DO ONE OR MORE OF THE FOLLOWING:

- Counsel/warn the student.
- Refer the student to the guidance counselor.
- Refer to a counselor
- Seek and encourage parent/guardian involvement.
- Refer to In-School Suspension/Detention
- Refer to Families In Need of Services (FINS)
- Refer to In-School-Suspension/Detention.

NOTE: An accumulation of offenses may result in the taking of more severe disciplinary action such as short-term suspension or long-term suspension.

MAJOR OFFENSE(S)

Except in offenses which the School Board has taken the position of "ZERO TOLERANCE," administrators may assign or recommend punishments according to their determination of the nature and circumstances of the offense. Punishments may include short-term suspension, long-term suspension, or recommended expulsion. In some instances counseling may be recommended and/or law enforcement may be contacted. The table below is to be used to enhance clarity and consistency, following State definitions and legal guidelines.

DEFINITION OF BEHAVIORAL OFFENSES

- *All recommended consequences will be rendered upon the completion of a thorough investigation to ensure due process. Students committing suspected illegal acts will be reported to law enforcement.*

Short-term is 10 days or less
Long-term is more than 10+ days

MAJOR OFFENSE	DEFINITION	RECOMMENDED CONSEQUENCES
Abusive language	<ul style="list-style-type: none"> ▪ Any verbal abuse or bullying of others, including but not limited to slurs, name calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical appearance or sexual orientation 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension and Conflict Resolution
Academic Dishonesty/Academic Misconduct (Cheating)	<ul style="list-style-type: none"> ▪ Cheating that occurs in relation to a formal academic exercise. It can include plagiarism and/or the adoption/reproduction of ideas or words or statements of another person without due acknowledgement. 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension
Arson	<ul style="list-style-type: none"> ▪ The intentional damaging by any explosive substance or the setting fire to any property of another 	<ul style="list-style-type: none"> ▪ Long Term Suspension/ Recommendation for Expulsion and Report to Law Enforcement
Assault and/or battery on administration, faculty, or school personnel	<ul style="list-style-type: none"> ▪ The intentional use of force or violence upon an official school employee in the form of physical contact without the victim's consent 	<ul style="list-style-type: none"> ▪ Recommendation for expulsion and Report to Law Enforcement
Assault and/or battery on a student	<ul style="list-style-type: none"> ▪ Assault- an attempt to commit on a person a battery or intentional placing of a person in reasonable apprehension of receiving a battery or making statements threatening physical harm to a person ▪ Battery- the intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another. 	<ul style="list-style-type: none"> ▪ Long Term Suspension or Recommendation for Expulsion and Report to Law Enforcement

MAJOR OFFENSE	DEFINITION	RECOMMENDED CONSEQUENCES
Unauthorized use of cellular telephones, and all other electronic devices (i.e., Smart watches and electronic tablets)	<ul style="list-style-type: none"> ▪ No student, unless authorized by the Administrator/official designee, shall use or operate any personal electronic device during the school day. 	<p>1st Offense: The device and SIM Card if part of this device will be confiscated and parents shall be notified to come to the school to pick up the device. A parent shall also be required to sign a letter of understanding relative to future disciplinary measures being taken</p> <ul style="list-style-type: none"> ▪ 2nd Offense: The device and SIM Card shall be confiscated and stored at the student's school in a secured and locked area and not returned until the end of the school year.
Bomb Threats/Acts or Threats of Terrorism	<ul style="list-style-type: none"> ▪ A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious disruption of an educational/school related activity. 	<ul style="list-style-type: none"> ▪ Recommendation for Expulsion and Report to Law Enforcement ▪ Student must undergo a formal mental health examination before returning to School if law enforcement agency determines threat is credible and imminent. **Contact District Attorney
Breaking and entering school or private property on school grounds	<ul style="list-style-type: none"> ▪ The unauthorized entry of any school structure, vehicle or property, moveable or immovable 	<ul style="list-style-type: none"> ▪ Long Term Suspension (until reimbursement is made) or Recommend Expulsion and Contact Law Enforcement
Improper Use of Cellular Phone/Electronic Devices {i.e., smart watches, similar device}	<ul style="list-style-type: none"> ▪ Use of a cell phone /smart watch or similar device to call, text, record, photograph and/or send inappropriate content that may result in the harassment or intimidation of another person. ▪ Use of a cell phone / smart watch or similar device during testing (i.e., for purposes of academic dishonesty or misconduct). 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension ▪ Confiscation of Device ▪ Loss of cell phone privileges ▪ Referral to Law Enforcement (dependent upon the severity of the incident) <ul style="list-style-type: none"> ▪ Recommend Expulsion
Communicating of false information of planned arson or bomb threats	<ul style="list-style-type: none"> ▪ The intentional impartation or conveyance, by the using mail, telephone, texting, or other means of communication of any threat or false information knowing the same to be false, including bomb threats or threats involving fake explosive devices, concerning an alleged attempt being made, or to be made, to commit either aggravated or simple arson 	<ul style="list-style-type: none"> ▪ Recommend Expulsion and Report to Law Enforcement
Computer hacking and computer network violations	<ul style="list-style-type: none"> ▪ Accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof with intent to view, alter, delete, or insert programs or data without authority 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension
Disrespect for authority/use of profanity toward school personnel	<ul style="list-style-type: none"> ▪ Any unprovoked act which demonstrates a disregard or interference with authority or supervising personnel 	<ul style="list-style-type: none"> ▪ Short/Long-Term Suspension
Extortion	<ul style="list-style-type: none"> ▪ Taking of goods or services by threats or intimidation 	<ul style="list-style-type: none"> ▪ Short Term Suspension

MAJOR OFFENSE	Definition	RECOMMENDED CONSEQUENCES	
Forgery of administrator's, teacher's, or parent's name to a school document or note	<ul style="list-style-type: none"> ▪ Falsifying passes, parental signatures, alteration of official school documents 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension 	
Gambling	<ul style="list-style-type: none"> ▪ To play the game of chance where a reward is expected 	<ul style="list-style-type: none"> ▪ Short/Long Suspension 	
Habitual offender	<ul style="list-style-type: none"> ▪ One who has committed several offenses, not necessarily of the same type 	<ul style="list-style-type: none"> ▪ Long Term Suspension or Recommend Expulsion 	
Indecent behavior	<ul style="list-style-type: none"> ▪ Socially unacceptable behavior, that is morally offensive (ex. Sagging pants, exposed underwear) 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension 	
Instigates fights while under school supervision / Fighting / Gang Fight (i.e., bus, field trips, after-school programs, school sponsored events, etc.)	<ul style="list-style-type: none"> ▪ To purposely cause or invite any intentional gesture written, verbal, electronically (e.g. social media, communication apps, etc.), or physically promote a student to fight <ul style="list-style-type: none"> ▪ The exchange of blows between two or more students with the intent of harming one another 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension ▪ Attend/participate and complete Conflict Resolution or Restorative Program with school guidance counselor, dean of students and/or school administrator, immediately following the student's return to school <p>**Students will be excluded from riding bus pending investigation (Re: Fights on the bus)</p>	
Leaving campus	<ul style="list-style-type: none"> ▪ Leaving school prior to authorized dismissal time without permission 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension 	
Major disturbances a. Inciting a major disturbance on campus b. Participating in a major disturbance on campus	<ul style="list-style-type: none"> ▪ A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension/ Recommend Expulsion ▪ Report to Law Enforcement 	
Minor Disturbance	<ul style="list-style-type: none"> ▪ An act of misconduct that disrupts the orderly process of educational activities in that area that is confined to a limited area, and/or which jeopardizes safety of children 	<ul style="list-style-type: none"> ▪ Short Term Suspension/ An Accumulation of Minor Referrals, may Lead to Long-Term Suspension 	
Possession or use of alcoholic beverages	<ul style="list-style-type: none"> ▪ The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school - sponsored events, or on school transportation vehicles 	<ul style="list-style-type: none"> ▪ Recommend Expulsion ▪ Require Substance Abuse Evaluation ▪ And Treatment if necessary with Verification given to Principal/CWA 	
Possession and/or distribution of counterfeit money	<ul style="list-style-type: none"> ▪ To make copies of currency with the intent to defraud, utilize and/or distribute 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension/Expulsion and Report to Law Enforcement 	
Possession of drug paraphernalia	<ul style="list-style-type: none"> ▪ All equipment products and materials of any kind which are used with drugs such as roach clips, rolling paper, pipes, Juul pods 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension/Expulsion ▪ Report to Law Enforcement 	
Prescription and Illegal drugs Possession/Use/Distribution	<ul style="list-style-type: none"> ▪ Illegal narcotics or any controlled dangerous substances 	<ul style="list-style-type: none"> ▪ Recommend Expulsion Report to Law Enforcement and Substance Abuse Evaluation and Treatment if Indicated 	

MAJOR OFFENSE	Definition	RECOMMENDED CONSEQUENCES
Possession or use of a dangerous weapon/ Possession of firearm / Knives	<ul style="list-style-type: none"> ▪ Any object which, under the circumstances may be used to inflict bodily harm/ injury or damage to property 	<ul style="list-style-type: none"> ▪ Recommend Expulsion and Report to Law Enforcement
Possession of Facsimile/Replica/Toy Guns/Firearm	<ul style="list-style-type: none"> ▪ Carry/possess, store, make, transport or use a facsimile or “fake/look alike” firearm/weapon in any school setting with the intent to scare, terrify, alarm, threaten or intimidate another person 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension or Recommendation for Expulsion
Possession or use of explosive devices/fireworks, and/or ammunition and/or look-alike devices	<ul style="list-style-type: none"> ▪ An explosive device fused to explode under specific conditions which may be used to inflict bodily injury or damage to property (possession of matches, lighters, stink bombs) 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension ▪ Recommendation for Expulsion ▪ Report to Law Enforcement
Possession or use of electronic cigarettes or tobacco or tobacco products (e.g., cigarettes, cigars, smokeless tobacco, smoking tobacco, E-cigarette, Vape pens, Juul Pods)	<ul style="list-style-type: none"> ▪ Electronic devices that simulate the feeling of tobacco smoking or products made entirely or partly of leaf tobacco as raw material, which are intended to be smoked, sucked, chewed or snuffed 	<ul style="list-style-type: none"> ▪ Recommend Expulsion <ul style="list-style-type: none"> ▪ Undergo Substance Abuse Evaluation and Treatment when deemed necessary
Sexual Harassment	<ul style="list-style-type: none"> ▪ Any unwelcomed sexual advance, request for sexual favors or other inappropriate verbal, visual, written or physical conduct of a sexual nature at school or a school sponsored event. ▪ It may include, but not limited to: ▪ Verbal harassment or abuse; uninvited letters, telephone calls, or distribution of materials of a sexual nature; uninvited or inappropriate leaning over, cornering, patting or pinching; uninvited sexually suggestive looks or gestures; intentional brushing against a student’s or a school employee’s body; uninvited pressure dates; uninvited sexual teasing, jokes, remarks or questions; any sexually motivated unwelcomed touching; or attempted or actual rape or sexual assault 	<ul style="list-style-type: none"> ▪ Long Term Suspension/Recommend Expulsion and Report to Law Enforcement
Skippping class	<ul style="list-style-type: none"> ▪ Absent oneself from a class or other such as mandatory event 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension
Stealing/Theft	<ul style="list-style-type: none"> ▪ Taking other’s property without permission, by stealing, fraud or trickery 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension/Restitution
Tampering or destroying school records, roll books, or school property	<ul style="list-style-type: none"> ▪ Defacing and/or annihilating all pertinent documents, equipment on school property 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension/Recommend Expulsion
Tampering with fire alarms or causing a false alarm	<ul style="list-style-type: none"> ▪ A person who willfully tampers with, disables, or falsely sounds an alarm signifying a fire 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension/ ▪ Recommend Expulsion

MAJOR OFFENSE	DEFINITION	RECOMMENDED CONSEQUENCES
Tardiness to Class (Habitual)	<ul style="list-style-type: none"> ▪ Repeated failure to be present at the beginning of a class period during the school day, or fails to show up to class and/or school without permission ***Repeated failure means 5 or more unexcused occurrences of being tardy. 	<ul style="list-style-type: none"> ▪ Short Term Suspension ▪ Referral to Families In Need of Services (FINS)
Threatening administration, faculty or school personnel; Makes an unfounded charge against authority	<ul style="list-style-type: none"> ▪ A verbal expression of intent to harm or otherwise cause injury to a staff member 	<ul style="list-style-type: none"> ▪ Long Term Suspension/ Recommend Expulsion and Report to Law Enforcement
Threatening, Bullying, Harassing, Hazing and/or Intimidating other student(s)	<ul style="list-style-type: none"> ▪ Unwanted and repeated written, verbal, or physical behavior, including any threatening insulting, or dehumanizing gesture to cause injury to another student or his/her property 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension or ▪ Recommend Expulsion *Attend/participate and complete Restorative Practice Program with school guidance counselor, dean of students and/or school administrator as deemed necessary
Cyber-Bullying	<ul style="list-style-type: none"> ▪ Same as above (Bullying), but through use of technology 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension
Treats an authority with disrespect	<ul style="list-style-type: none"> ▪ Any act which demonstrates a disregard or interference with authority or supervising personnel (e.g., talking back; use of scornful and/or mocking voice and/or gestures that exceed basic community norms for decency toward staff members) 	<ul style="list-style-type: none"> ▪ Short/Long term Suspension
Trespassing	<ul style="list-style-type: none"> ▪ Unauthorized entry on school campus other than the one a student normally attends except when the student has been assigned to an alternative program 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension
Under the influence of alcohol or drugs	<ul style="list-style-type: none"> ▪ Consumption of illegal drugs including alcohol prior to entering school property, obviously effected by the illegal substance 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension / Recommendation for Expulsion ▪ Evaluation and/or Treatment for Substance
Vandalism	<ul style="list-style-type: none"> ▪ The defacing, damaging, and/or breaking of others' property through willful misconduct 	<ul style="list-style-type: none"> ▪ Long term Suspension or Recommend Expulsion and Restitution
Willful disobedience	<ul style="list-style-type: none"> ▪ Deliberate choice to break a rule or disobey a directive given by a person in authority 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension
Commits any other serious offense	<ul style="list-style-type: none"> ▪ Any other significant offense not otherwise specified 	<ul style="list-style-type: none"> ▪ Short/Long Term Suspension ▪ Recommendation for Expulsion ▪ Contact Law Enforcement as needed
Serious Bodily Injury	<ul style="list-style-type: none"> ▪ Unconsciousness, extreme physical pain; protracted and obvious disfigurement; protracted loss or impairment of the function of a bodily member, organ, or mental faculty; or a substantial risk of death 	<ul style="list-style-type: none"> ▪ Recommendation for Expulsion ▪ Contact Law Enforcement

Disclaimer:

The consequences specified for the above offenses are advisory only and may be increased or lessened on a case by case basis. In appropriate cases, a consequence listed as suspendable may result in the institution of expulsion proceedings.

***NOTE:**

The Administrator Must Make Contact with the following for any case involving a recommendation for expulsion:

- (1) School Resource Officer***
- (2) Supervisor of Child Welfare and Attendance / Hearing Officer***
- (3) Superintendent of Schools***

MULTIPLE SUSPENSIONS

Should a student be suspended multiple times, the following are action steps for school administrators to follow after each suspension:

SUSPENSION:	ACTION STEP:
1st Suspension:	Parent Conference
2nd Suspension:	FBA and BIP through SBLC process (Include parent, student, administrator, PA personnel (if SPED) or SBLC Chairperson (504 student))
3rd Suspension:	Meeting with the Supervisor of Child Welfare and Attendance to complete a contract/agreement
4th Suspension:	Due Process Hearing by the Hearing Officer

Section 9: Elementary School Regulations

East Feliciana Public Schools takes a strong position in the enforcement of the state law with regard to weapons, explosives, illegal narcotics, drugs and controlled substances. Such conduct will not be tolerated by the School Board.

Any elementary school student violating this policy shall be recommended for expulsion in accordance with state law. With regard to offenses involving physical attacks or battery, an elementary school student should generally be recommended for expulsion.

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.

The Superintendent, however, may modify the length of the minimum expulsion required on a case-by-case basis, provided such modification is in writing. *For a complete explanation of Expulsion and Hearing Procedures, refer to Section 10.*

NOTE: For students in Pre-Kindergarten, the Principal may exercise discretion regarding any misconduct or incidents involving such students. Due to the age, Principals, teachers and staff should handle misconduct with parental conferences whenever appropriate and possible. In lieu of any mandatory provisions of discipline, the principal is authorized by the Superintendent and School Board to exercise discretion.

Section 10: Due Process

Every student shall have the right to due process of law. No student shall be punished for committing any offense except in accordance with law and School Board regulations. A copy of the **Student Code of Conduct and Discipline Policy** listing School Board regulations requiring or prohibiting certain conduct and the ensuing punishments for violations shall be made available to all students and parents.

Each student is entitled to due process, which includes that a student:

- Must be informed of accusations against him/her.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

A student accused of committing a battery or an assault or making statements threatening physical harm on or to any school employee shall be suspended by the principal or designee from school immediately and the student shall be removed immediately from the school premises with the necessary notifications and other procedures to follow as soon as practicable. (R.S. 17:416(A)(1)(c)(vii)(aa).

SUSPENSION

On any offense that warrants a suspension, the parent or guardian will be notified that the student is suspended. Suspensions may range from the in-school suspension to a multi-day suspension or inclusion in the East Feliciana Enrichment Academy. The number of days a student may be suspended is left to the discretion of the principal or designee, but may **not** exceed ten school days. The parent or legal guardian has the right to appeal. The parent/legal guardian shall submit a written statement of appeal request within **five (5) calendar days*** after the beginning date of the suspension to the Student Hearing Officer with a copy of the **Official Notice of Disciplinary Action**. The Student Hearing Officer will assess the merits of the case. The decision of the Student Hearing Officer shall be final upon approval by the Superintendent. District appeals may be mailed or hand-delivered to the following:

East Feliciana Parish School Board Central Office
C/O STUDENT HEARING OFFICE – Student Hearing Officer
12732 Silliman Street P.O. Box 397
Clinton, LA 70722

The same procedure prevails for all other acts that warrant suspension of a student from school until the third suspension. On the third suspension of a student, a conference is set up by the principal and/or the designee with the parents or guardians of the student. At the third suspension conference, the student and his parents/legal guardian will be notified that on the next suspension the student would be subject to a recommendation for expulsion from the East Feliciana Parish Public School System.

EXPULSION

A student may be recommended for expulsion upon committing any offense which the principal deems serious enough to warrant such action. Moreover, any student after being suspended on three occasions during the same school year, shall, on committing a fourth suspension, be recommended for expulsion from the East Feliciana Parish Public School System.

After a Principal or designee has investigated the incident and determined to make a recommendation for expulsion, the Principal will notify the parent or guardian on that day, but no later than the following school day by phone and registered letter as to the offense and the reason(s) for such action. A copy of the recommended expulsion paperwork shall also be sent to the Superintendent's office (Hearing Officer) within 24 hours. **The parent or legal guardian of a student facing an expulsion may not withdraw the student from the school system in lieu of expulsion.**

The Hearing Officer will notify the parent or legal guardian by phone or in writing of the date, time, and place of the expulsion hearing no later than ten (10) school days after the student's removal from school unless an alternate date is agreed upon by all parties. The hearing will be conducted by the Hearing Officer and will be concerned only with the facts pertaining to the last offense. After hearing all the facts concerning the expulsion, the Hearing Officer will render a decision following consultation with the Superintendent.

The parent or legal guardian may, within **five (5) calendar days*** after the decision is rendered, request the East Feliciana Public School Board or its designee to review the findings of the Superintendent at a time set by the board or its designee; otherwise, the decision of the Superintendent will be final. If requested/ and after reviewing the findings of the Superintendent, the East Feliciana Parish School Board or its designee may affirm, modify, or reverse the action previously taken. The time for the Expulsion Appeal Hearing shall be scheduled by the East Feliciana Parish School Board. Appeals should be mailed or hand-delivered to the following:

East Feliciana Parish School Board Central Office
C/O STUDENT HEARING OFFICE – Student Hearing Officer
12732 Silliman Street P.O. Box 397
Clinton, LA 70722

When an expulsion recommendation is upheld by the Superintendent, students in grades 6-12 are required to attend East Feliciana Enrichment Academy for a designated period of time. If the offense of an elementary student is expellable, the student may be required to attend an interim alternative educational setting (IAES) for a designated period of time that is approved by the Superintendent. At the discretion of the Superintendent or his designee, students may be required to attend and complete a behavioral and counseling program in order to return to their district school.

For elementary school student regulations, see Section 9.

Section 11: Suspension/Expulsion Procedures

(Suspension of Students with Disabilities (504 and SPED) will be according to guidelines on pages 50-54)

The School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's and assistant principal's authority to suspend a pupil for a specific period of time in accordance with statutory provisions. The term of suspension may carry over into the next school year, when necessary, unless otherwise provided for in state statutes.

In each case of suspension the school principal, or his or her designee, shall prior to any suspension, advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the suspension and establish a date and time for a conference with the principal or designee as a requirement for readmitting the 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 truancy laws shall take effect. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal is to 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 responds.

In any case where a teacher, principal, or other school employee is authorized to require 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/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

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

Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent or his designee, who shall conduct a hearing on the merits. The decision of the Superintendent on the merits of the case, as well as the term of suspension, shall be final, reserving the Superintendent the right to remit any portion of the time of suspension.

MANDATORY SUSPENSION

The principal shall be required to suspend a pupil who is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or other dangerous instrumentality, or possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form. **Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent as state law has mandated expulsion for certain offenses, except in the case of a student less than eleven (11) years of age in Pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal, but in appropriate cases, at a minimum, shall be placed in in-school suspension.**

***EFPSB Policy JDD: Suspension**

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.

Whenever a pupil is formally accused of violating state law or school disciplinary regulations by committing battery on any school employee, the principal shall suspend the pupil from school immediately, and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such procedures shall follow as soon as practical.

Act 732 (2003 Legislative Session) provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten (10) or more consecutive school days for committing certain infractions or withdraws from school under certain circumstances. The infractions are as follow: sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff. Students, ages 14-18 who have been subjected to this disciplinary action shall be reported to the Office of Motor Vehicles.

RELEASE OF SUSPENDED STUDENT/NOTIFICATION

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

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

IN-SCHOOL SUSPENSION

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

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

In-School Expulsion

In-school expulsion is the removal of a student from the regular school campus for a specified length of time to include long-term suspension or anytime longer than ten school days to the East Feliciana Enrichment Academy.

*****Elementary school student (Pre-Kindergarten through grade 5) placements for long-term suspension or anytime longer than ten school days will be designated at an Interim Alternative Educational Setting that will be determined by the Superintendent.**

EXPULSION

The East Feliciana Parish School Board shall authorize the Superintendent/Designee to 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 designee shall conduct a hearing to

decide whether expulsion or other disciplinary action shall be taken. At the hearing, the principal and/or teacher of concern may be represented by any person appointed by the Superintendent, and the concerned teacher shall be permitted to submit any relevant information to be used during the hearing. Until the hearing, elementary school students shall remain at an Interim Alternative Educational Setting until a hearing decision is rendered by the Superintendent. Middle and high school students shall report to the East Feliciana Enrichment Academy pending the disciplinary hearing. At the conclusion of the hearing, the Superintendent or designee shall determine whether such student shall be expelled and the specified period of expulsion, or if other corrective action is necessary. 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.

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.

The parent or legal guardian of the pupil may, within five (5) days after the decision to expel has been rendered, request the Board to review the findings of the Superintendent or designee at a time set by the 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.

Any pupil who is expelled shall receive no credit for school work missed while he is expelled unless he/she is enrolled in the alternative school and meets the requirements for credit according to the Pupil Progression Plan.

***Suspended and Expelled Students are not allowed to participate or attend extracurricular activities on the school campuses or at any location where extracurricular activities are being held for students.**

****MANDATORY EXPULSION INVOLVING FIREARMS AND DRUGS**

(EFPBS POLICY / FILE: JDE {EXPULSION})

State law requires the Superintendent to expel a pupil for minimum periods of time if the pupil is found guilty of certain offenses, as follow:

1. 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.
2. **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.
3. 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 of four complete school semesters and shall be referred to the district attorney.
4. **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 an illegal **narcotic, drug, or 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 complete school semesters and shall be referred to the district attorney for appropriate action.
5. 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.

Any student, after being suspended/recommended for expulsion on three (3) occasions during the same school year, may, on committing the third offense, be required to extend their stay at the East Feliciana Enrichment Academy / Interim Alternative Educational Setting or may result in other disciplinary actions as approved by the Superintendent.

ADDITIONAL REASONS FOR EXPULSION

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

1. Any pupil, after being suspended for committing violations of any discipline policies or other rule infraction, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two (2) inches in length. **Special needs students may be expelled for possession of a knife with a blade that exceeds 2.5 inches.**
3. In accordance with Federal regulations, a pupil determined to have brought a weapon to a school under the Board's jurisdiction shall be expelled for a minimum of two complete semesters. 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 poisonous gas, bomb, grenade, rocket, missile, mine or similar device.
4. 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 Board; such expulsions shall require the vote of two-thirds of the elected members of the Board.

RE-ADMITTANCE FOLLOWING EXPULSION

The School Principal, or his 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 sending a certified letter to the address shown on the student data. Additional notification may be made by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card or student data system.

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 referred to the court system. 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 designee shall file a complaint.

Any pupil expelled from school for items A(1), (2), or (3) under Mandatory Expulsions above may apply for readmittance 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's or Superintendent's determination that the pupil has violated any condition agreed to. 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.

ADMISSION OF EXPELLED STUDENTS

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

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

EFPSB Policy

FILE: JBC (School Admission)

To facilitate the review and approval for re-admittance, the pupil shall provide to the Board information on the dates of any expulsions and the reason for them. The transfer of pupil records to any school or system shall include information on the dates of any expulsions and circumstances.

A pupil that has been expelled from any school in or out of state 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 readmitted to any school until the pupil has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason(s) for the 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 the pupil attesting in writing that no appropriate program is available in the area or that the pupil cannot enroll or participate due to financial hardship.

Expulsion of students with disabilities shall be in accordance with policy JDF, Discipline of Students with Disabilities.

OFFENSIVE STUDENT CONDUCT AT END OF SCHOOL YEAR

Non-Graduating Students

Any student who commits offenses during the last ten (10) days of school, which carry recommendations for suspension and/or expulsion, shall have such recommendation extended into the next school year.

Graduating Students

Any senior committing a major offense (See Section 8: Disciplinary Offenses- Major Offenses) as upheld by the Superintendent upon the principal's or a designee's recommendation will be **excluded from year- end activities (including participation in graduation exercises)**. Diplomas may be given to or mailed to the student at the end of the closure of school. East Feliciana Parish School Board Policy also mandates that all schools **will include this regulation in their senior orientation** prior to the end of the year and each senior will sign a slip indicating knowledge of these regulations. Parents/legal guardians will receive a letter including information about these regulations from individual schools.

Section 12: Discipline Procedures for Students with Disabilities (504 and SPED)

Type of Disciplinary Action	Description	Length of Removal	Enter Data on SDS	Is FBA, BIP, MDR required?	Is a Re-Evaluation required?	Is an IEP or IAP meeting required?
ISS; Detention TOR	Student moved from class; must receive IEP/IAP services. Not considered removal.	School Determines	Enter Disciplinary Action on SDS within 24 hours.	FBA - Yes BIP - Yes MDR - No	No	Yes. The 1 st time a student with disabilities is suspended <i>for any reason</i> .
Short-term Referral to EA or ISS with transportation	Student referred to EA; must receive IEP/IAP services and transportation.	10 Days or Less		FBA - Yes BIP - Yes MDR - No	No	Yes. After 2 nd or 3 rd exclusion.
Long-term Referral to EA with transportation		More than 10 days		FBA - Yes BIP - Yes MDR - Yes File SBR, FBA, & BIP in student's IEP/IAP folder. <i>Cannot suspend or expel (for more than 10 days, if behavior is a manifestation of the</i>	Yes, if placement is more than 10 days	Yes, convene IEP or IAP team to conduct or review FBA, develop a BIP, and consider LRE/MRE.
1st to 3rd Short - Term Suspension	Exclusion from class/school.	10 Days are Less		FBA - Yes BIP - Yes MDR - No	No	Yes, convene IEP or IAP
4th Short-term Suspension	Significant change in placement. Removal from class/school. FAPE must be provided and educational services cannot cease. Transportation is provided.	10 Days are Less		FBA - Yes BIP - Yes MDR - Yes File SBR, FBA, BIP, & MDR in folder	Yes, if placement is more than 10 days	Yes, IEP or IAP team follows required procedures for FBA, BIP, IAS, etc. <i>If the student has been excluded for 10 or more days, follow procedures for 4th Short-Term Suspension.</i>
Long-term Suspension or IAES/ In-school Expulsion with Bus Exclusion		More than 10 days (i.e., In-School Expulsion)				
Emergency Removal with Bus Exclusion	Immediate removal from school. Student is clearly a danger to self and others.	1 through 10 days		FBA - Yes BIP - Yes MDR - No, if fewer than 10 days MDR - Yes, if 10 or more consecutive or cumulative days. FBA & BIP must be done	No	Yes, hold IEP or IAP meeting within 10 days of beginning of exclusion.

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

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

NOTE: ACT 266 - Prohibits the administration of corporal punishment to students with exceptionalities, except gifted and talented students. Prohibits the use of corporal punishment with students who are eligible for services under Section 504 of the Rehabilitation Act of 1973 and who have an Individual Accommodation Plan.

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

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

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

EAST FELICIANA PARISH SCHOOLS
EXPULSION & HEARING PROCEDURES *Revised June, 2011*

Role of School Administrator	Role of Teacher	Role of Hearing Officer
Investigate alleged violation of school code of conduct warranting disciplinary action	When notified by the school administrator of a recommendation for expulsion: schedule IAP or IEP meeting for FBA and BIP. Note: if there is no FBA and BIP, the manifestation determination review meeting should not be conducted.	Review contents of student's current IEP or IAP folder Required <u>IEP</u> documents for review: <ol style="list-style-type: none"> 1. Prior Notice Letter 2. Due Process Checklist 3. Current IEP folder which must include: <i>evaluation within past 3 years;</i> <i>current IEP within past year;</i> FBA, BIP, and all BIP reviews. Required <u>IAP</u> documents for review: <ol style="list-style-type: none"> 1. Current IAP (within past year); 2. FBA, BIP, and all BIP reviews.
Recommendation of expulsion: Immediately notify parent of the disciplinary action and all procedural safeguards. Notify SBLC Coordinator, Pupil Appraisal representative, and student's teacher(s)	Conduct a manifestation determination review meeting and complete the MDR form (assistance may be provided by PA and/or Special Education Instructional Support Specialist (SEISS): The IEP/IAP team must consider all current information relevant to the disciplinary action, including: <ol style="list-style-type: none"> 1. Evaluation and diagnostic results, including such results or other relevant information supplied by the parents of the student; 2. Observations of the student; 	Preside over disciplinary hearing; make disciplinary decision.
Notify hearing officer to schedule hearing date. All infractions must be entered into SDS within 24 hours of completion of investigation	During the manifestation determination review meeting, the IEP/IAP team must answer the following questions: <ol style="list-style-type: none"> 1. In relationship to the behavior subject to disciplinary action, were the student's IEP/IAP and placement appropriate and the services and behavior intervention 	If expulsion is affirmed, return IEP information to ESS Department and IAP folder to the SBLC Coordinator as listed in column 3, block 1.

	<p>strategies provided consistent with the IEP/IAP?</p> <p>2. Did the student's disability did impair his ability to understand the impact and consequences of the behavior subject to disciplinary action?</p> <p>3. Did the student's disability impair his ability to control the behavior subject to the disciplinary action?</p>	
<p>Participate in MDR meeting (should be conducted immediately or <i>no later than 10 days</i> from the recommendation to remove the student)</p> <p>If behavior is related to the disability, student cannot be disciplined as a "regular" student. School personnel must develop and implement appropriate interventions to address the student's needs.</p> <p>If behavior is not related, proceed to schedule disciplinary hearing. Take student's IEP/IAP folder to hearing to present to the hearing officer or designee for review of documents.</p> <p>If expulsion decision is affirmed for IDEA student, leave current IEP folder with ESS as noted in column 3, row 1.</p> <p>If expulsion decision is affirmed for Section 504-student, leave current IAP folder with the SBLC Coordinator.</p> <p>If the expulsion decision is not affirmed by the Hearing Officer, return the IEP folder to the special education teacher. Return the IAP folder to the SBLC Coordinator.</p> <p>If student is referred to the EA, follow procedures for EA referral.</p>	<p>If the parent disagrees with the MDR decision, give the parent a copy of Rights of Exceptional Children, Mediation Services, and Due Process Services booklet.</p>	<p>Notify the Principal of the EA by <i>telephone or fax</i> of expulsion decision no later than 2 p.m. each school day. Ensure that schools follow all procedures for referring students to the Enrichment Academy.</p>

- **EA = Enrichment Academy**
- **ESS = Exceptional Student Services**
- **MDR = Manifestation Determination Review**
- **SBLC = School Building Level Committee**
- **IAP = Individual Accommodation Plan (for Section 504-identified students)**
- **PA = Pupil Appraisal**
- **IEP = Individual Education Plan (for IDEA-identified students)**

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

The East Feliciana 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.

DEFINITIONS

1. **IMMINENT RISK OF HARM:** shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.
2. **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.
3. **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.
4. **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.

5. **PHYSICAL RESTRAINT:** means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.
6. **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.
7. **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.

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

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

Section 13: Student Use of Electronic Devices

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any personal electronic device between the hours of 7:00 a.m. and 4:00 p.m. in any school building, or on the grounds thereof or in any school bus used to transport public school students. *Electronic devices* include, but are not limited to: cellular phone, radio, tape/CD player/recorder, gaming device, video camera, digital camera, beeper, MP3 player, iPod, facsimile system, radio paging service, intercom, or electro-mechanical paging system. It also includes smart watches or similar devices. The use, operation, or visual display of any of these devices shall result in the consequences listed below. *Visual display* shall also include any observable protrusion of any clothing, pocket thereof (pants, shirt, or jacket) or of a book bag or purse.

Neither the school administrator, the schools, nor the School System shall be responsible for electronic devices lost or stolen on School Board property, whether the device has been confiscated by school administrator or while in the possession of a school administrator. Nothing shall prohibit the use and operation by any person, including students, of any electronic device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage. For purposes of this policy, the terms *use* and *operation* shall mean whenever the electronic device is turned on.

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

CONSEQUENCES

1st Offense:

The device shall be confiscated and parents shall be notified to come to the school to pick up the device. A parent shall also be required to sign a letter of understanding relative to future disciplinary measures being taken.

2nd and Subsequent Offenses:

The device shall be confiscated, stored at the school, and not returned until the end of the school year. Additional offenses may result in suspension or recommendation for expulsion.

****Offenses occurring during testing see Section 8: Disciplinary Offenses for Cellular Phone/Electronic Devices Improper Use.**

EFPSB Policy

FILE: JCDAE

Section 14: Student Alcohol and Substance Abuse

As a result of La. Rev. Stat. Ann. 14:403.1, each school in the East Feliciana Public School System shall provide age-appropriate, developmentally based drug and alcohol education and prevention program for all grades. These shall include informational, affective and support strategies implemented by each school-based *School Building Level Committee* (SBLC).

Through the combined efforts of each SBLC, the East Feliciana Parish Public School System intends to cooperate with all segments of the community in providing information regarding resources available to all students who develop alcohol or other drugs related problems. **It is mandatory that school personnel report students suspected of substance abuse in our schools.**

Guidelines:

The possession, use, delivery, transfer or sale of alcoholic beverages, controlled dangerous substances, or any mood-altering chemicals by students while on school premises, while on school buses, or while under school supervision, is expressly forbidden.

1. Manufacture of, distribution of, possession of, and possession with intent to distribute alcoholic beverages, controlled dangerous substances or any mood-altering chemicals:

- When the principal/designee has **reasonable cause** to believe that a student has manufactured, distributed or is in possession of alcoholic beverages, controlled dangerous substances, or any mood altering chemical the parent/guardian and appropriate **law enforcement agency shall be contacted** immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student's educational status will be determined by the following guidelines:
 - (a) A student 16 years of age or older will be expelled from the East Feliciana Public School System for the maximum period of time allowable under state and federal law, or for a minimum period of four complete school semesters in accordance with state laws and Board policy.
 - (b) A middle, junior or high school student who is under 16 years of age shall be expelled from the East Feliciana Parish Public School System for a minimum period of two (2) complete school semesters in accordance with state law and Board policy.
 - (c) Any case involving an elementary student shall be referred to the East Feliciana Parish School Board, accompanied by a recommendation for action from the Superintendent in accordance with state law and board policy.

2. A student's being under the influence of alcohol, controlled dangerous substances or any mood-altering chemicals:

- When the principal/designee has reasonable cause to believe that a student is under the influence of alcohol, controlled dangerous substances or any mood-altering chemicals, parents and the appropriate law enforcement agency shall be contacted immediately. The student shall be suspended from school for three (3) to five (5) days and be ineligible for participation in all extracurricular activities for a period of one (1) semester. If a student has three (3) prior suspensions during the current school year, he/she shall be recommended for expulsion. Otherwise, the following shall apply:

- (a) The parent/guardian shall schedule and attend within three (3) to five (5) days, a conference with the principal/designee and the Supervisor of Child Welfare and Attendance, or the student shall be recommended for expulsion.
- (b) When the parent/guardian appears for conference, the Supervisor of Child Welfare and Attendance and/or the Drug-Free Schools and Communities Coordinator shall advise the parent/guardian and, if the parent/guardian chooses, will assist in contacting one of the agencies listed below to make an appointment for evaluation. The parent/guardian may contact an accepted agency.
- (c) The child must participate in a professionally administered substance abuse program to be considered for re-entry into the school system during the current school year. In the event that the child cannot be admitted into a substance abuse clinic due to delayed availability, the child may return to school after ten (10) days on **probation**, pending admission for treatment.

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

- Center for Addictive Disorders
4615 Government Street, Bldg. 1
Baton Rouge, Louisiana
(225) 922-0445
- Adolescent Services—Our Lady of the Lake Hospital
5000 Hennessey Blvd.
Baton Rouge, Louisiana
(225) 765-8900
- CDU of Baton Rouge (ages 18 and above)
3601 North Blvd.
Baton Rouge, Louisiana
(225) 387-7904
- TAU Center for Chemical Dependency
8080 Margaret Ann Drive
Baton Rouge, Louisiana
(225) 765-6005

East Feliciana Addiction Recovery
12080 Marston St.
Clinton, LA 70722
(225)683-3874

- (d) The student will be considered for re-entry to school on the recommendation of a representative of the substance abuse program.
- (e) The student must participate in a structured activity as assigned by the *School Building Level Committee* at his/her school.
- (f) If the student refuses to participate, or fails to complete the prescribed period of treatment, he/she shall be recommended for expulsion. All data needed for investigation will be turned over to the appropriate law enforcement authorities.

3. **Students shall follow policy JGCD, Administration of Medication, for use of prescription drugs at school. Violations of the policy shall result in consequences determined on a case by case basis.**
4. **If a student is caught in possession of, or under the influence of mood-altering chemicals during the remainder of his/her years in the East Feliciana Parish Public School System, he/she will be recommended for expulsion and facts pertinent to investigation will be turned over to the proper law enforcement officials.**
5. **If a student is caught in possession of drug paraphernalia such as rolling papers, roach clips, stones, bongs, vape pens, Juul pods, etc., the student shall be suspended according to the East Feliciana Parish Public School Board policy.**

6. **The student shall also be referred to the *School Level Building Committee* for further evaluation.**
7. **If there is probable cause to suspect that a student is using drugs, although evidence is not available, information pertinent to that suspicion will be turned over to the SBLC for further investigation.**

PROCEDURES FOR NON-STUDENT SUBSTANCE ABUSE

1. A non-student caught distributing or in possession of controlled dangerous substances or any mood-altering chemicals (marijuana, barbiturates, etc.) on a school campus shall be reported to the appropriate law enforcement agency immediately, and shall be prohibited from all school activities for three (3) years.
2. A non-student caught with alcohol on campus shall be removed from the campus by the principal or the appropriate law enforcement agency on the first offense. Upon commission of the second offense, such person shall be removed from campus and barred from all school activities for one (1) year from the date of the incident.

DEFINITIONS

Student- Any person enrolled in a school, including any person so enrolled but on temporary suspension.
Non-Student- Any person not registered and enrolled who is physically on campus.

REPORTS OF SUBSTANCE ABUSE

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

Criteria for Determination of Impairment (Contact DARE/Law Enforcement with questions regarding other possible characteristics or clarification.)

Criteria for determination of impairment due to the influence of alcohol or controlled dangerous substances, or any mood-altering chemicals may include, but are not limited to the following:

1. Slurred speech
2. Difficulty with coordination, balance or walking
3. Inability to talk coherently, i.e., to make sensible sentences and statements
4. Agitated or violent behavior
5. Lapses into unconsciousness
6. Inability to focus physically or mentally on a simple task, such as looking at a face or hand, or remembering a two digit number for 30 seconds
7. Severe signs of physical distress, i.e., difficulty in breathing, chest pains
8. Changes in behavior physically/academically

Section 15: Alternative School Programs

Students suspended for more than ten (10) days or expelled from school shall remain under the supervision of the school system using an alternative education program designed to continue the educational process in an alternative educational placement. The alternative education program is designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in the traditional programs or who are disruptive in the traditional school environment remain in school and earn course credits when possible, and to provide assistance with social skills and work habits.

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

In school suspension/detention/Time-Out: This is a short-term suspension/detention/time out in the student's home school. This intervention removes the student from regular classes and requires supervised learning away from the general populace and school activities.

East Feliciana Enrichment Academy: This alternative school provides a second opportunity for students that are ineligible to return to their home school during a period of suspension or expulsion as affirmed by the school system's Superintendent. The Academy allows students to earn grades and limited Carnegie units. Students must comply with site rules and regulations. Failure to comply may result in revocation of attendance privileges. **Students placed at the East Feliciana Enrichment Academy due to discipline, are not allowed to participate or attend extracurricular activities on the school campuses or at any location where extracurricular activities are being held for students (i.e., school sponsored or school-related activities, which include but is not limited to athletic practices and events, field trips, prom, ring ceremonies, etc.).**

Section 16: Computer Access and Use

INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the East Feliciana Parish School Board. In addition, all elementary schools, beginning with the third grade and all secondary schools shall provide instruction for educating children regarding Internet safety.

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

In its continued efforts to comply with the *Children's Internet Protection Act*, the Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively violent, pervasively vulgar, sexually harassing, or encourages

bullying/intimidation. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

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

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging";
- Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; 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/guardians signatures shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

Acceptable Use - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School Board regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited. Subscriptions to list servers, bulletin boards, and online services must be pre-approved by the Superintendent or his/her designee.

Privileges - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, staff, or District Technology Committee.

Netiquette - Users shall be expected to abide by the generally accepted rules of network etiquette.

- Be polite. Do not send abusive messages to others. Use appropriate language.
- Do not reveal personal addresses or phone numbers of students or colleagues.
- Note that Electronic Mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities. All users should be aware that routine monitoring of the system may lead to discovery that the user has or is violating the Acceptable Use Agreement, the Student Handbook and/or the law. Routine maintenance of the system may also purge files from individual accounts.
- Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass email messages, or annoying others using the talk or write functions). Hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass others or infiltrate a computer or computing system and/or damage the software components of a computer or computing system shall be prohibited.
- Hate mail, harassment/bullying/intimidation, discriminatory remarks and other antisocial behaviors shall be prohibited on the network.

- The illegal installation of copyrighted software for use on district computers shall be prohibited.
- Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) shall be prohibited.

Security - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal. The problem shall not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.

Vandalism - Vandalism shall result in cancellation of privileges and or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.

Consequences of Misuse - School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the *Code of Conduct* for computer use, or any rules contained in the *Acceptable Use Agreement*. If vandalism occurs, the student will receive the appropriate consequences, including the student/parents making restitution for damages according to cost for repair or replacement.

CODE OF CONDUCT

The Code of Conduct applies to all users of the Internet. Honesty, integrity, and respect for the rights of others should be evident at all times. E-mail shall be limited to teachers and whole classes. Individuals shall not have accounts unless specifically authorized by the parent. In no case shall photographs be permitted. Students shall only be identified by first names.

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

Internet activities that are permitted and encouraged:

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

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

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
3. Degrading or disrupting equipment or system performance shall not be permitted.
4. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
5. Wastefully using finite resources shall not be permitted.
6. Gaining unauthorized access to resources or entities shall not be permitted.
7. Invading the privacy of individuals shall be prohibited.
8. Using an account owned by another user shall be prohibited.
9. Posting personal communications without the author's consent shall be prohibited.
10. Posting anonymous messages shall not be permitted.
11. Accessing or transmitting obscene, pornographic, threatening or abusive material shall be forbidden.

12. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
13. No user shall be permitted to upload or create a computer virus on the Internet or any network system.
14. Downloading information without permission of Technology Coordinator.
15. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion.
16. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
17. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole lack serious literary, artistic, political, or scientific value as to minors.
18. **Cyber-Bullying** is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student, which is carried out through any use of technology. (Cyber bullying occurs on or off school property).

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

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

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

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

Section 17: Minority Student Communication

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

Section 18: Parental Involvement

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

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

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana department of Education. Such involvement shall involve, but not be limited to, the following:
 - (a) appointing to, and interacting with each school's School Improvement Team, which is actively involved with assessing needs and addressing these needs in the school?
 - (b) conducting open public workshops on major issues;
 - (c) holding regular School board meetings, with opportunities for the Board to receive public input and comments;
 - (d) requiring each school to conduct an annual open house meeting;
 - (e) encouraging school based parental organizations, such as PTA, PTO, TEAM, etc.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in East Feliciana Parish in planning and implementing effective parental involvement programs and strategies.
3. Coordinate and integrate parental involvement programs with other programs that promote parental involvement.
4. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of components and strategies of the Board's parental involvement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic

quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.

5. Distribute to parents information about the East Feliciana Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.
6. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

SCHOOL LEVEL RESPONSIBILITIES

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

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

SHARED RESPONSIBILITIES

As part of the parental involvement program, to build a capacity for involvement, the School Board and each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.

2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Shall ensure that information related to school and parent programs, meetings, and other activities are sent to parents in a format and in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or child care costs, to enable parents to participate in school related meeting and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. May adopt and implement model approaches to improving parental involvement.
12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.
13. Shall provide such other reasonable support for parental involvement activities as parents may request.
14. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

PARENTS' RESPONSIBILITIES

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

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

STATEMENT OF COMPLIANCE

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

SCHOOL-PARENT COMPACT

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

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.

2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - (a) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - (b) frequent reports to parents on their children's progress;
 - (c) reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
 - (d) parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the East Feliciana Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Service (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the East Feliciana Parish public schools. Ref: 20 U.S.C. 6312, 20 U.S.C. 6319; La. Rev. Stat. Ann. §17:235.2.

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

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

- Their right to view any instructional material used in the curriculum for the student
- Their right to view and 3rd party surveys (including evaluations) before they are
- administered to their child, and to opt out of participation for surveys that delve into

- sensitive subjects identified by the Protection of Children’s Rights of the No Child Left Behind Act of 2001 (NCLB)
- The collection or use of any personal information for the purpose of marketing the information (except for the development of educational products or services) and their right to opt their child out of participation
- The administration of any non-emergency, invasive physical examination or screening otherwise not permitted or required by state law, including those without parental notification, and their right to opt their child out of participation
- In addition, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the East Feliciana Parish School Board to notify parents:
 - Whether their child’s teacher has met state licensing criteria for the grade level and subject taught
 - Whether their child’s teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived
- The undergraduate degree major of their child’s teacher and any graduation certification or degree and field of discipline
- Qualifications of any paraprofessional providing services to their child
- That their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as defined by the NCLB
- The achievement level of their child on each of the state academic assessments
- The identification of their child’s school as needing improvement, corrective action, or restructuring
- Availability of services for students in schools failing to make Adequate Yearly Progress (AYP)
- Contents of programs such as safe and drug-free schools funded by federal funds
- Right to request that their child’s name, address, and telephone number not be released
- The School Board shall also follow NCLB guidelines regarding rights of parents of homeless students and children identified as Limited English Proficiency.

Parental Information and Resource Centers

Louisiana PROMISE
 Parent Information and Resource Center
 520 Olive Street, Suite C04
 Shreveport, LA
 (318) 429-6958
 info@LPIRC.org

Families Helping Families
 (225) 216-7474
 (866) 214-7474

Felician Family Outreach
 Ethel, LA
 (225) 683-8009

YWCA Family Resource Center
 3180 Convention Street
 Baton Rouge, LA
 (225) 228-0028

Family Service of Baton Rouge
 4727 Revere Avenue, BR
 924-0123 and 927-9810

Section 19: McKinney Vento

DEFINITION OF HOMELESS

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

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

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

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

Children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason including: living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; or are abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C) of the McKinney Vento Act);
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described above.

These students have certain rights assigned to them according to the above mentioned law.

East Feliciana Parish School Board Central Office
C/O Homeless Department – Homeless Liaison
12732 Silliman Street
PO Box 397
Clinton, LA 70722

Section 20: Administration of Medication

As a general principle, medications are not to be given at schools. Acutely ill students should be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Physician issued excuses should be turned in upon the student return to school (within 5 days).

Students should not be allowed to have any drugs prescription or over-the-counter in their possession on the school grounds/school board property. Students who require medication for treatment of chronic medical conditions, such as: blood pressure, hyperactivity, asthma (inhalers may be prescribed to be with certain students at all times), bladder, etc., will receive the medications as per the physician's orders during the school day, administered by certified personnel or as prescribed by their physician. According to the following procedures:

Anyone, who is required to take medication during the regular school day, must comply with school regulations. These regulations must include at least the following:

1. Written orders from an authorized prescriber detailing the name of the drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student requesting that the school district comply with the authorized prescribers order.
3. Medication must be brought to school by the parent/guardian in a container appropriately labeled by the pharmacy or authorized prescriber. (Students requiring prescribed inhalers may need them on the bus.)
4. Each medication given must be recorded on a medication log which includes date, time, dosage and signature of person authorized to give the medication.

Section 21: Communicable/Infectious Diseases

The East Feliciana Parish School Board shall require the principal and school health personnel to consult as needed with the local health department for specific measures in handling suspected cases of communicable disease. School officials shall cooperate with the local health department which has the discretion to institute appropriate measures to control or eliminate the spread of a disease in the school population. This may include the recommendation for closure of school or exclusion of susceptible person(s) from school.

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

Students infected with a serious communicable disease may not be automatically permanently excluded from school attendance. Possible exclusion cases shall be individually examined by a panel, including the school health personnel, Supervisor of Child Welfare and Attendance, and the Superintendent shall make a recommendation regarding attendance to the School Board. The panel shall conduct periodic reviews of the student's condition and make any new recommendations necessary to protect the rights, safety and welfare of both the student and the school population. At all times in the process, school officials and panel members shall respect the student's right to privacy and shall make every effort to preserve confidentiality.

Section 22: Damage to 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.

Section 23: Students Fees, Fines and Charges

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

Economic Hardship Waivers

The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

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

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

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

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

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

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

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

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

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

NONPARTICIPATION OF STUDENTS WITH OUTSTANDING SCHOOL DEBTS

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

EFPSB Policy

FILE: JS (STUDENT FEES, FINES AND CHARGES)

Section 24: Volunteer Program

The V.I.P.S. (Very Important Participating Stakeholders) Program was developed to include very important stakeholders who would like to participate in creating Louisiana's premier rural school district. We seek volunteers to enhance student achievement by participating in volunteer services with the East Feliciana Public Schools. All volunteers are **required** to complete a background check. Interested persons may contact one of the schools or the school board office if interested in volunteering.

EAST FELICIANA PARISH SCHOOL BOARD

KEISHA L. NETTERVILLE
Superintendent

RICHARD TERRELL
President

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



MITCHELL HARRELL
Vice President

FAX
225-683-3320

To: Parents, Teachers and School Board Staff

From: Keisha L. Netterville 
Superintendent of East Feliciana Public Schools

Date: July 27, 2020

RE: Asbestos Management Plan (a/k/a AMP)

The East Feliciana Parish Schools and facilities have been inspected for asbestos containing materials and the results of the inspections of each school are contained in an AMP which is on file in the Principal's Office and the Central Office for buildings on that site.

The AMP contains the results of inspections. It also contains the results of the material samples which were taken during the inspections and the plans for asbestos abatement, if present.

The AMP is available for review during regular hours within each school's Principal Office and East Feliciana Parish School Board Office. After receipt of a written request, a copy of the AMP will be made and disseminated according to Bd Policy File: EFC entitled "Data Dissemination."

"An Equal Opportunity Employer"
"Equal Educational Opportunities"

12732 SILLIMAN STREET
P.O. BOX 397
CLINTON, LOUISIANA 70722

POLICY NOTIFICATION

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

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

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

Wendy W. Brown, LCSW-BACS, C-SSWS,
Supervisor of Child Welfare and Attendance
wwilson@efschools.net

James Bell, Jr.,
Supervisor Operational Services
jbelle@efschools.net

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

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

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SUPPLEMENT

East Feliciana Public Schools Student Code of Conduct & Discipline Policy Handbook 2020 – 2021 COVID-19 Pandemic / Other Health Emergency

School Operations during COVID-19 Pandemic or Other Health Emergency

During a pandemic or other health emergency, you will be notified in a timely matter of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Louisiana Department of Health, local health department, emergency management agencies, and/or State Board of Elementary and Secondary Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect even during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom. Students are also expected to follow all student safety protocols. Violations of school disciplinary rules are subject to disciplinary action as provided by the District Code of Conduct.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child (i.e., temperature checks). Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Cloth Face Coverings

In accordance with regulations from the Board of Elementary and Secondary Education and best practices of public health, all students and staff members will wear face coverings when they are in a shared space. We will provide students and staff with reusable, washable masks as well as guidance regarding face covering requirements. Early elementary teachers, special education teachers, and other necessary staff members will receive masks with a clear opening to facilitate clearer communication both for phonics instruction and to meet the needs of students who are Deaf or hard of hearing.

- Students will be allowed to bring their own cloth masks.
- Cloth face masks **MUST** be solid color Black or Navy Blue and may have district logo.
- Masks should fit properly on the face to fully cover the nose and mouth.

EAST FELICIANA PARISH SCHOOLS VIRTUAL DISCIPLINE POLICY

In response to the COVID-19 pandemic, the East Feliciana Parish School System has made virtual classes available to students. Students may also be required to attend school virtually when schools are closed due to inclement weather or other unanticipated emergencies. The East Feliciana Parish School Board adopts this Virtual Discipline Policy in order to clarify expectations for student conduct in the virtual classroom and to provide notice of the possible consequences of inappropriate conduct in the virtual classroom.

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

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

Privacy and the Virtual Classroom

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

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

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

Conduct in the Virtual Classroom

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

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

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

Consequences of Inappropriate Online Conduct

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

Student conduct that occurs in the virtual classroom may be subject to progressive discipline which, *depending on the seriousness of the conduct at issue*, will include an initial verbal warning and consultation with the student's parent or guardian prior to any formal disciplinary action. The seriousness of the conduct at issue will dictate the actions of administrators and the nature of the penalty ultimately imposed. For example, a student may be subject to a severe penalty, even for a first offense, depending on the seriousness of the conduct at issue.

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

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

- Whether the student has committed prohibited conduct in the past
- Whether the student has received prior warnings or discipline for similar conduct

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

ACKNOWLEDGMENT

EAST FELICIANA PARISH SCHOOLS VIRTUAL DISCIPLINE POLICY

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

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

Student Signature

Date

Parent/Guardian Signature

Date

