



# St. Landry Parish School Board

2022-2023

## Student Handbook

Rights

Responsibilities

Discipline

Patrick D. Jenkins  
Superintendent

[www.slpsb.org](http://www.slpsb.org)



## **VISION**

St. Landry Parish School District will promote Excellence in education for all citizens.

## **MISSION**

The mission of the St. Landry Parish School Board is to ensure high quality instruction while working collaboratively with families and communities to maximize every student's potential.

## **CORE VALUES**

Children First

Educate the Whole Child

Equity

Safety

Excellence

Honesty

Integrity

Character

Accountability

No Political Agendas

Community and Family Involvement

## **ORIENTATION NOTICE**

Students shall be informed by school authorities that violations of board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. **Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the student code of conduct applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools.** The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and other similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a *firearm-free zone*, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the student code of conduct, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five(5) days of the school year shall be provided an orientation within the first five (5) days of the student's attendance after enrollment.

### **STATEMENT OF COMPLIANCE**

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

## **ACADEMIC DISHONESTY**

All students are encouraged to exhibit personal honesty in their work and expect the same from others.

Definition: With regards to individuals, offenses of academic dishonesty include, but are not limited to:

1. Cheating on a quiz or test by using concealed answers or by copying another student's work
2. Copying an assignment or worksheet, or sharing information about an assignment or test
3. Offering to another student the answers to an assignment, worksheet, or test, whether solicited or unsolicited, in written or verbal communication
4. Theft of intellectual property, such as assignments, worksheets, notes, notebooks, tests, or test answer key
5. Lying to a teacher about academic activities
6. Plagiarism: Failing to indicate quotations taken from a source or failing to identify sources in writing when using the ideas of others. This includes copying anything directly from the internet.

Consequences: Students who act in an academically dishonest manner will receive no credit (a zero) for all assignments that were not their own intellectual work. Academic dishonesty may also result in additional consequences.

## **EQUAL EDUCATION OPPORTUNITIES**

It shall be the policy of the St. Landry Parish School Board that the school district shall emphasize the non-discriminatory provision of educational opportunities for children and no person shall be excluded from equal access to participation in or denied the benefits of any educational service, program, or activity on the basis of economic status, intellectual ability, marital status, race, color, disability, religion, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

La. Rev. Stat. Ann. §§17:111, 46:2254

## **COVID-19**

For the St. Landry Parish School Board (SLPSB) face-to-face or hybrid model to be safe and successful, it is imperative that faculty, students, and families continue to follow the social distancing guidelines set by the Governor John B. Edwards outside of school hours and on weekends. In-person learning is dependent upon the St. Landry Parish school community following the guidelines with regularity and attentiveness. We must continue to support one another in adhering to these guidelines, and we ask that families emphasize the importance of these procedures through discussion with their child. Note: The sections of this COVID-19 Handbook Insert supersede sections of the Student Handbook for 2022-2023 and are in effect until rescinded.

### **Disclaimer: COVID-19**

In response to COVID-19 pandemic and the health of students and staff, we have developed routines and procedures for cleaning and safety. Our guidelines and practices are in the line with recommendations from the Centers for Disease Control and Prevention (CDC), the Louisiana Department of Health (LDH), and St. Landry Parish School Board. In the mist of distance online learning, SLPSB faculty and staff will put forth all our efforts to promote continual learning for all our students. Due to this pandemic, many things discussed in the handbook, such as clubs, field trips, student events, etc., are subject to change based on the recommendations of health officials.

For protocols for when a student becomes sick at school or tests positive for COVID-19 please refer to the SLPSB Strong Start Plan:  
[www.slpsb.org/apps/pages/STRONG\\_START\\_2021](http://www.slpsb.org/apps/pages/STRONG_START_2021)

**Dear Parent,**

**Please remove this page and return to your child's school so that we may maintain a record of you having received the booklet.**

**Thank you,  
Principal**

Date\_\_\_\_\_

This is to certify that I have read and have access to the “Student Rights and Responsibilities Handbook and Discipline Policy.” I understand that it is my responsibility to ensure thorough review of the Policies and Guidelines therein.

I know that I can access the Student Rights and Responsibilities Handbook at <http://www.slpsb.org>

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Student’s Signature

Names of children attending St. Landry Parish School Board schools and grades of each:

<u>Name</u>	<u>Grade</u>	<u>Name</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you have any questions, please feel free to contact your child’s school.

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Dear Parent,

Your child's art, writing, picture or video may be considered for publication on the St. Landry Parish School District's website, your school's website, or other media outlets throughout the coming school year. For that to occur, we must have this form signed and returned to the school. The websites may be accessed on the Internet at <http://www.slpsb.org>. Please complete and return the following consent form. Forms will be filed at the school location. The following information is considered private and will not be placed in any publication, except as described below.

Today's Date \_\_\_\_\_ School Year \_\_\_\_\_

Student's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, and Zip code \_\_\_\_\_

Home Phone \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_

Teacher's Name \_\_\_\_\_

School \_\_\_\_\_

I give permission for my child's writing, picture, art, first name and last name, age, grade, and school's name to be published on the St. Landry Parish School Board websites at <http://www.slpsb.org> or in other media outlets.

\_\_\_\_\_  
Parent's Signature

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

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## Parent Waiver

I, \_\_\_\_\_ understand that my child has been given an email account by the St. Landry Parish School District. This account is provided and supports the Children’s Online Privacy Protection Act (COPPA) and the Children’s Internet Protection Act (CIPA). I understand that the district has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, logs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered or inappropriate words and images, and that any messages determined to be questionable will be diverted to my student’s email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student’s administrator can view my student’s email account and digital locker at any time. While the district uses a variety of measures to protect its users, no system will stop 100% of inappropriate content. The district accepts no responsibility for harm caused directly or indirectly by its use.

By signing this agreement, I and my son/daughter agree to use the provided email account in an appropriate manner and abide by the district’s policies for use.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student’s Name (PRINT)

\_\_\_\_\_ Date: \_\_\_\_\_  
Student’s Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian’s Signature

School: \_\_\_\_\_ Grade: \_\_\_\_\_

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ST. LANDRY PARISH SCHOOLS  
STUDENT/PARENT  
ANNUAL COMPLIANCE/CODE OF CONDUCT/COMMITMENT FORM  
2022 – 2023

Dear Parent/Guardian and Student:

The 1999 Louisiana Legislature passed HB 1990 (Act 1004) that requires each student in grades 4-12 and their parents to annually sign a statement of compliance. After signing, please return this form to your child’s school. This will verify that you received and read the 2022-2023 student handbook from your child’s school and that your child and you agree to comply with the rules and regulations contained therein.

STUDENT

My signature below indicates that I have received and reviewed the rules (code of conduct) and information contained in the 2022-2023 Student Handbook for my school, and that I will adhere to all of the following:

- attend school regularly (except when absent for reasons due to illness or other excused absences)
- arrive at school on time each day
- make significant effort toward completion of homework assignments
- follow all state discipline rules contained in state statutes, including La. R.S. 17:416
- adhere to all school and classroom rules
- follow the school district’s uniform dress code

Furthermore, I acknowledge that I have been instructed to bring all this information to my parent(s) or guardian(s) so that they are aware of the rules, policies, and general information concerning my education in the St. Landry Parish School system.

---

STUDENT’S SIGNATURE

---

DATE

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PARENT(S)/GUARDIAN(S)

My signature below indicates that I have received and reviewed all policies, rules and general information contained in the 2022-2023 student handbook for my child's school, and that I will adhere to all the following:

- assure my child's attendance at school (except when absent for reasons due to illness or other excused absence)
- ensure my child's arrival at school on time each day
- ensure my child completes all assigned homework
- encourage my child to follow all state policies regarding discipline encourage my child to obey all school and classroom rules ensure that my child adheres to the parish uniform dress code attend all required parent/teacher/principal conferences.

SCHOOL ATTENDING: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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*Dear Students and Parents,*

*Welcome to the St. Landry Parish School District. Once again, our district is striving to improve our ranking in the State of Louisiana. It is an outstanding honor earned by the hard work and dedication of our students, faculty, and staff. With your hard work this year, we can strive to be recognized among the elite.*

*Stellar academic opportunities and an environment of integrity and character are our goals. The teachers in our school district are top in their fields. They are highly qualified and supported by all of the resources they need to be successful in the classroom.*

*Our district is committed to enriching the whole child. We stress the importance of patriotism, good citizenship, and doing the right thing. We prize character traits, such as honesty, integrity, and fairness.*

*Everyone has a part to play in ensuring our success. Parents, you must help us by making sure that your child attends school every day and is well prepared to learn. Be involved in your child's learning, help with homework, and encourage reading. We expect nothing less than your child's best effort, and we pledge to give nothing less than ours. A strong relationship between school and home is vital to the success of our students. Both the schools and the district office will regularly provide you with information through newsletters and materials sent home. We invite you to call the school or the superintendent's office with any questions you may have. Our offices are always open to you.*

*This handbook is intended to inform you of all the rules, regulations, responsibilities, and expectations we have of our students. Respect for others is critical to an environment conducive to learning. Good behavior is expected of all students.*

*On behalf of the teachers, staff, administration, and board; I wish you a successful and enjoyable school year.*

*Patrick D. Jenkins  
Superintendent*

August 11, 2022

TO: Parents, Faculty and Staff

FROM: St. Landry Parish School District

The St. Landry Parish School District facilities have been inspected for asbestos-containing materials and the results of the inspections are contained in an Asbestos Management Plan, which is on file at the school's office.

The Asbestos Management Plan includes the results of all the inspections conducted on all the buildings indicated. It also contains the results of the materials sampled which were taken during the inspections and the plans for asbestos abatement.

The Asbestos Management Plan is available to review during regular working hours at the school office. A copy of the Management Plan will be made, upon request, for a nominal fee to cover the cost of copying and handling.

Patrick D. Jenkins  
Superintendent

# Table of Contents

NOTICE OF USE OF PERSONAL HEALTH INFORMATION (HIPPA) .....	22
STUDENT RIGHTS AND RESPONSIBILITIES .....	25
I.    QUALITY EDUCATION .....	25
II.   ATTENDANCE .....	25
III.  SCHOOL ACTIVITY FEE .....	27
IV.   FIELD TRIP .....	27
V.    SAFETY.....	27
VI.   OFFICIAL INFORMATION .....	27
VII.  ON CAMPUS COMMUNICATIONS .....	28
VIII. DRESS AND GROOMING.....	29
IX.   ORDERLY CLASSROOM .....	32
X.    FULL PARTICIPATION.....	34
XI.   ACCESS TO OUTSIDE SPEAKERS.....	34
XII.  DECISION MAKING .....	34
XIII. DUE PROCESS .....	35
XIV.  BUS SAFETY .....	35
XV.   SEARCHES: STUDENTS AND SCHOOL PROPERTY.....	39
XVI.  SEARCHES: PERSONS OTHER THAN STUDENTS.....	40
DISCIPLINE POLICY .....	40

CONSEQUENCE OF INAPPROPRIATED ONLINE CONDUCT IN VIRTUAL CLASSROOM.....	41
MINOR OFFENSE REGULATIONS .....	42
MAJOR OFFENSE REGULATIONS .....	43
I.    ZERO TOLERANCE FOR FIGHTING POLICY .....	44
II.   ALCOHOL AND DRUG OFFENSES .....	44
III.  MAJOR DRUG, FIREARM AND KNIFE LAWS.....	45
IV.   BULLYING AND HAZING POLICY .....	46
DISCIPLINE PROCEDURES .....	53
I.    REMOVAL FROM SCHOOL CAN BE ONE OF THREE TYPES .....	53
II.   RULES GOVERNING ATTENDANCE AT DISCIPLINE CENTERS.....	53
III.  SHORT-TERM SUSPENSION PROCEDURES .....	53
IV.   LONG-TERM SUSPENSION PROCEDURES.....	54
V.    HEARINGS: LONG-TERM SUSPENSIONS .....	56
VI.   EXPULSION PROCEDURES .....	56
VII.  STATUS AND REHABILITATION OF SUSPENDED AND EXPELLED STUDENTS.....	60
VIII.  CORPORAL PUNISHMENT .....	61
IX.   OFFENSIVE STUDENT CONDUCT AT END OF YEAR – GRADUATING STUDENTS .....	63
X.    SPECIAL EDUCATION DISCIPLINE PROCEDURES .....	63
ELECTRONIC TELECOMMUNICATION DEVICES .....	65
STUDENT COMPUTER/NETWORK ACCEPTABLE USE POLICY .....	66
SEXUAL HARRASSMENT COMPLAINTS.....	68
DATING VIOLENCE.....	69
COMMUNICATIONS WITH LANGUAGE-MINORITY STUDENT/PARENTS .....	69

COMMUNICABLE DISEASE CONTROL POLICY .....	69
FEES/FINES DUE FOR LOST/DESTROYED BOOKS/SCHOOL PROPERTY .....	70
GRADUATION .....	70
GLOSSARY .....	71
SECLUSION/RESTRAINT PROCEDURES .....	75
SLPSB PARENT AND FAMILY ENGAGEMENT (TITLE I) .....	78
LDOE COMPLAINT PROCEDURES ELEMENTARY & SECONDARY EDUCATION ACT OF 1965 – AMENDED THROUGH PL 114-95.....	85
DISCIPLINE PROGRESSION CHART.....	87

## **NOTICE OF USE OF PERSONAL HEALTH INFORMATION (HIPAA)**

This notice describes how medical information about your child may be used and disclosed and how you can get access to this information. Please review it carefully.

We understand that information we collect about your child/children and their health is personal. Keeping health information of your child/children private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the district's Privacy Officer your concerns about how their health information is shared. The law says:

- i. We must keep their health information from others who do not need it.
- ii. You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request.

Your child may receive certain services from nurses, therapists, social workers, doctors or other health care related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program (IEP) or other plan document. This use may cover such health services your child had before now or may have later.

We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services resulting from the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child for reimbursement by Medicaid. We may share your health care information with health plans, insurance companies, or government programs to help get the benefits and so that the school district can be paid or pay for such health care or medical services. In most cases, you may see your child's health information, but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs. If you think some of the health information is wrong, you may ask in writing

that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information.

You may ask to have the health information sent to others. You will be asked to sign a separate form, called an authorization form, permitting the health information of your child to go to them. The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent any time by letting us know in writing.

**\*Note:** A child 18 years old or older can give consent for his or her health information to be kept private from others unless the child signs an authorization form.

We follow laws that tell us when we must share health information of your child even if you do not sign an authorization form.

**We will report:**

1. Contagious diseases, birth defects, and cancer
2. Firearm injuries and other trauma related events
3. Reactions to problems with medicines or defective medical equipment
4. To the police or other governmental agencies when required by law
5. When a court orders us to
6. To the government to review how our programs are working
7. To a provider or insurance company who needs to know if your child is enrolled in one of our programs
8. To Worker's Compensation for work related injuries
9. Birth, death, and immunization information
10. To the federal government when they are investigating something important to protect our country, the President, and other government workers
11. Abuse, neglect, and domestic violence, if related to child protection or vulnerable adults
12. To parents and others designated by law

We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety. This notice is yours. You may ask for a copy at any time. If there are important changes to this notice, you will get a new one within 60 days. If you have questions about this notice of privacy rights of your

child or that such rights have been violated, you can contact: St. Landry Parish School Board Office • (337) 948-3657 P. O. Box 310, Opelousas, LA 70571-0310

You can also complain to the federal government Secretary of Health and Human Services (HHS) or to the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to the School Board, Secretary of Health and Human Services or Office of Civil Rights.



# **STUDENT RIGHTS AND RESPONSIBILITIES**

## **I. QUALITY EDUCATION**

### **A. RIGHT**

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

### **B. RESPONSIBILITY**

To obtain a quality education, students must attend classes daily, be on time for all classes, and obey school and district regulations.

## **II. ATTENDANCE**

### **A. RIGHTS**

1. All students have the right to receive educational services until graduation, or as otherwise provided by federal or state law.
2. Student absences may be excused due to extenuating circumstances for the following reasons:
  - a. Extended personal physical or emotional illness as verified by a physician
  - b. Extended hospital stays as verified by a physician
  - c. Extended recuperation from an accident as verified by a physician
  - d. Extended contagious disease within a family as verified by a physician
  - e. Visitation with a parent who is a member of the U.S. Armed Forces who has been called to duty or is on leave from a combat zone (not to exceed 5 days)
  - f. Observance of special and recognized holidays of the student's faith
  - g. Prior school district approved travel for education
  - h. Death in the immediate family (not to exceed one week)
  - i. Natural catastrophe and/or disaster
3. Students granted excused absences for the above reasons shall be allowed to make up any school work which was missed.

## **B. RESPONSIBILITIES**

1. Students are expected to be in attendance every school day scheduled by the St. Landry Parish School District. The only acceptable reasons for being absent from school are listed in item II-A-2 above. In order for students to make up work missed due to one of these reasons, written statements from a parent, legal guardian or physician stating reasons for absences shall be given to proper school personnel within five (5) school days after the student returns to school. After five (5) school days, the absence will have to be excused by the proper school personnel.
2. Students shall request makeup work for days missed due to temporarily excused absences or extenuating circumstances.
3. Since tardies are related to a student's attendance in school, they will be addressed by the school's recommended tardy plan. Tardiness on the part of the student will not be tolerated.
4. Unexcused check-ins are considered tardies and absences in the classes missed.
5. It is recommended that a student who becomes seriously ill (e.g., heart condition, high blood pressure, cancer) notify the principal or guidance counselor in writing immediately upon knowledge of the condition. A physician's statement shall be required to be put on file stating the pupil's medical condition, approval for continued attendance, and activities in which the pupil may not participate. The student shall keep the school administration continually apprised of his/her progress. The school shall not be held responsible for any medical problems that may arise with a student while in school.

## **C. RESPONSIBILITIES IMPOSED BY STATE LAWS AND REGULATIONS**

1. Louisiana law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their child for every day scheduled by the School Board until their 18th birthday, unless the student graduates before their 18th birthday. La. R.S. 17:221(A)
2. Beginning in August 2010, to be eligible to receive grades/credit for course work, high school students will not be allowed to exceed five (5) absences per semester. Pre-K through eighth grade students will not be allowed to exceed ten (10) absences each school year. Absences of two or fewer consecutive school days due to personal illness or serious illness in the family may be validated by a parent's written excuse note. If a student is absent for three (3) or more consecutive days, a student must present a note from a physician, nurse practitioner, or dentist to be excused. These procedures do not allow students to be excused for vacations or other family trips.

The responsibility for a student attending school lies with the parents or the legal guardian. If the student is chronically absent or chronically late (tardy) to school or class, the parent and/or student shall be referred to the Office of School and Home Relations

(Child Welfare and Attendance). If attendance does not improve, the parent shall be referred to the St. Landry Parish City Prosecutor and Opelousas City Court.

### **III. SCHOOL ACTIVITY FEES**

Activity fees must be itemized, published, and provided to parents. A formula to prorate the refund for student transfers will be established at each school based on the activity fee. Students transferring after a pre-determined period established at each school will not receive a refund.

### **IV. FIELD TRIP**

The principal or his/her designee has the right to determine what items students may bring on a co-curricular field trip. Students are solely responsible for these items. The individual school and St. Landry Parish School Board are not responsible for lost, stolen, or damaged items. Disciplinary action will be administered at the discretion of the principal.

Depending on the sequence or severity of documented disciplinary infractions, consequences may range from a verbal warning to expulsion. All infractions will be documented and will be addressed according to board approved school handbooks and/or adopted board and state policies.

### **V. SAFETY**

#### **A. RIGHT**

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

#### **B. RESPONSIBILITIES**

1. To enhance the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.
2. It is the responsibility of the parent/guardian to ensure that the school is given current working telephone numbers, emergency numbers, and addresses. The parent must promptly inform the school of any change this information.
3. Students have a responsibility to report any problems at the school to the teachers and/or administrators.

### **IV. OFFICIAL INFORMATION**

#### **A. RIGHTS**

1. Parents or guardians have the right to review with a counselor the education record of their student. Students 18 years of age or older may make the same request. The parent/guardian or student of age of majority has the right to challenge the accuracy of the information through a formal hearing. Schools must produce such records for examination within 10 school days of a written request. The school shall respond to reasonable requests for explanation and interpretation of a student's education record.
2. No official record, file or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent, except as authorized by law or unless the student and/or parent has executed a written release of such information to a particular person or agency.

#### **B. RESPONSIBILITY**

Parents must provide the school with information regarding any student illness, medication, or medical condition that may affect the student's behavior or academic performance.

### **VII. ON CAMPUS COMMUNICATIONS**

#### **A. RIGHTS**

1. Students have the right to express their opinions verbally, provided such expressions are not indecent, vulgar, or lewd, are not slanderous of another person, or otherwise prohibited by law.
2. Students have the right to distribute written materials. However, prior to distribution, the student must receive written approval from the principal or his/her designee. The written approval will include the number of times a day and the number of days the material can be distributed in the school. At least 48 hours prior to the intended time for distribution, materials should be submitted for review to determine compliance with the above stated prohibitions. Distribution of materials is prohibited in areas of the campus that would disrupt order or impede the free flow of student movement. Students receiving permission to distribute the materials are also responsible for the cleanup of the materials distributed in a manner that is not disorderly or coercive, and all materials must bear a permanent official disclaimer of school or district sponsorship.

#### **B. RESPONSIBILITIES**

Students are responsible for knowing that certain expressive activities are prohibited, such as:

- a. Indecent, vulgar, or lewd material or obscenity
- b. Material that invades the privacy of others

- c. Material that promotes illegal activities
- d. Material that infringes on someone’s copyright
- e. Material from non-student sponsored organizations
- f. Students in kindergarten through grade twelve are required to exhibit appropriate conduct as required by La. R.S. 17:416.12 to address and respond to any public-school district employee by using the respectful terms:  
*“Yes, Ma’am” and “No, Ma’am” or “Yes, Sir” and “No, Sir,” as appropriate, or “Yes, Miss, Mrs., or Ms. (Surname)” and “No, Miss, Mrs., or Ms. (Surname)” or “Yes, Mr. (Surname)” and “No, Mr. (Surname),” as appropriate, each such title to be followed by the appropriate surname.*

## VIII. DRESS AND GROOMING

### A. RIGHT

Students have a right to a safe and orderly environment. Uniforms promote a safe and orderly environment for learning. The St. Landry Parish School Board adopted a policy that requires all students shall wear uniforms. The School Board believes that a mandatory school uniform policy provides a more secure environment, promotes an atmosphere for greater discipline, and increases learning opportunities for all students. The student dress code policy shall apply to all students in grades pre-kindergarten through 12<sup>th</sup> grade. This policy shall apply to all students attending public schools in St. Landry Parish. The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any complaint concerning the dress code shall be dealt with by the school administration.

1. THE UNIFORM SHIRT - The shirt shall consist of a white or navy polo knit shirt with no logo, with either short or long sleeves. Each school will have the option of another colored shirt. The optional top may have the school logo imprinted on the left chest over the heart. All shirts must be tucked in at the student’s waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be white, and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt.

**NOTE:** Maternity wear will consist of a white or navy button down blouse or school optional color shirt. The white or navy maternity blouse need not be tucked. However, standard uniform shirts must still be tucked.

2. UNIFORM BOTTOMS - Bottoms shall consist of classic, traditional, straight leg dark khaki/navy cotton twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of student's actual waist/inseam measurement. No cargo pockets are allowed on uniform bottoms. Bellbottoms, joggers, carpenter/cargo style pants, hip huggers, or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniform bottoms will not be allowed.

**NOTE:** Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.

3. UNIFORM BOTTOMS FOR GIRLS - In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white, or dark brown uniform bottoms are not allowed. Dark khaki/navy shorts are allowed for Pre-K to 2nd grade.

**NOTE:** No tight or revealing clothing worn by any student will be tolerated, this also include leggings and tights.

4. BELTS - A black, brown, khaki, white, navy, or optional school color belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be 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. However, Pre-K through 2nd grade students may wear uniform bottoms with an elastic waistband without having to wear a belt. Belt loops should not be removed; if present, a belt must be worn for Pre-K-2nd grade.
5. SOCKS - Socks must be worn at all times. They must be solid navy, white, black, brown or the school optional color with no inappropriate emblem or logo.
6. SHOES - Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied.; Velcro straps must be secured.
7. OUTERWEAR - In cold weather, students will be allowed to wear the following over their school uniform:
  - A. SWEATSHIRT - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather gray, or navy with no emblem, logo, or marking. Students can wear a sweatshirt in the optional school color with school logo.

- B. SWEATER - Crew neck, V-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white, heather gray or navy with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted.
- C. LIGHTWEIGHT JACKET/WINDBREAKER/COAT – All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray, or navy with no emblem, logo, or marking; however, jackets in the optional school color with school logo and school issued jackets are permitted.

The principal, not uniform vendors, should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting “fads” which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School District are unacceptable.

#### **DRESS CODE GROOMING COMPONENT**

Earrings are the only body piercings allowed. Well-groomed mustaches or facial hair is allowed in grades 7-12 and shall not be distracting in length or style. Hairstyles for both males and females shall be neatly maintained and/or restrained for health, safety, and identification of students.

#### **B. RESPONSIBILITY**

All students have a responsibility to dress and appear on school campuses according to standards of propriety, safety and health set forth by the St. Landry Parish School Board and the School Improvement Team.

The School Improvement Team will, after consultation with the populations they represent, recommend to the principal a suggested dress and grooming code in order that the principal may make informed decisions regarding the dress and grooming code for the school. The principal will make his/her decision in accordance with the federal and state constitution and laws. The dress and grooming policy shall be posted at each school, and a copy sent home to each parent. Please refer to the School Handbooks for more detailed dress code information.

Student dress and grooming are not to adversely affect the students’ participation in classes, school programs, other school related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. **Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.** No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things (including hair style

and hair color) which presents evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.

Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

## **IX. ORDERLY CLASSROOM**

### **A. RIGHT**

Students have the right to orderly classrooms to enhance effective means of receiving instruction each class day.

### **B. RESPONSIBILITIES**

Students must follow the established classroom rules and regulations as provided by the teacher for each class.

### **CLASSROOM DISCIPLINE**

1. When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or school staff, or when a student violates the school's code of conduct, the teacher may have the student immediately removed from his/her classroom and placed in the custody of the principal or a designee. A student removed from the classroom for these reasons shall not receive credit for school work missed as a result of this removal. If the student is subsequently assigned to an alternative program, provision shall be made for assignments to be completed with appropriate credit given.
2. For a student sent to the principal by the teacher, the principal or a designee shall conduct a counseling session with the student as appropriate. A student in kindergarten through grade five removed from the classroom by the teacher shall not be permitted to return to the class for at least 30 minutes unless agreed to by the teacher initiating the disciplinary action. A student in grade six through twelve removed from the classroom by the teacher shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action.
3. Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.



4. Prior to readmission of the student to the classroom, the principal shall implement one of the following disciplinary measures in addition to the due process as required by Section XI, Due Process, of this handbook:
  - a) Conferencing with the principal or his/her designee
  - b) Referral to counseling
  - c) Peer mediation
  - d) Referral to the school building level committee
  - e) Restorative justice practices
  - f) Loss of privileges
  - g) Detention
  - h) In-school suspension
  - i) Out-of-school suspension
  - j) Initiation of expulsion hearings
  - k) Referral for assignment to an alternative school setting
  - l) Requiring the completion of all assigned school and homework which that would have been assigned and completed by the student during the period of out-of-school suspension
  - m) Any other disciplinary measure authorized by the principal with the concurrence of the teacher or school building level committee per law and board policy
5. The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.
6. When a student has been removed from the classroom, the teacher or the principal or his/her designee may require the parent or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.
7. Upon the student's third removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measures before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent or legal guardian may be required prior to the student being readmitted to the same classroom. Such conferences may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

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

## **X. FULL PARTICIPATION**

### **A. RIGHT**

Students have a right to expect to be able to have full participation in all school organizations based upon their academic credentials and personal talent, in accordance with School Board policy and guidelines governing that activity.

### **B. RESPONSIBILITY**

Students have a responsibility to take part in all school activities which are designed to help develop them into fully functioning, self-reliant adults.

## **XI. ACCESS TO OUTSIDE SPEAKERS**

### **A. RIGHT**

Recognized, approved student organizations have the right, with the approval of the principal or a designee, to present appropriate outside speakers, films, and other media which afford an opportunity for cultural development and/or academic accomplishment.

### **B. RESPONSIBILITY**

Students have the responsibility to petition for speakers, through the previously established procedures of the school. They must also inform the speaker of the school restrictions on such presentations and assemblies as prescribed in writing by the principal or a designee.

## **XII. DECISION MAKING**

### **A. RIGHT**

Students have the right to assist in decisions that affect their lives in school. This right includes decisions related to election of courses of study beyond the required curriculum, participation in activities, and representation in an active student government organization.

### **B. RESPONSIBILITY**

Students should take part in student government by running for office or voting for the candidate of their choice. They are also responsible for making any problems known directly to the staff or through this representation.

### **XIII. DUE PROCESS**

#### **A. RIGHTS**

1. No student shall be punished for committing any offense except in accordance with law and School Board regulations. Every student shall be afforded due process of law. A copy of the Student Rights & Responsibility Handbook and Discipline Policy listing School Board regulations requiring or prohibiting certain conduct and the ensuing punishments for violations shall be made available to all students.
2. Due process shall include that the student be advised by the principal or a designee of misconduct of the regulation which has been violated and the detailed reasons for such accusation. The student must be asked to explain his or her version of the facts to the school principal or a designee. A student accused of committing a battery on any school employee shall be suspended by the principal or designee from school immediately and the student shall be removed immediately from the school premises with the necessary notifications and other procedures to follow as soon as practicable. For short-term suspension, the student has the right to appeal to the superintendent or his designee. Should the offense call for long-term suspension or expulsion, the student shall be entitled to a hearing before the superintendent or a designee. For an expulsion there may be an appeal to the School Board. Students are entitled to be represented by anyone they choose, including an attorney. The right of due process is more fully described in La. R.S. 17:416, et seq., of the laws of the State of Louisiana and in this handbook. If behavior warranting expulsion occurs at the alternative school, due process for expulsion has already occurred, and no additional expulsion hearing is required.
3. Students with disabilities, who have been placed in an alternative setting through the Individualized Education Program (IEP) process, or, for students who are under a Section 504 Plan, through the Section 504 process, must be provided due process at the alternative setting, if behavior warranting expulsion occurs at the alternative setting.

### **XIV. BUS SAFETY**

#### **A. RIGHTS**

1. Students who ride the school bus to and from school should recognize that it is a privilege not a right.
2. Students have the right to expect that the school bus will be a safe means of transportation.

#### **TRANSPORTATION: WHO IS ELIGIBLE?**

- All Pre-K students who live one (1) mile or more from their school of attendance.
- All grade-level students who live one (1) mile or more from their school of attendance.
- Students who are authorized through the superintendent's office or the School Board.

### **TRANSPORTATION FOR GRADES TWO AND UNDER**

- All students in grades two and under must be accompanied to the bus. On the return trip, a responsible party must also be waiting at the designated stop to accept the student when the bus arrives.
- Drivers and monitors are strictly prohibited from leaving other students on the bus to get a student to their door.
- In the event a responsible party is not at the bus stop/home to accept these students, an attempt will be made to contact the parent by phone number on record and a suitable designated stop for the child will be agreed upon. If we are unable to contact a parent, the child will be brought to the school. After normal business hours, the child will be brought to the local police authority or to the St. Landry Parish Sheriff's Department and may be reported to child protection services.
- Drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to accept the student.
- Drivers will notify dispatch and reasonable efforts will be made to contact the parents.

### **UNDELIVERABLE STUDENTS: WHERE DO THEY GO?**

- Early Childhood and Special Education students with door stops must be met at their P.M. bus stop by a responsible party. If no one meets the student, he/she is considered "undeliverable".
- If the student has an emergency contact person on file (within the immediate vicinity of the student's home) that person will be asked to accept the student.
- If we are unable to contact a parent, the child will be brought to the school. After normal business hours, the child will be brought to the local police authority or to the St. Landry Parish Sheriff's Department and may be reported to Child Protection Services.
- Drivers will notify dispatch and reasonable efforts will be made to contact the parents.
- Parents who repeatedly use an emergency address or cause students to be taken to school risk losing transportation privileges for their student.

### **B. RESPONSIBILITIES**

Students must follow established school bus rules and regulations in order to ensure the safety of others or lose the privilege of riding the bus.

### **C. BUS DISCIPLINE**

1. Discipline problems on the school bus will be dealt with by the principal or a designee of the school responsible for the student, in accordance with state laws and parish regulations. The principal or a designee will act as necessary to ensure operational safety of the buses.
2. Procedures for removing a student with disabilities from a bus must follow the same procedures as when a student with disabilities is removed from school through suspension or expulsion.

## **BUS REGULATIONS**

1. Students shall:
  - a. cooperate with the driver since their safety depends on it
  - b. be on time because the bus will not wait
  - c. cross the road cautiously when waiting for and leaving the bus
  - d. follow driver's instructions when loading and unloading
  - e. remain quiet enough not to distract the driver
  - f. have written permission from parent or guardian and be authorized by the principal or designee to get off at a stop other than their own
  - g. be courteous and safety conscious to protect and enjoy their riding privilege
2. Students shall not:
  - a. stand when a seat is available, and the bus is in motion
  - b. extend arms, head, or objects out of windows or doors
  - c. throw objects in the bus or out windows or doors
  - d. use the emergency door except for emergencies
  - e. eat or drink on the bus
  - f. damage the bus in any way\*
  - g. use the following items on the bus: tobacco, matches, cigarette lighters, obscene material\*
  - h. fight on the bus\*
  - i. board the bus at the incorrect stop
  - j. leave the bus without permission
  - k. show disrespect to the driver\*
  - l. commit an immoral or vicious act\*
  - m. refuse to occupy an assigned seat
  - n. use profane language

- o. show willful disobedience\*
  - p. carry objects or implements which can be used as weapons
3. The following items **are not allowed** on the bus:
- a. alcohol, drugs, tobacco, matches, cigarette lighters, and ALL telecommunications devices
  - b. pets (cats, dogs, etc.)
  - c. glass objects (except eyeglasses)
  - d. weapons (including knives or objects or implements which may be used as weapons)\*
  - e. objects too large to be held in laps or placed under seats
  - f. use or possession of any item which is inappropriate at school shall not be allowed on the bus

### **BUS DISCIPLINE PROGRESSION**

Students may be subject to the following consequences for minor offenses:

#### **I. First Offense**

- 1. Conference will be held with the student.
- 2. Parent/guardian will be notified.
- 3. Warning citation will be issued.

#### **II. Second Offense**

- 1. A conference with student and parent/ guardian will be held.

#### **III. Third Offense**

- 1. Written notification to parent/guardian will be made.
- 2. Student will be denied bus transportation for 3-5 days.

#### **IV. Fourth Offense**

- 1. Permanent suspension for the school year from all bus transportation will be enforced after notifying parent/guardian.

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

## **XV. SEARCHES: STUDENTS AND SCHOOL PROPERTY (La. R.S. 17:416.3)**

The school board respects the civil rights of the students attending its schools and will uphold those rights, but the board also will not tolerate violations of law, board policy, or school rules. Searches are used to ensure the safety of ALL individuals on campus.

Any teacher, principal, school resource officer, or administrator in any parish or city school district of the state may search any building, desk, locker, area, or automobile parked on school property for evidence that the law, a school rule, or parish or city School Board policy has been violated.

The teacher, principal, school security guard, or administrator may search the person or personal effects of a student when, based on the 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, a school rule, or a School Board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive, considering the age or sex of the student and to the nature of the suspected offense. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. Standards regarding procedures for searching students shall include the following:

### **A. RIGHTS**

1. If possible, searches of students should be conducted outside the presence of other students
2. Students should be asked to empty all their pockets before conducting a physical search of a student
3. If a “pat down” search of a student is to be conducted, that search should be conducted by a teacher, principal, school security guard, or administrator of the same gender if possible. The delay in finding a person of the same gender should not create a significant likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.
4. No action taken pursuant to this policy by any teacher, principal, school security guard, or administrator, employed by the St. Landry Parish School Board, shall be taken maliciously or with willful and deliberate intent to harass, embarrass, or intimidate any student.
5. Whenever any search is conducted of the person of any student based on individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search and the results of the same. This record shall be filed and maintained in the principal’s office and a copy forwarded to the parent of the student involved.

6. Specially trained dogs may be used only for searches of lockers, rooms, buildings, and parking lots. A dog may not be used for the search of the person of a student.

#### **B. RESPONSIBILITIES**

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a consent to search of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible. If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

#### **XVI. SEARCHES: PERSONS OTHER THAN STUDENTS**

Any school principal, administrator, teacher, or school security guard may search the person, book bag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school or a school employee while in any school building or on school grounds. This search may be done randomly with a metal detector. When there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects in violation of the School Board's policy, they may be searched.

#### **DISCIPLINE POLICY**

ALTHOUGH THE ULTIMATE RESPONSIBILITY FOR STUDENT CONDUCT RESTS WITH THE STUDENT AND THE PARENTS/LEGAL GUARDIAN, IT IS THE DAILY RESPONSIBILITY OF SCHOOL PERSONNEL TO SEE THAT NO SINGLE PERSON INTERFERES WITH THE TOTAL-LEARNING ENVIRONMENT OF OTHER STUDENTS. THE SCHOOL DEMONSTRATES CONCERN FOR THE GROUP AND ITS WELFARE BY PRESERVING THE PROPER ATMOSPHERE FOR TEACHING AND LEARNING.

The St. Landry Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instruction time. Every teacher and other school employee shall endeavor to hold each student accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus,



on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

The St. Landry Parish School Board takes a position of “ZERO TOLERANCE” regarding weapons, explosives, physical attacks or batteries, group fighting, gang fighting, and illegal narcotics, drugs, and controlled substances. Such conduct will not be tolerated by the School Board. **These offenses require immediate recommendation for expulsion.**

The disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. They should be taken with parental involvement and notification. The purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with reasonable rules and regulations and that there will be consequences for noncompliance.

Deviations of behavior may result in attendance at Saturday School, time-out, Character Action Training class, suspension, and/or expulsion. It is the express policy of the School Board to utilize alternatives to suspensions and expulsions and to reserve the use of suspensions and expulsions as the last step in progressive discipline based on the nature of the offense.

As prescribed by law, every teacher and school employee shall endeavor to hold every student accountable for his/her behavior in school or on the playground of the school or on any street, road, or school bus going to or returning from school, during intermissions or recesses, or at any school-sponsored activity or function. (La. R.S. 17:416(A)(1)(a)).

The principal or a designee has the final authority to maintain discipline during the school day and at any school function. Keeping the school safe is of such importance that it is necessary to prohibit the use of any object as a weapon on the school grounds or bus. Suspensions and expulsions of a student with disabilities shall be handled in accordance with the requirements of state and federal laws and regulations applicable to such students. Copies of such laws and regulations may be obtained from the Special Education Department.

Multiple strategies/interventions may be used depending on the individual student’s needs. All students’ documentation of interventions and supports will be maintained for referral to the PBIS/RTI Team if necessary.

#### **CONSEQUENCE OF INAPPROPRIATE ONLINE CONDUCT IN VIRTUAL CLASSROOM**

Student conduct that occurs in the virtual classroom may be subject to progressive discipline, which, depending on the

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

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

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

#### **MINOR OFFENSE REGULATIONS / MINOR OFFENSES AND DISCIPLINE**

Definition: Minor offenses shall include but not be limited to the following:

1. Cutting class
2. Unexcused tardies
3. Disobedience
4. Profane/abusive language
5. Possession of inappropriate articles at school, such as trading cards, comic books, games, etc.
6. Failing to use respectful terms required by La. R.S. 17:416.12(B) for students in kindergarten through twelfth grade
7. Throwing objects
8. Refusing to sit in assigned seat
9. Dress code violations

#### **DISCIPLINE PROGRESSION - Classroom/Virtual**

#### Disposition of Minor offenses

1. The teacher shall do one or more of the following:
  - a. Counsel/warn the student
  - b. Administer constructive punish work
  - c. Contact parent or guardian by phone or request a conference to be held at school
  - d. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal
  - e. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy
  - f. Refer student to administration when necessary, using the proper referral procedure
2. The administrator shall do one or more of the following:
  - a. Counsel/warn the student
  - b. Refer the student to the school counselor
  - c. Refer to Saturday School
  - d. Refer to Time-Out Room (TOR) or Character Action Training (CAT) class where available
  - e. Seek and encourage parent/guardian involvement

\* **NOTE:** An accumulation of offenses may result in the taking of more severe disciplinary action such as short-term suspension or long-term suspension, **except for any offense involving item 6 under Minor Offenses and Discipline.**

#### **MAJOR OFFENSE REGULATIONS / MAJOR OFFENSES AND DISCIPLINE - Classroom/Virtual**

1. Dispositions given for each offense are maximums.
2. Except in offenses which the School Board has taken the position of “ZERO TOLERANCE,” administrators may assign or recommend lesser punishments according to their determination of the nature and circumstances of the offense.

**NOTE:** If a school has rules in addition to those set forth in this handbook, those rules shall be in writing and a copy shall be provided to the students and their parents/guardians. These rules shall not conflict with those found in this handbook.

## **ZERO TOLERANCE FOR FIGHTING POLICY**

- A. School principals may call appropriate law enforcement authorities for every fight involving students who are 14 years of age or older.
- B. Appropriate law enforcement authorities include assigned School Security Officers and Youth Resource Officers.
- C. If there are no assigned School Security Officers or Youth Resource Officers available, local law enforcement authorities may be called.
- D. Law enforcement authorities will investigate the fight and may recommend one of the following actions:
  - a. Issuing the student, a misdemeanor summons;
  - b. Releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court.
  - c. Arresting the student.
- E. Students involved in a fight at school will also be subject to suspension or expulsion as stated in this handbook.
- F. Pushing and shoving are not considered fighting, but once a punch is thrown, a “fight” has occurred.
- G. Since pushing and shoving lead to fighting and are violations of school policy, the student will be subject to suspension or expulsion as stated in this handbook.
- H. Non-aggressive self-defense allows the student to defend himself against an attack, but only to the point where the attacker backs off.
- I. Students who are suspended for fighting will be required to undergo counseling before being readmitted to school.
- J. Counseling will include anger management and conflict resolution. It will be provided and supervised by the St. Landry Parish School Board. Parents or guardians will be advised and encouraged to participate.
- K. This Zero Tolerance for Fighting Policy is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities. The student’s responsibility to alert a principal, teacher, coach, etc. to any hostile attempt directed toward them. Administrators are then required to take immediate action to prevent further hostile attempts.

## **ALCOHOL AND DRUG OFFENSES**

- 1. Possession of prescription/non-prescription medication without evidence of a prescription or a physician’s order on file at school.
  - a. short-term suspension
  - b. long-term suspension
  - c. recommend expulsion

2. Distribution of medication, including non-prescription medication, or possession of same with intent to distribute.
  - a. recommend expulsion
3. Use, distribution, or possession with intent to distribute alcohol, nitrate-based inhalants and/or any other inhalants injurious to the health and wellbeing of students
  - a. may be as severe as recommend expulsion
4. Use of, possession of, or distribution of any imitation/counterfeit or falsely represented controlled dangerous substance, (e.g., synthetic marijuana).
  - a. recommend expulsion

NOTE: Medication Policy (See St. Landry Parish School Board Policy)

#### **MAJOR DRUG, FIREARM AND KNIFE LAWS**

Administrators may not assign lesser punishment for the following offenses:

(The local law enforcement agency shall be notified when a student is in possession of drugs, intending to distribute drugs, or distributing drugs in a Drug Free Zone, or is in possession of a knife, firearms, or explosives).

1. Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, a school bus, or in actual possession at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.
2. Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, following a hearing shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action. The superintendent, however, may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing. La. R.S. 17:416-(C)(2)(a)(i) and (b)(i). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941, et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A - Regulations for Students with Disabilities, Sections 530-536.
3. Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of

or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, following a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters. La. R.S.17:416-(C)(2)(a)(ii). C. Any student who is under sixteen years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event following, a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters. La. R.S. 17:416(C)(2)(b)(ii).

4. Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, or a school bus, or at a school-sponsored event, following a hearing, shall be referred to the board through a recommendation for action from the superintendent.
5. The principal or designee shall immediately suspend a student who is found carrying or possessing a firearm or knife, the blade of which equals or exceeds two and one half (2 ½) inches in length, or other dangerous instruments. He/ she shall immediately recommend the student's expulsion except, in the case of a student in pre-kindergarten through grade five who is found carrying or possessing a knife as described in this section, the principal or designee may, but shall not be required to, recommend the student's expulsion. La. R.S. 17:416-(B)(1)(b).
6. In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the fire- arm or knife in a criminal manner.

## **BULLYING AND HAZING POLICY**

The St. Landry Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, 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 shall mean:***

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

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

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

### **NOTICE TO STUDENTS AND PARENTS**

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

### **REPORTING**

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

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

### **Students and Parents**

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

### **School Personnel**

Any school employee, whether full-time or part-time, and any parent/ volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the



employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

### **False Reports**

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

### **INVESTIGATION PROCEDURE**

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

#### **1. Timing**

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

#### **2. Scope of Investigation**

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together. The principal or his/her designee shall collect and evaluate all facts using the Bullying Investigation form.

#### **3. Parental Notification**

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

For an investigation of alleged bullying, before any student is interviewed by district staff, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. If, after three attempts in a forty-eight-hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.

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

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

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction.

The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

#### **4. Documentation**

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

- a. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school district official. The document shall be placed in the school records of both students.
- b. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- c. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- d. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

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

## **APPEAL**

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

## **DISCIPLINARY ACTION**

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

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

## **PARENTAL RELIEF**

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

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

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

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

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

**RETALIATION**

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

**CHILD ABUSE**

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

# DISCIPLINE PROCEDURES

## **I. REMOVAL FROM SCHOOL CAN BE ONE OF THREE TYPES:**

- A. Short-term suspension – two (2) to nine (9) school days.
- B. Long-term suspension – ten (10) to forty-five (45) days
- C. Expulsion –removal from all regular school settings for a period of not less than one school semester

## **II. RULES GOVERNING ATTENDANCE AT DISCIPLINE CENTERS**

- A. Parents or legal guardians are required to accompany the student on the first day of assignment to the Discipline Center to meet with the moderator in charge and must present the admission form at that time.
- B. Specific rules governing attendance at Discipline Centers will be provided to the parent/guardian upon admission to Discipline Centers.
- C. Uniforms are mandatory for all elementary middle and high school students attending a discipline center. Uniforms are mandatory for all elementary, middle, and high school students attending an alternative education center.

## **III. SHORT-TERM SUSPENSION PROCEDURES**

- A. Prior to any suspension, the school principal or a designee shall advise the student in question of the particular specific misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee.
- B. When the principal or designee denies the student's attendance rights, the principal or designee shall secure "affirmative notice." The school administration shall maintain data relative to attempts made to secure "affirmative notice." The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families in Need of Services, and/or City Prosecutor/District Attorney's Office. A home visit is encouraged in cases where "affirmative notice" cannot be delivered by telephone. Failure to secure "affirmative notice" by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families in Need of Services and/or City Prosecutor/District Attorney. In no case shall a student be

denied attendance rights without evidence of “affirmative notice” being completed. “Affirmative notice” shall be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.

- C. The parent/guardian should be notified of the suspension, and that the student will be or has been removed from class and will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian or next of kin, provided that the procedure in Section III A is complied with as soon as possible, thereafter.
- D. After principal or designee has secured “affirmative notice,” the student will be given a Discipline Center form that will admit him/her to that center. Students under short-term suspensions will be assigned to the closest available Discipline Center for the duration of the suspension. Additional copies of the Discipline Center and suspension reports shall be sent to the appropriate offices. In addition, the principal or designee shall keep a copy on file. It should be noted students who attend the Discipline Center, will be allowed to make up all work.
- E. If the parent or guardian of the suspended student wishes to contest the suspension, the parent or guardian, within five (5) school days after receipt of written notification of the suspension, may submit a written or personal request to the superintendent or a designee to review the matter. Upon such request the superintendent or designee shall schedule a hearing at the earliest convenience to be held in accordance with the hearing procedure described within the context of the long-term suspension procedure. The decision of the superintendent or designee on an appeal of a short-term suspension shall be final, and there shall be no right to appeal such decision of the superintendent or his designee to the board. It is suggested that parents or guardians who wish to appeal a short-term suspension should send the student to the Discipline Center on the designated days. If the appeal is denied and the student attended the Discipline Center, the student will then receive credit for those days he/she attended.

#### **IV. LONG-TERM SUSPENSION PROCEDURES**

- A. The principal or a designee must make reasonable efforts to investigate all aspects of a discipline issue. The principal or a designee shall have reasonable suspicion that the student is guilty of an offense which would constitute grounds for disciplinary action and that the situation warrants severe disciplinary action before recommending to the superintendent or a designee that the student be placed on long-term suspension.

- B. The principal or a designee shall determine, according to the nature and the seriousness of the offense, whether a student recommended for long-term suspension may remain in school or be denied attendance rights pending a hearing. Prior to denying attendance rights, the school principal or a designee shall advise the student in question of the specific misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. (A hearing must be scheduled on all long-term suspensions. If the student is denied attendance, this fact shall be stated on the recommendation.)
- C. When the principal or designee denies the student's attendance rights pending a hearing by the Superintendent or designee, the principal or designee shall secure "affirmative notice." The school administration shall maintain data relative to attempts made to secure "affirmative notice." The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families in Need of Services, and/or City Prosecutor/District Attorney's Office. A home visit is encouraged in cases where "affirmative notice" cannot be delivered by telephone. Failure to secure "affirmative notice" by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families in Need of Services and/or City Prosecutor/ District Attorney. In no case shall a student be denied attendance rights without evidence of "affirmative notice" being completed. "Affirmative notice" shall be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.
- D. The parent/guardian should be notified of the suspension, and that the student will be or has been removed from class and will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian, next of kin, or police provided that the procedures in Sections A, B and C above are complied with as soon as possible, thereafter.
- E. After principal or designee has secured "affirmative notice," the student will be given a Discipline Center form that will admit him/her to that center. Students under long-term suspensions will be assigned to the appropriate Discipline Center pending a hearing. Additional copies of the Discipline Center and suspension reports shall be sent to the appropriate offices. In addition, the principal or designee shall keep a copy on file. It should be noted students who attend the Discipline Center will be allowed to make up all work.

## **V. HEARINGS: LONG-TERM SUSPENSIONS**

- A. The school shall notify the parent or guardian of the suspension hearing date and the action to be taken if the parent is not present. The hearing will take place not later than fifteen (15) school days after the incident.
- B. If suspension proceedings are conducted without the presence of a parent, written notification of the actions will be sent by mail to the parent or legal guardian not later than three (3) school days after the hearing.
- C. The parent or guardian may appeal the suspension to the School Board within five (5) days after receiving notification by certified mail. In so appealing, the parent or guardian shall enclose a copy of the principal's or the designee's recommendation for a long-term suspension and the superintendent's or a designee's notification after the hearing. The School Board will review the appeal and take whatever course of action deemed appropriate and will so notify the parent or guardian of its decision. In the absence of a timely appeal, the decision of the superintendent or a designee shall become final.
- D. After a long-term suspension, a second occurrence during the same school year which warrants a suspension will result in disciplinary action in accordance with the expulsion procedure. (Another hearing must be held.)
- E. Upon the student's return to school, the principal or a designee shall schedule a conference to be attended by appropriate school personnel and by the student and, usually, the student's parent(s), guardian(s), or other family members. Follow-up conferences should be planned as indicated or as required to assist the student in adjusting to the school environment.

## **VI. EXPULSION PROCEDURES**

Statements taken from students should be in the student's handwriting and signed by the student. If a student is only willing to give an anonymous handwritten statement, the investigator should certify at the end of the student's statement that it was given under the condition of anonymity. If a student will only give an oral anonymous statement, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and that the student would only give the statement if he/she could remain anonymous. Recorded statements may be taken with the student identifying himself/herself on the recording. If a student will only give a recorded statement by remaining anonymous, the investigator will so state at the beginning of the recording. A brief written report should be prepared which would include the following:

1. The investigator's conclusions as to why the incident occurred, who was involved, who was at fault and the penalty imposed or recommended.



2. The evidence on which the conclusions were based,(i.e., signed statements taken, unsigned statements taken, verbal only statements taken, recorded statements taken, evidence seized, lab test results on drugs, etc.). Copies of all written evidence must be attached to the report. After a principal or a designee has made reasonable efforts to investigate the discipline issue and is satisfied that the nature and seriousness of the offense could result in a recommendation for expulsion, the principal must then decide whether to recommend expulsion to the superintendent or a designee (hearing officer). There are some instances in which the principal has no discretion. Penalties that are mandated under La. R.S. 17:416 (Drugs and Weapons) and other provisions of Louisiana law are not optional and must be imposed by the principal.
3. Prior to suspending a student pending the expulsion, the school principal or a designee shall advise the student in question of the specific misconduct of which he or she is accused as well as the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. When the principal or designee denies the student's attendance rights pending a hearing by the superintendent or designee, the principal or designee shall secure "affirmative notice." The school administration shall maintain data relative to attempts made to secure "affirmative notice." The school administration shall document the actual date contact was made, and/or referral to Child Welfare and Attendance, Families In Need of Services, and/or City Prosecutor/District Attorney's Office. A home visit is encouraged in cases where "affirmative notice" cannot be delivered by telephone. Failure to secure "affirmative notice" by the end of the 3rd day of the suspension shall result in a student and/or parent referral to Child Welfare and Attendance and/or Families In Need of Services and/or City Prosecutor/District Attorney. In no case shall a student be denied attendance rights without evidence of "affirmative notice" being completed. "Affirmative notice" shall be met by face-to-face interaction, telephone communication, or by certified mail through a signed delivery tag.
4. The parent/guardian should be notified of the proposed expulsion, that the student will be or has been removed from class, and that the student will be kept under supervision until the close of the school day or the arrival of the parent or guardian. If the parent, legal guardian or principal or designee so requests, the student will be granted an early dismissal from school to return home. In the event a student may cause a disruption of the orderly operations of the school, he/she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian, next of kin, or police provided that the procedure in the above sections is complied with as soon as possible, thereafter.
5. The principal or a designee shall mail via certified mail a copy of the proposed expulsion form including the specific reasons for the expulsion to the parent or guardian on the day of the student's removal from school, but no later than

the following school day. At the same time, the principal or a designee shall notify the parent or guardian of the time, date and place of the expulsion hearing and a right to review by the School Board and to appeal to the 27th Judicial District Court. This report will be sent by certified mail, return receipt requested or hand delivered to the parent or guardian. For a student with disabilities, a Parent Notice of the Discipline (IEP) meeting date should also be mailed with the proposed expulsion form.

6. Where the superintendent or a designee has proceeded with the expulsion hearing when the parent/guardian and student fail to appear, written notification shall be given to the parent/guardian of the findings and action taken no later than three (3) school days after the hearing. In such notice the superintendent or a designee shall inform the parent/guardian that the findings and the action taken shall become final five (5) calendar days after the receipt of the notification.
7. The hearing shall be held as soon as possible but no later than fifteen (15) school days after the student's removal from the school, unless an alternate date is agreed upon by all parties.
8. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit.
9. At the hearing conducted by the superintendent or his designee, the specific reason(s) concerning the cause(s) for the proposed expulsion will be presented by the principal or a designee in support of the recommendation. The student's prior performance and attendance may be discussed. The student or a representative may produce witnesses or offer evidence in the student's behalf and may cross-examine any witnesses that are brought to the hearing. This is not the right to cross-examine students or other witnesses who have given statements only and who are not present at the hearing.
10. After hearing the case, the superintendent or designee shall determine whether the student is guilty of the principal's or a designee's charges and whether he/she is expelled from the school district or if other corrective or disciplinary action is imposed. If the findings and disposition of the expulsion hearing are made at the conclusion of the hearing, the superintendent or a designee shall inform the parent/guardian and the student of the findings and disposition of the case. In any event, the superintendent or a designee shall mail (by certified mail, return receipt requested), or hand deliver to the parent or guardian, the Child Welfare and Attendance section, and to the principal or a designee, a decision of the findings no later than seven (7) school days after the hearing if the parent or guardian was present or no later than three (3) school days after the hearing was scheduled and if the parent or guardian was not present. If the superintendent or a designee determines that a student should be expelled, the parent or guardian of the expelled student or the student (if the student is 18 years of age or older), may request a review of the expulsion decision by the

School Board. The request for review must be requested by mail and must be postmarked within five (5) days after receipt of written notification of the expulsion decision by the parent of a minor student.

11. The request for review may also be hand delivered to the School Board Office at 1013 Creswell Lane, Opelousas, Louisiana, within five (5) days after receipt of written notification of the expulsion decision by the parent of the minor student. Requests for review which are not mailed within this period shall not be processed unless extenuating circumstances can be demonstrated by the parent/guardian or student.
12. If a parent/guardian or student timely requests a review of an expulsion decision by the board, the superintendent shall list each such request as an agenda item for the first or second next regularly scheduled meeting of the board. If the review request is received after the deadline for completion of the board meeting agenda, then the item will be placed on the agenda of the second or third next regularly scheduled meeting.
13. The written record of the expulsion proceedings, to include all evidence and prior decisions rendered and include a statement by parents or guardians (and/or student if of legal standing) that provides the basis for the request to review, will be provided to all School Board members in the agenda packet on the Monday prior to the board meeting at which the review is to be on the agenda.
14. Upon the request of the presiding officer, the board members will indicate whether they have had the opportunity to review the case. Upon affirmation by the members, the presiding officer will then inquire as to whether any school board member requests a hearing of the case which will be scheduled as per the original guidelines at the next regularly scheduled board meeting. Absent a motion and second to hear the case, the Superintendent's recommendation stands. The parent or student shall have the right to determine if the expulsion review is conducted in public or private session.
15. At the review by the board, the board will function similarly to an Appellate Court in reviewing evidence from the expulsion hearing. Each side should present to the board two (2) days prior to the review, a written report stating each side's position with attached documents, which were presented at the hearing. At the review hearing by the board only one person will argue for each side; however, no testimony will be taken nor will new evidence be presented or accepted. Each side should be allowed ten (10) minutes (no more than 15) to argue the case. Members of the School Board may ask questions of either side during this presentation or following the presentation as the board chooses. After hearing the arguments of both sides, the board shall deliberate the case privately if executive session is requested but in open session if the parent requests an open session. Following the deliberation, the board will meet in open session to review the findings of the superintendent/hearing officer and to affirm, modify, or reverse the action taken by the superintendent/hearing officer. This decision of the board will be based solely on the report submitted, whatever documentary evidence is submitted with the report, and the oral argument of each side.

16. The superintendent shall notify the parent, guardian (and/or student, if of legal standing) in person, or in writing, certified mail return receipt requested or hand delivered, of the decision of the School Board. The parent, guardian or student may, within ten (10) calendar days, appeal to the 27th Judicial District Court, State of Louisiana, an adverse ruling of the School Board in upholding the action of the superintendent or the 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 within.

## **VII. STATUS AND REHABILITATION OF SUSPENDED AND EXPELLED STUDENTS**

**During the period of suspension, the student who is denied attendance privileges at his/her home school shall be assigned to Discipline Center during school hours. Participation and presence of the suspended student at school extracurricular activities are denied.** The school district shall consider “on probation” a student who is allowed to remain in school pending a hearing by the superintendent or a designee. A student suspended for allegedly committing a battery on any school employee shall not be allowed in a school – even on probation – until all hearings and appeals associated with the alleged violation have been exhausted. Additional violation of school rules will result in loss of attendance privileges until the case is resolved at the hearing. The seriousness of a violation of the code of student conduct leading to suspension or expulsion of a student usually indicates that additional support and remedial services are necessary. The principal and professional staff have a responsibility to provide appropriate counseling and to make reasonable efforts to help students returning from suspension and expulsion to remain in school. Students who are suspended and do not attend a Discipline Center shall receive an unexcused absence for each day of nonattendance during the suspension. A student found guilty at a suspension hearing or expulsion hearing of committing a battery of any school employee shall not be assigned to attend the school to which the school employee who was the victim of the battery is assigned.

### **ALTERNATIVE PROGRAMS:**

1. Character Action Training Class (CAT)  
This intervention removes the student (K-5) from the regular classes and requires supervised character training as well as supervised learning away from other students and school activities.
2. Time-Out Room
3. A one-day suspension in the student’s home school in grades 6-12. This intervention removes the student from regular classes and requires supervised learning away from other students and school activities.

#### 4. Saturday School

This program is designed to provide an alternative to students in lieu of short-term suspensions.

#### 5. Discipline Centers

This alternative is designed as intervention centers for grades 4-12 students who have become involved in disciplinary infractions resulting in short-term suspension (2 to 9 school days) or a long-term suspension (10 to 45 school days) as determined by the home school's principal and assistant principal. Referrals to a Discipline Center are determined by the home school administrator with the notification of the parent or legal guardian.

#### 6. Alternative Programs

This alternative is designed for students expelled from the traditional school setting by the superintendent or his designee.

### **VIII. CORPORAL PUNISHMENT**

The St. Landry Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact, and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of the school year.

The following guidelines shall apply to any use of corporal punishment:

- A. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to affect student behavior modification.
- B. The principal or the designee shall punish corporally only in the presence of a second school employee, who should be informed beforehand of the reasons for the punishment.
- C. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation.

- D. School principals, assistant principals, or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. In any case, complete documentation of each incident of corporal punishment shall be made including name of student, time, date and details of violation, the form of discipline administered, the names of the person administering the punishment and the witness, each of whom shall sign the documentation upon completion.
- E. Corporal punishment shall be administered in the office of the principal, assistant principal, or in such place or places as may be designated by the principal.
- F. Utmost care, tact, and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and kept on file in the principal's office.
- G. The use of corporal punishment shall always be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
  - 1. Age of child
  - 2. Size of child
  - 3. Sex of child
  - 4. Ability to bear the punishment
  - 5. Overall physical condition of the child
- H. Corporal punishment shall not be administered in anger or with malice at any time.
- I. Corporal punishment shall be administered by paddling the buttocks only.
- J. Corporal punishment is prohibited by Louisiana law for use with any student with a disability under IDEA and with any student eligible under Section 504 who has a 504 Plan/IAP.
- K. Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/ herself against a physical attack by a student or to restrain a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

### **IMPERMISSIBLE CORPORAL PUNISHMENT**

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be impermissible corporal punishment. Any accusations involving employees using impermissible corporal punishment shall be promptly investigated.

## **IX. OFFENSIVE STUDENT CONDUCT AT END OF YEAR**

### **GRADUATING STUDENTS**

Hearing Office upon the principal's or a designee's recommendation, will be excluded from year-end activities (including participation in graduation exercises). Diplomas may be given to or mailed to the student at the end of the closure of school. St. Landry Parish School Board Policy also mandates that all schools will include this regulation in their senior orientation prior to the end of the year, and each senior will sign a slip indicating knowledge of these regulations. Parents will receive a letter including information about these regulations from individual schools.

## **X. SPECIAL EDUCATION DISCIPLINE PROCEDURES**

All procedural safeguards afforded regular education students must be extended to students (and their parents) with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan. In addition, discipline procedures for students with disabilities must follow Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941, et seq); Title 28 Part XLIII Bulletin 1706, Subpart 1 – Regulations for Students with Disabilities, Sections 530-536.

### ***FOR PROPOSED EXCLUSIONS OF MORE THAN 10 CONSECUTIVE DAYS, OR WHEN A PROPOSED EXCLUSION WILL CUMULATE TO MORE THAN 10 DAYS IN A SCHOOL YEAR:***

The student's Special Education teacher must notify the parent of a discipline-focused Individualized Education Program (IEP) meeting. A "Manifestation Determination Review" ("MDR") meeting must be held to determine if the behavior is a manifestation of the student's disability. The IEP Team meeting must be appropriately constituted with the following persons:

- a. Officially Designated Representative (ODR) (typically, the school's principal or assistant principal);
- b. the student's Special Education teacher;
- c. at least one of the student's Regular Education teachers;
- d. the parent;
- e. the student (if age of majority or if the parent consents);
- f. any additional persons with knowledge of the student and the disability

If the parent does not attend the rescheduled MDR meeting, the school personnel shall meet without the parent. If the behavior is a manifestation of the student's disability, the student may be subject to a disciplinary change of placement only if the parent

agrees to the change of placement or under “special circumstances” described below. If the behavior is NOT a manifestation of the student’s disability, the district may follow the discipline procedures associated with a regular student. School personnel may assign a student with a disability to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 school days, if a student, while at school or a school function, has inflicted serious bodily harm; carries a weapon to school or to a school function; or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance.

An administrative law judge (ALJ) with the Louisiana Division of Administrative Law (DAL) may order a change in placement of a student with a disability to an appropriate interim alternative educational setting (IAES) for not more than 45 school days if the ALJ, after an expedited due process hearing, determines that the public agency has demonstrated that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. The St. Landry Parish School Board does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability.



## ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including, but not limited to, any cell phone, camera, video tape recorder, digital recorder, any facsimile district, radio paging service, mobile telephone service, intercom, or electro-mechanical paging district in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. ***Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.***

St. Landry Parish School District **shall not be held** liable for any stolen electronic devices.

For purposes of this policy, the terms of use and operation shall mean whenever the electronic telecommunication device is turned on.

### GRADES PRE-K-8

No electronic telecommunications device may be brought to school by an elementary or middle school student in grades Pre-K – 8.

### GRADES 9-12

A student shall not use or operate any electronic device or carry any electronic device on his or her person from the time of arrival at school to the time of departure from school without specific permission from the school administrator(s).

**Note:** At the discretion of the school building administrator, a place for the student to store the electronic device(s) shall be designated.

(See disciplinary chart in the back of the handbook)

## **STUDENT COMPUTER/NETWORK ACCEPTABLE USE POLICY**

The St. Landry Parish School Board is making Internet access available to students to prepare them to participate productively in the information society of the 21st century. Internet access will give students the opportunity to inquire, study, communicate, and gain new understandings about our global society.

### **A. RIGHT**

Students have the right to use the district's educational network as a tool to enhance learning, as it becomes available at their location.

### **B. RESPONSIBILITY**

Students have the responsibility to learn and follow guidelines that are deemed appropriate in using the educational network. All access to the Internet will be teacher directed and will conform to the following:

#### **RULES FOR USE OF COMPUTER NETWORK AND INTERNET:**

Students shall:

- Sign a statement as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies before using the computers at St. Landry Parish School Districts.
- Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.
- Not access visual depictions that are obscene, pornographic, or abusive to minors.
- Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
- Not access objectionable or inappropriate material over the Internet.
- Not post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, slanderous, sexually harassing, terrorizing, or illegal. Students shall not use any language online that is not permitted in the classroom.
- Not post personal information about themselves (last names, addresses, or telephone numbers) or any other person.
- Not forward personal mail without permission.

- Not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
- Observe the copyright law. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
- Not make any purchase on the Internet while using school equipment or Internet service.
- Not use e-mail, chat rooms, net meeting rooms, and other form of direct electronic communication, including instant messaging systems unless authorized.

**Also Note:**

- Installation of software is allowed only by the District's administration and should not be undertaken by any other user.
- Users are not permitted to work in or to modify the Network Operating System.
- Unauthorized exploration of or changes to any system files are prohibited.
- The St. Landry Parish School Board computers must be used only for educational activities and are limited to activities that have been approved by a teacher or staff member.
- The presence of food or drink in the vicinity of the computers or computer related equipment is forbidden.
- Documents and/or mail stored on the District network should be deleted regularly in order to conserve file space.
- The St. Landry Parish School Board reserves the right to purge accounts after proper notification of exceeding space regulations.
- Students are not to download large files unless necessary; students should download the file at a time when the system is not being heavily used and immediately remove the file from the system computer once the research project in question is completed.
- Users must remember to log off any computer before leaving the area as use rids will be used as the primary method for tracking computer usage.
- If a user is concerned that their password is no longer secure, then see the system administrator for a new password.
- CDs and portable memory devices **will no longer be allowed** for use of file storage. All students should utilize their Google drive, as it is the preferred form of file storage.

- Interpretation, application, and modification of the policy is within the sole discretion of the St. Landry Parish School Board.
- Any questions or issues regarding this policy should be directed to the St. Landry Parish School Board Administration.

Students who may inadvertently access a site that is pornographic, obscene, or abusive to minors shall immediately disconnect from the site and inform the teacher.

### **CONSEQUENCES**

Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the violation.

All school and district rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

Any parent or guardian who has questions or concerns about their child's Internet Access is encouraged to discuss these concerns with the school principal. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

## **SEXUAL HARASSMENT COMPLAINTS**

Any student complaint about another student engaging in sexual harassment reported to a teacher or counselor shall be immediately reported to the principal. The principal is responsible to investigate the complaint. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The principal may request assistance of the superintendent in investigating student on student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of the Student Rights and Responsibilities Handbook and Discipline Policy. Student complaints about an employee shall be handled as provided in the School Board's Risk Management Plan.

## **DATING VIOLENCE**

Dating Violence is defined as a pattern of behavior where one person threatens to use, or uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating Violence Warning Signs:

- For Victim - Physical signs of injury; isolation from family and friends; loss of interest in activities that were once enjoyable; making excuses for dating partner's behavior; noticeable changes in eating or sleeping patterns; alcohol or drug use; loss of self-confidence; excessive text messaging or calling from dating partner.
- For Perpetrator – Threatening to hurt others in any way: insulting a dating partner in public or private; frequently insisting on walking a dating partner to class; damaging or destroying a dating partners belongings'; attempting to control what a dating partner wears; extremely jealous.

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

Louisiana Coalition against Domestic Violence (Free, Confidential, 24 hrs.)

Statewide Hotline: 1-888-411-1333

National Hotline: 1-800-799-7233

## **COMMUNICATIONS WITH LANGUAGE-MINORITY STUDENTS/PARENTS**

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

## **COMMUNICABLE DISEASE CONTROL POLICY**

Current immunization records are required for all students entering school for the first time, including kindergarten, in compliance with the immunization schedule established by the legislature in La. R.S. 17:170 unless compliance is waived pursuant to the statute. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers, and exclusions, including the necessary Vaccine Preventable Disease Section's School Immunization Report forms to provide for control of preventable communicable diseases.

## **FEES/FINES DUE FOR LOST/DESTROYED BOOKS/SCHOOL PROPERTY**

Students shall be required to pay full price for textbooks and library books that are lost or damaged beyond use. The School Board also requires students to pay for any other school property damaged resulting from student misconduct. The School Board shall hold the diploma of any high school student until all fees and fines have been paid.

## **GRADUATION**

High school students must meet all course and attendance requirements and pass all sections of the end of course test prior to graduating. In addition, these students must meet the same criteria to participate in graduation exercises.



## GLOSSARY

1. **ABUSIVE LANGUAGE** – Any verbal abuse or bullying of others, including but not limited to slurs, name-calling, or derogatory statements to another person because of that person’s race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation.
2. **ARSON** - The damage to property using of an explosive substance or the setting on fire to any school or personal property.
3. **ASSAULT** –
  - A. An attempt to commit a battery or the intentional placing of another person in reasonable apprehension of receiving a battery which is not self-defense.
  - B. Assault of a school teacher is an assault committed when the victim is a school teacher acting in the performance of employment duties.
4. **BATTERY** –
  - A. The use of force or violence upon a person if actual contact is made.
  - B. Battery of a school teacher is the use of force or violence against a school teacher when the teacher is acting in performance of employment duties.
5. **BURGLARY** - The unauthorized entry of property.
6. **COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS** – The intentional impartation or conveyance, or causing the impartation or conveyance by the use of the mail, telephone, telegraph, word of mouth, or other means of communication, of any threat or false information knowing the same to be false, including bomb threats or threats involving fake explosive devices, concerning an attempt or alleged attempt being made, or to be made, to commit either aggravated or simple arson.
7. **COMPUTER HACKING** - The accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof with intent to view, alter, delete, or insert programs or data without authority.
8. **DISRESPECT FOR AUTHORITY** - Any unprovoked act of aggression which demonstrates a disregard or interference with authority or supervising personnel.
9. **DISTURBANCE**-
  - A. Minor Disturbance - An act of misconduct that disrupts the orderly process of educational activities in that area

that is confined to a limited area, and/ or which jeopardizes safety of children.

B. Major Disturbance - A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children.

10. **DRUGS** - Illegal narcotics or any controlled dangerous substances.
11. **DRUG PARAPHERNALIA** - All equipment products and materials of any kind which are used with drugs such as roach clips, rolling papers, pipes, etc.
12. **EMERGENCY** - An unexpected situation that requires prompt action.
13. **EXCUSED TARDY** - Acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies, or natural disasters.
14. **EXPLOSIVE DEVICES** - Including fireworks, bullets, bombs, and incendiary devices.
15. **EXTORTION** - The taking of goods or services by threats or intimidation.
16. **FIGHTING** - The exchange of blows between two or more students with the intent of harming one another.
17. **FIREARM**- Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.
17. **GAMBLING** - To play a game of chance where a reward is expected.
18. **HABITUAL OFFENDER** - One who has committed several offenses, not necessarily of the same type.
19. **INDECENT BEHAVIOR** - Socially unacceptable behavior that is morally offensive.
20. **INDIVIDUAL EDUCATION PROGRAM (IEP)** – A written statement for a student with disabilities that contains an overview of instructional needs that is developed, reviewed, and revised in a meeting in accordance with C.F.R. 300.341-300.350, IDEA Regulations.
21. **INTIMIDATION** - To make timid or fearful.
22. **LOOK-ALIKE** - Similar to; appear to be.
23. **MOLESTATION** - To make indecent advances in which physical contact is made.
24. **PORNOGRAPHY**-Material (such as books, writing, or photographs)that show erotic behavior and is intended to cause sexual excitement.



25. **PROBATION** - A condition in which students are temporarily placed to assist them in adjusting to a normal school setting.
26. **PROVOKING A FIGHT** - To purposely cause or invite any intentional gesture written, verbally, electronically, or physically promote a student or students to fight.
27. **QUALIFIED HANDICAPPED PERSON** - With respect to public preschool elementary, secondary, or adult educational services, a handicapped person (i) of an age during which nonhandicapped persons are provided such services, (ii) of any age during which it is mandatory under state law to provide such service to handicapped persons, or (iii) to whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. § 1401 et seq.).
28. **REASONABLE BELIEF** - A suspicion founded upon- circumstances sufficiently strong to warrant a belief in a reasonable person that something is true.
29. **ROBBERY** - Taking of anything of value belonging to another using of force or intimidation.
30. **SCHOOL BUILDING LEVEL COMMITTEE (SBLC)** – A group of knowledgeable persons comprised of school staff and parents who meet in response to a student’s needs, as established and conducted in accordance with state regulations.
31. **SELF-DEFENSE** - An act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor. The right of an individual to protect him/herself by using force upon another when it can be reasonably concluded that the use of force more probably than not was committed SOLELY for the purpose of preventing forcible offense against him/herself.
- A PERSON WHO IS THE AGGRESSOR OR WHO BRINGS ON DIFFICULTY CANNOT CLAIM THE RIGHT OF SELF-DEFENSE. A STUDENT CANNOT CLAIM THE RIGHT OF SELF-DEFENSE WHENEVER HELP OR FLIGHT IS AVAILABLE. RESPONDING TO A VERBAL CONFRONTATION BY USING PHYSICAL FORCE IS NOT ACCEPTABLE AND CANNOT BE CLAIMED AS SELF-DEFENSE.**
32. **SERIOUS BODILY INJURY** - means bodily injury which involves unconsciousness; extreme physical pain; protracted and obvious disfigurement; protracted loss or impairment of the function of a bodily member, organ, or mental faculty; or a substantial risk of death.
33. **SEXUAL HARASSMENT**
- A. Student-to-Student or Employee-to-Student – In this context, “sexual harassment” shall have the definition provided under federal regulations, 34 C.F.R. § 106.30.
  - B. Student-to-Staff Harassment – In this context, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other inappropriate verbal, visual, written, or physical conduct of a sexual nature at school or a school - sponsored event.

Sexual harassment may also include but is not limited to:

1. verbal harassment or abuse
2. uninvited letters, telephone calls, or materials of a sexual nature
3. uninvited or inappropriate leaning over, cornering, patting, or pinching
4. uninvited sexually suggestive looks or gestures
5. intentional brushing against a school employee's body
6. uninvited pressure for dates
7. uninvited sexual teasing, jokes, remarks, or questions
8. any sexually motivated unwelcome touching
9. attempted or actual rape or sexual assault

34. **TARDY** - When one is not in his or her classroom when the tardy bell rings.
35. **TERRORIZING** - The intentional communication of information known by the offender to be false, that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, thereby causing any person to be in sustained fear for his or another person's safety; causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the public.
36. **THEFT** – Taking other's property without permission, by stealing, fraud, or trickery.
37. **THREAT** - A communication in person, in writing or through the use of the internet to injure a person or to kill a person, who is a teacher, employee of the school district or a student of the school.
38. **TRESPASSING** - Unauthorized entry on a school campus other than the one a student normally attends except when the student has been assigned to an alternative program.
39. **TRUANT/HOOKY** - One who is absent from school without permission.
40. **VANDALISM** - The defacing, damaging, and/or breaking of others' property through willful misconduct.
41. **WEAPON** - Any object which, under the circumstances, may be used to inflict bodily injury or damage to property.
42. **WILLFUL DISOBEDIENCE** - The refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus.

43. **ZERO TOLERANCE** – An anti-violence policy making school a safer place for learning. Automatic recommendation for expulsion by the school administration.

The St. Landry Parish School Board does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or disability.

## **SPECIAL EDUCATION GLOSSARY**

### **DISCIPLINARY CHANGE OF PLACEMENT:**

1. The removal of a special education student for more than ten (10) consecutive school days; or
2. The student is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

### **STUDENTS WITH DISABILITIES UNDER IDEA:**

1. Any student who is presently identified as exceptional under Louisiana Bulletin 1508 (but not Gifted or Talented only).
2. Any student whom the district has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred, may assert any disciplinary protections provided for in IDEA and Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941 et seq.); Title 28, Part XLIII Bulletin 1706, Subpart 1 – Regulations for Students with Disabilities

### **SECLUSION/RESTRAINT PROCEDURES** Under Louisiana Revised Statutes 17:416.21 & Louisiana Bulletin 1706, Sections 540-543

This document provides procedures/guidance for the use, reporting, documentation, and oversight of seclusion and restraint in the St. Landry Parish School Board, consistent with Louisiana Board of Elementary and Secondary Education (BESE) regulations.

These procedures specifically address the legal requirements of La. R.S. 17:416.21 and Louisiana Bulletin 1706 regarding the use of seclusion and restraint as safety measures to address actions of students with disabilities under the Individuals with Disabilities Education Act (IDEA) in Louisiana's public schools. It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies that may be used by the SLPSB and its personnel in addressing the educational needs of students with exceptionalities.

## **SUPERINTENDENT’S DIRECTIVES PURSUANT TO SCHOOL BOARD POLICY**

The St. Landry Parish School Board has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees:

This “mandatory notification” will be via district prepared forms. The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The school shall document all efforts, including conversations, phone calls, electronic communications, and home visits, to notify the parent of a student who has been placed in seclusion or physically restrained. The student’s parent or other legal guardian shall also be notified in writing within twenty-four hours of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student’s seclusion or physical restraint, and the names and titles of any school employee involved. The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident in accordance with School Board policies and procedures. Such a report shall be submitted to the school principal or designee not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained, and a copy shall be provided to the student’s parent or legal guardian.

If a student is involved in five (5) incidents in a single school year involving the use of physical restraint or seclusion, the student’s Individualized Education Program (IEP) Team shall review and revise the student’s behavior intervention plan (BIP) to include any appropriate and necessary behavioral supports and strategies.

Thereafter, if the student’s challenging behavior continues or escalates requiring repeated use of seclusion or physical restraint practices, the special education director or his designee shall review the student’s plans at least once every three (3) weeks.

## **EXPLANATION OF METHODS OF PHYSICAL RESTRAINT**

The Nonviolent Crisis Intervention (NCI) program is designed for the care, welfare, safety, and security for all individuals in the schools and district facilities. The training program focuses on assisting staff in providing a safe environment with the goal of preventing the need for restrictive behavior management.

NCI provides a detailed model of procedures for staff to utilize prior to an incident that requires the use of restraint or seclusion. The NCI program addresses the key components necessary to properly review the events that occurred before, during, and after the

incident. The NCI program focuses on verbal de-escalation strategies that are intended to defuse a situation from escalating to the point where more intensive interventions are required.

The NCI training program teaches participants that physical restraints should only be used when an individual is a threat to injure self or others. NCI participants are taught by NCI-certified instructors to safely and effectively administer physical restraint as a form of intervention, only when other, less restrictive forms of behavior management have been exhausted and when an individual is a danger to self or others.

### **TRAINING REQUIREMENTS RELATIVE TO THE USE OF RESTRAINT**

Training will be provided to school personnel or other individuals deemed necessary to address the use of seclusion and restraint techniques with students with disabilities. St. Landry Parish School District uses the Handle with Care Behavior Management System which is a Nonviolent Crisis Intervention (NCI) program. We also incorporate positive behavior support methods, de-escalation techniques and referral to mental health services intervention when needed. Staff will participate in continuing education using the Handle with Care program periodically.

Documentation of the certification and annual training will be maintained by the Director of Special Education.

- Dissemination of guidelines and procedures to all school employees.
- Guidelines and procedures will be provided to all school employees in the employee handbook.
- Dissemination of guidelines and procedures to every parent of a child with an IDEA disability.
- Guidelines and procedures will be provided to parents via the St. Landry Parish School District Student Rights and Responsibilities Handbook as well as on-line web postings.
- Notification to the Louisiana Department of Education, as required.
- Principals will ensure maintenance of the St. Landry Parish School District incident report.

## SLPSD Parent and Family Engagement (Title I)

### STATEMENT OF PURPOSE

The St. Landry Parish School Board recognizes that parent and family engagement is the key to academic achievement. The term “parent” refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster parents, stepparents, etc.

#### The District

- Disseminates the Parent and Family Engagement Handbook/Policy through meetings, grade-level workshops, parent/ teacher organization/association meetings, parent conferences and other professional workshops.
- Meets annually with administrators, and supervisory staff to review, reorganize, and/or evaluate policies and school-wide and targeted assistance plans.
- Meets annually with administrators of each Title I school and supervisory staff to review, reorganize, and/or evaluate the School-Parent Compacts.
- Parent and Family Engagement Coordinator will assist the Title I Schools in the preparation of materials for parents and attends school’s parent-teacher “Back-to-School” conferences/ meetings.
- Parent and Family Engagement Coordinator meets annually with the district advisory board and the action team members of each Title I school to discuss requirements, updates, ESSA, and changes as they relate to Title I.
- Parent and Family Engagement Coordinator meets, if required, with the district advisory board in regard to complaints.
- Highlight parent and family engagement activities through the media, through newsletters to parents at the district and school level, and through broadcasts on radio and television.
- Help parents develop parenting skills to meet the basic obligations of family life and foster conditions at home, which emphasize the importance of education and learning.
- Provide schools with activities and partnerships that are designed to help reach schools improvement goals and objectives.
- Collaborate with the community and other, local, state, and national agencies to offer services for students, parents, and other family members.
- Support the schools in their effort to contact hard-to-reach parents and family members via meaningful “Home Visits.”

### **1. The District will ensure that each Title I school has:**

- A written comprehensive parent and family engagement policy that meets the needs of all students participating in the Title I program.
- A plan to ensure that parents and key family members are involved in the development of school-wide plans.
- An **“Action Team”** is organized at each school for the school, family, and community partnerships. The Action Team will take responsibility for assessing present practices, including school improvement, implementing selected activities, and coordinating practice for all six types of involvement.
- Periodic scheduled meetings at the school with teachers, administrators, and other staff to discuss the curriculum, standards and assessments or innovative strategies the school is using to improve learning.
- A plan to inform parents of their child’s progress prior to the nine-week reporting periods.
- Prepared packets of essential information that will help parents feel comfortable with the staff and school environment.
- Developed a technology friendly environment for parents to access information and skills regarding the school’s total available resources/curriculum.

### **2. Building Capacity for Involvement – Title I Parent and Family Engagement will:**

- Assist all Title I schools in developing a comprehensive parent and family engagement program that will meet the needs of needs of the students and their families served.
- Provide parents and other key family members with a handbook about the Title I program, district policies, and procedures.
- Inform and explain to parents how their children are identified as Title I and why they are participating in the Title I program.
- Disseminate the district Parent and Family Engagement Handbook/Policy through parent meetings, grade- level workshops, parent-teacher organization meetings, parent conferences, and Every Student Succeeds Act (ESSA) workshops.
- Offer meetings, workshops, training, etc. at flexible times, so that maximum number of parents can be involved.
- Promote two-way communications (home-to-school and school-to-home) about programs serving Title I students, student progress, school curriculum, and the assessments used to measure student progress.
- Involve parents, and family members with appropriate training, in instructional and support when at the school and in other locations that help the school and students reach state given objectives and standards.
- Provide training to parents in the following areas:

- Academic Curriculum
- Six Types of Involvement
- Help parents develop a feeling of partnership in the educational growth and development of their children.
- Encourage parents and other family members to actively participate in all school related programs and activities.
- Provide parents and family members with strategies and techniques for assisting their children with learning activities at home that support and extend the school’s instructional program.
- Provide parents and family members with skills to access community and support services that strengthen school programs, family practices and student learning and development.
- Help parents and family members develop parenting skills to meet the basic obligations of family life and foster conditions at home, which emphasize the importance of education and learning.
- Provide schools with activities and partnerships that are designed to help reach schools improvement goals and objectives.
- Collaborate with the community and other, local, state, and national agencies to offer services for students, parents and other family members.
- Support the schools in their effort to contact hard-to-reach parents and family members via meaningful “Home Visits.”
- Provide parents with the “Parents’ Guide” Understanding ESSA (Every Student Succeeds Act).

**Parents Right to Know:**

- Parents will be informed in a timely manner information regarding the professional qualifications of their children’s classroom teachers.
- Procedures will be in accordance with ESSA.

**4. The District will coordinate with other Agencies by:**

- Hosting workshops that focus on early childhood education, specific subject areas and grade level meetings that target needs of Title I students.
- Informing parents of Title I students about on-going activities initiated and conducted by other agencies in the district, especially Head Start and Preschools programs.
- Encouraging parents to accept and/or participate in the services provided by the community and other local, state, and national agencies.



**5. The District will enlist the services of an Action Team at each school and challenge them to provide the following:**

- A parent and family engagement policy that meets the school's current needs based on the latest information from the individual School Report Card.
- The school's specific strategies to increase and document parent participation at each site.
- The school's specific programs or activities to promote greater awareness to diminish barriers for the parents who have disabilities or have economically disadvantages.

**6. The District will: 6. The District will:**

- Highlight activities parent engagement activities through the media, through newsletters to parents at the district and school level, and through broadcasts on radio and television.
- Help parents develop parenting skills to meet the basic obligations of family life and foster conditions at home, which emphasize the importance of education and learning.
- Provide schools with activities and partnerships that are designed to help reach schools improvement goals and objectives.
- Collaborate with the community and other, local, state, and national agencies to offer services for students, parents and other family members.
- Support the schools in their effort to contact hard-to-reach parents and family members via meaningful "Home Visits."
- Prepare a handbook and resource guide for parents with general information about the Title I program, district policies, and procedures.
- Provide parents with the "Parents' Guide Every Student Succeeds Act (ESSA) Parent Involvement will further promote the required federal and state guidelines through the operation of Family Resource Centers. Six centers are currently operating under Title I Parent and Family Engagement.

**Purpose of the Family Resource Centers:**

The purpose of the Family Resource Centers is to serve as a resource for parents to encourage and support children in their learning efforts. The Centers are designed to provide learning experiences for parents and family members to work more effectively with their children at home. Parents can receive information, instructional materials, personal assistance, training and support to help provide the best education possible for children. Teachers and students may also take advantage of the Centers' activities and resources. The Centers will provide and disseminate all literature pertaining to the ESSA.

**Goals of the Family Resource Centers:**

1. To help parents gain confidence and effectiveness in parental roles as their child's primary and most important nurturers, teachers, and advocates.
2. To help parents gain effective linkage with education, health, and human services agencies in the district and statewide.
3. To provide new ways for parents, educators, and children to work together.
4. To connect the home, school, and community together.

**Participant:**

The Family Resource Centers are open to all parents and family members of the Title I students in grades Pre-Kindergarten through eight.

**Schedule:**

The regular school schedule is observed (8:00 a.m. - 3:00 p.m., Monday through Friday). The Centers offer some morning, afternoon, and evening hours to accommodate working and nonworking parents and other family members.

**School Level**

Each School identified as Title I will:

- Have a written comprehensive parent and family engagement policy that will meet the needs of all students participating in the Title I program.
- Ensure that parents are involved in the development of school-wide plans and decisions made about how to carry out Title I.
- Have an "Action Team" for school, family, and community partnerships. The Action Team will take responsibility for assessing present practices, implementing selected activities, and coordinate practice for all Six Types of Involvement.
- Hold periodic scheduled meetings at the school with teachers, administrators, and other staff to discuss the curriculum, standards and assessments or innovative strategies the school is using to improve learning.
- Inform parents of their child's progress prior to the nine-week reporting period.
- Prepare a packet of essential information that will help parents feel comfortable with the staff and school environment.
- Inform parents in a timely manner about the professional qualifications of their children's classroom teacher.

**Compacts - Each school will develop a compact that will describe:**

- How parents will be responsible for supporting their child's learning at school and at home.

- How the school will provide a “supportive and effective” environment for all students.
- The importance of communication between teachers and parents and students.

**A Compact is a commitment to sharing responsibility for student learning and an action plan for family-school-community partnership to help children get a high-quality education.**

To further enhance parental involvement in St. Landry Parish Schools, especially those schools receiving Title I funds, parent involvement will support Section 1116 of ESSA, National Education Goals and use as a model, the Six Types of Involvement outlined by the National Network of Partnership Schools-School, Family, and Community Partnerships.

**The Six-Types of Involvement NNPS (National Network of Partnership Schools):**

These six types of parent involvement roles require a coordinated school-wide effort that has the support of parents, teachers, students, and administrators at each school site.

**A. Parenting:**

Assist families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each age and grade level. Assist schools in understanding families.

**B. Communicating:**

Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.

**C. Volunteering:**

Improve recruitment, training, work, and schedules to involve families as volunteers and audience at the school or in other locations to support students and school programs.

**D. Learning at Home:**

Involve families with their children in learning activities at home, including homework and other curriculum- related activities and decisions.

**E. Decision-Making:**

Include families as participants in school decisions, governance, and advocacy through Action Teams, PTA/O (Parent-Teacher Association/Organizations) school councils, committees, and other parent and family member supportive programs.

**F. Collaborating with the Community:**

Coordinate resources and services for families, students, and the school with businesses, agencies, and other groups, and provide services to the community.

### **District/School-Level Assessment**

The District will use the NNPS Self-Assessment for School, Family and Community Partnerships as an aid in preparation, planning, and evaluating activities at both levels. This instrument will be used in conjunction with other methods of evaluations according to ESSA.

### **PARENTS RIGHT TO KNOW**

Parents will be informed of their right to know the professional qualifications of their child's teacher and/or paraprofessional. If requested, the principal, supervisor, or personnel director will provide the information verbally or in writing. This information is also available on the LDE website.

If a child is assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet applicable LDE certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, the principal will write a letter to the parents of the children in that class informing them of this situation.

Parents will receive information on the level of achievement and academic growth of their children, if applicable and available, on each of the State academic assessments as required.

### **Complaint Procedure for Programs Covered under ESSA**

**A "complaint" is a written, signed statement filed by an individual or an organization. It must include:**

- a. A statement that the St. Landry Parish School District has violated a requirement of federal statute or regulations which apply to programs under ESSA.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings, or correspondences with SLPSB regarding the complaint.

### **Local Complaint Procedures**

#### **1. Referral**

Complaints against the St. Landry Parish School District will be sent in writing to the Director of Federal Programs.

#### **2. Acknowledgement**

The Director of Federal Programs will acknowledge receipt of the complaint in writing.

### 3. Investigation

The Director of Federal Programs and other pertinent district administrators and staff will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the district superintendent.

### 4. Opportunity to Present Evidence

The superintendent may, in his/her discretion, provide for the complainant and/or the complainant's representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.

### 5. Report and Recommended Resolution

Once the superintendent has finished further investigation and taking of evidence, he/ or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The superintendent will issue the report to the complainant, complainant's representative, and the Director of Federal Programs.

### 6. Right to Appeal

When necessary, the complainant may appeal the recommended resolution to the LDE.

## **LDOE Complaint Procedures Elementary & Secondary Education Act of 1965**

If there are any of the Federal Programs under Every Student Succeeds Act (ESSA) that St. Landry Parish School District are not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online at the following website address:

<https://bese.louisiana.gov/policy>

Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-2721. Bulletin 741, Section 349 contains detailed procedures established for resolving complaints filed against the LDE or a local education agency (LEA) pursuant to provisions of ESSA.

Summarized from the above handbook, complaints to the LDE must:

- (1) be in writing
- (2) describe a violation of the law or a violation of federal statutes or regulations

The written complaint must include:

- A statement of the violation of a requirement of a pertinent federal statute or regulation
- The facts on which the statement is based, including the name of the Local Education Agency (LEA)
- A proposed solution for the problem
- The parent's signature and contact information
- Only violations occurring within the past year

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the time line has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the LDE.

- a. Follow-Up - The Director of Federal Programs will ensure that the resolution of the complaint is implemented.
- b. Time Limit - The period between the St. Landry Parish School District's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

**Filing a Complaint:**

Local complaints should be addressed as follows:

Scott Champagne  
Director of Federal Programs  
St. Landry Parish  
P. O. Box 310  
Opelousas, LA 70570

## DISCIPLINE PROGRESSION CHART

<b>ABUSIVE LANGUAGE</b>	Short- term suspension, long-term suspension, or recommended expulsion
<b>ALCOHOL</b>	See "POSSESSION OF ALCOHOL;" "UNDER THE INFLUENCE OF ALCOHOL OR DRUGS"
<b>ASSAULT AND/OR BATTERY ON ADMINISTRATOR, FACULTY OR SCHOOL PERSONNEL</b>	Recommend expulsion
<b>ASSAULT AND/OR BATTERY ON A STUDENT</b>	Short-term suspension, long-term suspension, or recommend expulsion
<b>BOMB THREATS</b>	See "COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS"
<b>BREAKING AND ENTERING SCHOOL OR PRIVATE PROPERTY ON SCHOOL GROUNDS</b>	Short-term suspension or long-term suspension until reimbursement for damages or theft is made or recommend expulsion
<b>CELL PHONES AND ALL OTHER TELECOMMUNICATION DEVICES (UNAUTHORIZED USE)</b>  <b>*Expulsion (extreme cases involving incidents on campus or at school sponsored events)</b>  <b>(CONTINUE ON NEXT PAGE)</b>	<b>K-8th:</b> (Cell Phones/Electronic Devices Not Allowed)  Unauthorized possession of cell phone/electronic device shall result in... <ul style="list-style-type: none"> <li>• Confiscation of cell phone</li> <li>• Parent notification</li> <li>• Parent must retrieve device</li> <li>• Option to use After School Detention, In School Detention, or Saturday Detention for repeat offenders</li> </ul>

	<p><b>Note:</b> <i>The student may face additional disciplinary consequences for unauthorized use of cell phone/electronic device or if the device is used in combination with another major infraction.</i></p> <p><b>9th-12th:</b> (Cell phones/Electronic devices are allowed but use of such devices is prohibited during the instructional day.)</p> <p>Unauthorized use of cell phone/electronic device shall result in...</p> <p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Warning</li> <li>• Confiscation of cell phone</li> <li>• Parent Notification</li> <li>• Return device to student at the end of the day</li> </ul> <p><b>Second Offense &amp; Additional Offenses</b></p> <ul style="list-style-type: none"> <li>• In School detention (before or after school), Saturday detention, or equivalent consequence</li> <li>• Parent notification</li> <li>• Parent must retrieve device</li> </ul> <p><b>Note:</b> <i>The student may face additional disciplinary consequences for unauthorized use of cell phone/electronic device or if the device is used in combination with another major infraction</i></p>
<b>CIGARETTES</b>	See "POSSESSION OR USE OF CIGARETTES, LIGHTERS, TOBACCO PRODUCTS"
<b>COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS</b>	Recommend expulsion



<b>COMPUTER HACKING &amp; COMPUTER NETWORK VIOLATIONS</b>	Short-term suspension, long-term suspension, or recommend expulsion
<b>COUNTERFEIT MONEY</b>	See "POSSESSION AND/OR DISTRIBUTION OF COUNTERFEIT MONEY"
<b>CURSING SCHOOL PERSONNEL</b>	See "DISRESPECT FOR AUTHORITY/ CURSING SCHOOL PERSONNEL"
<b>COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS (ACT 209)</b>	If reported to law enforcement, the student shall have a mandated mental health examination through a licensed mental health provider
<b>DISRESPECT FOR AUTHORITY/CURSING SCHOOL PERSONNEL</b>	Short-term suspension, long-term suspension, or recommend expulsion
<b>DRUGS</b>	See "POSSESSION OF DRUG PARAPHERNALIA;" "POSESSION OF ILLEGAL DRUGS;" "UNDER THE 102 INFLUENCE OF ALCOHOL OR DRUGS"
<b>EXPLOSIVE DEVICES</b>	See "POSSESSION OR USE OF EXPLOSIVE DEVICES/FIREWORKS, AND/OR AMMUNITION AND/OR LOOK-ALIKE DEVICES"
<b>FIGHTING/PROVOKING A FIGHT</b>	<p><b>One-on-one:</b> short-term or long-term suspension or recommend expulsion</p> <p><b>Two or more on one:</b> recommended expulsion</p> <p>(If it can be determined that a participant in a fight was provoked into fighting and only engaged in self-defense, that participant may not be subjected to suspension.)</p>
<b>(CONTINUE ON NEXT PAGE)</b>	

	<p><b>Zero Tolerance Related to Fighting at School –</b>  The appropriate law enforcement authority shall be notified by telephone whenever a fight occurs at school involving students who are fourteen (14) years or older. Principals and assistant principals have the discretion of calling the appropriate law enforcement authority with respect to students involved in fighting who are under 14 years of age, if the situation so warrants.</p> <p>The principal or assistant principal will make the call.</p>
<b>FIRE ALARM</b>	See “TAMPERING” WITH FIRE ALARMS OR CAUSING A FALSE ALARM OF FIRE”
<b>FORGERY OF ADMINISTRATOR’S, TEACHER’S, OR PARENT’S NAME TO A SCHOOL DOCUMENT OR NOTE</b>	Short-term suspension, long-term suspension, or recommend expulsion
<b>GAMBLING</b>	Short-term suspension
<p><b>KNIFE (blade equals or exceeds 2 ½ inches)</b></p> <p>Administration may recommend 3 counseling sessions, parent must attend one of those sessions</p> <p>No mental health examination is required unless one is threatened</p>	<p>Possession of knife:</p> <p><b>Grades 6 - 12</b>  Recommended expulsion for the remainder of school year</p> <p><b>Grades K – 5</b>  Administrator may, but shall not be required to recommend expulsion</p>
<b>LEAVING CAMPUS</b>	Short-term suspension
<p><b>MAJOR DISTURBANCES:</b>  <b>INCITING A MAJOR DISTURBANCE ON CAMPUS</b>  <b>PARTICIPATING IN A MAJOR DISTURBANCE ON CAMPUS</b></p>	Short-term suspension, long-term suspension, or recommend expulsion

<b>MINOR DISTURBANCES: MOLESTING STUDENT/INDECENT BEHAVIOR SEXUAL HARASSMENT/PORNOGRAPHY</b>	<p>Long-term suspension or recommend expulsion</p> <p>Students should report sexual harassment to the teacher, guidance counselor or the administration.</p>
<b>OTHER MAJOR OFFENSES POSSESSION OF ALCOHOL</b>	<p>Long-term suspension or recommend expulsion</p>
<b>POSSESSION AND/OR DISTRIBUTION OF COUNTERFEIT MONEY</b>	<p>Recommend expulsion</p>
<b>POSSESSION OF PRESCRIPTION/ NONPRESCRIPTION MEDICATION</b>  <b>POSSESSION WITH THE INTENT TO DISTRIBUTE PRESCRIPTION/NON-PRESCRIPTION MEDICATION</b>	<p>Without evidence of a prescription or physician's order on file at school:  short-term suspension, long-term suspension, or recommend expulsion</p> <p>Recommend expulsion</p>
<b>POSSESSION OF DRUG PARAPHERNALIA</b>	<p>Recommend expulsion</p>
<b>POSSESSION OR USE OF CIGARETTES, LIGHTERS, TOBACCO PRODUCTS, SMOKING OBJECT OR DEVICE INCLUDING ELECTRONIC CIGARETTES, VAPES, PARAPHERNALIA OR SIMILAR DEVICES</b>	<p>First Offense:  Depending on the severity of the case, use and possession of such products may result in suspension for the first occurrence.</p> <p>Additional offenses involving use and possession of such products may warrant suspension up to a recommendation for long term suspension or expulsion. In such cases, documented prevention and intervention strategies as well as a progression of consequences shall be adhered to.</p>

<b>POSSESSION OR USE OF DANGEROUS WEAPONS</b>	Possession of a dangerous weapon - recommend expulsion; Use of a dangerous weapon - recommend expulsion; Use of an object as a weapon - recommend expulsion; Possession of a look-alike weapon - short-term suspension, long-term suspension, or recommend expulsion
<b>POSSESSION OR USE OF EXPLOSIVE DEVICES/ FIREWORKS, AND/OR AMMUNITION AND/OR LOOK-ALIKE DEVICES</b>	Recommend expulsion
<b>STEALING/THEFT</b>	Short-term suspension with reimbursement or recommend expulsion
<b>TERRORIZING - Must have a mental health examination</b>	Recommend expulsion
<b>THREATENING ADMINISTRATOR, FACULTY, OR SCHOOL PERSONNEL</b>	Long-term suspension or recommend expulsion
<b>THREATENING STUDENT(S)</b>	Short-term suspension, long-term suspension, or recommend expulsion
<b>TRESPASSING</b>	Phone principal or a designee of student's school – Short-term suspension. (If student refuses to leave campus, contact law enforcement)
<b>TRUANT/HOOKY</b>	Short-term suspension or long-term suspension
<b>UNDER THE INFLUENCE OF ALCOHOL OR DRUGS</b>	Short-term suspension and counseling
<b>VANDALISM</b>	Short-term suspension (depending on circumstances); Long-term suspension until reimbursement or recommend expulsion

**\*St. Landry Parish School Board will follow all new laws and amendments to existing laws that have been passed from the most recent legislative session(s) which were signed by the governor and became Acts.**

**This handbook was approved by the  
St. Landry Parish School Board on  
May 6, 2022**

