

NATCHITOCHEES PARISH SCHOOL BOARD

**Student Rights and Responsibilities
Attendance Compliance
Code of Conduct**

2019-2020 HANDBOOK

**Natchitoches Parish School Board
310 Royal Street
Natchitoches, LA 71457**

Dale Skinner, Superintendent
Rhonda Guidroz, President of the School Board

Edited May 2019

NATCHITOCHE PARISH SCHOOL BOARD DISCIPLINE POLICY

Revised 07-30-2001	Revised 04-23-2008
Revised 07-30-2002	Revised 04-28-2009
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Revised 04-09-2015	Revised 04-07-2016
Revised 04-19-2017	Revised 05-20-2019

NATCHITOCHE PARISH DISCIPLINE POLICY REVIEW COMMITTEE

Established in accordance with R.S. 17:416.8

Dale Skinner, NPSB Superintendent
Anita Dubois, Child Welfare and Attendance
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Felicia Pinkney, Supervisor of Curriculum & Instruction
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Kristie Irchirl, Principal, Natchitoches Junior High-Frankie Ray Jackson
Jennifer Hudson, Teacher, NSU Middle Lab School
Robin McGaskey, Special Education Teacher, Provencal Elementary/Junior School
Rene Lewis, School Nurse
April Encalade, Substitute/Parent

MESSAGE FROM THE SUPERINTENDANT

Once again, I emphasize the importance of ensuring the safety and welfare of our students is a priority in the operation of all aspects of our school system. All stakeholders are encouraged to become aware of and to comply with the policies and procedures found in this handbook and to take a positive approach toward implementation of its contents.

Sincerely,

Dale Skinner

NATCHITOCHE PARISH SCHOOL BOARD PURPOSE

The purpose of this document is to provide students and parent's information regarding their rights and responsibilities in the Natchitoches Parish School System. Each student is responsible for complying with policies and procedures in this document. We are requesting that you become thoroughly familiar with its contents. **Students and parents are to read and sign The Computer Network Users Release Form on page 40 and The Code of Student Conduct form on page 41 of this document, indicating that they have received a copy and return this page to their home school. Pages 40 and 41 are on the front and back of the same page.**

CONFIDENTIALITY

All existing state and federal laws, as well as recent state and federal Supreme Court rulings, will be adhered to in the treatment of all records legally classified as confidential documents.

EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this educational agency upholds the following policy: This is an equal opportunity school district and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified handicap, or disability. All students have equal rights to counseling and training.

Natchitoches Parish School Board

2019-2020 School Calendar

August 6 - 7	Professional Developments
Thursday, August 8	First Day for Students
Monday, September 2	Labor Day
Friday, October 18	Professional Development 8:00 AM – 12:00 PM Parent Teacher Conference 1:00 PM – 7:00 PM (no students)
October 21 – 25	Fall Break
November 25 – 29	Thanksgiving Break
Friday, December 6	Professional Development (no students)
December 23 – January 3	Christmas Winter Break
Monday, January 6	Professional Development (no students)
Thursday, January 16	Parent Teacher Conference 3:30 PM – 6:30 PM
Friday, January 17	Parent Teacher Conference 8:00 AM – Noon (no students)
Monday, January 20	Martin Luther King, Jr. Holiday
February 24 – 28	Mardi Gras Holiday
Thursday, March 19	Parent Teacher Conference 3:30 PM – 6:30 PM (high school only)
March 23 – 27	Spring Break
Friday, April 10 & Monday, April 13	Easter Break (return on April 14)
Wednesday, May 20	Last Day for Students
Thursday, May 21	Teacher Work Day
Friday, May 22	Issue Report Cards

End of each 9 week grading period:

1st Nine Weeks – October 10 2nd Nine Weeks – December 20 3rd Nine Weeks – March 12 4th Nine Weeks – May 20

Interim Reports:

Interim 1- September 11 Interim 2- November 13 Interim 3- February 7 Interim 4- April 21

Testing: LEAP 2025 CBT – March 30-May 1 PBT – April 27-May 1

HS LEAP 2025: Fall Window: December 2-December 18 (CBT) Spring Window: April 20-May 15 (CBT)

APPROVED BY THE BOARD: APRIL 17, 2019

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NATCHITOCHE PARISH SCHOOL BOARD EQUAL EDUCATION OPPORTUNITY POLICY

The Natchitoches Parish School System is committed to a policy of educating children by helping them to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society.

The school system will help all children gain the knowledge, skills, and determination that will enable them to reach their highest potential and to contribute to the welfare of all mankind. The school system shall establish and maintain an atmosphere, in which all persons can develop attitudes and skills for effective, cooperative living, including:

1. Respect for the individual regardless of socio-economic status, intellectual ability, race, creed, color, religion, sex, or age
2. Respect for cultural differences
3. Respect for economic, political, and social rights of others
4. Respect for the right of others to seek and maintain their own identities

The school system will continue to provide good human relations by removing all vestiges of prejudice and discrimination in employment assignment and promotion of personnel; in location and use of facilities; in curriculum development and instructional materials; and in the availability of programs for children. To ignore such concern is morally wrong, economically wasteful, and socially dangerous.

The school system shall continue to reexamine thoroughly all parts of the curriculum to make sure that it emphasizes positive human relationships. The instructional materials used in schools must accurately portray the history, contributions, and culture of the various ethnic groups in our society. Children from minority groups must be helped to establish their identity within their own group as well as with the total society.

It is essential that staff, students, parents, and citizens become more aware of human relations concerns in the school and community. The school system will train all staff members to become more responsive to the needs of children and adults. It will also develop programs that will increase the awareness of students, parents, and citizens of the cultural diversity of others.

With people moving from rural to urban areas, from cities to suburbs, and from one part of the nation to another, the public schools have an obligation to help children know and appreciate different physical environments, cultural backgrounds, and life styles.

The school system shall continue to reexamine its policies and procedures to determine their effect on individual and group behavior and to make whatever changes are necessary to improve human relations. The school system shall continue to take affirmative action to make opportunities for employment and promotion available to every individual solely on the basis of his/her qualifications and without regard to sex, age, race, creed, or national origin.

The school system will utilize every opportunity to work with other institutions and agencies to develop improved human relations in the community and to make channels available through which citizens can communicate their human relations concerns as well as to contribute their intellectual and moral resources for the solution of these concerns.

The Natchitoches Parish Public Schools must contribute to our national effort to improve international understanding and cooperation by helping to reconcile group differences and by building understanding of the various interdependent cultures of the world.

SCHOOL ADMISSIONS

“No student may be excluded from the appropriate school within the district except by due process or failure to meet specifications of Board policies.”

SCHOOL ADMISSION POLICY

The Board shall admit students to the schools of the school district based upon an application submitted by the parent, guardian, or student to the Board at the beginning of each school year, under such rules and regulations as the Board may prescribe. *All Natchitoches Parish School Board student’s parents/guardian **MUST** go to their child (ren)’s designated school each year to complete all necessary paperwork and forms.*

No student may be excluded from the appropriate school within the school district except by due process or failure to meet specifications of Board policies. The Board fully recognizes that providing equality of educational opportunities for all children requires objectivity. The Board is equally concerned that all admission policies adhere strictly to applicable legal requirements, e.g., health-related standards.

No child shall be admitted to school for the first time until her or his parents do the following:

1. Present to school officials an official birth certificate.
2. Present to school officials evidence of **immunization according to a schedule approved by the State Division of Health.**

A. Pre-Kindergarten/Kindergarten/First Time Entry:

Beginning in school year 2009-2010, two doses of varicella vaccine will be required in Louisiana schools for entry into pre-k, kindergarten, daycare, and headstart programs. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of MMR; three (3) HBV; two (2) Varicella; and booster doses of DtaP and Polio vaccines administered on or after their 4th birthday *and* prior to school entry. If a child is not complete (up-to-date), he/she must present a record indicating the child is in progress of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

B. Middle School Requirement:

Effective July 1, 2008, Act 152 and Act 342 requires that beginning with the 2009-2010 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccine as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease and any other age appropriate vaccine as a condition of entry into that grade. This requirement also affects susceptible individuals through 18 years of age who are enrolled in any Louisiana school.

At the time of registration, students must show proof of immunization of the following vaccines: Tetanus Diphtheria Acellular Pertussis vaccine (Tdap); two (2) doses of Varicella; two (2) Measles-Mumps-Rubella (MMR); three (3) Hepatitis B (HBV); and one (1) Meningococcal Vaccine (MCV-4).

3. Present to school an official social security card.
4. Present to school officials **information needed to access such records.**
5. As a prerequisite to enrolling in the first grade, present to school officials evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
6. Present to school officials evidence of being bona fide residents of the parish, with limited exception. **However, children temporarily residing within the jurisdiction of the Board who have no permanent address or who have been abandoned by their parents shall be admitted to school, except as may be allowed by statute.**
7. Present to school officials satisfactory evidence that at least one of the student’s parents/guardians has attended a parent orientation meeting conducted by the parish. However, no child shall be denied entry into school because parent/guardian has not done so.

SCHOOL ENTRANCE AGE

The School Board shall require **children entering kindergarten** at the beginning of the school session for the first time to be at least **five (5) years of age on or before September 30** of the calendar year in which the school year begins. Kindergarten students entering after the school session has started must meet Natchitoches Parish entrance requirements. Students entering **first grade for the first time at the beginning of the school session shall be six (6) years of age on or before September 30** of the calendar year in which the school year begins.

STUDENT SCHOOL ASSIGNMENTS/ATTENDANCE ZONE REQUIREMENTS

The School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall require a student to attend the appropriate school as determined by the domicile of the parent, legal guardian, or by the student's own domicile if the student is at least eighteen years of age or has been emancipated by a court order.

A court order requires that all Natchitoches Parish students attend school within specified attendance zones.

Legal custody is defined as the legal status created by a court order that establishes in a custodian the right to have physical custody of the child or minor. The school principal or his/her designee will be responsible for monitoring the school enrollment list and will immediately terminate and/or transfer an unauthorized student.

VERIFICATION OF DOMICILE

The School Board shall require verification of the domicile of those students whose residence is suspected to be outside the attendance zone of the school the student is attending. When investigating the domicile of a student, the School Board shall attempt to verify the primary place of residence of the legal parent or legal guardian. Such verification of the domicile will be determined by **one** of the following items:

1. Voter registration card of parent or custodian, or statement from 911 Office in the Natchitoches Parish Courthouse;
2. Property tax statement of parent or custodian showing homestead exemption;
3. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parents and verification of the physical residency of legal custodian, tutor, or non-parent shall also be required;
4. Any other documentation as may be stipulated by the Board such as a utility bill documenting **location of utility meter**.

SCHOOL ATTENDANCE

“Regular attendance and punctuality shall be required of every student. Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time unless circumstances prevent them from doing so.”

ATTENDANCE POLICY

The Natchitoches Parish School Board believes regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a pupil arrives at school, he/she is expected to remain and attend each class 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. Elementary students must be in attendance a minimum of 167 days per school year in order to receive credit for courses taken. High school students on 4 x 4 block schedules must be in attendance 83.5 days for full credit classes and 41.75 days for 1/2 credit classes. Personal illness must be verified by a physician's statement and other extenuating circumstances will be investigated by the Supervisor of Child Welfare and Attendance in consultation with the school principal.

COMPULSORY SCHOOL ATTENDANCE AGES

Every child in the parish is required by state law to attend public or private school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. **Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school.**

LATE/TARDY

A student is marked **absent** if he/she is not in their assigned seat at the start of the school day or first block class.

A student is marked **late** if he/she arrives after the start of the school day or during first block and must check-in at the front office. Examples of late, but are not limited to the following: missed bus, overslept, flat tire, lost keys, ran out of gas.

A student is marked **tardy** if he/she arrives after any other class period/block begins during the school day. Examples of tardy, but are not limited to the following: locker problems, restroom break.

The discipline administered for late/tardy is based upon the number of times a student is late/tardy. Each school is responsible for developing escalating consequences for students being late/tardy; however, they must be consistently applied for all students. Students who are late/tardy five times during a grading period **SHALL BE reported to the Supervisor of Child Welfare and Attendance, along with a report that shows dates of student being late/tardy and dates of contact with the home. These students may be referred to the Truancy Officer at the Natchitoches Parish Sheriff Office.**

TRUANCY

The Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins or after school while waiting for their bus. Students who do not comply shall be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall make every reasonable effort to assist a child who is habitually absent or tardy from school. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition. The principal or designee, with the aid of the teachers, shall file a report of the school's efforts to affect regular attendance by the student with the Supervisor of Child Welfare and Attendance. After the 5th unexcused absence students will be referred to Natchitoches Parish Sheriff's Office F.I.N.S (Families in Need of Services) and/or Truancy Office.

STUDENT CONDUCT

"It is the responsibility of adults, parents, teachers, and community leaders to provide a safe learning environment for every student."

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

The conduct of the students while in attendance at the various schools under the jurisdiction of the Natchitoches Parish School Board (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 employee acting on the behalf of Natchitoches Parish School Board is authorized to hold every pupil to a strict accountability for any disorderly conduct while under the jurisdiction of the Board.**

The *Code of Student Conduct* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. **Any student who commits an act of misconduct (whether listed in this section or not) while under the jurisdiction of the Board shall be subject to disciplinary action by the classroom teacher, assistant principal, and/or principal.**

WHEN AND WHERE THESE RULES APPLY

The policies and administrative procedures concerning student conduct apply to actions of students on school property and school buses and, in some cases, for conduct occurring off of school property. Additionally, the rules apply to actions of

students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, fairs, or evening school-related activities. Students should be aware that the commission of any felony offense, whether at school or away from school, may result in expulsion to an alternate site. Finally, students should be aware that any school administrator who becomes aware of possible criminal activity by a student (whether on or off of campus) will make a report

to appropriate law enforcement agencies and that, in addition to these administrative rules, students may be subject to criminal penalties for violations of law.

GENERAL DISCIPLINE GUIDELINES FOR ASSESSING PENALTIES

When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case and may include such factors as:
 - a. Seriousness of the offense
 - b. Student's age
 - c. Frequency of misconduct
 - d. Student's attitude
 - e. Potential effect of the misconduct on the school environment
 - f. State law requirements for certain disciplinary consequences

RESPONSIBILITIES IN BEHAVIOR INTERVENTION

The effective enforcement of the *Code of Student Conduct* and the Student-Based Discipline Management System is essential in keeping a school and/or school-related activities free of disruption and is dependent on the exercise of the responsibilities by the following:

STUDENTS should:

- Adhere to school, district, and classroom rules and regulations for behavior and good conduct.

PARENTS should:

- Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards.
- Provide the school with their current address or change of address, current telephone numbers and emergency contact numbers.
- Ensure student attendance at school. State law states, student attendance is the responsibility of parents and guardians.
- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and the student's behavior.
- Read, acknowledge, and understand these rules and the rules applicable to their children's conduct while they are at school.
- Participate in appropriate School Building Level Committee (SBLC) meetings and attend required scheduled conferences with school officials. Non-compliance could result in referral to FINS which is operated by Natchitoches Parish Sheriff's Office.

TEACHERS should:

- Establish classroom management procedures that concentrate on good student conduct and support school and district policies and procedures.

ADMINISTRATORS should:

- Develop with all members of the school community an effective School-Based Discipline Management System that promotes and maintains the support of good student behavior.
- Establish School Building Level Committee (SBLC) to seek solutions for students with specific persistent behavior problems.

SCHOOL BOARD should:

- Approve a behavior code that identifies standards of conduct for students and enact policies and procedures necessary for implementing and enforcing a structured and disciplined learning environment.

NOTICE TO PARENTS AND STUDENTS

Students shall be informed by school authorities that violations of Board policy and school rules may result in a range of disciplinary actions including, but not limited to, corporal punishment, suspension, or expulsion to an alternate site.

STATEMENT OF COMPLIANCE

Each student and parent or guardian of a student shall annually sign a *Statement of Compliance*. 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's completion of all assigned homework, and **attend all required parent/teacher/principal conferences.**

DISCIPLINE PROCEDURES

Every teacher shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, during intermission or recess, or while attending school functions or events. Each teacher may take disciplinary action to correct a pupil who disrupts normal classroom activities, who is disrespectful to 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 educational process.

Disciplinary action may include, but is not limited to:

- Teacher/student conference
- Oral or written reprimands
- Referral for counseling session to disciplinarian/school counselor or other appropriate school staff, which may include, but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management
- Written notification to parents of disruptive or unacceptable behavior, which a copy shall be provided by the principal
- Referral to the SBLC for additional recommendations and assistance

A pupil may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the pupil's behavior prevents the orderly instruction of other pupils, if the student poses an immediate threat to the safety of pupils or the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher.

A pupil removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A pupil removed from class in grades 7 through 12 **shall not be permitted to return to class during the same class period**, unless agreed to by the teacher initiating the disciplinary action. Example: A student removed from 2nd period can return to class at 3rd period.

Upon the pupil's removal from class, the principal or designee shall conduct a counseling session with the pupil to discuss the particular misconduct. Once removed, the pupil shall not be readmitted to the classroom until the principal has implemented **one** of the following disciplinary measures:

- Student conference/reprimand
- Parent contact
- In-school alternatives to suspension
- Corporal punishment in accord with Board policy
- Detention or in-school suspension which may include requiring the completion of all assigned school and homework which would have been assigned and completed by the pupil during the period of suspension
- Removal from teacher's class
- Out-of-school suspension
- Any other disciplinary measure authorized by the principal with concurrence of the teacher, parent, and/ or School Building Level Committee/IEP Committee.
- Expulsion proceedings

When a pupil has been removed from a classroom, the principal may require the parent, tutor, or legal guardian of the pupil to have a conference with the teacher in the presence of the principal/designee before the pupil is readmitted. Upon the pupil's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. A referral of the matter may be made to the appropriate School Building Level Committee. In addition, a conference between the teacher or the appropriate school employee and the pupil's parent, tutor, or legal guardian shall be required prior to the pupil being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting.

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

DELINQUENT STUDENTS

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

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

READMISSION AFTER SUSPENSION/EXPULSION

Before any student can be admitted after a suspension or an expulsion that terminates prior to the end of a school term, one or both parents or guardians of the student must meet with the principal in charge of discipline. Students who are removed from the classroom for disruptive, dangerous, or unruly behavior or who are suspended for ten days or less shall be assigned schoolwork missed and shall receive **full credit** for such work if it is completed satisfactorily and timely as determined by the principal or designee, upon the recommendation of the student's teacher. A student, who is suspended for more than ten days or is expelled and receives educational services in an alternative school site, shall be assigned schoolwork by a certified teacher and shall receive credit for schoolwork if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was suspended or expelled.

No student shall be admitted and allowed to attend a Natchitoches Parish School while on suspension or expulsion from another school system (either inside or outside the state of Louisiana) as a result of disciplinary actions. If student is currently assigned in an alternative school setting from another district, Natchitoches Parish School Board will enroll the student in our alternative school.

IN-SCHOOL SUSPENSION

In-school suspension means removing a pupil from his/her normal classroom setting but maintaining him/her under supervision of the school. Pupils participating in in-school suspension may receive credit for work performed during the in-school suspension. Any pupil who fails to comply fully with the rules for in-school suspension shall be subject to immediate out-of-school suspension. **In-school suspensions are counted as a suspension.**

DETENTION

Detention means activities, assignments, or work performed before the normal school day, after the normal school day, or on weekends. Failure or refusal by a pupil to participate in assigned detention shall subject the pupil to immediate suspension.

The administration shall put any student in detention class as outlined in the Discipline Plan. Detention is a class designed to offer fair and equitable discipline while allowing these same students to continue regular classroom work with teacher instruction. When a student is assigned Saturday detention, the administration will notify the parents. Parents will be responsible for bringing and picking up their student. If a student fails or refuses to attend the assigned detention, the student will be subject to an out-of-school suspension.

SUSPENSIONS/EXPULSIONS

“Students have a responsibility to conduct themselves in a responsible manner on the way to school, at school, at school functions, and while returning from school.”

DISORDERLY CONDUCT

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

SUSPENSION

The School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the Board recognizes the authority of a principal to suspend a pupil for a specified 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. **The days a student is suspended from school count as unexcused absences from school and can affect the student’s promotion to the next grade.**

REASONS FOR SUSPENSION

The reasons for which a student may be suspended include, but are not limited to, the following:

Code	Infraction	Definition
01	Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority
02	Treats an authority with disrespect	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel
03	Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence.; False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them
04	Uses profane and/or obscene language	Vulgar verbal messages, words or gestures that include swearing, or name calling
05	Is guilty of immoral or vicious practices	Isolated incident that is unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component; Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms
06	Is guilty of conduct or habits injurious to his/her associates	Any intentional but not malicious act that causes injury, damage, or pain to another
07	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles
08	Uses or possesses tobacco or lighter	The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles
09	Uses or possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportations vehicles
10	Disturbs the school or habitually violates any rule	Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior
11	Cuts, defaces, or injures any part of public school buildings/vandalism	Damage, destruction, or defacement of property belonging to the school or others
12	Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
13	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the Weapon Type code.	Possessing weapon designed to expel a projectile by action of an explosive; See any object described under “Weapon Type code” in SIS User Guide <i>*Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.</i>

14	Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length of less than 2 ½ inches, refer to code 31 for blades 2 ½ inches or smaller)	Possesses firearms, knives or blades > 2 ½ inches which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space) <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
15	Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance; <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
16	Instigates or participates in fights while under school supervision	A hostile confrontation with physical contact involving two or more individuals
17	Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations
18	Leaves school premises or classroom without permission	Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class
19	Is habitually tardy and/or absent	Reporting late to school or class when the day/period begins without permission
20	Is guilty of stealing	Taking or obtaining the property of another without permission or knowledge of the owner without violence
21	Commits any other serious offense	Any serious, harmful incident not covered by any other of these codes
22	Murder	Unlawful killing of another human being
23	Assault and/or Battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situations where a staff member is intervening in a fight or other disruptive activity
24	Rape and/or Sexual Battery	Forced attempted or actual anal, oral, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object
25	Kidnapping	Intentional, forcible seizing and carrying of any person from one place to another without his consent
26	Arson	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner
27	Criminal damage to property	Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations)
28	Burglary	The unauthorized entering of any school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein
29	Misappropriation with violence to the person	Taking something of value using force, intimidation or weapons
30	Discharge or use of weapon(s) prohibited by federal law	Discharge or use of weapon described under " Weapon Type code" in SIS User Guide <i>*Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.</i>
31	Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2 ½ inches)	Possesses pocket knife or blade cutter with a blade length < 2 ½ inches, refer to code 14 for blades greater than 2 ½ inches <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
32	Serious bodily injury	An injury that involves a substantial risk of death ; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty
33	Use of OTC medication in a manner other than prescribed or authorized	The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials
34	Possession of Body Armor	Possession, including the wearing of any type of gear that protects the person from attack by another
35	Bullying	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student
36	Cyberbullying	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 ; Cyberbullying can occur on or off school property.
37	False Alarm/Bomb Threat	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher
38	Forgery	To use, make, or reproduce another's signature

39	Gambling	Wagering money or property
40	Public Indecency	Exposure of body parts such as genital/buttocks areas and female breasts in view of public
41	Obscene behavior or Possession of Obscene/Pornographic Material	Engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.)
42	Unauthorized use of Technology	Use of pager/cellular telephone (texting, talking), camera or video device or other communication devices during the school day
43	Improper dress	Out of dress code or ID violation
44	Academic dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception
45	Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave; This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.
46	Failure to Serve Assigned Consequence	Failure to serve Detention, Time Out Room, Saturday School, Suspension or other assigned consequences
47	Misusing Internet	Violating the district Internet Use Policy
48	Sexual Harassment	Intimidation, bullying or coercion of a sexual nature

Depending on the seriousness of the infraction, the student may be recommended for expulsion to an alternate site on any suspension.

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BEHAVIOR REPORT

FORM "A"

In accordance with R. S. 17:416(A) the purpose of this report is to inform parents/guardians of a behavior incident on the school campus, in the classroom, cafeteria, gymnasium, auditorium, elsewhere at the school or during school-related activities, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety, well-being or education of other students, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences.

Name of Student _____ Phone _____ Grade/Section _____
 Name of Teacher/Staff _____ Teacher/Staff/Location _____
 Name of Principal _____ School _____
 Check One: Regular Education 504 Special Education Date of Incident _____ Time _____ Location _____

Time Code: _____ 01 Before School on Grounds, 02 During Class, 03 Between Classes, 04 After Normal School Hours & Supervised, 05 To / From School, 06 At Bus Stop or Transfer Station, 07 During School Extracurricular / Assembly Event, 08 Recess, Club, Free Time, 09 Homeroom, 10 Breakfast / Lunch

Location Code: _____ 01 Classroom, 02 Restroom, 03 Lunchroom, 04 Hallway, 05 Playground, 07 Bus Stop, 08 Parking Lot, 09 Locker Room, 10 Cell Phone, 11 Internet, 12 To or From School, 13 School Sponsored Event, 14 Home, 98 Offsite Program, 99 Other _____

Motivation Code: _____ 1 Avoid Adult, 2 Avoid Peers, 3 Avoid Task / Activity, 4 Obtain Adult Attention, 5 Obtain Items / Activities, 6 Obtain Peer Attention, 7 Other _____, 8 Don't Know

Related Influences: (Check all that apply) Drugs, Alcohol, Gang, Don't Know

Bias Motivation Codes: (Check all that apply) 01 Appearance, 02 Gender, 03 Religion, 04 Disability, 05 Race / Ethnicity, 06 Sexual Orientation, 07 Home Circumstances, 08 Medical Condition, 09 Poverty, 99 Other _____

- Infraction/Reason Codes (Check all that apply)**
- | | | |
|--|--|--|
| 01. <input type="checkbox"/> Willful disobedience | 12. <input type="checkbox"/> Writes profane and/or obscene language or draws obscene pictures | 36. <input type="checkbox"/> Cyber Bullying/Cyber Harassment (*complete Bully form) |
| 02. <input type="checkbox"/> Treats an authority with disrespect | 15. <input type="checkbox"/> Throws missiles liable to injure others | 38. <input type="checkbox"/> Forgery |
| 03. <input type="checkbox"/> Makes an unfounded charge against authority | 16. <input type="checkbox"/> Instigates or participates in fights while under school supervision | 39. <input type="checkbox"/> Gambling |
| 04. <input type="checkbox"/> Uses profane and/or obscene language | 17. <input type="checkbox"/> Violates traffic and safety regulations | 42. <input type="checkbox"/> Unauthorized use of Technology |
| 05. <input type="checkbox"/> Is guilty of immoral or vicious practices | 18. <input type="checkbox"/> Leaves school premises or classroom without permission | 43. <input type="checkbox"/> Improper dress |
| 06. <input type="checkbox"/> Is guilty of conduct or habits injurious to his/her associates | 19. <input type="checkbox"/> Is habitually tardy and/or absent | 44. <input type="checkbox"/> Academic dishonesty |
| 08. <input type="checkbox"/> Uses or possesses tobacco or lighter | 20. <input type="checkbox"/> Is guilty of stealing | 45. <input type="checkbox"/> Trespassing Violation |
| 09. <input type="checkbox"/> Uses or possesses alcoholic beverages | 21. <input type="checkbox"/> Commits any other serious offense | 46. <input type="checkbox"/> Failure to Serve Assigned Consequence |
| 10. <input type="checkbox"/> Disturbs the school or habitually violates any rule | 35. <input type="checkbox"/> Bullying/Harassment (*complete Bully form) | 47. <input type="checkbox"/> Misusing Internet/Violates electronic/technology policy |
| 11. <input type="checkbox"/> Cuts, defaces, or injures any part of public school buildings/vandalism | | |

REMARKS/DESCRIPTION OF INCIDENT: _____

ACTION(S) TAKEN BY TEACHER OR OTHER SCHOOL EMPLOYEE

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action(s):

- | | | | | |
|---|--|--|--|--|
| 011 <input type="checkbox"/> Referred to Office | 012 <input type="checkbox"/> Referred to Counselor | 013 <input type="checkbox"/> Referred to Social Worker | 014 <input type="checkbox"/> Referred to SBLC | 018 <input type="checkbox"/> Secondary Referral (PBIS) |
| 019 <input type="checkbox"/> Tertiary Referral (PBIS) | 022 <input type="checkbox"/> Therapeutic Removal | 025 <input type="checkbox"/> Intervention Room | 080 <input type="checkbox"/> Assigned Remedial Work | |
| 120 <input type="checkbox"/> Student Conference | 140 <input type="checkbox"/> Student Reprimand | 160 <input type="checkbox"/> Loss of Privileges | 030 <input type="checkbox"/> Restorative Practices Implemented | |
| 173 <input type="checkbox"/> Conference with Parents or Guardians | | 175 <input type="checkbox"/> Conference with Principal | 999 <input type="checkbox"/> Other Action _____ | |

Y N Contact Parent/Guardian Date: _____ Time: _____ Phone Call Letter Conference Date: _____ Time: _____

RECOMMENDATION(S) BY TEACHER OR OTHER SCHOOL EMPLOYEE

Signature of School Employee: _____ Date: _____

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action (s):

- | | | |
|---|--|---|
| 000 <input type="checkbox"/> No Action-- only use if no reportable action was taken | 160 <input type="checkbox"/> Loss of Privileges | 020 <input type="checkbox"/> TOR (Time Out Room) |
| 012 <input type="checkbox"/> Referred to Counselor | 014 <input type="checkbox"/> Referred to SBLC | 040 <input type="checkbox"/> In School Detention from _____ to _____ |
| 043 <input type="checkbox"/> After School Detention from _____ to _____ | 045 <input type="checkbox"/> Weekend Detention from _____ to _____ | 002 <input type="checkbox"/> Suspension Out Of School from _____ to _____ |
| 004 <input type="checkbox"/> Suspension in School from _____ to _____ | 006 <input type="checkbox"/> Suspension Alternative Site from _____ to _____ | 001 <input type="checkbox"/> Expulsion Recommendation |
| 017 <input type="checkbox"/> Enforcement Referral (Arrest Resulted Y/N) | 016 <input type="checkbox"/> Court Referral Date: _____ | 013 <input type="checkbox"/> Referral to Social Worker |
| 080 <input type="checkbox"/> Assigned Remedial Work | 999 <input type="checkbox"/> Other Action (s): _____ | 030 <input type="checkbox"/> Restorative Practices Implemented |
| 140 <input type="checkbox"/> Student Reprimand | 120 <input type="checkbox"/> Student Conference Date: _____ | 173 <input type="checkbox"/> Conference w/ Parents or Guardians on: _____ |
| 175 <input type="checkbox"/> Conference w/ Principal on: _____ | 180 <input type="checkbox"/> Corporal Punishment (if checked--complete "Corporal Punishment" Form) | |

Circle Yes or No: Perpetrator: Serious Bodily Injury Y N Medical Treatment Y N Victim: Serious Bodily Injury Y N Medical Treatment Y N

Y N Contact Parent/Guardian Date: _____ Time: _____ Phone Call Letter Conference Date: _____ Time: _____

SIS Primary Infraction/Reason Code Entered: _____ Signature of Principal: _____ Date: _____

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN:

Signature of Student: _____ Signature of Parent/Guardian: _____ Current Date: _____

Check appropriate blocks as copies of the document are supplied: Parent/Guardian School's Pupil File Employee Filing this Report Principal

***NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

****Attachments:** Provide a copy of the classroom minor tracking form, behavior intervention plan and data, or other applicable intervention information. Revised March 28, 2012

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BEHAVIOR REPORT

FORM "B"

In accordance with R. S. 17:416(A) the purpose of this report is to inform parents/guardians of a behavior incident on the school campus, in the classroom, cafeteria, gymnasium, auditorium, elsewhere at the school or during school-related activities, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety, well-being or education of other students, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences.

Name of Student _____ Phone _____ Grade/Section _____
 Name of Teacher/Staff _____ Teacher/Staff/Location _____
 Name of Principal _____ School _____
 Check One: Regular Education 504 Special Education Date of Incident _____ Time _____ Location _____

Time Code: _____ 01 Before School on Grounds, 02 During Class, 03 Between Classes, 04 After Normal School Hours & Supervised, 05 To / From School, 06 At Bus Stop or Transfer Station, 07 During School Extracurricular / Assembly Event, 08 Recess, Club, Free Time, 09 Homeroom, 10 Breakfast /Lunch
 Location Code: _____ 01 Classroom, 02 Restroom, 03 Lunchroom, 04 Hallway, 05 Playground, 07 Bus Stop, 08 Parking Lot, 09 Locker Room, 10 Cell Phone, 11 Internet, 12 To or From School, 13 School Sponsored Event, 14 Home, 98 Offsite Program, 99 Other
 Motivation Code: _____ 1 Avoid Adult, 2 Avoid Peers, 3 Avoid Task / Activity, 4 Obtain Adult Attention, 5 Obtain Items / Activities, 6 Obtain Peer Attention, 7 Other _____, 8 Don't Know
 Related Influences: (Check all that apply) Drugs, Alcohol, Gang, Don't Know
 Bias Motivation Codes: (Check all that apply) 01 Appearance, 02 Gender, 03 Religion, 04 Disability, 05 Race / Ethnicity, 06 Sexual Orientation, 07 Home Circumstances, 08 Medical Condition, 09 Poverty, 99 Other _____

Infraction/Reason Codes (Check all that apply)

- | | | |
|--|--|--|
| 07. <input type="checkbox"/> Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | 21. <input type="checkbox"/> Commits any other serious offense | 32. <input type="checkbox"/> Serious Bodily Injury |
| 13. <input type="checkbox"/> Possesses weapon (s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the Weapon Type code. | 22. <input type="checkbox"/> Murder | 33. <input type="checkbox"/> Use of OTC medication in a manner other than prescribed or authorized |
| 14. <input type="checkbox"/> Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 1/2" - refer to code 31). | 23. <input type="checkbox"/> Assault and/or Battery | 34. <input type="checkbox"/> Possession of Body Armor |
| 15. <input type="checkbox"/> Throws missiles liable to injure others | 24. <input type="checkbox"/> Rape and/or Sexual Battery | 37. <input type="checkbox"/> False Alarm / Bomb Threat |
| | 25. <input type="checkbox"/> Kidnapping | 40. <input type="checkbox"/> Public Indecency |
| | 26. <input type="checkbox"/> Arson | 41. <input type="checkbox"/> Obscene behavior or Possession of Obscene/Pornographic Material |
| | 27. <input type="checkbox"/> Criminal Damage to Property | 45. <input type="checkbox"/> Trespassing Violation |
| | 28. <input type="checkbox"/> Burglary | 48. <input type="checkbox"/> Sexual Harassment |
| | 29. <input type="checkbox"/> Misappropriation with violence to the person | |
| | 30. <input type="checkbox"/> Discharge or use of weapon (s) prohibited by federal law | |
| | 31. <input type="checkbox"/> Possesses pocket knife or blade cutter with a blade length < 2 1/2" | |

REMARKS/DESCRIPTION OF INCIDENT: _____

ACTION(S) TAKEN BY TEACHER OR OTHER SCHOOL EMPLOYEE

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action(s):

- | | | | | |
|---|--|--|--|--|
| 011 <input type="checkbox"/> Referred to Office | 012 <input type="checkbox"/> Referred to Counselor | 013 <input type="checkbox"/> Referred to Social Worker | 014 <input type="checkbox"/> Referred to SBLC | 018 <input type="checkbox"/> Secondary Referral (PBIS) |
| 019 <input type="checkbox"/> Tertiary Referral (PBIS) | 022 <input type="checkbox"/> Therapeutic Removal | 025 <input type="checkbox"/> Intervention Room | 080 <input type="checkbox"/> Assigned Remedial Work | |
| 120 <input type="checkbox"/> Student Conference | 140 <input type="checkbox"/> Student Reprimand | 160 <input type="checkbox"/> Loss of Privileges | 030 <input type="checkbox"/> Restorative Practices Implemented | |
| 173 <input type="checkbox"/> Conference with Parents or Guardians | | 175 <input type="checkbox"/> Conferencs with Principal | 999 <input type="checkbox"/> Other Action _____ | |

Y N Contact Parent/Guardian Date: _____ Time: _____ Phone Call Letter Conference Date: _____ Time: _____

RECOMMENDATION(S) BY TEACHER OR OTHER SCHOOL EMPLOYEE

Signature of School Employee: _____ Date: _____

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action (s):

- | | | |
|--|---|---|
| 000 <input type="checkbox"/> No Action- only use if no reportable action was taken | 160 <input type="checkbox"/> Loss of Privileges | 020 <input type="checkbox"/> TOR (Time Out Room) |
| 012 <input type="checkbox"/> Referred to Counselor | 014 <input type="checkbox"/> Referred to SBLC | 040 <input type="checkbox"/> In School Detention from _____ to _____ |
| 043 <input type="checkbox"/> After School Detention from _____ to _____ | 045 <input type="checkbox"/> Weekend Detention from _____ to _____ | 002 <input type="checkbox"/> Suspension Out Of School from _____ to _____ |
| 004 <input type="checkbox"/> Suspension In School from _____ to _____ | 006 <input type="checkbox"/> Suspension Alternative Site from _____ to _____ | 001 <input type="checkbox"/> Expulsion Recommendation |
| 017 <input type="checkbox"/> Enforcement Referral (Arrest Resulted Y/N) | 016 <input type="checkbox"/> Court Referral Date _____ | 013 <input type="checkbox"/> Referral to Social Worker |
| 080 <input type="checkbox"/> Assigned Remedial Work | 999 <input type="checkbox"/> Other Action (s): _____ | 030 <input type="checkbox"/> Restorative Practices Implemented |
| 140 <input type="checkbox"/> Student Reprimand | 120 <input type="checkbox"/> Student Conference Date: _____ | 173 <input type="checkbox"/> Conference w/ Parents or Guardians on: _____ |
| 175 <input type="checkbox"/> Conference w/ Principal on: _____ | 180 <input type="checkbox"/> Corporal Punishment (if checked—complete "Corporal Punishment" Form) | |

Circle Yes or No: **Perpetrator:** Serious Bodily Injury Y N Medical Treatment Y N **Victim:** Serious Bodily Injury Y N Medical Treatment Y N

Y N Contact Parent/Guardian Date: _____ Time: _____ Phone Call Letter Conference Date: _____ Time: _____

SIS Primary Infraction/Reason Code Entered: _____ Signature of Principal: _____ Date: _____

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN:

Signature of Student: _____ Signature of Parent/Guardian: _____ Current Date: _____

Check appropriate blocks as copies of the document are supplied: Parent/Guardian School's Pupil File Employee Filing this Report Principal

***NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

****Attachments:** Provide a copy of the classroom minor tracking form, behavior intervention plan and data, or other applicable intervention information.

Revised March 28, 2012

DUE PROCESS FOR SUSPENSIONS

In each case of suspension, the school principal or his/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 shall establish a date and time for a conference with the principal/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 in Student Information System or by sending a certified letter to the address shown in Student Information System. The subsequent admission of a student after any suspension will be contingent on a satisfactory understanding between students, parents, or guardians, and school officials.

When a pupil is suspended for a second or subsequent time within one school year, the principal may require a counseling session be held with all the pupil's teachers and the principal or other administrator. A referral to the School Building Level Committee shall also be made. A behavior intervention plan shall be put in place in accordance with the school's Positive Behavior Interventions and Support Plan.

Any pupil, after being suspended on *three* (3) occasions for committing any suspendable offense during the same school session, on committing the fourth offense, may be recommended for expulsion to an alternate site from the public schools of the parish for a period of time determined by the hearing officer. The pupil's reinstatement at that time shall be subject to review by the School Board Superintendent.

The principal shall promptly advise the Superintendent of all such suspensions, stating the reasons for the suspensions. No suspended pupil shall be allowed to leave the school premises during the school day until a parent, guardian, or other proper authority has assumed responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to the academic process is warranted.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his report with the Superintendent, other appropriate personnel (Special Education Director and/or Section 504 Coordinator), and the parent or guardian and shall retain a copy for his/her records.

RIGHT TO APPEAL SUSPENSION

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

EXPULSION/REMOVAL

Where "expulsion/removal" is used throughout this handbook, "removal" refers to SPED/504 students only.

A pupil may be expelled/removed 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/removal of a pupil by the principal, the Superintendent or designee shall conduct a hearing to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting expulsion/removal. Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent/designee shall determine whether such student should be expelled/removed and the specific period of expulsion/removal or whether other disciplinary action should be taken against the student. Unless otherwise stipulated by state statutes or Board policy, the period of expulsion/removal shall be determined by the hearing officer. **Students expelled/removed for the following infractions are subject to losing their driving privileges: Sale of, or possession of drugs, alcohol, or other illegal substances, possession of a firearm or any infraction involving assault or battery on faculty/staff.**

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

MANDATORY EXPULSION/REMOVAL

State law requires the Superintendent to expel/remove a pupil for certain minimum periods of time if found guilty of particular offenses.

- Any student, regardless of age, who is found guilty after a hearing of being in possession of a firearm, or anything resembling a firearm, on school property, on a school bus or in actual possession at a school-sponsored event, shall be expelled/removed from school for a minimum period of 2 years and shall be referred to the District Attorney for appropriate action.
- Any student, sixteen (16) years of age or older, found guilty after a hearing 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 shall be expelled/removed from school for a minimum of 2 years and shall be referred to the District Attorney for appropriate action.
- Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty after a hearing 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/removed from school for a minimum period of one year and shall be referred to the District Attorney for appropriate action.
- Any drug-related offenses involving a student in grades K-5, the local superintendent or his/her designee shall make a recommendation for action to the local school board.
- Any student who has been suspended or expelled/removed may be readmitted on a probationary basis to school prior to the completion of the specified expulsion/removal period on terms and conditions stipulated by the local school board and agreed to, in writing, by the student and his parent or legal guardian. Students who were expelled/removed for knife, firearm, and drug-related offenses also shall provide documentation that he/she has participated in a rehabilitation or counseling program related to the offense leading to the expulsion.

Mandatory expulsion/removal, especially those outlined above, shall not apply to the following:

1. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order written to that student by a licensed physician. However, such student shall follow the medication policy of the Board.

ADDITIONAL REASONS FOR EXPULSION/REMOVAL

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

1. Any pupil, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled/removed upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. Any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception. The term “dangerous weapon” includes any gas, liquid, or other substance or instrumentality which, in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent and/or appropriate law enforcement agencies shall be immediately notified and the weapon shall be delivered to that agency. 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.
3. 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/removals shall require the vote of two-thirds of the elected members of the Board.
4. Any student who commits battery on a school board employee shall be automatically suspended and recommended for expulsion/removal.
5. A student may be suspended from school and/or recommended for expulsion if it is determined that the pupil has engaged in harassment, threats, bullying, or intimidation directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of disrupting class work, creating substantial disorder, and invading rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. Any harassment or threats should be reported to the administration.
6. A student shall be suspended from school and recommended for expulsion for knowledge of, attempting to, or committing any act of terrorism.
7. Students involved in a first fight will be suspended but offered special counseling. Upon involvement in a second fight, the student will be suspended indefinitely pending an expulsion hearing. Due process will be followed during the expulsion

hearing. If the student is expelled/removed, the expulsion/removal will be for a minimum of the remainder of the school year. All laws involving special education students will be followed. School administrators will address altercation involving students grades K-3 on an individual basis.

8. Students involved in physical sexual activity.

EXPULSION/REMOVAL DUE PROCESS

The following due process of students shall be followed:

Step I: Upon committing an infraction that in the opinion of the principal warrants mandatory expulsion/removal or upon the recommendation of expulsion/removal, a letter shall be written by the school principal to the Superintendent recommending EXPULSION/REMOVAL. The letter shall include in packet formal discipline records of student, documentation of incident and information that due process was provided to student.

Step II: Upon receipt of the letter from the principal recommending expulsion/removal, the Superintendent/Designee will schedule and conduct a hearing. During the hearing, the principal/designee will present the evidence that supports the expulsion/removal recommendation and the parent/student shall have the right to present evidence in opposition to that recommendation. The Superintendent/Designee can decide the case immediately after the conclusion of the presentation of evidence or can take the matter under advisement and decide at a later time. In any event, the Superintendent/Designee's decision must be placed in writing with copies provided both to the principal and to the parent/guardian.

Step III: The parent or tutor of the pupil may, within five (5) days after the decision to expel/remove has been rendered, request the Board to review the findings.

Step IV: The parents or tutor of the pupil may, within ten (10) days, appeal to the district court for Natchitoches Parish an adverse ruling of the Board in upholding the action of the Superintendent/Designee. The court may reverse or revise the ruling of the school board upon a finding that the ruling of the board was based on an absence of any relevant evidence in support thereof.

READMITTANCE FOLLOWING EXPULSION/REMOVAL

In each case of expulsion/removal, the school principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the expulsion and to 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 pupil's registration card. Also, 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.

Any pupil expelled/removed from school may be readmitted on a probationary basis at any time during the expulsion/removal period on such terms and conditions as may be stipulated by the School Board. Readmission to school on a probationary basis shall be contingent on the pupil and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the pupil from school premises without benefit of a hearing or other procedure upon the principal or Superintendent determining 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.

A pupil who has been expelled/removed from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for re-admittance, the pupil shall provide to the Board information on the basis of any expulsions/removals and the reasons thereof. Additionally, the transfer of pupil records to any school or system shall include information on the dates of any expulsions/removals and the reasons thereof.

ASSIGNMENT TO THE RE-DIRECTION PROGRAM

Natchitoches Parish School Board Policy directs that an alternative school assignment be made once a student is expelled. Students shall be assigned to the Re-Direction Center for whatever term is determined to be appropriate by the Superintendent or his/her designee. The student may receive credit for school work during the term of assignment to the Re-Direction Center if the school work there is satisfactorily completed and the student complies with the disciplinary regulations at the Re-Direction Center.

Transportation to the Re-Direction Center shall be the responsibility of the parent or guardian. This does not apply to special education students or Section 504 students requiring special transportation.

DISCIPLINE REQUIREMENTS IN THE RE-DIRECTION PROGRAM

Students assigned to the Re-Direction Center are subjected to heightened disciplinary requirements. Involvement in programs to improve behavior for which the student is excluded is required of all students in the Re-Direction Center. The particular requirements may be obtained from the school administrator upon admission.

Counseling is mandated for all students placed at the Re-Direction Center for violation of the substance abuse policies. Students not complying with these rules and regulations may be expelled without a further hearing for the term of their school year. Students may also be expelled from the Re-Direction Center for other serious or habitual violation of rules.

BULLYING, INTIMIDATION, HARASSMENT, HAZING AND CYBER-BULLYING

The Natchitoches Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and other school environments are to be safe and secure for all. **Therefore, all statements or actions of a bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to the bus stop and from the bus stop home shall not be tolerated.** Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

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

BULLYING, INTIMIDATION, HARASSMENT

Bullying, intimidation, and harassment, shall mean any intentional gesture, written, electronic, verbal or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

CYBER-BULLYING

Any form of harassment using electronic devices and/or communication, commonly known as cyber-bullying, by staff, students, parents, or other third parties is prohibited and will not be tolerated. Cyber-bullying is the use of information and communication technology such as email, cell phones, pagers, text messages, instant messages (IM), personal websites, weblogs, and other social networking websites, **whether on or off school campus**, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to threaten or to harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. Cyber-bullying includes, but is not limited to, the following:

- Posting slurs or rumors or other disparaging remarks about a student on a website or on a weblog;
- Sending email or other instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- Using a camera phone to take and/or send embarrassing photographs of students; and
- Posting misleading and/or fake photographs of student on websites.

Students are encouraged to report any instance of cyber-bullying in accordance with the reporting procedures stated herein.

HAZING

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

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

REPORTING PROCEDURES

Any student who believes he or she has been the victim of bullying, intimidation, threatening behavior, harassment or hazing by a student, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaging in activities including sporting events and other extracurricular activities, under the auspices of the school district or a school within the school system, should immediately report the alleged acts to any appropriate school district official.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be required to immediately report the alleged acts to an appropriate school district official.

At the School Building Level-The principal shall be the person responsible at the school level for receiving oral or written reports of bullying, intimidation, threatening behavior, harassment, or hazing of a student. Any other school administrator, teacher, or other school personnel who receives a report of bullying, intimidation, threatening behavior, harassment or hazing of a student shall immediately inform the principal, who shall notify the Superintendent or his/her designee.

Other Sites-Building administrators designated by the Superintendent at each administrative, support, or maintenance site shall be responsible for receiving oral or written reports of bullying, intimidation, threatening behavior, harassment, or hazing of a student. Upon receipt of a report, the building administrator shall immediately notify the Superintendent or his/her designee.

INVESTIGATION OF COMPLAINTS AND REPORTS

The Superintendent or his/her designee shall immediately investigate or authorize the investigation of all reports and complaints involving alleged bullying, intimidation, threatening behavior, harassment or hazing of students. Investigations may consist of personal interviews with the complainants, or the individual who is alleged to have been bullied, intimidated, threatened, harassed or hazed, the individual or individuals against whom the complaint is made, witnesses, and any other persons who may have knowledge of the alleged incident or incidents or circumstances leading to or giving rise to the complaint. Other methods of investigation also may be used and pertinent documents may be examined by the investigator.

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

Investigations shall be completed as soon as practicable. A written report shall be prepared upon the completion of the investigation. If the complaint involves the Superintendent of Schools, the report shall be made and filed directly with the School Board. The written report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

DISCIPLINARY ACTION

The school district shall take appropriate action in response to a report following an investigation of any alleged bullying, intimidation, threatening behavior, harassment, or hazing of a student. When the report determines that the alleged act or conduct appears to be in violation of this policy, disciplinary action shall be taken as outlined in the Student *Code of Conduct*. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action.

Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement officer shall be promptly notified.

Appeal-The parent of a student disciplined for violation of this policy may appeal to the Superintendent or his/her designee no later than five (5) days after being notified of the disciplinary action. The Superintendent or his/her designee shall review all documentation regarding the incident, and if determined to be necessary by the Superintendent or designee, conduct a hearing on the matter. The results of the review or hearing shall be sent to the parents or legal guardian within three (3) schooldays. The decision of the Superintendent shall be final, except for a student expulsion, which may be appealed to the School Board in accordance with statutory provisions.

DISSEMINATION OF POLICY (Bullying, Intimidation, Harassment, Hazing & Cyberbullying)

This policy shall be conspicuously posted in each school in a place or places accessible to all students, teachers and other personnel. The school shall develop a method for discussing this policy with students which shall take into account their level of understanding based upon their grade level or other consideration generally applicable to students enrolled in the same class or grade. The school district shall discuss this policy with administrators and teachers, and other school personnel whose employment duties bring them into contact with students. In addition, students enrolling after the beginning of school shall have this policy discussed with them within ten (10) days upon enrollment in school.

ALCOHOL, TOBACCO, AND DRUG USE *“Natchitoches Parish School Board is dedicated to providing a drug free learning environment for students attending public school.”*

STUDENT ALCOHOL AND DRUG USE

The Natchitoches Parish School Board is dedicated to providing a drug-free learning environment for students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or other controlled substances or imitations thereof. Any student found in violation of the above shall be suspended as required by law and be recommended for expulsion by the principal.

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

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

TOBACCO AND VAPING POLICY

Because tobacco is the leading cause of preventable death, disease, and disability, the Natchitoches Parish School Board will provide a 100% tobacco-free school environment. Students shall not be permitted to have such products (tobacco products, vaping products and devices) in their possession or to use such items in school facilities, at school activities held after school hours, when riding school buses to and from school or at a school function away from school. Parental permission to use tobacco does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

All students and/or faculty/staff who violate the 100% Tobacco-Free School Policy will be referred to the Louisiana Quitline (1-800-Quit-Now), which is a free service for tobacco cessation.

SMOKE FREE ZONES

The Louisiana Smoke-Free Act (Act 815), a state-wide law, went into effect on January 1, 2007; therefore, all schools in Louisiana with grades pre-K through 12th are 100% smoke-free. The law states that smoking is prohibited **up to 200 feet from buildings** on all school property, including buildings, grounds (outdoors and off campus school activities) and buses. There are fines for both individuals and schools/employers who do not comply with Act 815.

DRUG-FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 1000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug-Free Zones. The School Board, in cooperation with local governmental agencies and the State Department of Education, shall designate and mark Drug-Free Zones which surround all schools and school property.

BUS CONDUCT

SCHOOL BUS REGULATIONS-STUDENTS

The Natchitoches Parish School Board has adopted the following rules as recommended by the State Department of Education for students riding school buses:

- If a child is suspended from a bus, he may **NOT** ride another bus.
- The driver is in full charge of the bus and the pupils. Pupils shall obey the driver carefully and promptly.
- If a child is to ride another bus temporarily (emergency only) or stop at a different bus stop, the child must have a written note from his/her parents and signed by the principal before the bus driver can allow the student to ride the bus. The child will only be allowed on the bus if space is available. **Telephone/cell phone requests are not acceptable.**
- Only authorized Natchitoches Parish students are allowed on the bus.
- Students are not to stand in the road while waiting for the bus.
- Students are not to mar or otherwise deface the bus. Anyone damaging a bus will be disciplined and required to pay damages.
- Students must be on time at their designated stops allowing time (10 minutes) for delayed or early arrival. Students must board and depart at their designated stops.
- Arms, heads, and objects must be kept inside the bus windows. There should be no moving of students from seat to seat. Students assigned to a seat by a driver or principal must remain in that seat.
- Loud and/or abusive talking will not be tolerated.
- Pushing, tripping, being disrespectful, eating, drinking, blocking the aisle or unnecessary horseplay will not be tolerated.
- Students exiting the bus should walk in **FRONT** of the bus, not behind the bus, in order to cross the road to get to their homes.
- The use or possession of tobacco/lighter/paraphernalia, drugs, or bringing weapons, or anything resembling a weapon, or may be used as a weapon on the bus is forbidden.
- Only items that are small enough to fit under the seat of the bus or in a student's lap can be transported on a school bus. No football gear, large band instruments, toys, balls, etc. may be transported on the bus. Questionable items must have prior approval from administration and driver.
- The uniform policy that has been adopted is also in effect on the school bus. All shirts are to remain tucked in and no portion of the uniform is to be removed on the bus. This includes shirts and belts.
- Cell phones, DVD players, CD players, Game-Boys, tablets, etc. are not allowed on the school bus. (Refer to Electronic Policy)

INFRACTION/OFFENSE/CONSEQUENCES (BUSES)

1. Pushing, tripping, blocking aisle; being disrespectful to driver; being disrespectful to attendant; being disrespectful to other passengers; refusing to sit in assigned seat; eating, drinking, littering, teasing, scuffling or horseplay; arms, head, or objects out windows; using profane language; violating the uniform policy, or any willful disobedience towards the driver may result in:

1st offense-Warning

2nd offense- suspension from riding bus

3rd offense- suspension from riding bus

4th offense- suspension from riding bus

5th offense- suspension from riding bus or suspension for remainder of semester.

2. Using electronic equipment (cell phone, DVD player, iPod, CD player, palm pilot, etc.); bringing inappropriate or injurious articles on the bus; throwing objects on or from bus; possession of tobacco products; leaving or boarding bus without permission; leaving or boarding bus at incorrect stop; committing an immoral or vicious act; defacing or destroying school bus (must pay for damages) or any other offense which jeopardizes safety of others may result in:

1st offense- suspension from riding bus

2nd offense- suspension from riding bus

3rd offense- suspension from riding bus or suspension for remainder of semester

School bus drivers will provide and document with the school principal all discipline referrals. School principals will determine the appropriate discipline.

STUDENT INTERROGATION, SEARCH AND SEIZURES

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 try to protect the students attending the schools of the parish. Therefore, police may visit the school in search of information or on other official police business. Any law enforcement official entering school premises, however, shall be required to report first to the office of the principal, state his/her purpose, and produce identification and warrants, if any.

A student in school shall not be interrogated by anyone in authority without the knowledge of a school administrator. Parents shall be notified, if possible, 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 present during any such questioning.

STUDENT SEARCHES

The School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel.

Any teacher, principal, administrator, or school security guard employed by the School Board may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

1. Age and sex of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. The relative importance of making the search without delay
8. Nature and severity of problem in overall school environment

Random searches with a metal detector of a student or his personal effects may be conducted at any time, provided such searches are conducted without deliberate touching of the student.

RETURN OF PROPERTY

All property removed from an individual that is not prohibited by law or School Board policy and is appropriately possessed shall be returned to the individual.

SEARCH OF NON-STUDENTS ENTERING PUBLIC SCHOOL BUILDINGS OR GROUNDS

Any school principal, administrator or school security guard may search the person, handbag, briefcase, backpack, purse or other objects in possession of any person who is not a student enrolled at the school or a school employee while said person is in any school building or on the school grounds, either by conducting a random search with a metal detector or by a reasonable physical search of the person's clothing or other possessions, when there is a reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects, the possession of which is a violation of the School Board's policy or state law. The search shall be conducted in a manner that is reasonably related to the purpose of the search and, if a search of the clothing or person of the party is conducted, it shall be conducted by a school employee or administrator of the same sex as the person to be searched. Except when circumstances make it impracticable, the search of a non-student's person or clothing which is worn on the body should be conducted in a room or other private

area and should be witnessed by an additional school employee of the same sex as the person to be searched. Any contraband or other illegal items, the possession of which violates state law or school board policy, which are found as a result of the search shall be impounded by the school board employee or administrator and the appropriate law enforcement agency notified.

ELECTRONIC TELECOMMUNICATION DEVICES FOR STUDENTS

The Natchitoches Parish School System is committed to providing students a learning environment that is conducive to quality instruction, as well as protecting the students' personal privacy on the school campus, bus, and at off-campus school sponsored events. **For this reason, the following *personal* items ARE NOT ALLOWED DURING THE INSTRUCTIONAL DAY.** (The instructional day will be defined by the time students arrive on campus **OR** boards a bus in the morning until the time they are officially dismissed in the afternoon **OR** disembark from a bus at the end of the day.

cell phones	texting devices	ringing devices	emailing devices
cameras	facsimile system	radio paging system	intercoms
MP3 players	iPads/tablets	iPods	e-Readers
recording devices	smart watches	electronic gaming devices	

or any other similar devices not listed).

If a classroom search is conducted, a student found in possession of any item listed above will receive ISS (in school suspension) or Saturday School for the first offense.

Pre-K through 4th Grade Cell Phone Policy

Offenses will be handled at the principal's discretion.

5th through 8th Grade Cell Phone Policy

First Offense: The device will be seized and held for 3 days. The phone will be returned after 3 days.

Second Offense: The device shall be seized and held for five (5) school days, and the student shall receive 1 day ISS if they surrender the phone or 3 days OSS if they refuse to surrender the phone. After five (5) school days, one or both parents/guardians of the student and the student must meet with the principal in charge of discipline whereby the device shall be returned to the parent/guardian.

Third Offense: The device shall be seized and held for seven (7) school days, and the student shall be suspended out of school for three (3) days if they surrender the phone or five (5) school days if they refuse to surrender the phone. After seven (7) school days, one or both parents/guardians of the student and the student must meet with the principal in charge of discipline whereby the device will be returned to the parent/guardian.

Fourth Offense: The device shall be seized and the student shall be recommended for expulsion to an alternate site. After the expulsion hearing has been conducted the device shall be returned to the parent or guardian.

9th through 12th Grade Cell Phone Policy

First Offense: The device will be seized and held for 5 days. The phone will be returned after 5 days.

Second Offense: : The device shall be seized and held for seven (7) school days, and the student shall receive 1 day ISS if they surrender the phone or 3 days OSS if they refuse to surrender the phone. After seven (7) school days, one or both parents/guardians of the student and the student must meet with the principal in charge of discipline whereby the device shall be returned to the parent/guardian.

Third Offense: The device shall be seized and held for two (2) weeks, and the student shall be suspended out of school for three (3) school days if they surrender the phone or five (5) school days if they refuse to surrender the phone. After two (2) weeks, one or both parents/guardians of the student and the student must meet with the principal in charge of discipline whereby the device will be returned to the student.

Fourth Offense: The device shall be seized and the student shall be recommended for expulsion to an alternate site. After the expulsion hearing has been conducted the device shall be returned to the student.

Any material or pictures deemed to be inappropriate, illegal or malicious by the administration will be turned over to local law enforcement personnel. Students will be allowed to store the phone in their locker during the school day.

Afterschool activity/extracurricular sponsors are to provide a student access to a school phone for schedule changes, etc. A high school student may use their phone if they are outside the building at final dismissal.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES, CONTRACTORS, AFFILIATES AND STUDENTS

The Natchitoches Parish School Board prohibits electronic communications by an employee at a school to a student enrolled at that school which are not specifically related to educational services.

Any electronic communication made by an employee at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using a means other than one provided by or made available by the school system shall be reported by the employee and the records be maintained by the NPSB for a period of at least one year.

Any violation of this policy shall be immediately investigated by the employee's supervisor and may be reported to law enforcement.

VISITORS TO THE SCHOOLS

The School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times; in fact, special programs and visiting days may be planned throughout each school year to provide opportunity for such visits. Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Therefore, all visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

COMPUTER ACCESS AND USE

REGULATIONS

1. The use of the school computer network by students will be appropriate for educational uses including research and exchange of information consistent with the goals of the Natchitoches Parish System.
2. The Natchitoches Parish School System computer network may not be used for commercial, political, or religious purposes.
3. Every effort has been made to block access of obscene or pornographic material on the Natchitoches Parish School System computer network. Sites which contain information on the manufacturing of bombs or other incendiary materials shall also be prohibited. Any attempt to circumvent these efforts is prohibited and will result in the loss of all computer privileges at the school.
4. Using e-mail to send material that might offend or be objectionable to anyone (**e.g. obscene language, harassing, insulting or attacking others**) is prohibited.
5. Use of the Natchitoches Parish School System computer network to harass users or infiltrate other computer systems is strictly prohibited.
6. Student users must respect copyright laws.
7. Subscriptions to list servers, bulletin boards, and any online service must be approved by the teacher and/or the district technology coordinator.
8. No student shall try to improperly access, misappropriate, or misuse files, data, or information belonging to other network users.
9. No student shall give out personal information (**e.g. complete name, address, phone number and identifiable photo**) when using the system.
10. If a student is granted a student account, the student must never share the account with anyone or leave the account open or unattended. The student must keep all information about his/her account and passwords confidential.
11. No software from home may be put on any district computer. No diskette or storage media devices (jump drives, flash drives, etc.) from home or personal use are to be used on any school/district computer. If data is to be saved on a diskette, the diskette will be supplied by the teacher.

12. No files are to be downloaded from remote sources without the direct supervision of the teacher.
13. No student is to access the network at any time unless specifically directed to do so by the teacher.
14. No student will intentionally waste limited resources.
15. E-mail messages and student accounts will be subject to review by teachers and district technology coordinators at any time.
16. At no time shall any student sign another user's name to any electronic transfer (e-mail or file transfer).
17. When a security problem is detected, it shall be reported immediately to the teacher and technology department.
18. This policy may be amended by the school to include further restrictions in order to meet the special needs of the school.
19. Cyberbullying is not permitted. The use of strong language, swearing, or aggressive behavior is not allowed. Do not state anything which could be interpreted as defamation.

DISCIPLINE

Violations of this policy by students shall result in disciplinary action including suspension and/or expulsion/exclusion.

NOTE: The School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the Board.

PARISH DRESS CODE POLICY

Students shall be expected to maintain a neat, clean, well-groomed appearance at school **and on the school bus**. No article of clothing shall be bizarre in style, unsuitable for school activities, or of a nature to call undue attention to the wearer. Since school life prepares students to take their place in adult life, these primary requirements are expected of all students. The principal shall be the authority in determining the inappropriateness of any feature of clothing or grooming in accordance with the following guidelines.

Natchitoches Parish School Board has adopted a mandatory uniform dress policy in order to:

- Promote a general atmosphere of order and discipline in the school environment
- Promote a more effective climate for learning
- Increase campus safety and security
- Foster school unity and pride
- Eliminate "label competition"
- Simplify dressing
- Minimize costs to parents

Uniform Dress Code Policy Guidelines

This restricted dress code applies to all students in grades pre-kindergarten through grade twelve at school **and on the school bus**.

Students who transfer to the parish will be allowed five (5) school days to obtain proper dress code apparel relative to the school they attend.

At the discretion of the principal, each school will be allowed up to nine days per school year for out-of-uniform dress.

Students will be allowed to wear organizational tops with school uniform bottoms at the discretion of the principal.

All clothing, including jumpers, trousers, skirts, shirts, blouses, etc., must be neat, clean and appropriate for school wear. Items must conform to established restricted dress code standards. No uniform items may be worn that are revealing, have holes, tears or cuts, or are excessively frayed.

All students must wear navy blue or khaki bottoms and white or navy tops. Each school is allowed to select one school color in addition to the white or navy tops **with the exception of Natchitoches Central, Lakeview Junior/Senior High, Natchitoches Junior High & Natchitoches Parish Technical and Career Center.** Please note additional requirements for Natchitoches Central, Lakeview Junior/Senior High, Natchitoches Junior High & Natchitoches Parish Technical and Career Center on page 25.

BOTTOMS

- Bottoms include: slacks, skirts, jumpers, skorts, shorts and capris.
- Slacks, skirts, jumpers, skorts and shorts may have only inside pockets and must be hemmed. **No cargo pockets are allowed. No jeans of any color and/or type are allowed.**
- No jeggings are to be worn as uniform pants.
- All bottoms must be worn at **waist level**. **No sagging, over-sized, or under-sized bottoms are allowed.**
- Bottoms with belt loops require the wearing of belts.
- No over-sized or decorative belt buckles are allowed.
- The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed.
- Shorts are permissible for students in pre-kindergarten through grade eight. All eligible students must wear **STANDARD UNIFORM** shorts in khaki or navy. Shorts, jumpers, skirts and skorts must not be more than four (4) inches above the middle of the knee. **Biking shorts are not permitted at any grade level.**
- **No bell bottom or low rise bottoms are acceptable.**
- Leggings are to be worn under a standard bottom and are to be a solid school uniform color. (NO BLACK)

TOPS

- Tops may be the “oxford style” or “polo style” (not the Polo brand name). **Natchitoches Parish School Board approved STANDARD UNIFORM shirts** with 2, 3, or 4 buttons **with all buttons fastened but the top button are allowed.**
- Tops must be tucked in. **No over-sizing or under-sizing of tops allowed.**
- All tops must have sleeves (no long sleeves to be worn under short sleeve shirts).
- Undershirts **must** be solid white.
- **No vests of any kind are allowed.**
- Pullovers (sweaters or sweat shirts) in the designated school colors may be worn.
- **No hoods may be worn in school buildings.**
- School t-shirts are allowed at the discretion of the principal.
- Monogramming is allowed on the upper-left chest of uniform tops.

JACKETS

- Lightweight “windbreaker” style and jackets (**solid color**) may be worn at school in white, navy blue, black, brown, gray or the designated school color. No logos allowed. **The school emblem is allowed on the jackets.**
- Jackets must not be excessively bulky.
- **No hood may be worn in school buildings or on the bus.**
- Dusters and trench coats are not allowed.

NOTE: Jackets that do not meet the above requirements may be worn to school, BUT must be taken off upon entering the school building.

FOOTWEAR

- **Proper footwear must be worn at all times.**
- Socks, tights, or hosiery are to be **SOLID**, flesh tone, white, navy, or black.
- Only closed toe shoes/boots are allowed.
- No heels 3 inches or higher are allowed.
- The backs of shoes must have straps or must be fully enclosed.
- No beach shoes, shower clogs, house shoes, sandals or crocs with or without straps are allowed.
- No shoes with lights or wheels are allowed.
- All footwear must be properly laced and tied.

HAIR GUIDELINES AND HEADWEAR

- Hair will be clean, combed, and uncovered.
- Facial hair will be clean, groomed and not distracting.
- **Any hair color deemed distracting to the learning environment by the school administrator is prohibited.**
- Pullovers/sock/knit/watch caps are allowed in the outdoor setting only. **No logos allowed.**
- No other headgear is allowed unless for religious, medical or safety purposes.

- Hairstyles may be further restricted when it pertains to the health and/or safety of students in specific subject areas or extracurricular activities.
- No gang affiliation allowed in hair design or headwear.
- Feathers are not allowed to be worn in hair.

ACCESSORIES

- Only prescription glasses may be worn inside buildings.
- Jewelry is permissible for both sexes as long as other mandates of this policy are not violated. **Earrings or studs may be worn in the ear lobe only. No gages will be permitted.**
- **No vulgar, suggestive, obscene, or gang related tattoos or other items that are visible are allowed (i.e. hair accessories.)**
- Accessories or other items worn or brought into school that display satanic/occult symbols or practices are prohibited.
- The principal has the discretion to prohibit articles of clothing not specifically discussed in this policy that create or could potentially create campus conflicts.
- Accessories or items worn may not advertise alcoholic beverages, drugs, or use of tobacco products or establishments generally associated with serving alcoholic beverages.
- Students in Grades 9-12, and students at NJH, will visibly wear the Identification card on the shirt or jacket between the belt and shoulders while on campus during the school day except during PE activity classes.
- Each individual school may establish more specific dress code policies as long as they do not contradict the above. In such cases, students will be informed of these policies through printed handouts after having been approved by the Board.
- Book bags must be made of a clear or mesh material.
- Purses cannot be larger than a 12" by 8". (i.e.: sheet of paper) No backpack purses are allowed.

Natchitoches Central, Lakeview Junior/Senior High, Natchitoches Junior High & Natchitoches Parish Technical and Career Center

- Bottoms will be slacks or skirts only in khaki or navy blue color. No jeans of any color and/or type allowed. All pants must have belt loops. Skirts must not be more than **four (4) inches** above the middle of the knee.
- Tops for Lakeview High School will be **Forest Green only** (including jackets).
- Tops for Lakeview Annex will be home school colors (including jackets).
- Tops for Lakeview Junior High will be **Orange only** (including jackets).
- Tops for Natchitoches Central will be **Maroon only** (including jackets).
- Tops for Natchitoches Junior High will be **Maroon, Gold & White only** (including jackets).
- Tops for Natchitoches Parish Technical and Career Center will be **Maroon only** (including jackets).
- Jackets, coats, and sweatshirts with hoods are not allowed.
- School administration approved school activity participant wind breakers or letter jackets are allowed if student is in good standing.
- In addition to the requirements in this section, Natchitoches Central, Natchitoches Central Junior High & Lakeview Junior/High students will adhere to the other areas of this dress code policy.

Consequences for Uniform/Dress Code Violations

The principal or designee shall exercise discretionary authority in determining the violations of the school uniform/dress code policy **at school and on the school bus. Any student that violates the school uniform policy will be removed from the classroom immediately to a designated "wait" area, where he/she will complete school work pending further disciplinary action.**

- **First Offense-** Contact parents or guardian and allow them the opportunity to bring the missing item(s) to school, or allow them to take the student home to dress in the proper uniform. Once appropriately dressed, the student may return to class.
- **Second Offense** .Contact parents or guardian and allow them the opportunity to bring the missing item(s) to school, or allow them to take the student home to dress in the proper uniform. Once appropriately dressed, the student may return to class. However, that student will be assigned one (1) day in Time-Out-Room (TOR), After-School Detention (ASD), or In-School Suspension (ISS).
- **Third Offense** .Contact parents or guardian and allow them the opportunity to bring the missing item(s) to school, or allow them to take the student home to dress in the proper uniform. Once appropriately dressed, the student may

return to class. However, that student will be assigned three (3) days in Time-Out-Room (TOR), After-School Detention (ASD), or In-School Suspension (ISS). In addition, a parent conference is required.

- **Fourth Offense** .Contact parents or guardian to pick up student. The student will be given a three (3) day Out-Of-School Suspension (OSS).

Designated School Colors

Our standard school uniform colors for pre-school through 8th tops are white and navy. All pre-school through 8th schools are allowed to choose an additional school color for the shirt. The individually selected school colors are listed below. **Students at Natchitoches Central, Natchitoches Junior High and Lakeview Junior High/High schools will wear the designated school color top listed for their school with khaki or navy pants or skirts.**

East Natchitoches	Red	Natchitoches Central High	Maroon Only
Fairview Alpha	Purple	Natchitoches Junior High	Maroon, Gold & White Only
Goldonna	Light Blue	Natchitoches Magnet	Orange
L.P. Vaughn	Red	Natchitoches Parish Technical and Career Center	Connections: Blue Only Redirection: Maroon Only
Lakeview High	Forest Green Only	NSU Elementary	Purple
Lakeview Junior High	Orange Only	NSU Middle	Purple
M.R. Weaver	Red	Provençal	Purple
Marthaville	Gold		

CORPORAL PUNISHMENT

The Natchitoches Parish School Board believes that, in order to maintain an atmosphere conducive to learning, discipline must be maintained in every school at all times. The Board further believes that teachers and administrators in this school system should have at their disposal forms of student punishment that do not require removal of students from school. Corporal punishment is one such form and may be administered to students in accordance with the following guidelines.

Therefore, be it resolved by the Natchitoches Parish School Board that the following provisions about corporal punishment be strictly adhered to:

1. Only the principal, assistant principal and/or their coordinator shall have the option to use or not to use corporal punishment in that school.
2. Corporal punishment shall never be used unless the student was informed beforehand that specific misbehavior could occasion its use, and should always be reasonable in severity. (Punishment is not to exceed four strokes.)
3. All students and parents are to be notified of the Board policy in regard to corporal punishment.
4. Corporal punishment shall not be excessive and should normally be used only if other types of punishment for misbehavior are not effective.
5. The student shall understand the breach of rule involved and the reason for the punishment. He shall be given an opportunity to explain his version of the facts.
6. Corporal punishment shall be administered on the **buttocks only**. A paddle made of wood with no holes or splinters shall be used in administering corporal punishment, and the paddle is not to exceed twenty (20) inches in length, one fourth (1/4) inch in thickness and at least three (3) inches in width, with rounded edges and corners.
7. Another staff member shall be present whenever corporal punishment is administered.
8. **A record shall be kept on file in the principal's office of every instance in which corporal punishment is used and shall be available for parents to review if they so desire.**
9. Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself against a physical attack by a student or from using physical force, reasonable and appropriate under the circumstances, to restrain a student from attacking another student or employee.
10. Corporal punishment shall not be administered to students with disabilities. (504/IDEA)

SAFE SCHOOLS ASSURANCE

Parents are informed and students forewarned that every fight on campus, bus, or bus stop will result in law enforcement being contacted. Students shall be instructed that they must avoid violent acts and threats of violence. Students are to report bullying or other hostile behavior to teachers and administrators. If students do participate in a fight, threaten violence, bring weapons or drugs on campus or a school bus or at school sanctioned activities, the Sheriff's Department or the City Police Department will be notified. Each participant is subject to being arrested, handcuffed, and taken into custody. Participants of violent behavior shall not be allowed on school campus until the Superintendent of Schools or other appropriate party has

conducted the suspension/expulsion hearing. It is unlawful for anyone to use, distribute, and/or possess any weapons as defined by statute on or around school property used for school purposes by any school or on a school bus.

STUDENT HEALTH SERVICES

HEARING AND VISION SCREENING

The school board shall test the sight and hearing of every Pre-K, Kg, 1st, 3rd, 5th, 7th, and 10th grade student. Also, students who are referred by their parents or school employees will be screened. Exceptions will be allowed for students whose parents or guardian object to hearing and vision screening.

ADMINISTRATION OF MEDICATION

School medication orders should be limited to medications which cannot be administered before or after school hours, and to include only oral, pre-measured aerosols for inhalation, topical ointments for diaper rash, and emergency medication. **Eye drops, ear drops, or ointments/lotions (except for diaper rash) will not be allowed. ANY STUDENT WHO IS REQUIRED TO TAKE MEDICATION (PRESCRIBED OR EVEN OVER THE COUNTER) DURING THE SCHOOL DAY MUST COMPLY WITH THE FOLLOWING:**

1. Students will not be allowed to have medication at school except as provided in medication policy and guidelines. All medication will be administered by school nurse or unlicensed trained school personnel, or by parent/guardian or their representative following policy and guidelines. Self-administration will be allowed only as set forth in policy, and guidelines.
2. Medication shall not be administered to any student without an order from a **Louisiana or adjacent state licensed physician, dentist or any other authorized prescriber.** The School Medication Order Form must be completed and signed by the student's physician and returned to school. **THIS ORDER MUST BE RENEWED ANNUALLY, OR AS STUDENT'S CONDITION REQUIRES.**
3. Parent/Guardian is required to sign a School Consent Form for Medication Administration.
4. Prescription and non-prescription medication must be provided to the school in a pharmacy-approved labeled container for school use only. Separate containers must be provided for home and school.
5. Parent/Guardian should request of the pharmacist unit dose packaging if possible. No more than a 30 day supply of medicine should be provided for school.
6. Medication shall not be altered as dispensed by pharmacist (i.e. halving/crushing) except in specified situations such as tube feedings with physician orders and under discretion of school registered nurse.
7. The initial dose of medication should be administered outside the school jurisdiction allowing at least 12 hours for observation for adverse reactions before the student returns to school.
8. Parent/Guardian or responsible adult will deliver medication to school, cooperate in counting medication with designated school personnel, and sign drug Receipt Form. Medication **brought to school by student will not be administered.**
9. A written statement/order should be provided to school by physician if medication is discontinued or changed.
10. Medication on field trips and other extra-curricular activities will be allowed only as set forth in policy and guidelines.
11. Parent/Guardian should remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medication according to school guidelines. **Transportation of medicine by student is not permitted.**

STUDENT PSYCHOLOGICAL SERVICES CRISIS INTERVENTION

The Natchitoches Parish School Board, in an attempt to provide a safe and healthy learning environment, recognizes that the death of a student or staff member, or a threatened, attempted or completed suicide, can have a traumatic effect on the school community.

To minimize trauma when a crisis occurs and to identify students at risk because of the trauma, each school shall form a crisis intervention team consisting of school counselors, school administrators, school substance abuse coordinator, SBLC chairperson, and a staff member trained in CPR and First Aid. Other professional personnel permanently assigned to the school may be added to the Crisis Intervention Team at the discretion of the principal. The Crisis Intervention Team's function in time of crisis shall be to:

1. Obtain emergency medical assistance for the individual, if necessary;
2. Notify and/or involve the individual's parent or guardian;
3. Make referrals to Jennifer Ingram at (318) 352-2358, appropriate professional or agency for treatment, or contact Protective Services if parent contact will increase risk;
4. Maintain the individual's and family's right to privacy;
5. Identify and assist other individuals who may be at risk because of the situation;

6. Involve other professionals in the community and/or school system as needed;
7. Notify the Superintendent.

LICE CONTROL POLICY

1. Any student found to have positive evidence of head lice or nits (eggs) shall be excluded from school.
2. The student will be excluded from school and school bus until he/she has been effectively treated with a medicated shampoo and **ALL NITS** have been removed from hair.
3. Adequate treatment and removal of all nits (egg) can be achieved in one to three days. Continued absences because of lice infestation may be referred to the Supervisor of Child Welfare and Attendance.
4. Designated personnel at the school shall be responsible for checking students to be sure that the hair is **free of lice and nits** before readmitting them to school. No student will be readmitted to school with lice or nits present in his/her hair. A parent or guardian must accompany a student upon their return to school after being treated for lice.
5. The school shall follow the procedure for classroom prevention and control measures for head lice.

DISCIPLINE OF STUDENTS WITH DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

All Procedural safeguards afforded regular education students must be extended to students who have been identified with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) and students who are suspected of having such disabilities (as defined in law and regulation). Such students shall also receive the procedural safeguards specified in the IDEA, 20 U.S.C. Section 1401, et. Seq., in the Children with Exceptionalities Act, La. R.S. 17:1941, et. Seq., and in the federal and state regulations implementing those acts. Students identified as being gifted or talented shall be treated like regular education students for purposes of discipline and shall not receive the additional procedural protections applicable to students with disabilities.

Other information regarding the rights of students with disabilities is contained in the publication: *Louisiana's Educational Rights of Children with Disabilities: Special Education Processes + Procedural Safeguards (September 2013)*. You may obtain a copy of this booklet from your child's teacher or by contacting Toni Bennett, Director of Exceptional Student Services Department at the Natchitoches Parish School Board Office, 310 Royal Street, Natchitoches, Louisiana (318-352-2358).

SECTION 504

REHABILITATION ACT OF 1973

1. Section 504 of the Rehabilitation Act of 1973, as amended, is a non-discrimination statute barring discrimination on the basis of handicap.
2. It is the policy of the Natchitoches Parish Schools not to discriminate on the basis of handicap in its educational programs, activities or employment policies.
3. The Rehabilitation Act of 1973, as amended, requires the school system to identify, evaluate, and determine if the student is a qualified individual entitled to educational and related services.
4. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Right and Privacy Act (FERPA). The requirements are described in the handbook.
5. Parents or guardians disagreeing with the decisions reached by school personnel regarding the evaluation, services or placement of their child under Section 504 may request a hearing before an impartial hearing officer by notifying the school principal.
6. The 504 designated contacts may be reached at the individual's home based school or Natchitoches Parish School Board Office, telephone 352-2358 Jennifer Ingram, 504 Coordinator (Ext. 1189).

TITLE IX

The Natchitoches Parish School System is committed to a policy of prohibiting sex discrimination against students and employees of educational institutions addressed through Title IX. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all arenas of public schooling. Mrs. Anita Dubois, the Title IX Coordinator may be contacted at 318-352-2358 (Ext. 1175).

TITLE X

McKINNEY-VENTO HOMELESS EDUCATION PROGRAM

The No Child Left Behind Act of 2001 reauthorized the McKinney-Vento Homeless Assistance Act. This part of the No Child Left Behind Act (NCLB) is intended to ensure that homelessness does not cause children to be left behind in school. Stability and adequacy of the living arrangement are critical considerations when determining homelessness. The terms homeless children and youth mean individuals who lack a fixed, regular, and adequate nighttime residence.

RESPONSE TO INTERVENTION (RTI) IN LOUISIANA

Response to Intervention (RTI) is a general education process that provides students with high-quality research based instruction and interventions that are matched to the student’s specific needs. Data is used to drive decisions about student progress and to determine the appropriate instructional plan necessary for a student to achieve grade-level success. Daily instruction is delivered to maximize instruction and intervention benefits.

Universal screening to benchmark all students should occur three times a year—in the fall, winter, and spring. All students regardless of tier determination should receive powerful core curriculum instruction.

- **Tier I** is the level in which students are achieving Benchmark or above success.
- **Tier II** is implemented when students need **strategic** support to achieve Benchmark success.
- **Tier III** is the level at which students need **intensive** support to achieve Benchmark success.

NATCHITOCHE PARISH SCHOOL BOARD P.A.C.E. (PARENT AND COMMUNITY ENGAGEMENT PLAN) 2019-2020

In support of strengthening student academic achievement, Natchitoches Parish School Board agreed on and distributed to parents of participating children a written parental involvement plan containing information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) (district wide parental involvement policy). The plan establishes the Natchitoches Parish School Board expectations for parental involvement and describes how the district will implement a number of specific parental involvement activities, is incorporated into the Natchitoches Parish Schools consolidated plan submitted to the Louisiana Department of Education, and distributed to parents in the Natchitoches Parish School Board Student/Parent Handbook.

This plan applies to all families that have children in Natchitoches Parish Schools, community representatives, administrators, principals, teachers and other support personnel in the Natchitoches Parish Schools. (The term “families” includes individuals who are serving as legal guardians.)

Families have the primary responsibility for the education of their children. They provide the foundation for academic success. The Natchitoches Parish School Board respects the roles/responsibilities of families in assuring their children are adequately educated and is committed to developing a strong, ongoing partnership with families to create or strengthen stimulating home and school learning environments. Administrators, principals, teachers and support staff at each school must create a climate of respect for and cooperation with families that will be evident in all teacher and staff interactions. This climate of respect and cooperation at all schools will be based on the following national Parent and Community Engagement standards:

Standard 1: Welcome all families into the school community. Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to the staff, and to what students are learning and doing in class and school. Barriers to greater family participation, such as language and socioeconomic barriers are reduced or eliminated.

Standard 2: Communicating effectively. Families and school staff engage in regular, two-way, meaningful communication about student learning.

Standard 3: Supporting student success. Families and school staff continuously work together to support students’

learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child. Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing Power. Families and school staff are equal partners with equal representation in decisions that affect student and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with community. Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Parent and Community Engagement (PACE) District Council: To promote parent involvement and active family engagement in the education process, the Natchitoches Parish School Board authorizes establishment of Parent and Community Engagement (P.A.C.E.) District Council in Natchitoches Parish. The Parent and Community Engagement District Council shall include representation from Parent Advisory Councils (School, Migrant, & SPED), Teachers, Central Office Staff, Community Members, Students, and School Administrators organizations.

PART I. GENERAL EXPECTATIONS

Natchitoches Parish School Board agrees to implement the following statutory requirements:

A. PARENT PROGRAMS FOR ALL PARENTS WILL BE CONSISTENT WITH SECTION 1118 OF ESEA:

NPSB will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

B. JOINT DEVELOPMENT OF SCHOOL-PARENT COMPACT (AGREEMENT): Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a **school-parent compact** consistent with section 1118(d) of the ESEA. The school/parent/compact must include the following:

1. Joint development of compact with parents
2. Description of the school's responsibility for providing a high-quality curriculum in a supportive and effective learning environment.
3. Description of ways parents will support their children's learning. (Monitoring homework completion, television time, and attendance; volunteering in their children's classrooms; and participating, as appropriate, in decisions relating the education of their children and positive use of extracurricular time)
4. Importance of ongoing communication between teachers and parents. The compact must provide for:
 - a. Parent-teacher conferences held at least annually with the compact forming the framework for discussion with respect to the individual child.
 - b. Frequent reports to parents on their child's progress and,
 - c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

C. INCORPORATION OF THE DISTRICT - WIDE PARENT ENGAGEMENT PLAN WITH THE DISTRICT IMPROVEMENT PLAN: The school district will incorporate this district-wide parental involvement plan/policy into its district improvement plan developed under section 1112 of the ESEA.

D. FULL OPPORTUNITIES FOR PARTICIPATION OF PARENTS OF MIGRATORY CHILDREN, PARENTS WITH LIMITED ENGLISH PROFICIENCY, and PARENTS WITH DISABILITIES: In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section

1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- E. **UNSATISFACTORY COMMENTS CONCERNING THE DISTRICT PARENT ENGAGEMENT PLAN:** If the district plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- F. **FUNDS RESERVED FOR PARENT INVOLVEMENT:** The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.
- G. **DEFINITION OF PARENT INVOLVEMENT:** The school district will be governed by the following statutory definition of parental involvement, and expects that Title I schools will carry out programs, activities and procedures in accordance with this definition:
- Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*
1. *that parents play an integral role in assisting their child's learning;*
 2. *that parents are encouraged to be actively involved in their child's education at school;*
 3. *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and*
 4. *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

- A. **JOINT DEVELOPMENT OF THE DISTRICT PARENT ENGAGEMENT PLAN:** The Natchitoches Parish School Board will take the following actions to involve parents in the joint development of its district wide parental engagement plan under section 1112 of the ESEA:
1. *Annual Evaluation Meeting* - Parent Advisory Council (PAC) Parents, Teachers, Central Office Staff, Community Members, Students, and School Administrators will convene to review the district and school improvement plans, district Parent Involvement Policy and make corrections and revisions to present for group consensus. Meeting includes professional development for parents, teachers, and school administrators in data review and analysis, budgeting, and district and school action plan development.
 2. *Parents on School Improvement Teams* - Title I requires schools to include parent and community stakeholders on the School Improvement Team (SIT) and in development of the Parent Involvement Policy/Plan as evidenced by a signature page including names of participating parents, teachers, and community members.
- B. **SCHOOL REVIEW and IMPROVEMENT:** The Natchitoches Parish School Board will take the following actions to involve parents in the process of **school review and improvement** under section 1116 of the ESEA:
1. *Parents on School Improvement Teams* - Title I schools are required to include parent and community members to serve on their School Improvement Teams (school decision-making team) as evidenced by the signature page of the school improvement plan.
 2. *Parent and Community Engagement District Council* includes parents from all schools meeting yearly to review/revise the P.A.C.E. District Plan.
- C. **SUPPORT, TECHNICAL ASSISTANCE, AND COORDINATION FOR TITLE 1, PART A, SCHOOLS:** The Natchitoches Parish School Board will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
1. Conduct training sessions for parents and school staff on how to conduct the **ANNUAL Title 1 Meeting** activities.

2. Conduct technical assistance sessions on **Family Nights**. Meetings are structured and moderated to ensure parents receive the advice, reassurance and moral support they need to help their children succeed. Meetings are held at the school and typically last 2 hours.
3. Conduct technical assistance sessions for parent leaders and school staff on use of the **Student Progress Center (SPC)**.
4. Conduct **parent needs assessment and parent satisfaction surveys** yearly by electronic/paper survey forms at the beginning and end of the school year. Technical Assistance sessions are conducted yearly to assist School Improvement Teams with analyzing and using survey results. District compiles summary from school survey results.
5. Provide technical assistance to schools and parent leaders on the purpose and use of the student agendas.
6. Conduct professional development sessions with parent/school leaders to provide support in ways they can assist their children/students academically.

D. COORDINATION WITH EARLY CHILDHOOD PROGRAMS

EARLY CHILDHOOD PROGRAMS CONSIST OF: Public School, Head Start Centers, Childcare Centers, Early Steps, Nonpublic School Early Childhood Development (NSECD) Prekindergarten Programs. The Natchitoches Parish School Board will **coordinate and integrate parental involvement strategies in Title I Part A with Head Start, Early Start, and other State-operated preschool 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, by:

1. Providing technical assistance to schools concerning *sharing information, co-sponsoring workshops, encouraging attendance and/ or participating in activities serving needs of both groups.*
2. Employing a district-wide coordinator for preschool programs.
3. Sharing information with Early Childhood Programs
4. Conducting joint meetings to meet a common need.
5. Joint participation in Early Childhood Information and Recruitment Event.

E. EVALUATION OF PARENT INVOLVEMENT PLAN AND POLICY: Natchitoches Parish School Board will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A and other schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention 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 district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental engagement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

1. *Annual School Improvement and Parent Involvement Evaluation Meeting.* A meeting for Parents, Teachers, School/District Administrators, and Community Members to review, revise, and evaluate the School Improvement Plans and Parent Involvement Policy activities of each school using the PACE Rubric. The P.A.C.E. rubric measures success of school activities in the following areas: **Welcoming All Families, Communicating Effectively with Parents, Supporting Student Success, Speaking Up for Every Child, Sharing Power and Collaborating with the Community.** Participants will consider ways to increase parental engagement and ways to overcome barriers which may limit participation for those who are economically disadvantaged, disabled, have limited literacy, have Limited English Proficiency or are of a racial/ethnic minority background.
2. *Annual evaluations will be conducted each year at the school and district level.* Data to be collected, analyzed, and summarized include: parent, teacher, student surveys and questionnaires; student achievement data for local and state assessments at the school and district levels; communication with parents (agenda usage and meetings with parents); number and effective use of volunteers (sign in sheets, number of volunteers, how were volunteers used); and evidence of partnership with parents in student learning.

F. BUILD SCHOOL AND PARENT CAPACITY FOR STRONG PARENT ENGAGEMENT: The Natchitoches Parish School Board will build school and parent capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school(s) involved, parents, and the community to improve student academic achievement through the following activities specifically described below:

1. Provide *technical assistance to parent leaders* on how to conduct:
 - *Parent/Teacher Organizations*
 - *Family Night activities*
 - *Student Progress Center (SPC) training*
2. Include parents in professional development activities to improve student academic achievement through Family Nights, Parent/Teacher Conferences, Parent/School Contact, etc.

G. PROVIDE ASSISTANCE TO PARENTS THROUGH SCHOOL, REGIONAL and DISTRICT

ACTIVITIES: The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- the Louisiana Student Standards, Early Learning Development Standards, & (GLEs) Grade Level Expectations,
- the State's student academic achievement levels,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A, Title I
- how to monitor their child's progress,
- how to work with educators, and
- how to interpret letters of information about student screening results and related intervention sessions.

by undertaking the actions described below:

1. Each Title 1 school will hold an **ANNUAL TITLE 1 MEETING** to distribute and explain the ESSA Requirements and Parents Rights for Title 1 SCHOOL-WIDE Programs and a LEAP Night to assist parents in understanding how to read student results.
2. Schools provide **Student Progress Center** training for parents to access grades, attendance, and behavior.
3. Schools hold a minimum of four **FAMILY NIGHTS** such as Math Family Night, Family Reading Night, Science Family Night, Social Studies Family Night, Technology Night, Family Writing Nights, and Celebration of Learning Night for parents to provide information and activities concerning the topics listed above.
4. Schools provide **STUDENT AGENDAS** for each student containing school and district handbooks, grade level expectations, Louisiana Student Standards and school and district parent involvement policies.
5. Schools send parent and staff representation to participate on the **PACE District Council** for the purpose of evaluating School Improvement Plans and School and District Parent Involvement policies.

H. PROVIDE MATERIALS, SUPPLIES, AND TRAINING TO PARENTS: The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by the following:

1. Distribute the Student Agendas with Grade Level Expectations, Louisiana Student Standards. Conduct meetings on regular basis to explain the grade level expectations (GLEs), the Louisiana Student Standards. Explain the school and district accountability ratings and the school and district plan for improving scores. Explain the role a parent plays in student achievement.
2. Annual Parent and Community Engagement *PACE School and District Improvement Evaluation* Meeting
3. Parent – Teacher **Conferences** scheduled two times per year at a time and place conducive to attendance by parents. Parent-Teacher Conferences are also available upon request.
4. Parent and teacher **compacts** signed and kept on file at the school level.
5. Distribute newsletters, academic games, health, education, and character development information at the school level.
6. Distribute letters of notification to parents concerning their child's academic screening information and intervention sessions.

I. EDUCATE TEACHERS, PUPIL SERVICES PERSONNEL, PRINCIPALS AND OTHER STAFF ON HOW TO REACH OUT AND COMMUNICATE WITH, AND WORK WITH PARENTS AS EQUAL PARTNERS TO BUILD TIES BETWEEN PARENTS AND SCHOOLS.

The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

1. Parent meetings at each Title One school including *Student Progress Center* (SPC) information workshops.
2. Development of *Parent Organizations* at each school site.
3. Family Nights providing support with Academics, Attendance, Social Media, Bullying, etc.

J. SEND INFORMATION RELATED TO THE SCHOOL AND PARENT PROGRAMS, MEETINGS, AND ACTIVITIES TO PARENTS IN LANGUAGE THE PARENTS CAN UNDERSTAND:

The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

1. District newsletters, parent activities and information in newsletter form mailed to student homes on request and distributed by the schools for different age groups (pre-school, elementary school level, middle school level, and high school level) and electronic newsletters posted on district website at www.nat.k12.la.us (click on the NPSB PARENTS! tab for information).
2. Publish meeting events in the Natchitoches Times and on the Natchitoches Parish School Board website.
3. Send state testing information to parents in an understandable language.

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The District wide Parental Involvement Policy includes other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district Parent and Community Engagement Council to provide advice on any matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV. ADOPTION

This Natchitoches Parish District-wide Parental Involvement Plan has been agreed on with representative parents of children participating in Title I, Part A programs, teacher representatives, school and district administrators, and community members.

The plan was approved by the Natchitoches Parish School Board. A copy of the signed document is available at the Natchitoches Parish School Board Parent and Community Engagement Office located at 310-A Royal Street, Natchitoches, Louisiana 71457.

Student Progress Center

Parents with access to the *Student Progress Center* are able to view the following types of information:

- **Parent Profile Details**
- **Student Information Details**
- **Authorized Pickups**
- **Bus Information**
- **Class Schedule**
- **Class Grades**
- **Grade-book Information**
- **Attendance Information**
- **Discipline Information**
- **Transcript Information**

Student Progress Center Access

As of July 1, 2014, we began implementing the use of JCampus for our student information accounting system. We are also implementing the use of JCampus “**Student Progress Center**” (SPC).

The Student Progress Center (SPC) is a secure, internet application that allows parents/guardians access to up to date information concerning their students.

SPC is a self-registering system. In order to register you must know basic demographic information (as reported on your student’s enrollment form).

For additional information on using SPC, please contact your students’ school.

NPSB Textbook and Library Check Out Agreement for Parents and Students

Books issued to students are the property of Natchitoches Parish School Board. Students are allowed to use the books for the duration of the school year. Books must be returned in good condition for use the following year. In order for there to be sufficient books for all students, students must take responsibility for their textbooks.

Textbooks are checked out to students using a numbering system or barcode system. Students and their parents/guardians are responsible for keeping books in good condition throughout the year. If books are damaged, a fine will be assessed. There also may be a small label fee if the barcode label must be replaced due to damage. Books returned damaged will be charged full replacement cost.

Students should take good care of their school textbooks and library books. Students are to write their name in the space provided on the inside front cover of the textbook so their textbook can be easily identified.

Any damage to textbooks or library books will result in a “replacement fine.” Any water damage will result in the total replacement cost of the book. All library and textbook fines must be paid or cleared or no new textbooks for the next term or school year will be issued. Textbooks can cost upwards of \$80 to replace so it is very important that students take good care of all of their books.

Please be sure to sign on the Document Review Form (page 42) that you have read and agree to the NPSB Textbook and Library Check out Agreement for Parents and Students.

PARENTS' RIGHT TO KNOW

The 2001 reauthorization of the Elementary and Secondary Education Act makes it clearer than ever that parents are the key stakeholders in their children's education. The No Child Left Behind Act (NCLB) imposes numerous new mandates requiring states, districts and schools to answer to parents for a failure to improve schools. NCLB brought forth a whole new provision known as "Parents Right to Know". This provision requires Natchitoches Parish School Board to notify parents of all children in Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. It must be emphasized that this requirement applies to all children in the school - whether or not they receive identifiable Title I services – and it applies to all Title I schools.

- ❖ NCLB states that parents have the right to request information on professional qualifications of their children's classroom teachers and paraprofessionals. Parents have the right to request the following information:
 - Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
 - Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 - The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
 - Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents must be notified that they have the right to request this information at the start of each school year. Note that this notification itself does not contain information on teacher qualifications; it is simply a description of the type of information parents may request, if they wish.

- ❖ **Notification letters will be sent to parents of children assigned, or instructed by, teachers who are without certification (not highly qualified) in core subjects for four or more consecutive weeks (thirty days or more).**

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOL

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible student”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

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

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

The District has elected not to disclose “directory information” to any individual/agency other than branches of the armed services.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of--

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasion physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use--

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

NATCHITOCHE PARISH SCHOOL BOARD PUBLIC COMPLAINTS/GRIEVANCE PROCEDURES

Constructive criticism of the schools is welcomed by the Natchitoches Parish School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher;
2. Principal;
3. Appropriate Supervisor or Central Office staff member;
4. Superintendent or designee; and,
5. School Board.

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and shall be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

PROCEDURES

A complaint form shall be available at the school for parents to fill out when they are not satisfied at the school level. The principal or designee shall respond in writing to the complaint and steps taken before sending the form to the appropriate central office personnel, Director of Personnel, Child Welfare and Attendance Supervisor, and/or Director of Special Education.

Central office personnel shall investigate the complaint and report findings to the parent and add a written report to the original complaint form sent to the central office by the principal.

If the parent is still not satisfied with the report findings, the parent may request the Superintendent to review the documentation presented by the principal and central office personnel. The Superintendent can support the decision of the staff or agree to the request of the parent.

The parent may request to come before the Board with a grievance against school personnel only after the due process procedures outlined above has been followed. The Superintendent shall present documentation of the investigation and recommendations to the Board. The Board can decline or agree to an executive session to hear the parent's grievance.

Citizens shall be allowed to fill out a form and speak before the Board for three (3) minutes only on active agenda items.

COMPUTER NETWORK USERS RELEASE FORM

As a condition of using the Natchitoches Parish School System computer network, either through my own account or through my classroom's Teacher-Access account, I understand that the use of the school network and the Internet is a privilege and I agree to the following:

1. I have read and discussed the Acceptable User Policy with my parents and agree to abide by its rules. I understand that breaking the rules of the Acceptable User Policy will result in the loss of all privileges that I have to access the network.
2. I understand that my teacher and other school and district officials may review and edit or remove any material in my computer files that they may consider to be inappropriate.
3. I understand that the school computer network cannot be error-free and will occasionally be unavailable for my use.
4. I understand that the Natchitoches Parish School System cannot control what is available on the Internet. I agree to follow the rules of ethical behavior for computer use and further agree to make no deliberate effort to access material that may be objectionable or inappropriate for school use.

User's Name (print) _____ School: _____

User Signature _____ Date _____

PARENT OF GUARDIAN

As parent or guardian of this student, I have read and discussed the Acceptable User Policy with him/her. I understand that access to the network is designed for educational purposes. I further understand that although the school system has made every possible effort to assure that objectionable materials will be unavailable to the students and agree that the school system cannot be held responsible for such material on other networks.

YES-I hereby give permission for my son/daughter to use the Natchitoches Parish School System computer network either through his/her own account or through the special Teacher-Access accounts.

Name: (please print) _____

Signature: _____ Date: _____

NO-I do not want my child to use the Natchitoches Parish School System computer network. Please use appropriate alternative assignments for my son/daughter.

Name: (please print) _____

Signature: _____ Date: _____

Natchitoches Parish School Board has taken measures to block inappropriate sites to students.

NATCHITOCHE PARISH SCHOOL BOARD CODE OF STUDENT CONDUCT

Student and Parent Acknowledgment

The Natchitoches Parish School Board District shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district personnel. The student's responsibilities for achieving a positive learning environment at school and/or school-related activities shall include the following:

Attend all classes each day and be on time.
Prepare for each class with appropriate materials and completed assignments.
Dress according to the dress code adopted by the NPSB.
Know that the possession, use, and/or sale of illegal or unauthorized drugs, alcohol and weapons is unlawful and prohibited.
Show respect toward others by not bullying or harassing others based on age, race, sex, or national origin.
Conduct oneself in a responsible manner.
Pay required fees and fines
Know and obey all school rules in the Code of Student Conduct and the School-Based Discipline Management System.
Cooperate with staff in investigation of disciplinary matters.
Report threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the principal, teacher or another adult.

Use NPSB technology systems for school business purposes only and use school computers and related equipment appropriately.
Abide by the technology security procedures developed by NPSB such as never leaving a terminal workstation unattended or unsecured while logged on to a host computer or network.
Report all observed or suspected technology security problems immediately to a teacher
Seek changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
Follow NPSB medication policy.
Follow NPSB lice policy.
Review rights under FERPA and PPRA.
Follow NPSB Bus Behavior Policy.

The *Code of Student Conduct* has been written to help your son or daughter gain the greatest possible benefit from his/her school experience.

The school is in need of your help and cooperation. It is important that every student understands the *Code* and be expected by his/her parent(s) or guardian(s) to follow the rules and regulations set forth in the *Code*. Please read and discuss the *Code* with your child. When you have done so, you and your child must sign this form and return it to the school. Signatures of parents and student acknowledge receipt of a copy of the *Code of Student Conduct* and certify that both have read and discussed the *Code*. It is expected that parents and students will accept their responsibilities as described in the *Code of Student Conduct*, and that parents will support school efforts to provide a safe and orderly school environment.

In addition, we have read the Bullying/Harassment on page 15 and Electronic Telecommunication Devices for Students Policy and Consequences on page 21.

Student Signature

Date

Parent or Guardian Signature

Date

Grade _____ Homeroom Teacher _____ School _____

PARENTAL INVOLVEMENT POLICY NOTIFICATION FORM

Please complete the form, tear out page and return to your child's teacher

Documents:

Our district is mandated by the *No Child Left Behind Act of 2001* to distribute the documents listed below to each parent. Please read each of the documents listed below and sign and return the form below to indicate that you have received these documents.

- District Parental Involvement Policy (**pages 29-34 of District Handbook**)
- School's Parental Involvement Policy (**included with the school handbook**)
- Parent's Right to Know (**page 36 of District Handbook**)
- School/Parent Compact (**see explanation page 30 of District Handbook**)
(A copy of the school/parent compact for each Title 1 school may be found in the school handbook. Please sign and return to your child's Title 1 school.)
- Textbook And Library Check-out Agreement for parents and students (**District Handbook page 35**).

I have read and received the documents listed above.

Parent's Name Printed

Parent's Signature

Student's Name Printed

Grade

School

Date

DISTRICT PARENT SATISFACTION SURVEY:

Please write your email address in the space provided below if you would like to participate in an electronic survey to determine your level of satisfaction with Natchitoches Parish Schools, your needs as a parent, and an opportunity to make suggestions. The Natchitoches Parish School Board Parental Involvement Coordinator will send a survey to your email address with directions on how to submit the survey electronically. Results of the survey will be compiled and reported to the school board and available to parents on the Natchitoches Parish School Board website www.nat.k12.la.us.

I would like to participate in the email parent survey:

Parent's Name

Date

Telephone#

Email Address

School

I would like to participate in the parent survey; however, I do not have an email address or access to a computer. Please send survey in the mail to the address below.

Parent's Name

Date

Telephone#

Address

City

State

Zip Code

School