

# STUDENT HANDBOOK

## 2023-2024







**CENTRAL COMMUNITY SCHOOL SYSTEM**

11576 Sullivan Road • Central, LA 70818

P.O. Box 78094 • Central, LA 70837

225-262-1919 • [www.centralcss.org](http://www.centralcss.org)



**2023-2024**

# **STUDENT HANDBOOK**

## **RIGHTS & RESPONSIBILITIES**

## **DISCIPLINE POLICY**

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Dear Parents and Students:

We are very excited to begin our 2023-2024 school year. We are beginning our 17<sup>th</sup> year of operations in August, and I truly believe the best is yet to come. There is a buzz of excitement, hope, and enthusiasm from students and staff alike as we look to this upcoming school year.

We are continuing our theme of Community with an emphasis on UNITY. Individuals may be able to accomplish many outstanding achievements, but the only way for an organization (or a school system) to achieve greatness is through unity. This great school system was forged from the ideals of a group of dedicated individuals and a city that wanted to make a difference in the lives of its children. Our goal this year is to continue advancing the connection with our parents and our community to truly move our city, our state, and our nation forward.

We need YOU to be an active part of our school community. Parental involvement has a direct correlation on student success and we are asking you to take an active and engaged role in your child's education. We are not only committed to graduating our students, we are committed to providing our students a World Class education that rivals any school system in America or the world. We are committed to graduating our students ready to move into the world and achieve the American Dream. To accomplish this goal, we must be an innovative and learning organization. We must prepare our students to be college and career ready.

Our number one responsibility is to create a safe and orderly environment at each of our schools. We continue to work closely with local law enforcement and emergency preparedness officials to make certain that our schools are prepared in the event of an emergency. We take this responsibility very seriously.

I would ask you to connect with your child's school and our school system through our social media accounts. The Central Community School System Facebook page is updated frequently and provides a wealth of information. We also have a brand new app that will provide lots of information (search for CCSS Wildcats in your favorite app store). Feel free to contact me at [jfountain@centralcss.org](mailto:jfountain@centralcss.org) with any suggestions or comments to regarding our school system.

Please familiarize yourself with the responsibilities and requirements contained in our student handbook. Your awareness of our policies will assist us in creating an environment conducive to student learning and growth. Thank you and best wishes for an amazing 2023-2024 school year!

Sincerely,

Jason Fountain, Superintendent  
CCSS

**STAFF DIRECTORY**

<b>Name</b>	<b>Position</b>	<b>Phone Number</b>
Andrews, Nicole	Management Secretary	225-262-1919
Barnes, Tracy	Administrative Assistant	225-906-4141
Boyd, Donnis	Employee Benefits/Student Services/ Data	225-650-2914
Dykes, David	Facilities Coordinator	225-262-1919
Easterling, Becky	Purchasing Agent	225-906-4158
Fauver, Renee	IEP Facilitator	225-650-2905
Fountain, Jason	Superintendent	225-262-1919
Guyon, Barbra	Chief Financial Officer	225-650-2907
Hargrave, Kristine	Director of Special and Supplemental Programs	225-650-2905
Harris, Taylor	Central Office Secretary	225-262-1919
Hood, Scott	Accountability & Federal Programs	225-262-1919
Hooker, Joshua	IT Coordinator	225-262-1919
Kurtz, April	Supervisor of Food Services	225-650-2919
Landry, Gary	Accountant	225-906-4148
Marcellino, Angelina	Office Manager for Special Programs	225-650-2905
McLaughlin, David	Facilities Coordinator	225-906-4149
McPhate, Kittie	Food Service	225-650-2918
O'Banion, Jeremy	Director of Human Resources	225-906-4147
Rackley, Mary	Accounts Finance Specialist	225-650-2904
Rogers, Marilyn	Accountant	225-906-2636
Rosa, Ann	Accounts Payable Specialist	225-650-2903
Sanders, Angela	Director of Student Services and Support	225-650-2910
Stevens, Julie	Director Of Principal Supervision	225-262-1919
Taylor, Arleshia	Pupil Appraisal Coordinator	225-650-2909
Terrio, Kerry	Technology	225-906-4150
Thompson, Susan	IEP Facilitator	225-262-1919
Wild, Monique	Director of Instructional Development	225-262-1919

## **SCHOOL ADMINISTRATORS**

### **Bellingrath Hills Elementary School (Grades Pre-K-Kindergarten)**

6612 Audusson Drive  
Greenwell Springs, LA 70739  
Phone: 225-261-4093  
Fax: 225-261-4047  
Principal: Dawn Traupman  
Assistant Principal: Ashley Tingle  
Executive Secretary: Gina Monroe  
Clerk: Chantel Crochet-Robinson  
Counselor: Taylor Heikes-Westmoreland  
School Nurse: Brandi Watts

### **Tanglewood Elementary School (Grades 1-2)**

9352 Rustling Oaks Avenue  
Baton Rouge, LA 70818  
Phone: 225-261-3454  
Fax: 225-261-3535  
Principal: Maegan Brown  
Assistant Principal: Kris Dennis  
Executive Secretary: Julie Barksdale  
Clerk: Angie Womack  
Counselor: Angie Spurlin  
School Nurse: Megan Blackwell

### **Central Intermediate School (Grades 3-5)**

12636 Sullivan Road  
City of Central, LA 70818  
Phone: 225-261-1390  
Fax: 225-261-1080  
Principal: Erin Bonaventure  
Assistant Principal: Jessica Howlett  
Assistant Principal: Jessica Baker  
Executive Secretary: Dee Dee O'Quin  
Clerk: Rheagan Pamplin  
Clerk: Carrie Miers  
Counselor: Ashley Statham  
Counselor: Molly Paul  
Counselor: Denise Weathers  
School Nurse: Carrie Langford

### **Central Middle School (Grades 6-8)**

12656 Sullivan Road  
City of Central, LA 70818  
Phone: 225-261-2237  
Fax: 225-261-9973  
Principal: Kaleb Shows  
Assistant Principal: Chad Jarreau  
Assistant Principal: LaTonya Palmer  
Assistant Principal: Adrienne Heil  
Executive Secretary: Jessica Logsdon  
Clerk: Casey Mcknight  
Clerk: Laina Watts

Counselor: Brandi Ilboudo  
Counselor: Julia Boatner  
Counselor: Leslie Corbin  
School Nurse: Kristal Lambert

**Central High School (Grades 9-12)**

10200 East Brookside Drive  
Baton Rouge, LA 70818  
Phone: 225-261-3438  
Fax: 225-261-3501  
Principal: Brandon LaGroue  
Assistant Principal: Michelle Lato  
Assistant Principal: Martha Younger  
Assistant Principal: Bob Wales  
Assistant Principal:  
Executive Secretary: Gigi Starns  
Clerk: Bertha Beard  
Clerk: Lori Devall  
Clerk: Gina Synder  
Counselor: Lisa Zumo  
Counselor: Belinda Dixon  
Counselor: Jamie Wilson  
Counselor: Angela Dungan  
School Nurse: Emily Simcoe

**Alternative Center**

Assistant Principal: Kimberly Proctor

2023-2024 SCHOOL CALENDAR

Central Community School System 2023-2024

July 2023							July							January 2024							January																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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## EVIDENCE OF DOMICILE IN CCSS

### H-2.3a

Each principal is responsible for monitoring the school enrollment list and for referring any student who is believed not to be domiciled within CCSS, to the Director of Student Services. The following evidence of domicile within CCSS is required:

<b>IF CHILD'S DOMICILE IS OWNED BY PARENT</b>	<b>IF CHILD'S DOMICILE IS LEASED BY PARENT</b>
Certified copy of documents recorded with the East Baton Rouge Parish Clerk of Court showing ownership of domicile.  OR  Property tax bill or homestead exemption for the most recent tax year for the domicile	Copy of the lease of the residence for the school year. If lease expires prior to end of school year, additional documentation of domicile will be required upon expiration.  Parent will be required to present updated current information prior to the start of each school year in order for their children to be enrolled for the next school year.
Previous two months bills for the electricity bill and previous two months of one of the following utilities (gas, water or garbage) for the domicile. <b>*Disconnect Notices will not be accepted.</b>	Previous two months bills for the electricity bill and previous two months of one of the following utilities (gas, water or garbage) for the domicile if it is not provided for in the lease agreement. <b>*Disconnect Notices will not be accepted.</b>
Domiciliary parent's:  Current driver's license with the same address within the Central Community School System.	Domiciliary parent's:  Current driver's license with the same address within the Central Community School System.
*Affidavit of Residency Form if domicile is not owned by parent. Residency requirements of homeowner must be provided.	*Affidavit of Residency Form if domicile is not leased by parent. Residency requirements of homeowner must be provided.

\* If domiciliary parent does not possess the documentation required by this section, parent shall present an Affidavit of Domicile together with available evidence of domicile within CCSS to the Director of Student Services for review.

\*\* If a parent declares occupancy of a residence by more than one family (double-up) then the staff shall research all available information sources to determine if the parent still has a residence elsewhere. If in fact they still have a residence elsewhere, then the student(s) will be dropped from the school system.

\*\*\*Circumstances involving custody of child/children, court ordered custody papers must be provided. A Provisional Custody by Mandate will not be accepted.

\*\*\*\*Provisional Registrations will only be issued for a 30 day period.

### **FORMS TO BE COMPLETED BY PARENTS/GUARDIANS AND STUDENTS**

At the end of this handbook is an Appendix which lists all of the letters and forms that parents/guardians and students must complete, sign, and return to the child's school. Forms can also be signed online. Below is a brief explanation of each form and the page where the form is located.

#### **All Schools**

- 1) **Student Handbook Acknowledgement Form (Page 78)**
- 2) **Compulsory School Attendance Law Form (Page 80)**
- 3) **Google Apps Agreement (Page 92)**
- 4) **Discipline Procedures Acknowledgement Form (Page 96)**
- 5) **Release of Information Regarding Medicaid Reimbursements Initial Notice and Consent (page 102).**

#### **Tanglewood and Central Intermediate**

- 6) **Corporal Punishment Consent Form (Page 82)**  
Parents are to authorize or not authorize the use of corporal punishment as described in the consent letter.
- 7) **TES and CIS 1:1 Technology Program Participation Agreement 2023-2024 (Page 90)**  
Parent agreement for the proper 1 to 1 use of electronic devices and acknowledgment of the Acceptable Use Policy
- 8) **Elementary Over-The-Counter Medication Form (100)**  
(Parents authorize administration of over-the-counter medication).

#### **Central Middle (8<sup>th</sup> graders only) and Central High School**

- 9) **Louisiana Office of Student Financial Assistance (LOSFA) Consent for TOPS - College Scholarships, Grants, Aid Programs, and College Admissions Form (Page 84)**  
State law requires that you make an election at the beginning of each year starting when your child enters the eighth grade as to whether you give or deny consent for their school to collect your child's Personally Identifiable Information (PII) and disclose it to the Louisiana Office of Student Financial Assistance (LOSFA) for TOPS and other financial aid or to the state's colleges and universities (Institutions) for admissions. We will no longer provide your child's transcript data to LOSFA and the Institutions without your permission. Please read the attached Consent Form and fill out and sign the portion of the form that applies to your decision to grant or deny consent. Please return the form to the school.

#### **Central Middle School and Central High School**

- 10) **Drug Testing for Extra-Curricular Activities Consent Form (Page 86)**  
Parents authorize drug testing for students who participate in extra-curricular activities, drive to school, or whose parent/guardian has elected to voluntarily participate in the drug testing program.
- 11) **CHS and CMS 1:1 Technology Program Participation Agreement 2023-2024 (Page 88)**  
Parent agreement for the proper 1 to 1 use of electronic devices and acknowledgment of the Acceptable Use Policy.
- 12) **CHS ACT 567 – Senior PII Consent to Louisiana Workforce Commission ( Page 94)**
- 13) **CMS AND CHS Over- The- Counter Medication Form (Page 98)**  
(Parents authorize administration of over-the-counter medication).

### **SIGN FORMS ONLINE.**

## **STUDENT PROGRESS CENTER**

- 1) Visit the Central Community School System website @ [www.centralcss.org](http://www.centralcss.org)
- 2) Click on the **STUDENT PROGRESS CENTER** link located at the top right side.
- 3) Click on **REGISTER A NEW USER**.
- 4) Complete the information for New User Registration.

**PSN** is the last 5 digits of the student's social security number.

Click on **Submit** and follow the steps to complete your registration. **The parent/guardian chooses their username and password.**

## **HOMEWORK ASSISTANCE SERVICES**

**HomeworkLouisiana (HomeworkLa.org)**, a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

## **TEACHER BILL OF RIGHTS (R.S. 17:416.18)**

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

- 1) A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board for actions taken in the performance of duties of the teacher's employment.
- 2) A teacher has the right to appropriately discipline students in accordance with state law and any city, parish, or other local public school board regulation.
- 3) A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his/her designee.
- 4) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school, district, and state policy/law.
- 5) A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury.
- 6) A teacher has the right to be treated with civility and respect.
- 7) A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions.
- 8) A teacher has the right to be free from excessively burdensome disciplinary paperwork.



- 9) A beginning teacher has the right to receive leadership and support, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
- 10) A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

### **GRADING PROCEDURES**

Standard grading procedures shall be implemented and maintained in the Central Community School System. A numerical point system is used to indicate quality of work completed or not completed and to include all tests, reports, assignments, projects, and other activities as required by the teacher which are utilized to determine student progress towards goals and objectives.

**The Progress Reports for grade K will be marked with the symbols: E, M, D, and B.**

Symbol Marking	Scale Range	Definition
E	100% - 93%	Exceeds Standards
M	92% - 75%	Meets Standards
D	74% - 67%	Developing
B	66% - 0%	Beginning

### **Current Grading Scale for Grades 1 - 12**

Symbol Marking	Scale Range
A	100% - 93%
B	92% - 85%
C	84% - 75%
D	74% - 67%
F	66% - 0%

### **Marking Scale for Advanced Placement (AP) and Dual Enrollment Courses**

ADVANCED PLACEMENT (AP)		DUAL ENROLLMENT	
Symbol Marking	Scale Range	Symbol Marking	Scale Range
A	100% - 90%	A	5
B	89% - 80%	B	4
C	79% - 70%	C	3
D	69% - 60%	D	1
F	59% - 0%	F	0
I (Incomplete)	0%	I (Incomplete)	0

**Marks that appear on the report card and progress report are:**

A = Outstanding Achievement  
 B = Good Achievement  
 C = Satisfactory Achievement  
 D = Minimum Acceptable Achievement  
 I = Incomplete  
 F = Failure

**NOTE:** "I"- If a student receives an "I" for a final grade for the semester, the work must be made up, and the responsibility for all make-up work rests with the student in cooperation with the teacher.

High school students may repeat a course for self-improvement to establish eligibility to participate in programs requiring specific standards. The first recorded grade will remain on the transcript, but with the notation added to indicate that the course was repeated along with the resulting grade. Grade point averages will be computed utilizing the last course grades including those that have been repeated.

# **LDoe Assessment Calendar 2023-2024**



## Central Community School System 2023-2024 State Assessment Calendar



Grade Level(s)	Assessment	Delivery	Test Date(s)
Pre-K	GOLD	Teacher	fall: by October 31 winter: by February 28 spring: by May 31
K	GOLD	Teacher	by September 22
K-3	DIBELS	PBT or CBT	by September 22
K - 3	K-3 Statewide Literacy Assessment	CBT	BOY: by September 22 MOY: by December 22 EOY: April 1-19
3-5	LEAP 2025 Grades 3-8	CBT	3rd: April 24 - April 30 4th/5th: May 2 - May 8 Makeups: May 9 - May 10
6-8	LEAP 2025 Grades 3-8	CBT	April 15 - May 10
8, if applicable	LEAP 2025 High School	CBT	April 15 - May 10
6-8 ELA	Innovative Assessment Program	CBT	Fall: October 23 - November 3 Winter: January 29 - February 9 Spring: April 15 - May 17
9-12 Algebra I, Geometry English I, English II Biology, US History	LEAP 2025 High School	CBT	Fall: November 27 - December 15 April 15-18: Senior Testing April 22-May 3: All LEAP2025 Tests Summer: June 24 - 28
11, as applicable	ACT	CBT PBT (accommodated)	Initial Online Standard & Accommodated: March 12-15 Initial Accommodated Paper: March 18 - 22
11, as applicable	WorkKeys (optional)	CBT PBT (accommodated)	October 9 - April 19
9-12	CLEP	CBT	by May 17
9-12	AP	PBT	by May 17
3-8, 11 ELA, Math, Science	LEAP Connect	CBT	February 19 - March 22
K-12	ELPT	CBT	February 19 - March 22
K-12	ELPS	CBT	open window
5, 9	State Placement Test	CBT	open window

## **DISCLAIMER STATEMENT**

The Central Community School System Handbook for Students represents the maximum discipline action allowable that has been approved by the board. The Administrator has the discretion to take a lesser degree of action when appropriate. Discipline procedures that are regulated by state laws must be followed accordingly.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

### **Quality Education Rights**

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

### **Responsibilities**

In order to obtain a quality education, students must attend classes daily, be on time for all classes, and obey school system regulations.

## **ATTENDANCE**

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

### **Half-day absence**

A student is considered to be in attendance for one-half day when he or she:

- 1) is physically present at a school site or is participating in an authorized school activity; and
- 2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.

### **Whole-day absence**

A student is considered to be in attendance for a whole day when he or she:

- 1) is physically present at a school site or is participating in an authorized school activity; and
- 2) is under the supervision of authorized personnel for more than 50% (51% -100%) of the student's instructional day.

### **Rights**

- 1) All students have the right to attend school until graduation; provided they are not expelled because of their conduct.
- 2) Students may be excused for whole or partial day absences for the following reasons:
  - a. personal illness as verified by health practitioner
  - b. serious illness in the student's immediate family (mother, father, legal guardian, brother, sister, or grandparent) as verified by health practitioner
  - c. death in the student's immediate family as verified by obituary - (not to exceed one week)
  - d. recognized religious holidays of the student's own faith as verified by religious leader
  - e. natural catastrophe and/or disasters
  - f. a child whose parent is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting shall be granted excused absences, not to exceed five school days per school year, for the day or days missed from school for the child to visit with his parent prior to the parent's deployment or during the parent's leave and, upon returning to school shall be permitted to complete all class assignments, including all tests missed while the child was absent as pursuant to the provisions of this item. Louisiana R.S. 17:226(A) (2) (e). *For the purpose of this subparagraph the term "parent" shall mean the person temporarily responsible by law for the child's school attendance.*

- g. minors engaged in artistic or creative services (must have prior approval)
  - h. prior school system-approved travel for education
- 3) Students granted excused absences for the above shall be allowed to make up missed school work. Failure to make up missed work in the time allotted will result in a failing grade for assigned work.

### **Responsibilities**

- 1) Regular attendance is not only a matter of state law, but is essential for success in your school work. While enrolled in the Central School System your number one job is attending classes regularly and fulfilling all class requirements. Regular and punctual attendance is a habit and should be cultivated early in your career. Excessive absences will negatively affect class performance and grades.
- 2) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S.17:233.
- 3) State law requires that any student who misses more than the allotted number of days without a valid approved excuse or permission from the Director of Child Welfare and Attendance shall not receive credit for course work. Exception can be made only in the event of personal illness verified by a health practitioner or other extenuating circumstances listed on page 17 of the handbook. Evidence of extenuating circumstances must be presented to the principal for review and approved by the Director of Child Welfare and Attendance within five days from the first day a child returns to school. For elementary students (grades K-8) students shall be present a minimum of 60,120 minutes (equivalent to 167 six-hour days) per school year allowing no more than ten unexcused absences per year. Secondary students (grades 9-12) shall be present a minimum of 30,060 minutes (equivalent to 83.5 six hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year allowing no more than five unexcused absences per semester. In addition, students with excessive absences must attend an Early Warning Workshop. Truancy is defined as having five unexcused tardies or five unexcused absences.
- 4) In order to achieve perfect attendance a student cannot miss any part of any class period except for a school activity or field trip.
- 5) Students returning to school after a day's absence must bring a signed note from a parent or guardian stating the reason for the absence within five days. The notes will allow students to make up missed work but will be counted as an unexcused absence.
- 6) After an excused absence, it is the responsibility of the student to make arrangements with the teacher upon returning to make up work missed. The makeup work does not have to be an exact duplication of the work missed. Teachers shall establish the time and place of the makeup work.
- 7) Students who miss more than one day consecutively will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material or complete an activity. This will not exceed five days. If after notification, the student fails to accomplish makeup work in the allotted time a failing grade will be recorded.
- 8) All late arrivals must check in with the office. Parents must notify the school for the reason of late arrival at time of check-in. A student will be considered in violation of school policy if they do not officially check in at the school office.
- 9) Students in the Central Community School System may not leave school campuses before the end of the day without checking out with the office. Students may check out only to the parents, legal guardian or the specified person on the emergency contact card or after the office has obtained permission from their guardian.
- 10) Students are excused to check out during the day for the following:
  - a) medical appointments
  - b) funerals

- c) sickness
  - d) illness in immediate family
  - e) religious holidays
  - f) natural catastrophe
  - g) disaster
  - h) a child whose parent is a member of US Armed Forces.
- 11) Students returning to school after being absent, have five (5) days to present proof of their absences in order to be excused.

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

- 1) Students may enroll and attend an adult education program that is approved by the State Board of Elementary and Secondary Education if the following condition(s) exist:
  - a. a student is at least seventeen years of age
  - b. a student is incarcerated in an adult correctional facility
  - c. pregnant or actively parenting
  - d. institutionalized or living in a Residential Facility
  - e. family or economic hardship
  - f. chronic physical or mental illness
- 2) A parent, tutor, or other person responsible for the school attendance of such a student who is enrolled in and is fulfilling the attendance requirements of an adult education program that is approved by the board shall be considered to be in compliance with the school attendance provisions R.S.17:221(l)1. A student, under eighteen years of age, who withdraws from school prior to graduating from high school, shall exercise one of the following options within one hundred twenty days of leaving school:
  - a. Re-enroll in school and make continual progress toward completing the requirements for high school graduation.
  - b. Enroll in a high school equivalency diploma program and make continual progress toward completing the requirements for earning such diploma.
  - c. Enlist in the Louisiana National Guard or a branch of the United States Armed Forces, with a commitment for at least two years of service, and earn a high school equivalency diploma during such service period.
  - d. The provisions of Subsection C of this Section shall apply only to students who have been ruled to be truants, pursuant to the provisions of Chapter 15 of Title VII of the Louisiana Children's Code, by a court of competent jurisdiction and ordered by the court to comply with the provisions thereof. R.S. 17:221.4C.
- 3) Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Director of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.
  - a. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.
  - b. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.
  - c. No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated.
  - d. **The principal of the school, or his/her designee, shall notify the parent or legal guardian upon a student's third unexcused absence or unexcused occurrence of being tardy.** This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. On the

seventh unexcused absence, or seventh unexcused tardy the parent or legal guardian will be required to attend an Early Warning Workshop regarding the child's attendance. If the student's attendance is not corrected, the Director of Student Services will file a request for formal court with the District Attorney's office to enforce the compulsory attendance law. The parent or legal guardian of any student in kindergarten -12<sup>th</sup> grade who is considered habitually absent or habitually tardy pursuant to the provisions of this Section shall be in violation of the provisions of Subparagraph of this Paragraph and shall be punished as follows:

*Whoever violates the provisions of this section shall be fined not more than five hundred dollars, or imprisoned for not more than ninety days, or both. A minimum condition of probation shall be that the offender participate in forty hours of court-approved community service activities, or a combination of forty hours of court-approved community service and attendance at a court-approved family counseling program by both a parent or legal custodian and the minor.*

- e. Teachers, or supervisors, of child welfare and attendance, with the approval of the parish or city superintendents of schools, shall file proceedings in court to enforce the provisions of this Subpart.
- f. No city, parish, or other local public school board shall deny admission or readmission to school of any student of suitable age who resides within the geographic boundaries of the school system unless such student is legally excluded from attending school.
- g. For purposes of this Subparagraph, an offense means a violation of this Subsection by the parent or legal guardian of a child who is habitually absent or habitually tardy multiple offenses may result from violations involving different habitually absent or tardy children of that parent or legal guardian.
- h. In any case where the child is the subject of a court ordered custody or visitation plan, the parent or legal guardian who lawfully exercises actual physical custody or visitation of the child shall be responsible for the child's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days. The parent or legal guardian not exercising actual physical custody or visitation on the day of the absence or tardy shall not be in violation of this Section.
- i. If a student is less than eighteen years of age and is habitually absent or tardy as determined pursuant to this Section, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.
- j. For purposes of this Section, the term "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day.

### **TRUANCY**

Allegations that a family is in need of services must assert whether the child is currently under the supervision of any state or local entity including, but not limited to the Department of Children and Family Services or the Department of Public Safety and Corrections, youth services, the office of juvenile justice and assert one or more of the following grounds:

- 1) That a child is truant or has willfully and repeatedly violated lawful school rules.
- 2) That a child is ungovernable.
- 3) That a child is a runaway.
- 4) That a child has repeatedly possessed or consumed intoxicating beverages, or that he/she has misrepresented or deceived his/her age for the purpose of purchasing or receiving such beverages from any person, or has repeatedly loitered around any place where such beverages are the principal commodities sold or handled.
- 5) That a child has committed an offense applicable only to children.
- 6) That a child under ten years of age has committed any act which if committed by an adult would be a crime under any federal, state, or local law.

- 7) That a caretaker has caused, encouraged or contributed to the child's behaviors enumerated in this article or to the commission of delinquent acts as defined in Title VIII.
- 8) That, after notice, a caretaker has willfully failed to attend a meeting with the child's teacher, school principal or other appropriate school employee to discuss the child's truancy, the child's repeated violation of school rules, or other serious educational problems of the child.
- 9) That a child has been found incompetent to proceed with a delinquency matter under Article 832. *Repealed by Acts 2012, No. 730*
- 10) A child found to have engaged in cyber bullying.

### **STUDENT RECORDS**

Parents and guardians have the right to inspect and review any school records dealing with their children. Students who are eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Students with IEP's can request records up to five years from their date of exit. Review and dissemination of any student information shall be conducted under strict statutory precautions.

### **STUDENT SAFETY**

The physical safety of all students is to be a matter of genuine concern to all personnel. Student safety is an obligation of the school system. In general, the safety of all school personnel should be protected through care in the design and maintenance of buildings, the selection and maintenance of equipment, and the planning and maintenance of grounds and their facilities. Instruction shall be given to all children concerning the procedures to be used by children walking to school, riding bicycles to school or riding a school bus or private vehicle. Parents will not be allowed to check out students during a period that a school is in a lockdown situation.

### **SUPERVISION OF STUDENTS**

Students shall always be under the supervision of teachers including recesses, before and after school.

### **DISMISSAL PROCEDURES**

Students will not be permitted to leave the school grounds unless their parents so request, and unless the request is approved by the principal or his/her designee. All school personnel are equally responsible for the enforcement of this regulation.

### **ACCIDENTS AND FIRST AID**

At each school, procedures shall be developed for the proper handling of accidents or emergency illness and made known to the staff. These shall incorporate the following requirements:

- 1) The principal or another trained person shall be responsible for administering first aid. Periodic refresher courses in first aid should be taken by this person.
- 2) In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or family physician immediately.
- 3) No young child who is ill or injured shall be sent home alone, nor shall any older child unless the illness/injury is minor. A young child who is ill or injured shall not be sent home unless it is known that someone is there to receive him/her.
- 4) In extreme emergencies, the principal may make arrangements for immediate hospitalization of injured or ill students. The principal will contact the parent or guardian in advance when possible.
- 5) The teacher or other staff member to whom a child is responsible at the time an accident occurs shall make out a report on an official form providing details about the accident. This shall be required for every accident for which first-aid is given.
- 6) Serious accidents to students shall be reported as soon as possible to the superintendent or his/her designee.

## **ON CAMPUS COMMUNICATIONS**

### **Rights**

- 1) Students have the right to verbally express their opinions provided such expressions are not indecent, vulgar, lewd, or disrespectful to adults and are not slanderous of another person.
- 2) Students have the right to distribute written materials, but prior to distribution, the student must receive written approval from the principal. The written approval will include the number of days the material can be distributed in the schools. At least 48 hours prior to the intended time for distribution, material should be submitted for review to determine compliance with the above stated prohibitions. Distribution of materials in areas of the campus that would disrupt order or impede the free flow of student movement is prohibited. 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 sponsorship.

### **Responsibilities**

- 1) Students are responsible for knowing that certain expressive activities are prohibited:
  - a. indecent, vulgar, or lewd materials or obscenities
  - b. material that invades the privacy of others
  - c. material that promotes illegal activities for minors
  - d. material that infringes on someone's copyright
  - e. material from non-student sponsored organizations
  - f. material that is libelous, slanderous, or inflammatory
- 2) Students in kindergarten through twelfth grade are required to exhibit appropriate responses to any public school system employee by using the following respectful terms:
  - a. "Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir" as appropriate
  - b. "Yes, Miss, Mrs., or Ms. (Surname)" and "No, Miss, Mrs., or Ms. (Surname)"
  - c. "Yes, Mr. (Surname)" and "No, Mr. (Surname)," as appropriate
- 3) Each such title is to be followed by the appropriate surname. RS 17:416.12

## **LANGUAGE POLICY**

The School Board disapproves of and will not tolerate language which is abusive, derogatory to any group or individual on the basis of sex, religion, national origin, physical handicap, ethnicity or any other classification or the use of foul language. Students shall not use abusive, derogatory or foul language at school or at any school sponsored event. Students and employees shall abide by this policy. Any person who has a complaint regarding the use of abusive, derogatory or foul language shall bring the matter to the attention of the principal or his/her designee. The principal or his/her designee shall investigate all complaints in this regard and will endeavor to handle these matters expeditiously in a professional manner so as to protect the offended individual. Violation of this policy shall be grounds for discipline as to any student or employee involved. Student discipline may include, but is not limited to, any form of discipline utilized at the student's school including, but not limited to, suspension. Retaliation against any person who brings to the attention of the principal or his/her designee a complaint regarding the use of abusive, derogatory or foul language or who assists in investigating charges thereof is prohibited. No person shall be adversely affected, discriminated against, or punished for bringing a valid complaint regarding the use of abusive, derogatory, or foul language.

## **OFFICIAL INFORMATION**

### **Rights and Responsibilities**

- 1) Parents or guardians have the right to review with a counselor all official files of personal data which pertain to the student. Students over eighteen years of age may make the same request. They have the right to challenge the accuracy of the data through a formal hearing. Schools must produce such records for examination within 10 days of a written request. The school shall respond to a reasonable request for explanation and interpretation of a student's records.
- 2) No official record, file, or data pertaining to any student that is personally identifiable to the student shall be released to anyone other than the student and/or parents, except as authorized by law unless



the student and/or parents have executed a written release of such information to a particular person or agency. If the student is 18 years or older, he/she may authorize release of the records to a person or agency.

- 3) Parents must provide the school with information of any illness, medication, or medical condition that may affect the student's behavior and/or academic performance.
- 4) Parents are required to inform the school of any address or telephone number changes during the school year. Address changes must be submitted directly to the School Board Office by providing the required proofs of residence, listed on page 12.

\*Refer to our website, [www.centralcss.org](http://www.centralcss.org) under parent resources for address change forms.

## **DRESS AND GROOMING**

### **Rights and Responsibilities**

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

All students have a responsibility to dress and appear on school campuses according to standards of propriety, safety, and health set forth by the Central Community School System.

### **Central Community School System Uniform and Dress Code**

#### **Elementary Schools**

The standard uniform includes the following:

- 1) Shirts
  - a. Shirts will be maroon in color. Shirts will have a collar and short/long sleeves. Shirts will be plain, with no pockets, writing, emblems, or designs of any kind except a standard school logo. The Powercat logo, as displayed, is optional. The logo will consist of white, three-quarter inch block letters, monogrammed on the left side with the Powercat logo. No other logos will be used. White, maroon, gray or black short sleeve T-Shirts may be worn underneath the uniform shirts and will not extend past sleeve length. In cold weather, plain white, black, grey or maroon long sleeve shirts may be worn under the uniform shirt.
  - b. It is recommended for shirts to be tucked in for grades K-2. Shirts will be tucked in and must be long enough to stay tucked when the arms are raised above the head for grades 3-5. The style will be pullover with two, three, or four buttons at the top. Shirts will not be excessively worn or frayed and will not have holes or cuts.
- 2) Slacks/Skirts
  - a. Slacks and skirts will be khaki in color and of the specified shade. The shade is khaki. The lighter stone color is not acceptable. The darker chocolate brown color and the dark green color are also not acceptable. They will not be rolled at either the waist or cuffs.
  - b. Slacks are uniform. There should be no designer labels on slacks. Slacks with belt loops will be worn with a belt. Belt buckles shall be no larger than 1 ½ inches square. Elastic waist pants are acceptable. "Cargo" style pants are not acceptable. Slacks will have finished bottoms. They will not be flared or bell-bottoms. Holes, cuts, or frayed edges are prohibited. Slacks must be worn at the waist as designed. No jeans, bike shorts, stretch pants, or sweatpants will be worn. Capri pants may be worn and should be khaki in color.
  - c. Shorts/Skorts/Skirts/Jumpers may be worn by female students and must be no greater than two inches above the knee. Jumpers should be khaki in color. A uniform shirt should be worn underneath the jumper.
  - d. Corduroy fabric is not allowed. Corduroy is a cotton pile fabric with vertical ribs or wales.
- 3) Shoes
  - a. Shoes with closed toe and closed heel are required. Loafers, oxfords, and athletic style shoes are acceptable. Socks will be worn. Boots may be worn with slacks, and skirts

- provided the slacks are worn over the boots. Pants may be cut one inch from the bottom. They must be hemmed. Slacks will not be tucked into the boots.
- b. Sandals, flip-flops, house shoes, and similar type shoes are not acceptable. Shoes with heels two inches or higher or excessively-raised soles are not acceptable for safety reasons.
  - c. Socks will be worn. Sock colors are white, black, gray, khaki, brown, or maroon. Female students may substitute closed toe stockings or leggings for socks. Stockings have the same color restrictions as socks.
  - d. Roller skate shoes are prohibited.
  - e. Shoes that light up are not permitted.
- 4) Over Garments
- a. Only solid colored maroon, black, or gray sweatshirts, windbreakers, jackets, pullovers will be allowed. Sweatshirts may not have hoods. Only Central logos are permitted on these items (Pre-K-5<sup>th</sup> grade).
  - b. If a heavy jacket is worn to school during very cold weather, a student must remove the coat once inside the building. Trench coats will not be worn. The uniform shirt must be worn under any cold weather over garment. Plain white, black, grey or maroon long sleeve shirts may be worn under the uniform shirt. On special occasions, approved school organizations will be allowed to wear school approved non-uniform shirts. These occasions will be approved by the principal or his/her designee. The remainder of the uniform policy and dress code would remain in effect for these days. For example, shirts would continue to be tucked in, and ID cards, where applicable, worn even though the shirt would be non-uniform.
- 5) Dress Code
- a. Caps, hats, or head coverings are NOT to be worn inside the school building. **DO NOT BRING CAPS OR HATS ON CAMPUS DURING SCHOOL TIME.**
  - b. Male students are allowed to wear one pair of stud earrings. Girls are allowed to wear two pairs of earrings. Earrings cannot be greater than one inch in diameter. Hanging earrings cannot be wider than one inch in diameter or extend more than one inch from the ear lobe. Body piercing, tongue rings and nose rings are NOT allowed. Only simple jewelry may be worn.
  - c. Girls may wear headbands, ribbons, or bows.
  - d. Choker elastic accessories are prohibited.
  - e. Rollers, curlers, picks, rakes, forks, or combs in hair are prohibited.
  - f. Unnatural cutting or coloring of hair is prohibited (Mohawks, symbols, designs, etc.) Student's hair must not hang below the eyebrow.
  - g. Sunglasses are not to be worn on school grounds unless prescribed for medical purposes and verified with a doctor's note. The note must be presented to an administrator for approval.
  - h. Pictures or writing on booksacks, gym bags, jackets, etc. of an offensive derogatory, or obscene nature are prohibited at school (alcohol, tobacco, drugs, weapons, blood, skulls, etc.).
  - i. Grills and fake teeth are not allowed.
  - j. Sports headbands, bandanas and sweatbands are not allowed.
  - k. Visible tattoos are not allowed.
  - l. Student must wear appropriate size pants and shirts to school.
  - m. No form fitting shirts.
  - n. Masks – are optional. If worn, they do not have to be designated colors but should be school appropriate and not derogatory, offensive, political in nature, or distracting to the school environment as determined by school administration.
- 6) Additionally, in accordance with LA R.S. 17:416(J), a student enrolled in grades pre-kindergarten through 5<sup>th</sup> grade shall not be suspended or expelled from school, or suspended from riding on any school bus solely for a uniform violation that is not tied to willful disregard of school policies by the child. Thus, case managers should consider any such actions by a school as grounds for

advocating for the child's return to the school and consult with the child's assigned attorney for support in advocating for the child's rights to a free and appropriate public education (FAPE).

***IN THE OPINION OF THE ADMINISTRATION, STUDENTS WHOSE CLOTHING OR GROOMING IS INAPPROPRIATE WILL BE SENT HOME TO MAKE THE PROPER ADJUSTMENT. UNEXCUSED ABSENCES WILL BE GIVEN WHEN STUDENTS ARE SENT HOME TO TAKE CARE OF THE ABOVE MENTIONED POLICIES. STUDENTS WHO VIOLATE SET DRESS AND GROOMING POLICIES SHALL ALSO BE SUBJECT TO DISCIPLINARY ACTIONS (TIME-OUT ROOM, AFTER SCHOOL CLINIC, AND/OR SATURDAY SCHOOL). A STUDENT ENROLLED IN GRADES PREKINDERGARTEN THROUGH FIVE SHALL NOT BE SUSPENDED FROM SCHOOL OR SUSPENDED FROM RIDING ON ANY SCHOOL BUS FOR A UNIFORM VIOLATION THAT IS NOT TIED TO WILLFUL DISREGARD OF SCHOOL POLICIES.***

### **Central Middle and Central High Schools**

The standard uniform includes the following:

- 1) Shirts
  - a. Shirts will be maroon in color. Seniors may wear white. Shirts will have a collar and can be long or short sleeves. Shirts will be plain, with no pockets, writing, emblems, or designs of any kind except a Powercat logo. The Powercat logo is optional. The logo will consist of white, three-quarter inch block letters, monogrammed on the left side. No other logos will be used. White, maroon, gray or black short sleeve T-shirts may be worn underneath the uniform shirts and will not extend past sleeve length.
  - b. Shirts will be tucked in and must be long enough to stay tucked when the arms are raised above the head. The style will be pullover with two, three, or four buttons at the top. Shirts will not be excessively worn, faded, or frayed and will not have holes or cuts.
- 2) Slacks/Skirts/Skorts/Shorts
  - a. Slacks and skirts will be khaki in color. They will not be rolled at either the waist or cuffs.
  - b. There should be no designer labels on slacks. Slacks will have belt loops and will be worn with a belt. Belt buckles shall be no larger than 1 ½ inches square. Slacks will have two pockets in front and two in the back. "Cargo" style pants are not acceptable. Slacks will have finished bottoms. Cuffs are not acceptable. There will be no flared or bell-bottoms. Holes, cuts, or frayed edges are prohibited. Slacks must be worn at the waist as designed. The following will not be worn: jeans, bike shorts, stretch pants, sweatpants, or Capri pants. All shorts, skorts, and skirts must be no higher than 2" above the knee at Central Middle School and Central High School.
  - c. Skirts and skorts may be worn by female students.
  - d. Corduroy fabric is not allowed. Corduroy is cotton pile fabric with vertical ribs or wales.
  - e. Slacks/skirts made **out of spandex fabric are not allowed. Skinny style (tight legged) pants** are not considered uniform pants and are not allowed.
  - f. Excessively tight pants may not be worn.
- 3) Shoes
  - a. Shoes with closed toe and closed heel are required. Loafers, oxfords, and athletic style shoes are acceptable. Shoes and shoe laces must match. Socks will be worn. Boots may be worn with slacks, provided the slacks are worn over the boot. Pants may be cut one inch from the bottom. They must be hemmed. Slacks will not be tucked into the boots.
  - b. Sandals, flip-flops, crocs, house shoes, and similar type shoes are not acceptable. Shoes with heels two inches or higher or excessively-raised soles are not acceptable for safety reasons.
  - c. Socks will be worn. When short pants are worn, sock colors are to be white, black, gray, or maroon. If long pants are worn, any color sock color can be worn. Female students may substitute stockings for socks (Fishnet Stockings are not allowed).
- 4) Over Garments
  - a. Central High over garments (sweatshirts, warm-ups, letter jackets, etc.) must be on the principal approved over garment list. May have hoods, but cannot be worn on campus.
  - b. Central Middle over garments – Must be sweatshirts or dry-fit, either plain or combination of maroon, white, gray, or black. Sweatshirts may not have hoods.

- c. Students at Central Middle School may wear jackets as long as they are some combination of black, white, gray, and maroon. A child's monogram is okay as long as it is in a school color and fits the three-inch requirement.
  - d. Students at Central High School are expected to remove jackets upon entering the building. The only exceptions are jackets on the principal-approved over garment list.
  - e. Long sleeved shirts under the uniform shirt must match the color of the uniform shirt.
  - f. Clothing cannot be worn inside out.
- 5) Dress Code
- a. A current school ID must be worn around the neck and visible at all times.
  - b. Caps, hats, or head coverings are NOT to be worn during the school day, or inside the school building. Male students are allowed to wear one pair of stud earrings. Girls are allowed to wear two pairs of earrings. Earrings cannot be greater than one inch in diameter. Hanging earrings cannot be wider than one inch in diameter or extend more than one inch from the ear lobe. Body piercing, tongue rings and nose rings are NOT allowed. Only simple jewelry may be worn.
  - c. Girls may wear headbands, ribbons, or bows (non-distracting but no specific color). Bandanas are not allowed.
  - d. Rollers, curlers, picks, rakes, forks, or combs in hair are prohibited. Sports headbands and sweatbands are not allowed.
  - e. Unnatural coloring of hair (including weaves and extensions) or cutting of symbols or designs in hair is prohibited. (Mohawks, symbols, designs, etc.) Hairstyles or colors should not cause a distraction. Student hair must not obstruct his/her vision. Hair cannot be longer than 2" inches above the knee. If hair falls below 2" inches above the knee, it must be pinned up.
  - f. Facial hair must be neatly trimmed and may not present an unkempt appearance. Extreme styles, as determined by the administration, are prohibited.
  - g. All facial hair (beards, goatees and mustaches) must create an overall neat, polished and professional look.
  - h. All facial hair must be fully grown in, neatly groomed, and well maintained at no longer than a quarter of an inch in length. Mustaches may extend below the corners of the mouth to meet with the facial beard.
  - i. Shaping the mustache or beard to a particular style is not permitted.
  - j. Dying facial hair is strictly forbidden.
  - k. Mustaches (without lower facial hair) must not extend onto or over the upper lip and must extend to the corners of the mouth, but not beyond or below the corners.
  - l. Sideburns may not extend below the ears unless they fully connect with lower facial hair.
  - m. Students without a mustache, beard, or goatee are expected to be clean-shaven every day. Persistent stubble will not be tolerated.
  - n. Sunglasses are not to be worn on school grounds unless prescribed for medical purposes and verified with a doctor's note. This note must be presented to an administrator for approval.
  - o. Pictures or writing on booksacks, binders, gym bags, and jackets, any item worn or brought to school of an offensive, derogatory, or obscene nature is prohibited at school (alcohol, tobacco, drugs, weapons, blood, skulls, and historically incendiary symbols).
  - p. Central Middle School Students are required to use a drawstring bag to transport gym clothes to and from school on Mondays and Fridays only. (CMS Only).
  - q. Grills and fake teeth are not allowed.
  - r. Visible tattoos are not allowed.
  - s. Visible leggings, tights and compression pants will not be worn under shorts.
  - t. Masks – are optional. If worn, they do not have to be designated colors but should be school appropriate and not derogatory, offensive, political in nature, or distracting to the school environment as determined by school administration.

***IN THE OPINION OF THE ADMINISTRATION, STUDENTS WHOSE CLOTHING OR GROOMING IS INAPPROPRIATE WILL BE SENT HOME TO MAKE THE PROPER ADJUSTMENT. UNEXCUSED ABSENCES WILL BE GIVEN WHEN STUDENTS ARE***

***SENT HOME TO TAKE CARE OF THE ABOVE MENTIONED POLICIES. STUDENTS WHO VIOLATE SET DRESS AND GROOMING POLICIES SHALL ALSO BE SUBJECT TO DISCIPLINARY ACTIONS (TIME-OUT ROOM, AFTER SCHOOL CLINIC, SATURDAY SCHOOL, AND / OR SUSPENSION.***

## **ORDERLY CLASSROOM**

### **Rights**

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

### **Responsibilities**

Students must follow the established classroom rules as provided by the teacher for each class and prepare their assignments in a timely manner.

## **SCHOOL ACTIVITIES**

### **Rights**

Students have a right to participate in all school organizations based upon their academic credentials, personal talent, or other applicable objective criteria in accordance with school system policy and rules governing that particular activity.

### **Responsibilities**

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

## **STUDENT ACTIVITIES**

School sponsored student activities are essential to a balanced school program. It will be the responsibility of the principal to see that all school-related activities are of an educational value that will benefit all students in the school.

## **JURISDICTION**

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon and arrives at his/her residence. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, field trips, pep clubs, band, and other student organizations. In disciplinary matters the School Board's authority may extend beyond the limits set forth above, in accordance with state law.

## **STUDENT ACTIVITY FEE**

With the approval of the School Board, schools are authorized to establish a fixed activity fee in the amount approved by the School Board. This fee shall not be required as a condition of school attendance.

### **School Fees:**

Bellingrath Hills Elementary – Kindergarten \$27.00 Materials/ \$10 Tech

Tanglewood Elementary – \$27.00 Materials/ \$10 Tech

Central Intermediate – \$27.00 Materials/ 3<sup>rd</sup> \$10 Tech/ 4<sup>th</sup> & 5<sup>th</sup> \$20 Tech

Central Middle – 6<sup>th</sup>-8<sup>th</sup> \$30.00 Class Fee/ \$20 Student Fee/\$20 Technology Fee

Central High – 9<sup>th</sup>-11<sup>th</sup> \$40.00 Class Fee/ 12<sup>th</sup> Class Fee \$20/ \$20 Student Fee (ID, WildcatFlex Material, etc.)/ \$20.00 Technology Fee/ PE Uniform Fee (if applicable)

Economic Hardship Waivers – The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them.

### **FUNDS MANAGEMENT**

Uniform procedures shall be established throughout to assure the proper accounting for, and expenditure of, all funds under the control of the schools. Such funds shall be subject to audit. Implementation of the procedures as developed by CCSS accounting staff shall be the responsibility of the school principal or his/her designee. The procedures shall include:

- 1) The proper identification of monies belonging to various groups and organizations or monies raised and designated for various purposes. A journal will serve as the minimum bookkeeping record.
- 2) The proper crediting of deposits, with receipts issued to depositors.
- 3) The safeguarding of cash and the prompt deposit of all monies received.
- 4) The proper authorization for purchases.
- 5) The proper authorization before payment of invoices.
- 6) The payment of bills by check, and signed by group sponsors as authorized by the principal.
- 7) The prompt payment of bills.
- 8) The deposit tickets and invoices are filed in an orderly manner.

### **ACCESS TO OUTSIDE SPEAKERS**

#### **Rights**

With the approval of the principal, approved student organizations have the right to present appropriate outside speakers, films, and other media.

#### **Responsibilities**

Students have the responsibility to request speakers through the established procedures of the school. School officials must inform the speaker, in writing, about school restrictions regarding presentations and assemblies.

### **DECISION MAKING**

#### **Rights**

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

#### **Responsibilities**

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

### **DUE PROCESS**

#### **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. Copies of school board and school system regulations which require or prohibit certain conduct are published in this student handbook. The ensuing consequences for that conduct are also available in this student handbook.
- 2) Due process shall include the students being advised by the principal or designee of misconduct of the regulation which has been violated and the detailed reasons for such accusation. The student must be given the opportunity to respond to the accusation. For short-term suspension, the student has the right to appeal to the superintendent or his/her designee. Should the offense call for 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 Louisiana R.S. 17:416, et seq.

- 3) A student accused of committing a battery on any school employee shall be immediately suspended from school by the principal, and the student shall be removed immediately from the school premises with the necessary notifications and other procedures to follow as soon as practicable.
- 4) Out of school suspensions are unexcused. The student has the right to appeal to the superintendent or designee. Should the offense call for an expulsion, the student shall be entitled to a hearing before the superintendent or a designee.
- 5) Discipline assignments take precedence over all school activities, such as athletic events, band practice, field trips, etc. Students suspended, expelled, or recommended for expulsion may not attend, participate, or represent the school in any school activity during the term of the suspension, expulsion or recommended expulsion.
- 6) **Students that are expelled must attend the Discipline Center/Alternative Program. Students who fail to attend, or do not complete assignments will receive a failing grade for assignments or tests given.**

#### **Responsibilities**

- 1) There are forms which parents and students must sign. These signatures are an acknowledgment that you have read and are familiar with the contents of the handbook.
- 2) Parents must fill out the forms beginning on page 76 and return them to the school or submit them online in a timely manner as prescribed by the school.

#### **BUS SAFETY**

##### **Rights**

- 1) Students are governed by Central Community School Board rules from the time they board the bus until they return to their home location. Students will have the right to ride the school bus to and from school and should recognize that riding the bus is a privilege.
- 2) Students will have the right to expect that the school bus will be a safe means of transportation.

##### **Responsibilities**

- 1) Students must obey the rules or lose the privilege of riding the bus.
- 2) Students must follow established school bus rules and regulations in order to ensure the safety of themselves and others.
- 3) Bus Discipline
  - a. Discipline problems on the school bus will be dealt with by the principal or a designee. Guided by state laws and school system regulations, principals or their designees will take action necessary to ensure operational safety of the buses.
- 4) Bus Regulations
 

Students shall obey the following:

  - a. Cooperate with the driver in order to ensure safety.
  - b. Be prompt, since the bus operators follow a time schedule.
  - c. Cross the road cautiously when boarding or leaving the bus.
  - d. Follow the driver's instructions when loading and unloading.
  - e. Remain quiet so the driver is not distracted.
  - f. Have written permission from parent or guardian, and have it authorized by the principal or designee in order to get off at a stop other than their own.
  - g. Be courteous and safety conscious in order to protect and enjoy the riding privilege.
  - h. Permission to ride another bus
  - i. Students shall be prohibited from the following:
    - i. standing when the bus is in motion
    - ii. extending arms, head or objects out of windows or doors
    - iii. throwing objects in the bus or out the windows or doors
    - iv. using the emergency door except for emergencies
    - v. eating or drinking on the bus
    - vi. damaging the bus in any way
    - vii. using tobacco, matches, cigarette lighters, or taking obscene material onto the bus
    - viii. fighting on the bus
    - ix. boarding the bus at the incorrect stop
    - x. leaving the bus without permission

- xi. being disrespectful to the driver
- xii. committing an immoral or vicious act
- xiii. refusing to occupy an assigned seat
- xiv. using profane language
- xv. showing willful disobedience
- xvi. carrying objects or implements which can be used as weapons
- xvii. using cell phones or electronic devices

The following items are not allowed on the bus:

- xviii. alcohol, drugs, tobacco, matches, cigarette lighters
- xix. pets
- xx. glass objects with the exception of eyeglasses
- xxi. weapons
- xxii. objects too large to be held in laps or placed under seats
- xxiii. items which are inappropriate at school are not allowed on the bus
- xxiv. electronic devices such as gaming devices, iPods, etc.

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

#### First Offense

- 1) A conference will be held with the student
- 2) The parent/guardian will be notified by the **bus operator**.

#### Second Offense

- 1) A conference with the student and parent/guardian will be held by the **administrator**.
- 2) A second warning will be given by the administrator.

#### Third Offense

- 1) Written or verbal notification to parent/guardian will be made.
- 2) The student will be denied bus transportation for 1-5 days.

#### Fourth Offense

- 1) A hearing will be held to determine whether the student will be denied riding privileges for the remainder of the school year.
- 2) Within five days, the parent/guardian will be notified of the status of the student's bus riding privileges.

Major offenses may be cause for more severe consequences.

**A school principal may suspend/expel from school or suspend from riding on any school bus, any pupil who commits the following offenses(s):**

- a. Cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings or any school buses owned by, contracted to, or jointly owned by any city or parish school board
- b. Writes any profane language or obscene language or draws obscene pictures in or on any school premises or on any school bus
- c. Carrying firearms, knives or other instruments which can be used as weapons, or the careless use which might inflict harm or injury
- d. Throws missiles liable to injure other persons on the school grounds or while on the school bus
- e. Instigates or participates in fights while under school supervision
- f. Violates traffic and safety regulations
- g. Shares, records or posts videos or images of fights, assaults, bullying or other major offense
- h. A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the superintendent of schools. If the property damage is a school bus owned by, contracted to, or jointly owned by any city, parish or other



local public school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the superintendent of schools. RS 17:416

## **SEARCHES**

### **Students and School Property (Louisiana R.S. 17:416.3)**

The board respects the civil rights of the students attending its schools and will uphold those rights. The board will not tolerate violations of law, board policy, or school rules. Any teacher, principal, school resource officer, or administrator in any parish, city, or local system of the state may search any building, desk, locker, area, or automobile parked on school property for evidence that the law, a school rule, parish, city or local board policy has been violated. The school board is the exclusive owner of all buildings, all desks, and lockers. These are subject to being searched. The permission granted to park an automobile or vehicle on any school board property constitutes consent of the owner and/or operator to allow a search of the vehicle.

The teacher, principal, school resource officer, 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 in light of 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 the searches are conducted without deliberate touching of the student.

Standards regarding procedures for searching students shall include the following:

### **Rights**

- 1) If at all possible, searches of students should be conducted outside the presence of other students.
- 2) Students should be asked to empty their pockets before the physical search of a student is conducted.
- 3) If a “pat down” search of a student is to be conducted, that search should be conducted by a teacher, principal, school resource officer, or administrator of the same gender. If at all 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 a teacher, principal, or administrator employed by the Central Community School System shall be taken maliciously or with willful and deliberate intent to harass, embarrass, or intimidate any student.
- 5) Whenever a search is conducted on a student because that student is suspected of a wrongdoing requiring a search, the school must keep a record of the search, the circumstances leading up to the search and the results of the search. This record shall be filed and maintained in the principal’s office.
- 6) Specially trained dogs may be used only for searches of lockers, rooms, buildings, and parking lots. A dog may not be used to search a student.
- 7) Any prohibited item seized or discovered in any search shall be safeguarded by the principal or designee and maintained in a secure container. If the item is a firearm, knife, any weapon, or an illegal controlled substance or drug, the principal or designee shall notify the police. They should turn over any such items to the police and obtain a receipt for the transfer of the item.
- 8) Any student, who refuses a search authorized by school board policy, shall be subject to disciplinary action.

### **Responsibilities**

- 1) Refusal to unlock lockers or vehicles parked on school property will be punishable by short-term suspension. In the case of a vehicle, the vehicle will be banned from campus.
- 2) Students who put their belongings in other student vehicles or lockers may receive the same discipline as the owners of the vehicle or locker.

## **Persons Other than Students**

Any school principal, administrator, or school resource officer may search the person, book bag, briefcase, purse, or other object in possession of any person who is not a student, not enrolled at the school, or is a school employee. This search can be conducted in any school building or on school grounds. This search may be done randomly with a metal detector when there is reasonable suspicion that a person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects which violate the school system policy.

## **DISCIPLINE PROCEDURES**

### **Discipline**

- 1) The Central Community School System takes a position of “**ZERO TOLERANCE**” in regard to weapons, explosives, cyber bullying, physical attacks or batteries, fights which involve two or more students on one student, illegal narcotics, drugs and controlled substances. Such conduct will not be tolerated by the School Board.
- 2) Each student attending a Central Community School System public school has a right to the best education that can be provided. The most important events that occur on the school campus occur in the classroom. To maintain a safe learning environment, certain offenses will not be tolerated and may result in disciplinary action, or suspension/expulsion.
- 3) The disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. These measures should be taken with parental involvement and parental notification. The purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right. The student acquires this right by compliance with reasonable rules and regulations. There will be consequences for noncompliance.
- 4) Although the ultimate responsibility for student conduct rests with the student and the parents, 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.
- 5) Every teacher and other school employee shall endeavor to hold every student accountable for his behavior in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function. (R.S. 17:416)
- 6) It is the final authority of the principal or a designee to maintain discipline during the school day and at any school function. Keeping the school safe is of such a serious nature that it is necessary to prohibit the use of any object as a weapon on the school grounds.
- 7) Criminal Activity by Students Which Occurs Outside of School Jurisdiction: If a student is arrested and charged with serious criminal activity occurring outside of school jurisdiction (i.e., murder, attempted murder, rape, aggravated battery, distribution of controlled dangerous substances, illegal possession and/or discharge of firearms or other weapons, terrorizing, etc.), the Superintendent or designee shall decide where and how the student will receive any educational services to which the student is entitled pending and following outcome of the criminal charges.
- 8) Among students in this state, the use and abuse of mood-altering drugs, chemicals, and alcohol is a problem of serious concern. The use of these substances often leads to serious legal or medical consequences. The dependence on them impairs the user’s abilities to relate socially, live normally, and perform educationally. Under no circumstance should these substances be available or allowed on the school grounds.
- 9) As a public agency, the school shares the responsibility with parents to educate, guide, and, when necessary, discipline children. In an effort to assure parental understanding and support of the school’s shared responsibility, the principal or a designee for each school shall establish an advisory committee consisting of the principal or a designee, teacher(s), parent(s), counselor or social worker, and student(s).
- 10) Deviations of behavior shall result in attendance in time-out rooms, clinic, or Saturday schools (when available), suspensions, and/or expulsions. It is the express policy of the school board to utilize alternatives to suspensions and expulsions and based on the nature of the offense, to reserve the use of suspensions and expulsions as the last step in progressive discipline.

- 11) Each principal or a designee is required to plan and implement an effective means of orientation concerning the school drug policy, as well as the **Student Handbook Rights & Responsibilities Discipline Policy**. Emphasis should be placed on revisions which have occurred during the past year. This orientation will be conducted for teachers during pre-school planning and presented to students during the first few weeks of school. Following the orientation, all students in homeroom classes will receive a standard form to take home and return with their parent's signatures verifying that the parents have received a copy of the handbook or current revisions. All parents will sign verifying they have read and understand all rules, responsibilities and expectations.

Suspensions and expulsions of a student with disabilities shall be handled differently and in accordance with the requirements of state and federal laws and regulations applicable to such students.

### **Student Removal from Classroom**

- 1) A student may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the student's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of students or the teacher, when a student exhibits disrespectful or threatening behavior toward a teacher such as using foul or abusive language or gestures directed at or threatening a student or teacher, when a pupil violates the school's code of conduct, or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property. The student should not be kept out of school past the suspension period imposed by the principal.
- 2) A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.
- 3) Any student removed from class in kindergarten through grade 5 shall not be permitted to return to class unless agreed to by the teacher. A student removed from class in grades 6 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.
- 4) Whenever a teacher is struck by a student, the student, in addition to any other discipline given, may be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the school building level committee, finds the striking incident to be entirely inadvertent.

### **Parental Notification**

- 1) 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.
- 2) When a student has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the student to have a conference with the teacher in the presence of the principal or his or her designee before the student is readmitted.

### **Recusal of Administrator in Discipline Matters**

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

### **Zero Tolerance for Fighting Policy**

- 1) For every fight involving students who are 14 years of age or older, school principals shall call the appropriate law enforcement authorities.
- 2) The local law enforcement authorities will be called as follows: School Resource Officer, East Baton Rouge Parish Sheriff Department's Central Substation or Central City Police.

- 3) These law enforcement authorities will investigate the fight and recommend one of the following actions:
  - a. Issue the student a misdemeanor summons.
  - b. Release the student to a parent or guardian with the agreement that both will appear in juvenile court.
  - c. Take the student directly to the juvenile detention facility.
  - d. Arrest the student.
  - e. Counsel and release the student with a warning to the parent or guardian.
- 4) Students involved in a fight at school will also be subject to suspension or expulsion as stated in this handbook.
  - a. Pushing and shoving are not considered fighting, but once a punch is thrown, a “fight” has occurred.
  - b. Since pushing and shoving may lead to fighting, which is a violation of school policy, students may be subject to suspension or expulsion.
  - c. Non-aggressive self-defense allows the student to defend himself against an attack but only to the point where the attacker backs off.
  - d. Counseling will include anger management and conflict resolution. It will be provided and supervised by the Central Community School System.
  - e. 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. It is the student’s responsibility to alert a principal, teacher, coach, etc. to any hostile attempt directed on a student. Administrators are then required to take immediate action to prevent further hostile attempts.

#### **Additional Disciplinary Authority – Suspension of Driver’s License**

Suspending a student’s driver’s license for a period of one year is a consequence for several offenses (Louisiana R.S. 32:431). Any student between the ages of 14 and 18 who is expelled or suspended from school for ten or more consecutive school days for infractions involving the sale or possession of drugs, alcohol, any illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff suffers this consequence. Suspension of the license or driver’s license includes a class “E” learner’s license and intermediate license as provided for in Louisiana R.S. 32:407. It is the duty of the principal of the school that the student attended at the time of the offense to notify the Department of Public Safety and Corrections of this student after the period for an appeal has expired. The notice shall include a copy of the student’s disciplinary determination, the student’s full name, address, date of birth, social security number, and if available, driver’s license number and the name, address, and telephone number of the student’s parent, guardian, or custodial parent.

#### **Cyber Bullying**

“Cyber bullying” shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone or other interactive or digital technology or harassment, intimidation or bullying of student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property. The principal or his/her designee shall investigate all incidents involving harassment, intimidation, and bullying, including cyber bullying of a student by another student and provide the Director of Student Services with a written copy of his/her findings. Disciplinary actions shall be taken. Beginning January 1, 2011, all schools must report documented incidences of harassment, intimidation, and bullying, including cyber bullying to the Department of Education. R.S.17:416.13(C) and (D)

#### **Bullying and Hazing**

The Central Community 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.

- 1) Bullying shall mean:
  - a. A pattern of any one or more of the following:
    - i. Gestures, including but not limited to obscene gestures and making faces.
    - ii. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
    - iii. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
    - iv. 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 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.
- 4) Hazing shall mean any knowing behavior, whether by commission or omission, or 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.

### **Students and Parents**

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

### **School Personnel**

Any school employee, whether full or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, 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.

## *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 no 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. Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

- a. Separate meetings shall be held with the parents or legal guardians of the alleged victim and 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.

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 student's parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
- b. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- c. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- d. Maintain reports/complaints and investigative reports for three (3) years.
- e. As applicable, provide a copy of any reports and investigative documents to the Director of Student Services, or to the Louisiana Department of Education as necessary.
- f. During the pendency of an investigation, the school system 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, the student, parent, or school employee may report, in writing, the incident to the Director of Student Services. 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.

### *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.

## **UNIFORM DISCIPLINARY PROCEDURES**

The following guidelines will be consistently applied to dress and grooming regulations by each principal or designee:

- 1) Uniforms are mandatory at the **Elementary School** level (grades Pre-K, K-5). The following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:
  - a. First Offense: A letter or warning will be sent to the parent/guardian from the principal or designee.
  - b. Second Offense: A telephone call will be made by the principal or designee to the parent/guardian.
  - c. Third Offense: The parent/guardian will be required to attend a conference with the principal or designee.
  - d. Fourth Offense: The student cannot return to school until a conference is held between the parent/guardian and the principal or designee. When available, after school clinic or Saturday school may also be assigned.
  - e. Students in non-compliance will be required to change into the appropriate uniform provided by parents before entry into class.
- 2) Uniforms are mandatory at the **Central Middle School** level (grades 6-8). The following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:
  - a. First Offense: The student will be given a warning.
  - b. Second Offense: The student will be given a warning.
  - c. Third Offense: The student will be assigned to after-school clinic.
  - d. Fourth Offense: The student will be given a warning.
  - e. Fifth Offense: The student will be given a warning.
  - f. Sixth Offense: The student will be given assigned to all day TOR.
  - g. Seventh Offense: The student will be given a warning.
  - h. Eighth Offense: The student will be given a warning.
  - i. Ninth Offense: The student will be assigned Saturday School (No field trips for remainder of 9 weeks).
  - j. Tenth Offense: The student will be given a warning.
  - k. Eleventh Offense: The student will be given a warning.
  - l. Twelfth Offense: The student will be assigned Saturday School (No school functions the rest of 9 weeks).
  - m. Thirteenth Offense: The student will be given a warning.
  - n. Fourteenth Offense: The student will be given a two day in-school suspension.
  - o. Fifteenth Offense: The student will be given a warning.
  - p. Sixteenth Offense: The student will be given a two day out-school suspension.
  - q. Students in non-compliance will be placed in the time-out room.
- 3) Uniforms are mandatory at **Central High School** (grades 9-12). The disciplinary procedure for students in non-compliance with the mandatory uniform policy is as follows:
  - a. First Offense: A letter or warning will be sent to the parent/guardian from the principal or designee.
  - b. Second Offense: The student will be given a warning.
  - c. Third Offense: The student will be assigned to after school clinic.

- d. Fourth Offense: The student will be given a warning.
- e. Fifth Offense: The student will be assigned to after school clinic.
- f. Sixth Offense: The student will be given a warning.
- g. Seventh Offense: The student will be assigned Saturday School. Failure to attend Saturday School will result in a two day suspension.
- h. Eighth Offense: The student will be suspended for two days.
- i. Students in non-compliance will be placed in the time-out room.

### **CONSEQUENCES FOR MINOR OFFENSES**

#### **Minor Offenses and Discipline**

- 1) Minor offenses shall include, but not be limited to, the following:
  - a. Unexcused tardies
  - b. Disobedience
  - c. Dress codes
- 2) Disposition of minor offenses, the teacher shall do one or more of the following:
  - a. Counsel/warn student
  - b. Administer constructive punish work
  - c. Contact parent or guardian by phone or request a conference to be held at school
  - d. Refer students to administration when necessary, using the proper referral procedure
- 3) The administrator shall do one or more of the following:
  - a. Counsel/warn the student.
  - b. Refer the student to the counselor.
  - c. Assign to time out room, Saturday school, or clinic when available.
  - d. Students will not be provided transportation to/from Saturday school.
  - e. Seek and encourage parental involvement.

**NOTE:** *An accumulation of offenses may result in more severe disciplinary action, such as short-term suspension.*

- 4) **Elementary & Middle School:** Students are prohibited to have a cell phone, and smart watches. Air buds, earbuds or wireless headphones cannot be worn outside of the classroom.
- 5) **High School:** Cell phones or any electronic devices cannot be used on the school grounds or school buses between the hours of 6:45 A.M. until the school's dismissal time. Any visual accessories connected to any electronic device will be considered as usage. Smart Watches (Apple or similar types of smart watches) will be considered the same as a cell phone and cannot be used or visible on school grounds or school buses. Air buds, earbuds or wireless headphones cannot be worn outside of the classroom. A student may have in their possession certain electronic equipment (Nooks, Kindles, or any similar electronic reader, etc.). Usage of electronic readers during the school day must be approved by the principal or his/her designee. The Central Community School System is not responsible for any lost or damaged property that is brought on a campus. **The use, operation, or visual display of any of these devices will result in the following consequences:**
- 6) **MIDDLE AND HIGH SCHOOL**
  - a. **First Offense:** The device will be confiscated and parents may be notified to come to the school to pick up the device. A parent will also be required to sign a letter of understanding relative to future disciplinary measures being taken. The student will be assigned to one (1) Saturday School.
  - b. **Second Offense:** The device will be confiscated and parents may be notified to come to the school to pick up the device. A parent will also be required to sign a letter of understanding relative to future disciplinary measures being taken. The student will be assigned to two (2) Saturday Schools.
  - c. **Third Offense:** The device will be confiscated and parents may be notified to come to the school to pick up the device. A parent will also be required to sign a letter of understanding relative to future disciplinary measures being taken. The student will be assigned to three (3) Saturday Schools.
  - d. After the third cell phone offense, the student will be suspended.
  - e. Student refusing to give up the cell phone when requested, will be suspended until the phone is given to the teacher or administrator as requested and will attend a hearing by the hearing officer before returning to school.



7) **ELEMENTARY SCHOOL:**

Computer Misuse Policy

- a. First Offense: TOR
- b. Second Offense: Saturday School
- c. Third Offense: Suspension
- d. Fourth Offense: Laptop will be turned in by the student

8) **MIDDLE SCHOOL AND HIGH SCHOOL**

Computer Misuse Policy

- a. First Offense: Clinic
- b. Second Offense: Saturday School
- c. Third Offense: TOR
- d. Fourth Offense: Laptop will be turned in by the student
- e. Major offenses may cause for more severe consequences.

**CONSEQUENCES FOR INCORRIGIBLE STUDENTS**

The following consequences may be taken against students:

- 1) An Incurrigible 19 year old with less than 15 credits may be recommended by the principal for expulsion, assignment to an alternative education program, or transferred to adult education. RS 17:224B
- 2) An Incurrigible 18 year old students with less than 10 credits may be recommended by the principal for expulsion, assignment to an alternative education program, or transferred to adult education. RS 17:224B
- 3) An Incurrigible 17 year old student with less than 5 credits may be recommended by the principal for expulsion, assignment to an alternative education program, or transferred to adult education. RS 17:224B

**CONSEQUENCES FOR MAJOR OFFENSES**

- 1) Dispositions for each offense are the maximum that can be given. Administrators may not assign or recommend lesser punishments.
  - a. Arson – recommended expulsion
  - b. Assault and battery on a student – recommended expulsion
  - c. Assault and battery on administrator, faculty, or school personnel – recommended expulsion
    - i. Whoever commits the crime of battery on a school teacher shall be fined not more than five thousand dollars or imprisoned not less than thirty days nor more than one year. At least seventy-two hours of sentence shall be imposed without benefit of suspension of sentence. (Louisiana R.S. 14:34.3(A) (2) and Louisiana R.S. 14.38.2(A) (2) (a)(b)
    - ii. Whoever commits the crime of assault on a school teacher shall be fined not more than two thousand dollars or imprisoned not less than thirty days nor more than one hundred eighty days, or both.

**For the purposes of this section, “School Teacher” shall include any teacher, instructor, administrator, staff person or employee of any public or private elementary, secondary, vocational-technical training, or any postsecondary school or institution.**

- d. Possession or use of dangerous weapons, including aerosol spray, pepper spray, etc. – recommended expulsion
- e. Inciting a major disturbance on campus – recommended expulsion. i.e. bomb threats, riots
- f. Molesting students/indecent behavior/sexual harassment – short-term suspension or recommended expulsion. Students may report sexual harassment to the guidance counselor, teacher or the administration.
- g. Engaging in sexual activity – recommended expulsion
- h. Possession or use of fireworks and/or ammunition – recommended expulsion
- i. Threatening administrator, faculty, or school personnel – recommended expulsion
- j. Distribution of pornographic or sexuality explicit material through electronic devices or other mediums – suspension or recommended expulsion

- k. Possession of a dangerous weapon or instrumental other than a knife, the principal SHALL suspend and recommend expulsion. If expelled, the pupil may be readmitted only to a public school in the school system from which he/she was expelled prior to the completion of the specified period of expulsion, in accordance with the provisions of RS 17:416(B)(3)(d).
  - l. Possession of knife in a motor vehicle with no intent – School officials SHALL have total discretion of imposing any disciplinary actions, RS17:416F
  - m. Knife with a blade under 2 1/2 inches for students in grades K-12 – The principal may suspend but at a minimum SHALL place student in in-school suspension
  - n. Knife with a blade 2 1/2 inches and up NOTE: Sp. Ed. w/blade 2 1/2 “ and up – The principal SHALL recommend expulsion except if less than 11 years old in PK-5, the principal may recommend expulsion. The pupil may be readmitted only to a public school in the school system from which he/she was expelled prior to the completion of the specified period of expulsion, in accordance with the provisions of RS 17:416C(2)(d) and RS 17:416B(3)(d).
  - o. Possession of firearms in grades 6-12 will be expelled for a minimum of four complete school semesters and referred to the D.A. The superintendent may modify the length of such minimum expulsion in writing on a case-by-case basis. The pupil may be readmitted only to a public school in the school system from which he/she was expelled prior to the completion of the specified period of expulsion in accordance with the provisions of RS 17:416C(2)(d) and RS 17:416B(3)(d)
  - p. Possession of firearms in grades K-5 will be expelled for a minimum of two complete school semesters and referred to the D.A. The superintendent may modify the length of such minimum expulsion in writing on a case-by-case basis. The pupil may be readmitted only to a public school in the school system from which he/she was expelled prior to the completion of the specified period of expulsion in accordance with the provisions of RS 17:416C(2)(d) and RS 17:416B(2)(c)
  - q. Possession of a look-alike weapon – suspension or recommended expulsion
  - r. Felony conviction may be expelled by 2/3 vote of the School Board for a period of time determined by the Board. RS 17:416D(1)
  - s. \*No pupil expelled for firearm, knife or dangerous weapon or instrumental or drug related offense shall be admitted or readmitted to schools on a probationary basis until the pupil produces written documentation he/she and his/her parent/legal guardian have enrolled and participated or is participating in a rehabilitation/counseling program.
- 2) Administrators may assign or recommend lesser punishments for the following according to their determination of the nature and circumstances of the offense.
- a. Breaking and entering school or private property on school grounds – short-term suspension until reimbursement or payment plan for damages or theft is made – The principal or designee may recommend expulsion.
  - b. Computer hacking – out of school suspension/recommended expulsion
  - c. Disrespect for authority/cursing school personnel – out of school suspension/recommended expulsion
  - d. Bullying/Hazing/Harassment/Intimidation – out of school suspension/recommended expulsion.
  - e. Threatening/causing physical harm– in-school suspension/out of school suspension/recommended expulsion.
  - f. Fighting/Instigating – out of school suspension/recommended expulsion. Students instigating and/or provoking a fight, one-on-one – two or more students on one student – students provoking/instigating a fight, either physically or verbally, shall be disciplined as though actually fighting. If it can be determined that a participant in a fight was provoked into fighting and engaged only in self-defense, that participant may not be subjected to suspension.
  - g. Forgery of the name of an administrator, teacher, or parent – in-school suspension /out of school suspension
  - h. Gambling – out of school suspension/recommended expulsion
  - i. Hand Gestures – in-school suspension/out of school suspension/recommended expulsion
  - j. Skipping – in-school suspension/out of school suspension

- k. Leaving campus without permission – in-school suspension/out of school suspension
- l. Minor campus disturbance – in-school suspension/out of school suspension
- m. Participation in a major disturbance on campus – recommended expulsion
- n. Possession/use/or distribution of cigarettes, lighters, tobacco products, electronic cigarettes, vape, juul and/or accessories –in-school suspension/out of school suspension
- o. Stealing/intent to steal – in-school suspension/out of school suspension/recommended expulsion
- p. Student trespassing
  - i. Student will receive a short-term suspension. If a student refuses to leave campus, law enforcement authorities will be contacted.
  - ii. Any disposition carries the same as if it had been committed on his/her own at any Central Community School System campus.
- q. Use of or under the influence of alcohol or drugs – out of school suspension/recommended expulsion
- r. Vandalism – in-school suspension/out of school suspension/recommended expulsion and payment for damage
- s. Computer threats toward students, faculty, staff, or administration – recommended expulsion (The administrator may assign a lesser disciplinary action).
- t. Possession of pornographic material – in-school suspension/out of school suspension
- u. Public display of affection – in-school suspension
- v. Racial comments – in-school suspension/out of school suspension
- w. Sharing, posting or recording videos or images of fights, assaults, bullying or other major offense at school or school related activities – in-school suspension/out of school suspension/recommended expulsion
- x. Falsely accusing Student/School Personnel – in-school suspension/out of school suspension/recommended expulsion
- y. Commits any other serious offense – in-school suspension/out of school suspension/recommended expulsion

#### **CENTRAL HIGH SCHOOL PARKING:**

**Parking Violations** – Vehicle will have the boot installed

- Not having the parking tag visible in the front of the car
- Not parking in correct parking lot
- Parking on the outside of the gravel lot
- Parking in the grass in the front of the school
- Driving recklessly

**1<sup>st</sup> Violation** – Saturday School

**2<sup>nd</sup> Violation** – 2 Saturday Schools/lose parking privileges for 2 weeks

**3<sup>rd</sup> Violation** – lose parking privileges for the rest of the year

#### **MAJOR ALCOHOL AND DRUG OFFENSES**

- 1) Students are prohibited from having possession of any prescription/non-prescription medications on school campus or school sponsored activities–suspension or recommended expulsion.
- 2) Distribution of medication, including non-prescription medication, or possession of that medication with intent to distribute – recommended expulsion.
- 3) Use, distribution, or possession and or possession with intent to distribute alcohol, nitrate based inhalants and/or any other inhalants injurious to the health and well-being of students – recommended expulsion.
- 4) Distribution of any substance which is falsely represented to be an illegal drug or a counterfeit illegal drug, possession or usage of that substance – recommended expulsion.
- 5) Possession of illegal or synthetic drugs or drug paraphernalia – recommended expulsion
  - a. Students sixteen years or older who are found guilty of possession or knowledge and/or distribution of drugs will be expelled for a minimum of 4 complete school semesters. The pupil may be readmitted only to a public school in the school system from which he/she was

- expelled prior to the completion of the specified period of expulsion, in accordance with the provisions of RS 17:416C(2)(d) and RS 17:416B(3)(d). If arrested, the principal SHALL refer the pupil within five days after arrest, for testing/screening for alcohol/drug abuse. If evidence is found, the pupil must be referred for treatment.
- b. Students under sixteen years old who are found guilty of possession or knowledge and/or distribution of drugs the students will be expelled for a minimum of 2 complete school semesters. The pupil may be readmitted only to a public school in the school system from which he was expelled prior to the completion of the specified period of expulsion in accordance with the provisions of RS 17:416C(2)(d) and RS 17:416B(3)(d). If arrested, the principal SHALL refer the pupil within five days after arrest, for testing/screening for alcohol/drug abuse. If evidence is found, the pupil must be referred for treatment.
  - c. Possession and/or distribution of drugs in grades K-5, the superintendent SHALL make a recommendation for action to the Board. RS 17:416C(2)(c)(ii)

## **DRUG TESTING POLICY FOR EXTRA-CURRICULAR ACTIVITIES**

### **Statement and Need of Purpose**

The Central Community School Board, hereinafter referred to as the Board, is a legal entity charged with the task of providing the best possible education to all students with a strong commitment to their health, safety, and welfare. The Board acknowledges that extra-curricular activities are not an essential aspect of the educational process in Louisiana as enunciated in Bulletin 741. Therefore, student participation is not an absolute right but a privilege afforded the eligible students on an equal opportunity basis and thus is voluntary and not required by Board policy or state and/or federal law. In the Board's commitment to maintain a safe and secure educational environment, a clear policy related to the detection, treatment referral, and prevention of substance abuse by students involved in extra-curricular activities is required. Therefore the expressed purpose of this policy is:

- 1) To enhance the health and safety of students and those who interact with students by deterring substance abuse.
- 2) To implement a plan which is not academically punitive for the purpose of discouraging students who participate in extra-curricular activities, drive a vehicle to school, or who elect to participate, from using illegal drugs and alcohol.
- 3) To provide a program for identification, intervention, and monitoring of chemical dependency problems.
- 4) To educate students and parents on treatment alternatives for substance abuse.
- 5) To preserve and maintain a positive learning environment for students entrusted to the care of the Central Community School Board.

#### **a. Scope**

Each student in grades 6 –12 who wishes to participate in extra-curricular activities, or who drives a vehicle to school, or whose parent/legal guardian has elected to voluntarily participate in this program is subject to this drug testing program. Participation shall include practice, competition, and involvement in events associated with the extra-curricular activities. Extracurricular activities are those activities defined in Bulletin 741 including all teams, performing bands, performing choir, cheerleaders, dance teams, and flag corps.

#### **b. Procedures**

The superintendent shall designate a Program Coordinator who shall be a full time employee of the Central Community School System. The program coordinator shall be responsible for the oversight of the Drug Testing Policy. The superintendent and Program Coordinator shall designate appropriate individuals to assist in carrying out the Drug Testing Policy, including a Testing Administrator on each campus in which this policy is being implemented.

- i. Consent: The parent and/or guardian and the student shall be required to sign a written consent for drug testing prior to any programs defined in the definition section. Anytime a student refuses to be tested he/she will be suspended from the team/activity for the remainder of the season.
- ii. Medications: Students who have been or are taking prescription medication must provide verification letter (by a copy of the prescription or by an original doctor's

- statement) prior to being tested. Students who refuse to provide verification and test positive will be subject to the actions specified for “positive” testing.
- iii. Initial Testing: Each student in grades 6-12 participating in extra-curricular activities will be required to take an initial drug test. Students who enroll after the beginning of the school year, receive a parking permit, or begin participation in any identified extra-curricular activity will be required to submit a consent form and be required to take an initial drug test.
  - iv. Testing Frequency: In addition to initial testing, a percentage of students determined by the Program Coordinator shall be randomly tested.
  - v. Random Selection: The Program Coordinator shall provide the Test Administrator with the list of students to be included in the testing pool. Students will be chosen for testing by a computer-generated, random-selected process by the Testing Administrator. The Testing Administrator may also add names to the random testing list upon referral from a staff or faculty member.
  - vi. Testing Standard: The Program Coordinator shall determine the method of testing to be utilized for each random drug testing event. However, initial testing will be by hair/urine analysis. Sample collection and testing shall be in accordance with the standards set by the Testing Laboratory and the policies approved by the Central Community School Board. Parameters shall be set by the industry standards for testing by all methods as defined by the National Institute of Drug Abuse. The Testing Administrator shall have all specimens tested by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services, and the College of American Pathologists (“CAP”). The Testing Administrator shall provide documentation that the testing laboratory has received FDA clearance for the type of sample tested. All samples shall be screened for the presence of illegal and abusive substances, including but not limited to, cocaine, marijuana, amphetamines, opiates, phencyclidine and/or the metabolites of the aforementioned substances.
  - vii. Testing Procedures: Samples shall be tested only for illegal and controlled substances. No sample shall be used for any other purpose. The student’s confidentiality shall be maintained during the selection and testing process. All testing sample collectors shall be trained according to industry standards on both collection process, and chain of custody procedures.
    - 1. For hair sampling, each student shall provide a sample of hair (approximately 60 strands) cosmetically cut. Students with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. Any student who presents to school with insufficient hair sample availability will not be allowed to participate until hair has grown to sufficient testing levels. (Example: shaving of all head and body hair). For urine testing, each student will provide a urine sample at the direction of staff in a container provided to them. The collection is unobserved, but to be valid it must meet specimen specifications for color, temperature, and concentration. A student will have a three-hour window to produce a valid specimen. If a student is unable to produce a valid specimen within the specified three hour time-frame (such as from shy bladder, or due to an excessively dilute, off-temperature, or contaminated sample), alternative testing method will be used. (Example: Hair testing)
    - 2. The sample will be sealed and initialed by the designated collector and initialed by the student under full chain-of custody procedures to ensure the correct identification of the hair sample and results. The samples will be sent to the testing laboratory by the test administrator or his/her designee.
  - viii. Test Results: Test results shall be disclosed according to strict procedures regarding the chain of custody and access to the results. Student privacy shall be protected in accordance with all applicable laws. Test results shall be kept separate

from other school system records and school system personnel shall be allowed to view the information only if they have a legitimate interest in the results. Results shall not be shared with law enforcement officials except as required by law.

- ix. Chain of Custody: To protect the student's identity, the laboratory shall identify each sample according to assigned numbers not by names. Only the superintendent's designee shall have the master list of assigned numbers. Once a student is selected for testing:
  - 1. The student will be notified to report to the test site where the student will sign in and complete a Chain of Custody Form.
  - 2. If a student is currently taking or has taken prescription medications, he/she shall provide the screening agent notification. This will be given to the Testing Administrator or his/her designee for confirmation.
- x. Collection Process: The collection process will be in accordance with those rules and regulations set forth by the Vendor, with the approval of and as revised by the superintendent and the Central Community School Board. The Vendor is responsible for seeing that specimens are delivered to and/or picked up by the testing laboratory and that the Chain of Custody form properly annotated.
- xi. Notification: When a student's test indicates the presence of a prohibited substance identified in this policy, and within two days of the school receiving the confirmed positive test result, the parent/legal guardian shall be contacted by the appropriate school official.
- xii. Retest: A student who tests positive may request a second test. A request for a retest must be made in writing to the Program Coordinator within 48 hours from the time the parents are notified of positive test results. **The student/parent shall bear any expense for retests.** The student or parent may select the second laboratory from a list of nationally certified independent laboratories identified by the testing laboratory. The list of approved laboratories may be obtained from the Program Coordinator upon request. No result shall be accepted from a laboratory not on the school system's list of approved laboratories. Once a request for a retest has been made, the school system's testing laboratory shall send the second container of the split specimen directly to the second laboratory for testing. The results of the test conducted by the second laboratory shall be released only to the parent/legal guardian of the student, and the Program Coordinator.
- xiii. Consequences: The following consequences shall apply to any student who tests positive for a drug in a test conducted under the provisions of this policy and who wishes to continue participation in school sponsored, competitive, extracurricular activities and driving in a vehicle in the school system.
  - 1. **First Positive Test Results**: After the first confirmed positive test result:
    - a. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for 10 school days or until the required documentation of counseling and a negative drug test result have been produced, whichever is longer.
    - b. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.
    - c. The student shall provide documentation of attending and successfully completing two hours of substance abuse counseling from an approved provider, and;
    - d. The student shall submit to another drug test and produce a negative test result, and;
    - e. The student shall be tested during each subsequent random drug-testing event for one calendar year.
    - f. The student/parent shall bear expenses for all retests. If the student has not completed these consequences within ten school days after

the positive result is reported by the school system to the parent, the student shall be suspended from participating in all identified extracurricular activities and/or driving privileges until the required documentation and negative test results have been produced.

2. **Second Positive Test Results:** After a second confirmed positive test result:
  - a. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for 20 school days or until the required documentation of counseling and a negative drug test result have been produced, whichever is longer.
  - b. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.
  - c. The student shall provide documentation of attending and successfully completing four hours of substance abuse counseling from an approved provider.
  - d. The student shall submit to another drug test and produce a negative test result and;
  - e. The student shall be tested during each subsequent random drug-testing event for one calendar year.
  - f. The student/parent shall bear expenses for all retests.
3. **Third Positive Test Results:** After a third confirmed positive test result:
  - a. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for the remainder of the school year, for 88 school days, or until the required documentation of counseling and a negative drug test result has been produced, whichever is longer.
  - b. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.
  - c. The student shall provide documentation of attending and successfully completing ten (10) hours of substance abuse counseling from an approved provider.
  - d. The student shall submit to another drug test and produce a negative test result, and;
  - e. The student shall be tested during each subsequent random drug-testing event for one calendar year.
  - f. The student/parent shall bear expenses for all retests.
- xiv. **End of Year Suspensions from Participation:** If a student's suspension from participation in identified extracurricular activities and/or driving privileges is not completed by the end of a school year, the student shall complete the assigned period of suspension during the first semester of the following school year.
- xv. **Substance Abuse Counseling:** The CCSS shall recognize substance abuse counseling provided by a certified chemical dependency counselor or any agency certified by the State of Louisiana. A list of approved substance abuse counseling providers may be obtained from the Director of Student Services upon request.
- xvi. **Refusal:** Refusal to provide a sample, or noncompliance with the testing procedures, by any student engaged in school-sponsored, competitive, extracurricular activities and/or driving a vehicle shall be considered a positive test result, shall be reported to the appropriate school system representatives, and shall result in consequence appropriate to the student's testing history, as provided in this policy.
- xvii. **Academically Non-punitive:** A positive drug test shall not affect a student's grade in any class, including any curricular class associated with an extracurricular activity.

- If participation in the extracurricular activity is required for the class, however, the student may be required to satisfy participation requirements in an alternative manner. Drug test results shall not be documented in the student's academic records.
- xviii. Appeals: A parent or student may appeal a positive test result in accordance with local policy. Consequences established, by this policy shall not be deferred pending the completion of the appeals process. If the outcome of the appeal is not in the student's favor, the number of days the student has been suspended from participation in identified extracurricular activities and/or driving during the appeal process shall count toward the total number of days of required suspension. If the outcome of the appeal is in the student's favor, the student shall be permitted to return to participation in all extracurricular activities and/or driving a vehicle.

#### **MAJOR DRUG AND FIREARM LAWS REQUIRED EXPULSIONS**

If found guilty by a hearing officer, administrators may not assign lesser punishment for the following offenses:

- 1) Any student sixteen 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 event pursuant to a hearing as provided by Louisiana R.S. 17: 416 (C)(1), shall be expelled from school a minimum of four complete school semesters.
- 2) Any student who is under sixteen years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with the intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided by Louisiana R.S. 17:416 (C)(1), shall be expelled from school for a minimum period of two complete school semesters.
- 3) Any case involving a student in kindergarten through grade five found guilty of being in possession of a firearm on school property, on school bus, or in actual possession at a school sponsored event pursuant to a hearing as provided by Louisiana R.S. 17:416 (C)(1) a hearing shall be referred to the School Board through a recommendation for action by the superintendent.
- 4) Any student who is in grade six through twelve and who is guilty of being in possession of a firearm on school property, on school bus, or in actual possession at a school sponsored event pursuant to a hearing as provided by Louisiana R.S. 17:416 (C)(1) shall be expelled from school for a minimum period of four complete school semesters and shall be referred to the district attorney for appropriate action.
- 5) Any case involving a student in kindergarten through grade five found guilty of possession of, or knowledge of and intentional distribution of, or possession with the intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school event pursuant to a hearing as provided by Louisiana R.S. 17:416 (C)(1), shall be expelled for a minimum period of two complete school semesters.
- 6) No student who has been expelled from any public or nonpublic school within or outside the state of Louisiana for possessing on school property or on a school bus a firearm, knife, or other dangerous weapon, or instrumentality customarily used or intended for probable use as a dangerous weapon, or for possessing, possessing with intent to distribute, or distributing, selling, giving, or loaning while on school property or on a school bus any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law may be admitted to any public elementary or secondary school in the state, or readmitted to any such school on a probationary basis prior to the completion of the minimum period of expulsion as provided in Subsection C of this Section, until the student produces written documentation that he and his parent or legal guardian have enrolled and participated in an appropriate rehabilitation or counseling program related to the reason or reasons for the student's expulsion. (Louisiana R.S. 17:416(B) (3) (d) (i))
- 7) No student who has been expelled pursuant to the provisions of this Section shall be admitted to any public school in any other city, parish, or local public school system in the state except upon the review and approval of the school board of the school system to which he seeks admittance. No student who has been expelled from any public or nonpublic school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in this Section



shall be admitted to any public school in the state except upon the review and approval of the governing body of the admitting school. R.S.17:416(B) (3) (a) (i) and (ii)

- 8) Any student who has been expelled from any public or nonpublic school within or outside the state of Louisiana shall provide to any public school or school system in the state to which the student is seeking admission information on the dates of any expulsions and the reason or reasons for which the student was expelled. Additionally, the transfer of a student's records by any public school or school system in the state to any other public or nonpublic school or school system shall include information on the dates of any expulsions and the reason or reasons for which the student was expelled. R.S.17:416(B) (3) (c)
- 9) Unless otherwise defined as a permanent expulsion and except as otherwise provided by Subsections B and C of this Section, "expulsion" shall be defined as a removal from all regular school settings for a period of not less than one school semester. During an expulsion the superintendent shall place the student in an alternative school or in an alternative educational placement.

***NOTE: The superintendent may modify the length of such minimum requirement on a case-by-case basis with the modification reduced in writing.***

***WARNING: Upon the fourth suspension the student shall be recommended for expulsion from the school.***

#### **SHORT-TERM SUSPENSION PROCEDURES**

- 1) Prior to any suspension, the school principal or his/her designee shall advise the pupil in question of the particular misconduct of which he or she is accused as well as the specific reasons for such accusations, and at that time, the pupil shall be given an opportunity to explain his or her version of the facts to the school principal or his/her designee.
- 2) The principal or his/her designee shall make every effort to contact the student's parents or guardians by telephone to inform them that their child has been recommended for suspension. This responsibility may not be delegated to a student. The parent should be notified that the student has been removed from class and kept under supervision until the close of the school day or the arrival of the parent, guardian, or police. In the event a student causes a disruption of the orderly operations of the school, that student may be removed from the school premises immediately and placed in the custody of his/her parents or next of kin.
- 3) The principal or his/her designee will submit in writing a report of the suspension to the parent or guardian. This letter should be sent on the day of the suspension, but no later than the following school day. Additional copies shall be sent to the superintendent's office. The principal or assistant principal shall keep a copy on file.
- 4) Within five school days after receipt of written notification of the suspension, the parent or guardian of the suspended student who wishes to contest the suspension may submit a written request to the superintendent or his/her designee to review the matter. Upon such request, the superintendent or his/her designee shall schedule a hearing at his earliest convenience. This hearing shall be in accordance with the hearing procedure described within the context of an expulsion procedure. The decision of the superintendent or his/her designee on an appeal of a short-term suspension shall be final, and there shall be no due right to appeal such decision of the superintendent or his designee to the board.
- 5) Students who are removed from the classroom for disruptive, dangerous, or unruly behavior or who are suspended for 10 days or less shall be assigned school work missed and shall receive either full or partial credit for such work if it is completed satisfactorily and timely as determined by the principal or designee, upon the recommendation of the student's teacher.
- 6) When a student receives a third suspension, a mandatory conference shall be held with the student, parent, a school administrator, and the Director of Student Services or designee. At this conference, the student and the parent will be informed of the possibility of expulsion on the next suspension.
- 7) The Central Community School System recognizes its authority to maintain good order and discipline within each school in the school system. Therefore, the School Board recognizes the principal's authority to suspend a pupil for a specified period of time in accordance with statutory provisions.

## **EXPULSION PROCEDURES**

### **1) R.S. 17:416 (C) (1)**

Upon the recommendation by a principal for the expulsion of any student as authorized by subsection B, of this section or a school board's code of conduct, a hearing shall be conducted by the superintendent or his designee within fifteen school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The school board must provide written notice of the hearing to the student and his parent, or legal guardian, and such notice shall advise the student and his parent or legal guardian of their rights. Upon the conclusion of the hearing and upon a finding that the student is guilty of conduct warranting expulsion, the superintendent, or his designee, shall determine whether such student shall be expelled from the school system or if other corrective or disciplinary action shall be taken. At the hearing the principal or teacher concerned may be represented by any person appointed by the superintendent. The concerned teacher shall be permitted to attend such hearing and shall be permitted to present information the teacher believes relevant. Until such hearing takes place the student shall remain suspended from the school with access to classwork and the opportunity to earn academic credit. At such hearing the student may be represented by any person of his choice. A student who is expelled or suspended for longer than ten days will be provided with academic instruction at an alternative setting in accordance with R.S. 17:416.2.

Note: If the expulsion hearing is not held within 10 school days:

- 2) ACT 164 HB 348- Students investigated for threats of violence or terrorism shall be permitted to return to school by the school administration if at any point prior to a hearing the threat is determined not to be credible by the school administration, law enforcement agency, or district attorney or by order of the court after a hearing unless the student is charged with assault on a teacher as provided in R.S. 14:38.2 or battery on a teacher as provided in R.S. 14:34.3. Provides that if the law enforcement agency determines that the threat is credible, it shall report it to the district attorney, who may file such a petition not later than seven days after receiving such report. Requires that a student be permitted to return to school if the district attorney decides not to file a petition or does not do so within that time period, unless the student is charged with assault on a teacher as provided in R.S. 14:38.2 or battery on a teacher as provided in R.S. 14:34.3.
- 3) R.S. 17:416.2. (A)(1) Any student suspended or expelled from school pursuant to the provisions of R.S. 17:416, shall remain under the supervision of the governing authority of the city, parish, or other local public school system taking such action using alternative education programs for suspended and expelled students.
- 4) The provisions of this Section shall not be applicable to any student suspended for up to ten days.
- 5) R.S. 17:416 (C)(2)(d)(i) Any student expelled from school may be readmitted on a probationary basis to school at any time during the specified period of expulsion on such terms and conditions as may be stipulated by the city, parish or other local public school board and agreed to in writing by the student and by the student's parent or other person responsible for the student's school attendance. However, any such written agreement shall include a provision that upon the school principal or superintendent of schools making a determination that the student has violated any term or condition agreed to the student shall be immediately removed from the school premises without the benefit of any hearing or other procedure applicable to student out-of-school suspensions and expulsions and returned to the school system's alternative school setting. As soon thereafter as possible, the principal or his designee shall provide verbal notice to the superintendent of schools of any such determination and also shall attempt to provide such verbal notice to the student's parent or other person responsible for the student's school attendance. The principal or his/her designee also shall provide written notice of the determination and the reasons therefore to the superintendent and to the student's parent or other responsible person.
- 6) When a student has received four suspensions in one school year, or four short-term, out-of-school suspensions, a principal or a designee shall initiate proceedings for an expulsion.
- 7) After a principal or a designee has made every reasonable effort to investigate all aspects of the discipline problem, he/she should recommend expulsion to the superintendent or designee. At this point, the principal is satisfied that the nature and seriousness of the offense warrants the ultimate form of disciplinary action.
- 8) The principal or his/her designee shall make every effort to contact the student's parents or guardian by telephone to inform them that their child has been recommended for expulsion. This

responsibility should not be delegated to a student. The parent should be notified that the student has been removed from class and either kept under supervision until the close of the school day or the arrival of the parent, guardian, or police. If the parent or school so requests, the student will be granted an early dismissal from school to return home.

- 9) On the day of the expulsion, but no later than the following day, the principal or a designee shall send a report of the proposed expulsion to the parents. This report should include the specific reasons for the expulsion, the time, date and place of hearing.
- 10) If the superintendent or a designee has proceeded with the expulsion without the parents being present, the superintendent or his/her designee must notify the parent or guardian within three school days after the hearing. This letter should include the fact that their findings shall become final after ten calendar days.
- 11) Unless an alternate date is agreed upon by all parties concerned, the hearing shall be held as soon as possible but no later than five school days after the student's removal from the school.
- 12) Pending the hearing by the superintendent or a designee, the student shall be denied attendance privileges.
- 13) At the hearing conducted by the superintendent or his/her designee, the specific reasons concerning the causes for the proposed expulsion are to be presented by the principal or a designee in support of the recommendation. The student's prior performance and attendance may also be discussed. The student or a representative may present witnesses or offer evidence in the student's behalf.
- 14) The student and parents are entitled to representation by another person of their choosing, including legal counsel. The representative shall have the right of full participation in the hearing. School personnel are afforded the same opportunity.
- 15) After hearing the case, the superintendent or a designee shall determine whether the student is guilty of the charges. In accordance with such findings, the student may be suspended or expelled for a limited or unlimited time. Other lesser disciplinary measures deemed best suited to the case may be employed.
- 16) If at the conclusion of the expulsion hearing, the findings and disposition of the expulsion hearing have been made, the superintendent or a designee, shall inform the parents and the student of the findings. In any event, and no later than three days after the hearing, the superintendent or a designee shall mail a certified letter – return receipt requested – or hand deliver to the parents, and the principal or a designee a written decision of the findings. If the parents request written reasons for the decision, the superintendent or designee should forward them as soon as possible.
- 17) Based upon the decision of the Hearing Officer, a student who has been recommended for expulsion may be sent back to school.
- 18) In the event that the superintendent or a designee determines that a student should be expelled, the parent or guardian of that expelled student or the student over the age of 18 may appeal the expulsion determination to the school board. The appeal must be requested by the parent of a minor student via certified mail and must be postmarked within five days after receipt of written notification of the expulsion decision. Unless extenuating circumstances can be demonstrated by the parent or the student, appeals which are not mailed within this time period shall not be processed.
- 19) In the event that a parent or student appeals an expulsion decision to the board in a timely manner, the superintendent shall list such appeal as an agenda item for the next regularly scheduled meeting of the board. If the appeal request is received after the deadline for completion of the school board meeting agenda, then the item will be placed on the agenda of the next regularly scheduled meeting.
- 20) Prior to the beginning of the school board meeting at which such expulsion appeal hearing is to be conducted, the parent or student shall have the right to determine if the expulsion appeal hearing is conducted in a public or private session. The parent or student must notify the superintendent of their preference.
- 21) At the beginning of the student expulsion appeal hearing before the school board, the superintendent or a designee who decided the student's expulsion was appropriate, shall describe the nature of the case, the evidence presented in the hearing, and the basis for the decision to expel the student. Following this explanation, the parent, student or representative shall be given a period of no more than thirty minutes in which to state reasons why the expulsion decision should be reversed or modified. The superintendent or a designee and/or the school administrator who recommended the expulsion shall then be given thirty minutes to respond to the comments made by the parent, student,

or representative. If executive session is requested, the board shall excuse the parties from the room and deliberate the case privately. No witnesses will be allowed to testify during the expulsion appeal hearing before the board, but the student will be allowed to address the board if desired. The decision of the board will be based on the evidence presented in the expulsion hearing. The final decision shall be voted on in a public session.

- 22) Within ten school days, the parent or student may appeal the ruling of the school board upholding the action of the school board to the 19<sup>th</sup> Judicial District Court.

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

During the period of expulsion, the student is assigned to the Discipline Center/Alternative Program. In no case should the student be allowed on school board property without prior authorization. The suspended/expelled student's presence at school extracurricular activities is denied. In the event that the student is allowed to remain in school pending a hearing by the superintendent or a designee, that student is considered to be on probation. Additional violation of school rules will result in loss of attendance privileges until the case is resolved at the hearing. The necessity to suspend or expel a student usually indicates that additional support and remedial services are necessary. The principal and professional staff will have a responsibility to provide proper counseling and to make every effort to help students returning from suspension and expulsion to remain in school. If, at an expulsion hearing, a student is found guilty of committing a battery on any school employee, an effort will be made to assign the student to classes which will minimize contact with the victim of the battery. **Students who are expelled must attend the Discipline Center/Alternative Program and will complete all assigned class work.**

### **ALTERNATIVE PROGRAMS**

The Central Community School System Alternative Program is located at 13421 Hooper Road, Suite 1, Baton Rouge, LA, 70818, and will be used to accommodate students who are expelled for 45 days or more.

### **CORPORAL PUNISHMENT**

- 1) Statement of Philosophy and Authority  
A suitable atmosphere for teaching and learning promotes the best interest of CCSS schools. The learning process and the promotion of skills, self-discipline and personality traits are best served by providing an educational environment in which both teacher and students can perform at their best. In adherence to its commitment to education, it is the duty of the School Board to provide an atmosphere which promotes the learning process and provides for security, orderly conduct, discipline and respect for and among students and their teachers. Pursuant to La. R.S. 17: 416.1, the School Board hereby adopts the following rules and regulations in implementation and furtherance of a program of orderly conduct within CCSS.
- 2) ACT 266 HB 79-Student/Discipline: Prohibits the administration of corporal punishment to students with exceptionalities, except gifted and talented students and prohibits the use of corporal punishment with students who are eligible for services under Section 504 of the Rehabilitation Act of 1973 and who have an individual Accommodation Plan. Defines "corporal punishment" and provides that "corporal punishment" does not include:
  - a. The use of reasonable and necessary physical restraint of a student to protect the student or others from bodily harm or to obtain possession of a weapon or other object from a student.
  - b. The use of seclusion and restraint as provided in present law for students with exceptionalities. Amends R.S. 17:223 (A), 416.1 (B, and 3996(B) (2)
- 3) Corporal punishment and physical discipline may not be used on any child in Department custody, even if the school program in which a child is enrolled allows physical discipline.
- 4) Corporal Punishment  
After less stringent measures such as repeated warnings, counseling and parental conferences have failed to produce the desired behavioral changes, any principal or assistant principal may administer corporal punishment to a student with a paddle approximately 20 inches long, 4 inches wide and not exceeding ½ inch in thickness. Such punishment will consist of not more than three swats on the buttocks area to be inflicted in such manner and with such force as not to cause serious bodily injury

to the child. Corporal punishment may be administered only with approval of the principal. At least one adult witness shall be present when such punishment is administered. A log will be kept on all paddlings setting forth the name of the student, the time, date, and details of the violation, the form of discipline administered, the person administering the discipline and the witness thereto.

#### **REQUEST FOR NON-USE OF CORPORAL PUNISHMENT**

The School Board recognizes parents may request school officials to refrain from the use of corporal punishment in regard to their child. Unless prohibited by written restriction setting forth valid reason(s) such as illness, physical or emotional infirmity and signed by a parent, the use of corporal punishment as herein recited shall be available. The CCSS will provide a form to be used for a parent to indicate that he/she desires his/her child not to be paddled at school. Any parent restricting such use shall thereby assume and bear all responsibility for the student's behavior and conduct. (See page 82). Any complaint regarding a violation of the parent's request shall be made to the Director of Student Services who shall reply to the parent within ten (10) working days after receiving such a complaint within regarding his/her findings of fact regarding the complaint. If the parent is not satisfied with the report received he/she may request a review by the superintendent. The superintendent shall investigate and report his/her findings to the parents within ten (10) school days.

#### **UNEXCUSED TARDIES**

Each school advisory committee shall establish a written tardy policy unique to that school which may include, but not be limited to, the procedures suggested in the following section. Suggested procedures for tardies are as follows:

- 1) Principals may deal with first through third tardies according to individual school plan.  
MIDDLE AND HIGH SCHOOL
- 2) A student who accumulates three unexcused tardies is warned. On the fourth unexcused tardy the student will be assigned to the after school clinic, if available. On the fifth unexcused tardy, the student will be given a warning. On the sixth tardy, the student will be assigned to Clinic. On the seventh unexcused tardy, the student will be assigned to clinic and on the eighth unexcused tardy, the student will be assigned to Saturday School. Failure to attend Saturday School will result in a two day suspension. On the ninth unexcused tardy, the student will be given a warning. On the tenth unexcused tardy, the student will have a two day suspension. Students who arrive to school late and receive an unexcused tardy will not be allowed to make up work missed. Parents will be informed of the tardies after the third unexcused tardy to school. On the fifth unexcused tardy to school, the student will be considered truant. Parents will be required to attend an Early Warning Workshop held by the Director of Student Services. Failure to attend the Early Warning Workshop will result in a notice being sent to the District Attorney's office to enforce the compulsory attendance law.
- 3) A student who refuses to attend time-out will be suspended, pending a parent conference. If the parent comes that afternoon or the next morning, no suspension is officially recorded.
- 4) If the parent does not come for a conference, as requested, the student is officially suspended for one day.
- 5) After this process, the entire procedure begins again.
- 6) Students who drive to school and are tardy five times will have their parking permits pulled for two weeks, and will be denied parking privileges.
- 7) Elementary schools may assign Saturday School after the 5<sup>th</sup> unexcused tardy. Failure to attend Saturday school may result in a suspension. After this process, the entire procedure begins again.

#### **AUTOMOBILE USE**

Driving to school is a privilege granted by CCSS subject to the following rules:

- 1) Only Juniors and Seniors can drive to school.
- 2) All vehicles used by student drivers shall be parked in the area designated for students.
- 3) All schools may control this parking area by means of permits, for which the school may make a change. No student will be allowed parking privileges unless this permit has been obtained and displayed in the window of the vehicle.

- 4) No lounging and loitering in or around the parking lot at any time during the day will be allowed by the school authorities.
- 5) Rules of safety and courtesy will be observed by student drivers at all times. Students observed breaking these recognized rules of good driving by either the police or by school authorities will be denied the privilege of driving an auto to school as outlined here:
  - a. **First offense** – Two weeks suspension of driving privileges. In extreme cases, permanent suspension.
  - b. **Second offense** – Four week suspension of driving privileges.
  - c. **Third offense** – suspension of driving privileges for the remainder of school year.
- 6) The student driver assumes responsibility for the conduct of those he/she permits to ride with him/her.
- 7) When unauthorized vehicles are found on the student parking lot during regular school hours, the owner will be given one (1) hour to remove the vehicle. If the vehicle is not removed in a timely manner, law enforcement or CCSS will remove the vehicle.
- 8) Unauthorized parking will be considered an offense as treated as outlined above.
- 9) Any student who operates a motor vehicle on school property shall be subject to the random drug testing requirements set forth in School Board Policy in order to protect the students and faculty on the school campus and for the reasons set forth in policy. Any time a student refuses to be drug tested, he/she shall have all driving privileges on school campus suspended for the remainder of the school year. All other procedures set forth in School Board Policy shall apply. The names of all students who drive on a high school campus shall be placed in a drug testing pool.

#### **END OF THE YEAR OFFENSES**

- 1) Non-graduating students  
During the last ten days of school, any student who commits an offense shall have that consequence extended into the next school year.
- 2) Graduating students  
After the last regular class period, any senior committing a major offense will be excluded from year-end activities, including graduation exercises. The diploma may be given or mailed to the student at the end of the school year. The Central Community School System Policy also mandates that the High school will include this regulation in their senior orientation prior to the end of the year. Each senior will sign a form indicating their knowledge of these regulations. Parents will receive a letter including information about these regulations.
- 3) **Graduates must reside with domiciliary parent or legal guardian the entire year in order to graduate from the Central Community School System.**

#### **SPECIAL EDUCATION DISCIPLINE PROCEDURES**

The Central Community School System encourages the use of functional behavioral analysis and behavioral intervention plans for any student who may exhibit unwanted behaviors. Multi-Tiered System of Supports shall be used within the school system.

#### **Exclusion of One to Ten Days**

- 1) All procedural safeguards afforded regular education students regarding suspension must be extended to students with disabilities and their parents must be notified.
- 2) All exclusions of more than one day, regardless of the reason, must be reported to Special Education within one school day and appropriate documentation must be sent to the Director of Special Services.
- 3) After the second exclusion, the IEP teacher will need to update student's behavior plan or create one to address negative behavior.

#### **Exclusions of More than Ten Days, a Pattern of Exclusions, or the Fourth Suspension**

- 1) A trained and knowledgeable group of persons must determine whether the student's misconduct or pattern of misconduct is related to the disabling condition.

- 2) The administrator who recommended the suspension or expulsion cannot serve on the relatedness decision committee.
- 3) The data to be considered in making the relatedness decision are the IEP, multi-disciplinary evaluation, aptitude and achievement tests, teacher recommendation, the student's physical condition, social or cultural background, and the adaptive behavior of the student.
- 4) If the misconduct is found not related to the disability, the student is treated as a regular education student. The IEP Committee must convene to consider modifications to the student's program.
- 5) Emergency removal is used only when the student is clearly dangerous to himself or others. In no case should this removal last longer than nine school days. During this nine-day period, school officials may initiate a review of the student's IEP, seek to persuade the parents to agree to an interim placement, or invoke the aid of the court to remove the allegedly dangerous student from school. If the court rules that maintaining the student in the current placement would be substantially likely to result in injury to the student or others, the student can be removed to an interim place.

### **SPECIAL EDUCATION GLOSSARY**

- 1) Special Education Student – Any student who is presently identified as exceptional, or any student for whom pupil appraisal personnel has received formal written consent to evaluate from the parent. This does not apply to students identified as gifted and talented.
- 2) Change of Placement - The removal of a special education student for more than ten consecutive school days; the student is subjected to a series of removals that constitute a pattern because the removals accumulate to more than ten 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. 34 C.F.R. 300.519, IDEA Regulations
- 3) Pattern of Exclusions – Involves the number of times a special education student is removed from school for misconduct. The total number of times of the exclusions, the length of each exclusion, and the proximity of the removals to each other must be considered in determining whether a pattern of exclusions has occurred which has resulted in a significant change of placement.
- 4) Significant Change of Placement – Removal of a special education student from educational services for more than nine consecutive days within one school year.

### **SECLUSION AND RESTRAINT OF STUDENTS WITH EXCEPTIONALITIES**

The policies and procedures regarding the use of reasonable restraint and seclusion of students with exceptionalities in the educational environment are located on the website of the Central Community School Board and are available in printed format upon request to the Department of Special Programs and Supplemental Services.

### **THE REHABILITATION ACT OF 1973 (SECTION 504)**

When a student with a Section 504 plan engages in misconduct for ten or more days in one school year or has been recommended for expulsion, a determination decision must be made by a trained and knowledgeable group of persons as to whether the student's misconduct or pattern of misconduct is related to the disabling condition. The group of persons must be knowledgeable about the student, the meaning of the evaluation data, and the placement options. The SBLC/Section 504 committee shall satisfy this requirement. If the student's misconduct is **RELATED**, the SBLC/Section 504 committee shall meet to consider modification of the Section 504 plan, additional services, counseling, behavior plan changes, referral to Pupil Appraisal Services for evaluation, change of teacher, change of classroom, change of schedule, and/or other alternatives. If the misconduct is **NOT RELATED**, the student may be disciplined as any other student.

### **DISABILITY HARASSMENT**

Disability harassment is prohibited in the Central Community School System. "Disability harassment" defined as – Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing

conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

### **HOMELESS STUDENTS**

The Central Community School Board shall provide a free appropriate public education to any homeless child or youth within the jurisdiction of the School Board.

### **SCHOOL DISCIPLINE PROCEDURES**

- 1) The Central Community School System takes a position of “ZERO TOLERANCE” with regard to weapons, explosives, physical attacks or batteries, illegal narcotics, drugs, controlled substances, or two or more students on one student fighting. Such conduct will not be tolerated by the school board.
- 2) The uniform Discipline Code established for all students in the Central Community School System is expected to be followed and enforced in the same manner throughout the school system. Staff members will consider mitigating circumstances prior to disciplinary action. Mitigating circumstances include but are not limited to the following factors:
  - a. age and maturity of student
  - b. prior conduct
  - c. attitude of student
  - d. support of parents
  - e. willingness to make restitution
  - f. seriousness of offense
  - g. Some possible disciplinary actions for the offenses listed below are as follows:
    - i. teacher-student-parent administrator conference
    - ii. in-school or out of school suspension
    - iii. detention

**NOTE: Each school will develop a discipline plan for their schools to deal with minor infractions. This plan should be approved by the School Improvement Team and the Director of Student Services. The plan will provide a consistent way for all employees to deal with discipline.**

### **STUDENT PRECAUTIONS**

#### **Communications with Language Minority Students and Parents**

All schools with language minority students are obligated to provide written or verbal communications with these students and parents in a language that both parents and students can best understand. This handbook may be translated or interpreted to meet the Office of Civil Rights (OCR) Standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974. For more information, contact the Central Community School System at 262-1919.

#### **Communicable Disease Control**

In compliance with the immunization requirements set by the state, the Central Community School System requires that all students that will be entering Pre-K, Kindergarten, Middle School, and new students entering the CCSS for the first time present proof of current required immunizations in the form of State of Louisiana Universal Certificate of immunization. The principal is required under Louisiana R.S. 17:170 to exclude children from school attendance who are out of compliance with the immunizations required by this statute. To provide for control of communicable diseases, school personnel will cooperate with public health personnel in completing and coordinating all immunizations data, waivers, and exclusions. This information includes the Vaccine Preventable Disease Section of the School Immunization Report. The following guidelines will be followed when making decisions of when your child is able to attend school, or needs to remain at home. These guidelines represent the interest of your child, as well as the entire school. These guidelines do not cover all situations or take the place of medical advice.

- 1) **FEVER – 100.4 DEGREES OR HIGHER** – A child with a temperature of 100.4 degrees or higher may not attend school. The child should be fever free, without the use of anti-fever medications (Tylenol/Ibuprofen) for 24 hours prior to returning to school. If a student is sent home due to fever, they may not return to school the following day.



- 2) VOMITING – A child with excessive vomiting should not be at school. A child may return to school 24 hours after the last vomiting episode. If a child vomits at school, they will be sent home at the nurse's discretion.
- 3) DIARRHEA – A child who is experiencing frequent diarrhea should not be at school. A child may return to school 24 hours after the last diarrhea episode.
- 4) SORE THROAT/COLDS – Minor cold symptoms are common and usually do not interfere with school attendance.
- 5) RASH – A rash may cover the entire body or just one area. A child that has a rash that is draining or is causing the child to itch should not attend school. A rash accompanied by fever, sore throat, irritability, or vomiting may not attend school, and you should contact your physician for evaluation and advice on treatment.

### **Student Physical Examinations**

Students who participate in athletics must submit a physical examination, showing that they are physically able to compete in athletics. Students who are not able to participate in physical education will also be required to have a doctor's certificate.

### **Medication**

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

- 1) Medications administered at school must be FDA approved and legally prescribed.

### **Written Orders, Appropriate Containers, Labels, and Information**

- 2) Medication shall not be administered to any student without a completed Medication Order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, and a letter of request and authorization from the student's parent or guardian. The following information shall be included:
  - a. the student's name
  - b. the name and signature of the physician/dentist/other authorized prescriber
  - c. physician/dentist/other authorized prescriber's business address, office phone number, and emergency phone numbers
  - d. student's diagnosis
  - e. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
  - f. a written statement of the desired effects and the child-specific potential adverse effects
- 3) Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
  - a. name of pharmacy
  - b. address and telephone number of pharmacy
  - c. prescription number
  - d. date dispensed
  - e. name of student
  - f. clear directions for use, including the route, frequency, and other as indicated
  - g. drug name and strength
  - h. last name and initial of pharmacist
  - i. cautionary auxiliary labels, if applicable
  - j. physician/dentist/other authorized prescriber's name
  - k. labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:
    - i. drug name
    - ii. dosage form
    - iii. strength
    - iv. quantity
    - v. name of manufacturer and/or distributor
    - vi. manufacturer's lot or batch number

- 4) As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician. Medication cannot be administered before or after school hours.
- 5) Possible medication exceptions to the general principle are as follows:
  - a. Medication for behavior modification
  - b. Insect sting allergy – medication must be accompanied with specific written instructions from the physician
  - c. Anticonvulsant
  - d. Medication for asthmatic conditions
  - e. Extenuating circumstances – these medications such as migraine, arthritis, etc., will be assessed on an individual basis by the school nurse
- 6) Children shall not be allowed to have medications in their possession on the school grounds. Teachers and principals have the right to take medication from the child and contact the parents for appropriate information. The exception is self-administration of medication.
- 7) Prior to the administering of medications during school hours, the following will be required
  - a. Medication shall not be administered to any student without an order from a physician or dentist licensed in the states of Louisiana, Texas, Arkansas, and Mississippi and accompanied by a written consent form from the parent.
  - b. Medication must be brought to the school by the parent or guardian in the container that meets acceptable pharmaceutical standards.
  - c. Both the consent letter from the parent or guardian and the medication container shall contain both clear instructions identifying the student's name, prescription number, date, and frequency of use, name of the medication, dosage, route, and physician or dentist's name.
  - d. No more than one month's supply of the medication shall be kept at school.
  - e. Empty bottles will be sent home with the student.
  - f. If a student is to receive a fraction of a tablet, the parent is responsible for scoring or breaking the tablets.
  - g. Fractional doses are not exact; therefore, unlicensed personnel are not allowed to break tablets.
  - h. At the beginning of each school year and any time there is a change in medication, a new form from the physician must accompany the new prescription.
  - i. All medication must be recorded daily on the medication log by trained unlicensed personnel – both the Parental Consent Form and the Physician's Order Form will be kept with the medication log.
  - j. Because of potential danger, medications must be kept under lock and key in a secure central location.
  - k. The principal shall designate at least two employees to administer medications in each school. Designated employees must receive the required training for medication administration.
  - l. A registered nurse or licensed medical physician employed by the Central Community School System shall review the physician or dentist's order and the parent/guardian's consent for medication administration.
- 8) Self-administration of medication  
Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.
- 9) Asthma or the Use of Auto-Injectable Epinephrine  
Self-administration of medications by a student with asthma or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:
  - a. Written Authorization for the student to carry and self-administer such prescribed medications.
  - b. Written certification from a licensed medical physician or other authorized prescriber that the student:
    - i. Has asthma or is at risk of having anaphylaxis

- ii. Has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma or anaphylaxis.
  - c. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
    - i. The name, purpose, and prescribed dosage of the medications to be self-administered.
    - ii. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
    - iii. The length of time for which the medications are prescribed.
  - d. Any other documentation required by the School Board.
- 10) The required documentation shall be maintained in the office of the school nurse or other designated school official.
- 11) A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable Epinephrine, or both at all times.
- 12) Permission for the self-administration of asthma medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable Epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.
- 13) Auto-injectable Epinephrine means a medical device for the immediate self-administration of Epinephrine by a person at risk for anaphylaxis.
- 14) Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

### **Other Permitted Medications**

Self-administration of other medications by a student may be permitted provided that:

- 1) Medication Order from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- 2) The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- 3) The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- 4) The medication is handled in a safe, appropriate manner.
- 5) The school principal and the school employed registered nurse determine a safe place for storing the medication.
- 6) The medication must be accessible if the student's health needs require it. This information is included in the medication administration plan.
- 7) Some medication should have a backup supply readily available.
- 8) The student records the medication administration and reports unusual circumstances. As a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's individual Administration Plan.
- 9) The school employed registered nurse, and/or the designated employee monitors the student.

### **Acceptable School Medications**

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day. Medications which may be considered as acceptable under this policy:

- 1) Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)

- 2) Severe allergic reactions – must have specific written instructions from a physician.
- 3) Anticonvulsive medication.
- 4) Medication for asthma.
- 5) Medication given in extenuating circumstances.
- 6) Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- 7) Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- 8) The school nurse or trained school employee shall have the authority to administer auto-injectable Epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for Epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of Epinephrine.
- 9) Other specific illnesses that require medication.

### **Diabetes**

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. School-related activities include, but are not limited to, extracurricular activities, and sports. A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

- 1) An evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.
- 2) The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
- 3) A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
- 4) The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

### **Administration of Medication on Field Trips and Other Extra-Curricular Activities**

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such requests shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted the School Board shall assign a trained Board employee to accompany the student on the field trip or other school-sponsored activity.

***This policy is in compliance with Act No. 87 and the Joint Policy of the Louisiana State Board of Nursing and BESE***

### **Student Health Services**

The health and physical well-being of all students shall be given top priority by all school personnel at all times. If a student becomes sick or is injured at school and immediate medical attention is not required, the principal or his/her designee should contact the parent of the child and, if the parent is unable to call at school for the child, the child should either be cared for at school or some provision should be made to have

the student sent to his/her home. If a child becomes sick or is injured at school and immediate medical attention is necessary, and if the parents cannot be reached, the principal or his/her designee should first try to ascertain the name of the family physician of the student and this physician should be called before any other doctor is contacted.

### **Hearing and Vision Screening**

The School Board, during the first semester of the school year, or within thirty days after the admission of any student entering the CCSS late in the session, shall test the sight, and hearing of each and all students under its charge, except those students whose parent objects to such examination, as provided in La. R.S. 17:156. Such testing shall be completed in accordance with the schedule established by the American Academy of Pediatrics. The Board of Elementary and Secondary Education may convert the age equivalent as provided by the American Academy of Pediatrics schedule to the academic year equivalent with corresponds to that age. CCSS shall keep a record of such examination, shall follow-up on the deficiencies within sixty (60) days, and shall notify in writing the parent of every student found to have any defect of sight or hearing. A written report of all such examinations shall be made to the state superintendent of education but shall not be made available to the public.

### **Immunizations**

All students entering any grade within CCSS for the first time shall present proof of current required immunizations in the form of the State of Louisiana Universal Certificate of Immunization. Students entering the CCSS for the first time from outside of the state of Louisiana must present proof of current immunizations signed by authorized health care provider in that state or other satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the schedule approved by the office of public health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress. The School Board recognizes that there are some students who have medical or religious beliefs in which immunizations are contraindicated for medical reasons. In those cases, the CCSS requires a written statement from a licensed physician and/or written dissent from the parent/guardian upon registration in CCSS. Students who are out of compliance with the immunizations required by law will be excluded until in compliance. In the event of an outbreak of a vaccine-preventable disease within CCSS or at a specific school site, the superintendent may, upon the recommendation of the Office of Public Health exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization. All students who are entering eleventh grade or who are 16 and entering any grade must provide satisfactory evidence of current immunization against meningococcal disease as a condition of school entry. Source: La. R.S. 17:170 and La. R.S. 17:170.4

### **Head Lice**

In following the recommendations of the CDC, American Academy of Pediatrics and National Association of School Nurses, CCSS has developed the following guidelines for lice in schools. Parents of students with active infestations, defined as the presence of live lice or nits confirmed by school nurse or trained designated school staff will be contacted with options of treatment and request that the student be checked out for treatment. Students may return when live lice are no longer present.

### **Student Policies and Guidelines for Network and Internet Access**

The Central Community School System recognizes the role of educational technology in using innovative approaches to teaching and learning. It provides new ways that educators and students access and transmit information, share ideas, and contact others. School use of network resources and the Internet is for educational purposes. Adherence to policies and guidelines is required for continued access to technological resources.

### **Responsible Use Policy for Electronic Devices**

The Central Community School System is working diligently to improve the quality and access to technology tools and resources. Essential to this effort is a willingness by Central Community School System leadership to rethink teaching and learning. The Central Community School System recognizes the important role that technology plays in our lives. We understand the importance of technology in preparing students for careers. While technology alone will never replace an effective teacher or good pedagogy, it can serve as a multiplier

that enables a student to experience a lesson in an endless combination of ways. With the variety of technology available in the Central Community School System, we have been able to expand our curriculum to include key 21st Century skills such as accessing resources, digital collaboration with peers, creation of original content, and evaluation of information and resources. The procedures, policies, and information within this Responsible Use Policy apply to all devices used at Central Community Schools. Teachers may set additional requirements for use in their classrooms.

## 1) NETWORKS AND INTERNET USE

Students shall adhere to the following rules:

- a. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher or librarian.
- b. Not intentionally access, transmit, copy, or create material that is illegal.
- c. Not access material that is obscene, stolen, or illegally copied, including, but not limited to music, games, and movies.
- d. Not intentionally access, transmit, copy, or create any materials or visual depictions on school district networks or devices that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors.
- e. Not attempt to gain unauthorized access, including so-called “hacking” or otherwise compromise any computer or network security.
- f. Not engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
- g. Not download, install, uninstall, or modify a district device to bypass the system security.
- h. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
- i. Not make any purchase on the Internet while using school equipment or Internet service.
- j. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. The system does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The system does not guarantee the right to use the Internet. At its sole discretion without notice, cause, or reason, the system reserves the right to suspend or terminate the privilege of any individual.
- k. All school and system rules apply to the Internet much the same as they do in the classroom, elsewhere on school grounds, or at school functions. Network administrators and school personnel may review student e-mail messages at any time or track student navigation on the Network or Internet.
- l. In accordance with existing rules and procedures as stipulated in Central Community School System policy, any violation of this policy may result in the loss of access to the Internet through the Central Community School System network. Additional disciplinary action for students will be determined administratively. It shall include applicable law enforcement agencies when necessary. The superintendent or his/her designee is authorized to make adjustments to the technology policy as necessary.

## 2) EMAIL AND TELECOMMUNICATIONS

In general, any student use of networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to the rules of the Central Community School System. Students must adhere to the following rules:

- a. Login and use network resources only with their student account.
- b. Logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
- c. Not use district assigned email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the system.
- d. Obey school system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language.
- e. These rules apply to all forms of electronic communications. The student and parent or guardian shall sign a Responsible Use of Networks and Telecommunications Agreement prior to any email account being issued.
- f. Not distribute private information about themselves or others.

- g. Not send spam, chain letters, or other mass unsolicited mailings.
- h. Not view, use, or copy passwords to which they are not authorized.

### 3) ELECTRONIC COMMUNICATIONS BETWEEN STUDENTS AND TEACHERS

The Central Community School Board shall require that all communications by students be appropriate and in accordance with state law. All electronic or any other communications by students at any time shall be related to educational services and limited to information that is school related or is acceptable to both teacher and parent. All electronic communication, including electronic mail, by a student enrolled at CCSS, shall be for educational services provided by CCSS.

CCSS shall prohibit the use of all such system means to electronically communicate for purposes not CCSS related to such educational services. Any electronic communication made by a student enrolled at CCSS or received by an employee of CCSS and not related to educational services, shall be reported to the principal or his/her designee for immediate investigation. Records of any such reported communication shall be maintained by the principal or his/her designee for a period of at least one (1) year.

1) Electronic communication includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.

2) Electronic mail – the transmission of text-based information or communication by use of the internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

3) Computers – pertains to any and all computers.

4) Social networks – locations on the internet where users may interact with other users – examples are Facebook, Instagram, snapchat, and other social networks sites available on the internet.

5) Improper or inappropriate communications – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

#### **Notification**

The School Board shall ensure that at the beginning of each school year each student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications. The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by CCSS unless the purpose of such communication is directly related to the child's educational services. This medium serves as notification of this policy.

#### **Inappropriate Communications**

It is the intent of the Central Community School Board to make all employees and students aware of the expectations and procedures for CCSS regarding proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool. In addition to reporting communication to or from students not made through the means provided by CCSS, students must report to their principal or designee any communication that may be construed as inappropriate.

#### **Violations**

1) Any violation of this policy shall be immediately investigated by the principal or his/her designee. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

2) The principal or his/her designee shall meet with the accused to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.

3) All information of the investigation shall be provided to the superintendent or his/her designee.

4) Students that are in violation of this policy or procedure may be recommended for expulsion and a hearing conducted by the Director of Student Services.

## **1 TO 1 TECHNOLOGY**

### **Title and Ownership**

1 to 1 devices are issued by Central Community Schools for student use throughout the school year. These devices are issued in the same manner as a school textbook or other durable supplies and equipment. The student or parent does not have ownership of the device at any time and Central Community Schools reserves the right to collect and redistribute devices as needed.

### **License Agreement**

The Central Community Schools is the sole licensee of the software included with the 1 to 1 device. Any copying, modification, merging, or distribution of the software by the student, including written documents, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such license, terms, and laws shall constitute a violation of this policy.

### **Responsible Use Policy**

The Central Community School System adopted the Responsible Use Policy for Electronic Devices to serve as a guideline for the expectations of students in regards to the use of technology provided by the school system. The use of CCSS technology resources is a privilege, not a right. The privilege of using the technology resources provided by CCSS is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in the Central Community School System. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates the Responsible Use Policy, his or her privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied as set forth in the CCSS Students Rights and Responsibilities Handbook. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies shall be involved.

### **Loaner Policy**

General repairs may take up to two weeks, depending upon delivery of parts, loaners may be available for school use. Students are still responsible for school assignments even if their devices are being repaired. It is a student's responsibility to communicate with his or her teachers to let them know their device is being repaired.

### **Technology User Fees**

- 1) Each parent or guardian and student will sign a 1:1 Technology Program Participation Agreement to participate in the 1 to 1 program.
- 2) A non-refundable annual technology user fee of \$10 or \$20 per student, per year, is payable when the student is assigned a 1 to 1 device.
- 3) A payment plan can be set up if a student is unable to pay the full fee up front.
- 4) All funds will be put back into the 1:1 program.
- 5) CCSS will provide a case for the devices which need protective cases. These must be used at all times.
- 6) Damages resulting in destruction (repairs not possible, as deemed by CCSS IT) or loss of a device will result in the student and parents being financially obligated for replacement costs, except in cases of federally declared disasters. Current replacement costs are as follows: Chrome Book, \$420.00; charger, \$45.00; and Laptop Sleeve, \$13.00. After the second screen damage, a \$50.00 fee will be charged for screen replacement. After the second keyboard damage, a \$20 fee will be charged for keyboard replacement. Patterns of damage may result in the loss of device privileges at the school's discretion and with no refund of the user fee
- 7) Parents may elect to purchase a **theft policy** through Worth Ave. Group at <http://www.worthavegroup.com/laptop-insurance/> or 1-(800)-620-2885. Worth Ave. Group writes policies to



cover students' 1 to 1 technology devices. Choose the amount of coverage for the cost of the Chrome Book (\$420.00). You can adjust the premium cost by choosing the value of the deductible. This policy will cover theft for the Chrome Book, but not chargers, cables, or cases. Premiums range from \$29.00-\$36.00 per year. Parents are encouraged to obtain theft insurance on their child's school laptop.

### **Expectations for Use of a CCSS Device**

- 1) Students must follow guidelines set forth in the CCSS Responsible Use Policy.
- 2) Students must come to school with their device every day.
- 3) Students must come to school with their device charged.
- 4) Keep the device secure and damage free.
- 5) Do not loan device or charger to others.
- 6) Carry device in protective covering at all times.
- 7) Do not leave device unattended.
- 8) Do not eat or drink in close proximity to the device.
- 9) Do not place the device on the floor or in a sitting area such as a couch, bed, or chair.
- 10) Do not leave the device on the edge of a desk or table.
- 11) Do not leave the device outside.
- 12) Intermittent device safety usage checks shall be conducted to ensure that devices are properly used.
- 13) Do not disassemble the device or take it to a source outside of the CCSS district for any sort of repair.
- 14) It is important that you know where your device is at all times. Any devices left behind or unattended at school will be taken to the administrative office. Students who misplace devices will be required to pick up the device and have a conference with a staff member regarding the importance of accountability for their device.
- 15) Immediately file a police report and contact your school administrator in the case of theft, fire, or vandalism. If you have theft insurance with Worth Ave. Group, contact the insurance company, as well. It is the parents' responsibility to file a theft claim with Worth Ave. Group.

### **Charging and Preparing for Class**

It is each student's responsibility to charge his or her 1 to 1 device each night before school. It is also the responsibility of students to bring their 1 to 1 device each day and be prepared for class. Loaner devices and chargers may not be available for students who do not have their supplies and equipment.

### **Transporting Your Device**

Moving Between Classes - Students are expected to pack their devices, in their protective cases and in their book bags during class change.

### **Inappropriate Use of Device**

It is the responsibility of each student to use their issued device in a responsible way. Students must follow the Responsible Use Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download any material without teacher permission.

### **Use at Home and School**

Students are issued a device for the majority of the school year and are expected to take the device home each day. Students are encouraged to use their device at home for assignments. If students leave their device at home, they are still responsible for completing the coursework as if they had their device present. Repeat violations will result in action as detailed in the CCSS Student Rights and Responsibilities Handbook.

### **Internet Use**

- 1) Students who have wireless internet connections at home or MiFi Hotspots provided by CCSS are permitted to use the Internet on their device at home. Students who use their device at home are still obligated to adhere to the CCSS Responsible Use Policy. Students who violate this agreement may lose Internet capability.
- 2) Students may also connect to free wireless providers such as McDonald's, local libraries, or coffee houses. Internet provider, Cox Communications, also offers a discounted Internet service to low income students. Contact Cox @ 855-693-9096, if you would like to learn more about this service.

### **End of the Year or Withdrawal from a CCSS School**

- 1) If a student fails to return the device at the end of the school year or upon termination of enrollment at a CCSS school, he or she is subject to financial liability until the device is returned or associated fees are received. The student will pay the replacement cost of the device. Failure to return the device within five working days after withdrawal from a CCSS school will result in a theft report being filed with the East Baton Rouge Parish Sheriff's Department.
- 2) Furthermore, the student will be responsible for any damage to the device as outlined in the District's 1 to 1 Responsible Use Policy. They must return the device and accessories to the CCSS school in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

### **Parent Responsibility**

Should parents or guardians want their student to opt out of having a 1 to 1 device, the parents will need to sign a form indicating this and understand that their student is still responsible for meeting the course requirements.

### **School Responsibility**

- 1) Provide Internet access at school.
- 2) Provide Internet blocking and filtering of inappropriate materials, as able, while utilizing CCSS Internet.
- 3) Provide network data storage areas. These will be treated similar to school lockers. CCSS reserves the right to review, monitor, and restrict information stored on or transmitted via CCSS owned equipment and to investigate inappropriate uses of resources.
- 4) Provide staff guidance to aid students with academic activities to help ensure student compliance of the CCSS Responsible Use Policy for electronic devices.

### **DISTANCE/VIRTUAL LEARNING CODE OF CONDUCT**

All Central Community School System students receiving digital curriculum and direct instruction online are subject to any applicable district policies and this Student Distance/Virtual Code of Conduct. As a virtual learning student, there are additional rules and expectations regarding online etiquette in order to protect all students and all staff members.

### **Please review the following rules and expectations:**

- Students are responsible for proper behavior during online learning. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language, and will result in disciplinary action.
- We take integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize internet content or the work of your classmates. Copying, knowingly allowing others to copy from you, and/or misusing internet content will result in disciplinary action.
- Security and safety is a high priority, especially when the system involves many users. If you identify a security and/or safety problem with the school's computers and/or an educational platform, email the principal at your school as follows:  
Mrs. Dawn Traupman ([dtraupman@centralcss.org](mailto:dtraupman@centralcss.org)) - Bellingrath Hills  
Mrs. Brown ([mbrown@centralcss.org](mailto:mbrown@centralcss.org)) - Tanglewood  
Mrs. Bonaventure([ebonaventure@centralcss.org](mailto:ebonaventure@centralcss.org)) - Central Intermediate  
Mr. Shows ([kshows@centralcss.org](mailto:kshows@centralcss.org)) - Central Middle  
Mr. LaGroue at ([blagroue@centralcss.org](mailto:blagroue@centralcss.org)) - Central High
- Distance learning correspondence is not private. Never say, write, or record anything that will result in disciplinary action.
- Keep your password(s) confidential.
- School uniform shirt must be worn.

### **Internet Use**

All internet data that is composed, transmitted, or received via CCSS computer communications systems is considered to be part of the official records of CCSS and, as such, is subject to disclosure to the parents, administration, or other third parties. Consequently, CCSS expects both students and parents to abide by the district's internet usage policy in the Student Handbook on pages 62-64.

Misuse of the internet, WiFi, Google apps, and email are in violation of school policies and will result in disciplinary action. Examples of poor behaviors that are prohibited, but are not limited to the following list:

- Disturbing the distant learning environment.
- Refusing to follow the rules of the specific distance learning classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it.
- Dressing inappropriately for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
- Submitting an assignment that is not the student's own original work.

### **Consequences of Misconduct**

In the distance learning environment, there is a set of non-traditional types of misconduct that must be regularly monitored and disciplined in an appropriate manner. Failure to comply with the Distance/Virtual Learning Code of Conduct will result in the following consequences for minor offenses:

1. Warning and conference with the student.
2. A conference with the student and parent/guardian will be held by the **teacher** by phone, Google Meet, etc.
3. A conference with the student and parent/guardian will be held by the **administrator** by phone, Google Meet, etc.
4. The student will be denied live access to Google Meet privileges with the class for the duration of distance learning.

Major offenses are subject to more severe consequences.

### **SEXUAL AND DISABILITY HARASSMENT COMPLAINTS**

- 1) If a student complains to a counselor or teacher about another student engaging in sexual or disability harassment, the incident should be reported immediately to the principal. Both the accuser and/or the accused student have a right to confidentiality. The principal may request assistance in investigating student-on-student sexual harassment complaints. 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 Handbook Rights and Responsibilities Discipline Policy**. Student complaints about an employee shall be handled according to school system policy. Sexual harassment is a form of sex discrimination which is prohibited by federal and state law. It is the policy of the Central Community School System to maintain learning and working environments that are free from sexual harassment. The CCSS policy specifically prohibits all forms of sexual harassment. It shall be a violation of this policy for any employee, student, non-employee volunteer, or board member of the Central Community School System to harass a student, an employee, or non-employee, volunteer through conduct or communication of a sexual nature as defined by this policy. The school system, through the superintendent or his/her designee, shall act to investigate all complaints of sexual harassment, whether the complaints are formal, informal, verbal, or written. The superintendent shall discipline any employee, non-employee, or volunteer of the school board.
- 2) Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when the following occurs:
  - a. Submission to such conduct or communication is, either explicitly or implicitly, made a term or condition of obtaining or retaining employment, promotion, or a student's education.

- b. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment or promotion or a student's education including any aid, benefits, services or treatment.
- c. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance, education, or creates an intimidating, hostile or offensive working or educational environment.
- d. Sexual harassment may include, but is not limited to the following:
  - i. Verbal harassment or abuse
  - ii. Uninvited letters, telephone calls, or materials of a sexual nature
  - iii. Inappropriate and uninvited leaning over, cornering, patting, or pinching
  - iv. Uninvited sexually suggestive gestures
  - v. Intentional brushing against the body of a student or school employee
  - vi. Uninvited pressure for dates
  - vii. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment, promotion, or educational status
  - viii. Uninvited sexual teasing, jokes, remarks, or questions
  - ix. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, promotion, or educational status
  - x. Any sexually motivated unwelcome touching
  - xi. Attempted or actual rape or sexual assault
  - xii. Any offensive posters, cards, cartoon, graffiti, or drawings to which the ordinary reasonable person would take offense

### **COMMUNICATIONS WITH STUDENTS AND PARENTS**

All schools are obligated to provide written or verbal communications with students and parents or guardians in a language they can best understand. This handbook may be translated or interpreted to meet the Office of Civil Rights (OCR) standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974. For more information, please contact the Director of Student Services office at 262-1919. Parents and guardians are expected to treat school system employees and athletic officials with respect. An assault or battery and harassment of a school system employee and athletic official by a parent, guardian, or other adult will result in a request for police assistance and possible exclusion of the accused from school system property and/or events.

### **STUDENT FEES, FINES, AND CHARGES**

- 1) Damaged or Lost Books or Consumables  
Students are responsible for every textbook, consumable, and library book issued to them. In the event a textbook or consumable is lost or damaged, charges will be assessed based on the condition of the textbook or consumable at the time it was issued as follows:
  - a. New books – 100% of cost
  - b. Books up to 2 years old – 80% of cost
  - c. Books up to 3 years old – 60% of cost
  - d. Books up to 4 years old – 40% of cost
  - e. Books up to 5 years old – 20% of cost
- 2) Original values of books may be obtained from the State Textbook order form.

### **FEES AND FINES DUE TO SCHOOL PROPERTY DAMAGE**

The school system also requires students to pay for any school property damaged as a result of student misconduct.

### **SOLICITATIONS AT SCHOOL**

The collection of money in the respective schools must be approved by the superintendent with full knowledge and approval of the principal. The principal will inform the students and parents relative to the need and purpose for funds collected from students. Records will be kept of the funds collected and disbursed.

## **GRADUATION**

High school students must meet all course requirements and pass appropriate LEAP 2025 tests prior to graduating. In addition, all students must meet the same criteria in order to participate in graduation exercises. Graduates must reside with a domicile parent or legal guardian in order to graduate from the Central Community School System.

## **GLOSSARY**

- 1) **Arson:** the damage to property by the use of an explosive substance or the setting on fire to any school personal property
- 2) **Assault:** an attempt to commit a battery, the intentional placing of another person in a position of receiving a battery, or the perception of receiving a battery which is not self-defense or the assault of school staff who are performing their duties
- 3) **Battery:** the use of force or violence upon a person when actual contact is made or battery of school staff is the use of force or violence against a person when they are acting in performance of their employment duties
- 4) **Bullying/Harassment/Intimidation:**
  - a. Bullying shall mean a pattern of any one or more of the following:
    - i. Gestures, including but not limited to, obscene gestures and making faces
    - ii. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or the spreading of untrue rumors. Electronic communication, includes but is not limited to, a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device
    - iii. Physical acts, including but not limited to, hitting, kicking, pushing, tripping, choking, damaging personal property, or the unauthorized use of personal property
    - iv. Repeatedly and purposefully shunning or excluding a student from activities
  - b. 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
  - c. 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.
  - d. Hazing shall mean any known 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.
  - e. Any solicitation to engage in hazing, and the aiding and abetting of another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action. Persons who engage in such activity may be subject to the provisions of criminal hazing.
  - f. 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 potential criminal consequences and the loss of driver's license. The student will be informed of the proper procedures 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.

g. 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 behaviors shall remain confidential, with limited exception of state or federal law. The reporting of incidents of bullying, hazing, or similar behaviors 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 also be provided.

h. Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behaviors, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behaviors or has good reason to believe bullying, hazing, or similar behaviors are 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 behaviors 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.

i. Some examples of Bullying:

- i. **Flaming** - Flaming refers to a brief, heated exchange between two or more individuals that occurs via any communication technology. Typically, though, flaming occurs in "public" settings, such as chat rooms or discussion groups, rather than private e-mail exchanges. If a series of insulting exchanges ensues, then a flame war has started.
- ii. **Cyber Bullying** - Cyber bullying shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone or other interactive or digital technology; or, harassment, intimidation or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property. *Definition changed due to state law R.S. 17:416.13© and (D).*
- iii. **Denigration** - Denigration is information about another that is derogatory and untrue. The information may be posted on a web page or it may be disseminated to others via e-mail or instant messaging. Included within this category of cyber bullying is posting or sending digitally altered photos of someone, particularly in a way that portrays them in a sexualized or harmful manner.
- iv. **Impersonation** - With impersonation, the perpetrator poses as the victim, most often by using the victim's password, to gain access to his or her accounts, then communicates negative, cruel, or inappropriate information to others as if the target himself or herself were voicing those thoughts.
- v. **Outing and Trickery** - Outing refers to sharing personal, often embarrassing information with others with whom the information was never intended to be shared. This may take the form of receiving an e-mail or instant message from a target that contains private, potentially embarrassing information and/or photos and then forwarding that e-mail to others. Trickery refers to tricking someone into revealing personal information about themselves and then sharing that information with others.
- vi. **Exclusion/Ostracism** - Whether in the online or offline world, children often perceive that they are either in or out. If they are not in the "in-group," then they are in the "out-group." Online exclusion can occur in any type of password-protected

environment or by a target being knocked off of buddy lists or by refusal to accept a friend request from a classmate on a social networking site.

- vii. **Cyber Stalking** - Cyber stalking-refers to the use of electronic communications to stalk another person through repetitive harassing and threatening communications.

- 5) **Burglary** - the unauthorized entry on property with the intent to steal
- 6) **Bomb/bomb threat**- use of a device to do harm to property or person and/or to make comments threatening to do harm
- 7) **Computer hacking**: 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) **Criminal damage to property**: intentional damaging of any property of another, without the consent of the owner, and except as provided in R.S. 14:5, by any means other than fire or explosion
- 9) **Disrespect for authority**: any unprovoked act of aggression which demonstrates a disregard or interference with authority or supervising personnel
- 10) **Drugs**: illegal narcotics or any controlled dangerous substance
- 11) **Disturbs the school or habitually violates any rule**: behavior causing continued interruptions to instruction or any school activity and/or repeatedly violating any school rules in any area, which includes, but is not limited to, sustained loud talking, yelling or screaming, noise with materials, and/or sustained out-of-seat behavior
- 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**: fireworks, bullets, and incendiary devices
- 15) **Extortion**: the taking of goods or services by threats or intimidation
- 16) **Field Trip**: activity to enhance students' knowledge or experience approved by the administration
- 17) **Fighting**: the exchange of blows between two or more students with the intent of harming one another
- 18) **Gambling**: to play a game of chance where a reward is expected
- 19) **Guilty of conduct or habits injurious to his/her associates**: Any act that causes injury, damage, or pain to another
- 20) **Habitual offender**: one who has committed several offenses, not necessarily of the same type
- 21) **Hand Gestures**: Use of the hand to indicate vulgar language or to do harm
- 22) **Harrassment** – Verbal or non-verbal behavior by the offender that would cause a reasonable person to be placed in fear of receiving bodily harm.
- 23) **Immoral or vicious practices**: Any act that is dangerous, aggressive, or would likely be perceived as disturbing and/or harassing, and not conforming to approved standard or social behavior and/or local community norms
- 24) **Indecent behavior**: socially un-acceptable or morally offensive behavior
- 25) **Intimidation**: to make timid or fearful
- 26) **Kidnapping**: the abduction or unlawful transportation of a person, usually to hold the person against his will – This may be done for ransom or in furtherance of another crime, or in connection with a child custody dispute.
- 27) **Leaves school premises or classroom without permission**: leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class
- 28) **Look alike**: similar to or appear to be
- 29) **Makes an unfounded charge against authority**: accusing a member of the school staff of an act that is unlawful and/or a violation of school rules or policy that is determined to not be supported
- 30) **Medication in a manner other than prescribed or authorized**: the possession and/or distribution of any medicine without permission from school officials
- 31) **Misappropriation with violence to the person**: the taking of anything of value belonging to another, or that is in the immediate control of another, by use of force or intimidation, or while armed with a dangerous weapon
- 32) **Molestation**: forcing undesired sexual behavior by one person upon another
- 33) **Murder**: unlawful killing of another human being

- 34) **Out of School Suspension:** Student prohibited from attending school for an indefinite period of time and is considered unexcused
- 35) **Possesses weapon(s):** prohibited under federal law, as defined in Section 921 of Title 18 of the U.S. Code. Possessing weapon designed to expel a projectile by action of an explosive; \*Use of code 13 requires additional submission of the Weapon Type code
- 36) **Possesses firearms (not prohibited by federal law): knives, or other implements,** which can be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade of less than 2 ½ inches,— any object under the circumstances which may be used to inflict bodily injury or damage to property i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space).
- 37) **Possession of Body Armor:** possession, including the wearing of any type of gear that protects the person from attack by another
- 38) **Probation:** a condition in which students are temporarily placed to assist them in adjusting to a normal school setting
- 39) **Profane and/or obscene language:** vulgar verbal messages, words or gestures that include swearing, name calling, or using other words in an inappropriate manner
- 40) **Provoking a fight:** to verbally or physically incite a student or students to fight
- 41) **Reasonable belief:** a suspicion founded upon sufficiently strong circumstances to warrant a belief that something is true
- 42) **Robbery:** taking of anything of value belonging to another person by the use of force or intimidation
- 43) **School disturbance:** minor disturbance – an act of misconduct which is confined to a limited area and which disrupts the orderly process of educational activities. Major disturbance – a serious act of misconduct that interrupts the orderly process of educational activities
- 44) **Self-defense:** an act of protecting oneself from an aggressor
- 45) **Serious bodily injury:** bodily injury which involves unconsciousness; extreme physical pain; protracted and obvious disfigurement; protracted loss or impairment of the function of bodily member, organ, or mental faculty; or a substantial risk of death.
- 46) **Sexual Activity:** consensual sexual contact or other unlawful and/or prohibited behavior or contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure, obscenity and includes any sex act or sexual touch for any reason and under any circumstance even with the consent of the other person. Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.)
- 47) **Sexual harassment:**
  - a. student to student or student to staff harassment – in this context, sexual harassment is defined as any unwelcome sexual advances. This may include request for sexual favors, other inappropriate verbal, visual, written or physical conduct of a sexual nature at school or a school sponsored event.
  - b. extended definition – sexual harassment may also include but is not limited to the following:
    - i. verbal harassment or abuse
    - ii. uninvited letters, telephone calls, or materials of a sexual nature
    - iii. inappropriate and uninvited leaning over, cornering, patting or pinching
    - iv. uninvited sexually suggestive looks or gestures
    - v. intentional brushing against a student's or a school employee's body
    - vi. uninvited pressure for dates
    - vii. uninvited sexual teasing, jokes, remarks or questions
    - viii. any sexually - motivated unwelcome touching
    - ix. attempted or actual rape or sexual assault
- 48) **Steal:** to take without permission
- 49) **Tardy:** when the student is not in his or her classroom when the tardy bell rings
- 50) **Throws missiles liable to injure others:** throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance
- 51) **Truancy:** any student having five unexcused tardies or five unexcused absences



- 52) **Attempted theft/theft:** making an effort to or taking others property without permission, by stealing, fraud or trickery
- 53) **Trespassing:** unauthorized entry onto a school campus
- 54) **Truant/skipping:** absence from school without permission
- 55) **Vandalism:** the defacing, damaging, and/or breaking of property through willful misconduct
- 56) **Violates traffic and safety regulations:** to break any law that pertains to the obstruction and flow of traffic and/or safety regulations
- 57) **Weapon:** any object, which under certain circumstances, may be used to inflict bodily injury or damage to property
- 58) **Willful disobedience:** the refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus
- 59) **Writes profane and/or obscene language or draws obscene pictures:** Writes or draws pictures, words, or images that are considered indecent, offensive, disgusting, and/or disturbing according to local community norms
- 60) **Zero tolerance:** automatic recommendation for expulsion by the school administration

### **NOTICE OF NON-DISCRIMINATION**

The Central Community School System does not discriminate on the basis of race, color, national origin, religion, sex, handicap or disability. The following person has been designated to handle the inquiries regarding the non-discrimination policies:

Director of Student Services  
11576 Sullivan Road  
Baton Rouge, LA 70818  
Phone: (225) 262-1919

### **CENTRAL COMMUNITY SCHOOL BOARD MEMBERS**

Roxanne Atkinson, President  
Dr. David Walker, Vice President  
Jason Leaphart  
Nick Carmena  
Michael Davis  
Michael Hooper  
Carol Norwood

### **SUPERINTENDENT OF SCHOOLS**

Dr. Jason Fountain

### **NOTICE AND RIGHTS UNDER FERPA**

#### **NOTICE FOR DIRECTORY INFORMATION**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the Central Community School System (CCSS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CCSS may disclose appropriately designated "**directory information**" without written consent, unless you have advised CCSS in writing to the contrary in accordance with CCSS procedures. The primary purpose of **directory information** is to allow the CCSS to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Social Media

**Directory information**, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (20 U.S.C. § 7908; 10 U.S.C. § 503(c))

If you do not want CCSS to disclose any or all of the types of information designated below as **directory information** from your child's education records without your prior written consent, you must notify the CCSS in writing. Please send your written notice to: Bellingrath Hills Elementary – Dawn Traupman, Principal, 6612 Audusson Drive, Greenwell Springs, LA 70739, [dtraupman@centralcss.org](mailto:dtraupman@centralcss.org); Tanglewood Elementary School - Maegan Brown, Principal, 9352 Rustling Oaks Avenue, Baton Rouge, LA 70818, [mbrown@centralcss.org](mailto:mbrown@centralcss.org); Central Intermediate School – Erin Bonaventure, Principal, 12636 Sullivan Road, Baton Rouge, LA 70818, [ebonaventure@centralcss.org](mailto:ebonaventure@centralcss.org); Central Middle School - Kaleb Shows, Principal, 12656 Sullivan Road, Baton Rouge, LA 70818, [kshows@centralcss.org](mailto:kshows@centralcss.org), Central High School - Brandon Lagroue, Principal, 10200 East Brookside Drive, Baton Rouge, LA 70818, [blagroue@centralcss.org](mailto:blagroue@centralcss.org).

The CCSS has designated the following information as **directory information**:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **School social media**
- **Newspaper**

For further information about this notice, please contact: Jason Fountain, Superintendent, 11576 Sullivan Road, Baton Rouge, LA 70818, [jfountain@centralcss.org](mailto:jfountain@centralcss.org), (225) 262-1919.

#### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. *The right to inspect and review the student's education records within 10 calendar days after the day the Central Community School System (CCSS) receives a request for access.*

Parents who wish to inspect their child's educational records or eligible students who wish to inspect their educational records, should submit to the school principal a written request that identifies the records they wish to inspect. The school principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to inspect their child's educational records or eligible students who wish to inspect their educational records, should write the school principal, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also includes a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, CCSS will disclose education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CCSS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA

regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as the State Educational Agency (SEA) in the parent or eligible student's state. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
- Information the CCSS has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

## **APPENDIX – STUDENT AND PARENT FORMS**

The following pages are letters and forms that both students and parents/guardians must read and sign. These letters and forms are to be removed from the Student Handbook and returned to the child's school.

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## **2023-2024 RETURN ACKNOWLEDGEMENT**

The Student Handbook is posted on our website at <https://www.centralcss.org>. Central Community School System requires that a parent/guardian for each student sign this form to acknowledge that they have read and understand the guidelines and expectations set forth in the handbook. After reading, please discuss all of the information with your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s) and return this page to the school(s) your child attends.

**If you need a printed version, please notify the school office and one will be sent home.**

### **Parent Acknowledgement**

As a parent or guardian of a Central Community School System student, I acknowledge the Student Handbook and the policies contained within are available to me through the Central Community School System website.

I have reviewed the Student Handbook with my student in an effort to promote a better understanding of Central Community School System rules and expectations.

I acknowledge receiving and/or being provided electronic access to the Student Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School and District rules, policies, and procedures.

---

Signature of Parent Guardian

---

Date

### **Student Acknowledgement**

As a Central Community School System student, I acknowledge the Student Handbook and the policies contained within are available to me through the Central Community School System website.

I acknowledge receiving and/or being provided electronic access to the Student Handbook and School Board policy on student behavior.

I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and District rules, policies, and procedures.

---

Student Name (Printed)

---

Signature of Student

---

Date



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**Louisiana Revised Statute 17:221  
Subpart C. School Attendance**

§221. School attendance; compulsory ages; duty of parents; excessive absences; condition for driving privileges

A.(1) Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board and shall assure that such child is not habitually tardy from school pursuant to the provisions of R.S. 17:233.

(2) Whoever violates the provisions of this section shall be fined not more than five hundred dollars, or imprisoned for not more than ninety days, or both. A minimum condition of probation shall be that the offender participate in forty hours of court-approved community service activities, or a combination of forty hours of court-approved community service and attendance at a court-approved family counseling program by both a parent or legal custodian and the minor.

(3) Whoever violates any other provision of this Subpart or any other provision of law which provides for the penalty provided for in R.S. 17:221 shall be fined not more than fifteen dollars, and, for such violations, each day the violation continues shall constitute a separate offense.

(4) Visiting teachers or supervisors of child welfare and attendance, with the approval of the parish or city superintendents of schools, shall file proceedings in court to enforce the provisions of this Subpart.

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Parent/Guardian's Name (Printed)

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Date

---

Parent/Guardian's Signature

---

Date

---

Child's Name (Printed)

---

School

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## **ELEMENTARY CORPORAL PUNISHMENT CONSENT LETTER**

### **CORPORAL PUNISHMENT**

☐ ***I authorize appropriate corporal punishment to be administered by school personnel.***

- 1) Corporal Punishment is defined as punishing a student by striking a maximum of three times on the buttocks with a paddle which is provided by the school system. Such punishment must be administered in a reasonable manner taking into consideration the age, size, emotional conditions, and health of the student.
- 2) Corporal Punishment shall be administered only by the principal or assistant principal. Corporal punishment shall be administered in a specific private place designated by the principal. It shall be witnessed by a staff member who is cognizant of the reasons for the punishment. Counselors are not included as witnesses because of the student-counselor relationship.
- 3) The student shall be advised of the particular misconduct in question and shall be given an opportunity to provide an explanation of the facts prior to the application of corporal punishment.
- 4) A record of each incident of corporal punishment shall be kept. This record shall include the student's name, time, date, details of the violation, form of discipline administered, the person administering the discipline, and the witness. The principal or assistant principal shall notify the parents of such violation and punishment.

Names of children attending Central Community School System and their grades are as follows:

Student Names	Grades

### **NON CORPORAL PUNISHMENT**

☐ ***I do not authorize corporal punishment to be administered by school personnel.***

Names of children attending Central Community School System and their grades are as follows:

Student Names	Grades

Each school that your children attends should have a copy of your request. If you have any questions, please contact your child's school.

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**LOSFA TOPS CONSENT FORM****TOPS, College Scholarships, Grants, Aid Programs, & College Admissions**

<b>School Name:</b>		<b>LEA:</b>	069 – Central Community School System
---------------------	--	-------------	---------------------------------------

**I CONSENT TO THE FOLLOWING:****Data to be shared:**

- Full name
- Birth date
- Social Security
- Student transcript data (includes but not limited to: courses taken, type of course, the grades for each course, and where and when the courses were taken).

Your child's data will be shared with the Louisiana Office of Student Financial Assistance (LOSFA) through the Louisiana Department of Education (LDE) and the postsecondary education institution(s) to which your child applies (Institution) through the Board of Regents (BOR) and LDE to allow:

- You to **track your child's progress** in taking the courses and earning the grades required to be eligible for a Taylor Opportunity Program for Students (TOPS) Scholarship by having an account on Louisiana Connect ([www.LouisianaConnect.org](http://www.LouisianaConnect.org)).
- LOSFA to determine **whether your child is eligible for TOPS and other college aid using the Louisiana Award System (LAS)**.
- You to **monitor your child's TOPS eligibility status** by having an account on LAS ([www.osfa.la.gov/AwardSystem/](http://www.osfa.la.gov/AwardSystem/)).
- LOSFA to **make TOPS and other aid payments**.
- The Institution to process applications for admissions to the Institution.

**I understand that:**

- LOSFA must have my child's personal information to allow me to track my child's progress toward TOPS eligibility and to make my child eligible for a TOPS Scholarship.
- Institution must have my child's personal information to process my child's application to the Institution.
- Neither LOSFA nor the Institution will give my child's personal information to any agency not listed above unless required to do so by law or as necessary to pay my child's TOPS award, other scholarships, grants or aid, or to process an application to the Institution.
- My child's social security number will be electronically encrypted so that it cannot be viewed by anyone.
- LOSFA and the Institution will destroy my child's personal information when it is no longer needed or not later than five years after my child graduates, whichever is earlier, unless otherwise required to be maintained by state or federal law.

**I CONSENT** to my child's school collecting my child's personal information named above and disclosing the personal information collected to LOSFA and to the Institution. I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect for the current school year.

_____ Signature of Parent/Legal Guardian	_____ My Child's Full Name
_____ Printed Name of Parent/Guardian	_____ Date

---

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**I DO NOT CONSENT**

**I DO NOT CONSENT** to my child's school collecting my child's personal information named above and disclosing the personal information to LOSFA and BOR. **I understand that by declining consent for the collection and disclosure of my child's personal information to LOSFA and the Institution, my child's eligibility for state and federal student financial aid, including TOPS, cannot be determined by LOSFA and that the Institution will not be able to process my child's application for admission to the Institution.**

_____ Signature of Parent/Legal Guardian	_____ My Child's Full Name
_____ Printed Name of Parent/Guardian	_____ Date

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# **CENTRAL MIDDLE/CENTRAL HIGH SCHOOL**

## **CONSENT FORM FOR DRUG TESTING – EXTRA CURRICULAR ACTIVITIES**

### **DRUG/ALCOHOL POLICY CONTRACT AND CONSENT FORM**

As a student of the Central Community School System who elects to participate in extra-curricular activities, drives to school, or whose parent/legal guardian has elected to voluntarily participate in this program, I \_\_\_\_\_, agree to avoid the abuse or misuse of legal/illegal drugs and alcohol abuse/misuse according to the Central Community School System's Drug Testing Policy. I furthermore agree to cooperate by providing an initial hair sample, and/or follow up urine sample upon the request of school administration.

I, \_\_\_\_\_, parent/guardian of the undersigned student, individually, and on behalf of my child, do hereby grant permission for and consent to said child being tested for drug/alcohol abuse in accordance with the Central Community School System's Drug/Alcohol Policy. I understand that if any specimen taken from him/her indicates abuse or misuse of legal or illegal substances he/she will be subject to the action specified in the above mentioned policy.

I further acknowledge that a copy of the Central Community School System's Drug/Alcohol Policy has been provided to me and that I have read and fully understand the policy.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student Printed Name                      Student Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian Printed Name                      Parent/Guardian Signature                      Date



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## **CHS AND CMS 1:1 TECHNOLOGY PROGRAM PARTICIPATION AGREEMENT 2023-2024**

*Please choose one and provide the necessary information.*

- ☐ I wish for my student to participate in the CCSS 1:1 Technology Program, which includes a CCSS email for school use, during the 2023-2024 school year. My child and I have read, understand, and agree to the stipulations set forth in the CCSS Responsible Use Policy and 1:1 Procedures in the Students' Rights and Responsibilities Handbook.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Printed Name                      Student's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Printed Name                      Parent/Guardian's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Preferred Email                      Parent/Guardian's Preferred Phone Number

Damages resulting in destruction (repair not possible, as deemed by CCSS IT) or loss of a device will result in the student and parents being financially obligated for *replacement* costs. Current *replacement* costs are as follows: Chrome Book, \$420.00; Charger, \$45.00; Laptop Sleeve, \$13.00; after the second keyboard damage, \$20. After the second screen damage, \$50 fee for screen replacement.

\*All fees are subject to change.

Parents may elect to purchase a **theft policy** through Worth Ave. Group at <http://www.worthavegroup.com/laptop-insurance/> or 1-(800)-620-2885. Worth Ave. Group writes policies to cover students' 1 to 1 technology devices.

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- ☐ I do not provide permission for my child to participate in the CCSS 1:1 Technology. I want my child to complete coursework through the use of pen and paper. I understand that my child is responsible for the completion of all assignments, even those which require technology.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Printed Name                      Student's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Printed Name                      Parent/Guardian's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Preferred Email                      Parent/Guardian's Preferred Phone Number

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## TES and CIS 1:1 Technology Program Participation Agreement 2023-2024

*Please choose one and provide the necessary information.*

- ☐ I wish for my student to participate in the CCSS 1:1 Technology Program during the 2023-2024 school year. My child and I have read, understand, and agree to the stipulations set forth in the CCSS Responsible Use Policy and 1:1 Procedures in the Students' Rights and Responsibilities Handbook.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Printed Name                      Student's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Printed Name                      Parent/Guardian's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Preferred Email                      Parent/Guardian's Preferred Phone Number

Damages resulting in destruction (repair not possible, as deemed by CCSS IT) or loss of a device will result in the student and parents being financially obligated for *replacement* costs. Current *replacement* costs are as follows: Chrome Book, \$420.00; Charger, \$45.00; Laptop Sleeve, \$13.00; after the second keyboard damage, \$20. After the second screen damage, \$50 fee for screen replacement.

\*All fees are subject to change.

Parents may elect to purchase a **theft policy** through Worth Ave. Group at <http://www.worthavegroup.com/laptop-insurance/> or 1-(800)-620-2885. Worth Ave. Group writes policies to cover students' 1 to 1 technology devices.

-----

- ☐ I do not provide permission for my child to participate in the CCSS 1:1 Technology. I want my child to complete coursework through the use of pen and paper. I understand that my child is responsible for the completion of all assignments, even those which require technology.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Printed Name                      Student's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Printed Name                      Parent/Guardian's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Preferred Email                      Parent/Guardian's Preferred Phone Number

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## GOOGLE APPS FOR EDUCATIONS STUDENT AGREEMENT 2023-2024

Classroom technology available to our students is better than ever before. This means that Chromebooks are available to students at any time during the school day when learning could be enhanced by the use of technology. CCSS students enjoy a blend of traditional learning experiences along with technology-enhanced activities. Along with the devices, the students have access to software and websites that support classroom learning. Your teachers use Google Classroom as a virtual locker to help your student keep up with assignments, activities, and due dates. We encourage you to log in as parents to these sites to view your student's assignments. You will find that these are great tools. The environment is safe. No outsider can communicate with your child through these sites.

We also provide Google Apps for Education for our students, with older students having access to more programs than younger students. Google Apps require your permission for your student to use them. Each of these resources will be used for educational purposes only. Middle and high school students will not be able to create videos and post on YouTube, but will be able to view assigned videos through restricted mode. Younger students' teachers will pull educational videos out of YouTube and put them into SafeYouTube.

Thank you for choosing us to partner with you to provide the best education for your child. Please feel free to contact your student's teachers if you have any questions.

-----  
*Please choose one and provide the necessary information.*

☐ I wish for my student to access the Google Apps during the 2023-2024 school year. My child and I have read, understand, and agree to the stipulations set forth in the Students' Rights and Responsibilities Handbook.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Printed Name                      Student's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Printed Name                      Parent/Guardian's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Preferred Email                      Parent/Guardian's Preferred Phone Number  
-----

☐ I do not provide permission for my child to access Google Apps during the 2023-2024 school year.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student's Printed Name                      Student's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Printed Name                      Parent/Guardian's Signature                      Date

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's Preferred Email                      Parent/Guardian's Preferred Phone Number

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## SENIOR LOUISIANA WORKFORCE COMMISSION PII CONSENT FORM

Dear Parents and Guardians,

You are receiving this consent form because ACT 567 of the 2022 Regular Session requires districts to share student's data for the sole purpose of evaluating state and federal programs that prepare students for postsecondary education, workforce training, and employment.

I understand that:

- I am giving consent for my student's social security number to be shared with the company with which the state has contracted to develop unique student identifiers (eScholar) who will then share with the Louisiana Workforce Commission (LWC).
- The eScholar and Louisiana Workforce Commission will maintain the confidentiality of my student's personally identifiable information in accordance with the law.
- To accomplish this, the following student data must be shared:
  - Social Security Number

☐ I CONSENT to the Central Community School System disclosing my child's personal information listed above to Louisiana Workforce Commission for the purposes stated above.

☐ I DO NOT CONSENT to the Central Community School System disclosing my child's personal information listed above to Louisiana Workforce Commission for the purposes stated above.

If the student is 18 or older, please complete.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Parent/Legal Guardian's Full Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (please print)

If the student is 18, or older, please complete.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student's Full Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (please



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## **DISCIPLINE PROCEDURES**

Central Community School System requires that a parent/guardian for each student sign this form to acknowledge that they have read and understand the guidelines and expectations set forth. After reading, the parent/guardian should discuss all of the information with the child(ren). Please sign the acknowledgement below (both parents/guardian and student(s)).

I acknowledge receiving the School Board policy on student behavior. I have read these materials and understand all consequences.

I understand that my failure to sign this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School and District rules and procedures.

---

Signature of Parent Guardian

---

Date

---

Student Name (Printed)

---

Signature of Student

---

Date

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**AUTHORIZATION FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS MIDDLE/HIGH SCHOOL**

Student Name:	Birth Date:	Medication Allergy	Grade:	School Year:
Parent/Guardian:			Address:	
Medical Condition(s):			Please list all medications your child takes:	
Home Phone:		Cell Phone:		Emergency Contact:
Action Plan: (To be completed by parent/guardian). Please complete all sections. Check yes or no to indicate which of the approved list of over the counter medications that may be administered when a school nurse's assessment indicates symptoms appropriate. All over the counter medications will be administered according to the manufacturer's directions.				
<b>OTC Med</b>	<b>Condition/Symptom</b>	<b>Side Effects</b>	<b>Comments:</b>	
Acetaminophen (Tylenol) <input type="checkbox"/> Yes      No <input type="checkbox"/>	Relief of minor aches & pain, fever >100.4 will not be treated at school.	None	Alert: Students with fever >100.4 must be sent home from school	
Ibuprofen (Advil, Motrin) <input type="checkbox"/> Yes      No <input type="checkbox"/>	Relief of body aches & pain, menstrual cramps: Fever > 100.4 will not be treated at school	Stomach upset	Alert: Contains no aspirin, but should not be given if student has allergy to aspirin: may cause stomach bleeding	
Calcium Carbonate (Tums) <input type="checkbox"/> Yes      No <input type="checkbox"/>	Relief of mild stomach ache or heartburn	Constipation		
Hydrocortisone Cream <input type="checkbox"/> Yes      No <input type="checkbox"/>	Temporary relief of itching	None		
Triple antibiotic ointment <input type="checkbox"/> Yes      No <input type="checkbox"/>	Treatment of minor cuts and scrapes	None		
Neo-Synephrine Nasal Spray <input type="checkbox"/> Yes      No <input type="checkbox"/>	Relief of nose bleed that persists after 5-15 minutes	None		
Diphenhydramine (Benadryl) <input type="checkbox"/> Yes      No <input type="checkbox"/>	Treatment of mild/moderate allergic reactions (ex: hives, insect stings)	Drowsy	This will not be given for seasonal allergies.	
PARENTAL PERMISSION (To be completed by Parent/Guardian) Form is void if this section is incomplete				
<p>I request the school nurse to assist my child in the administration of the above described medication(s). I give permission for my child to take the medication indicated above while at school by checking the yes box according to the symptoms described. I understand that there is: (1) no liability on the part of the school district, its personnel, or agents, including physician providing standing orders, for civil damages as the result of the administration of this medication to my child (2) these medications are stocked and maintained by the school clinic with standing orders provided by a local physician, (3) I will be contacted if my child's symptoms do not improve and is unable to remain at school.</p> <p>I hereby authorize the exchange of medical information regarding the child's treatment plan between the physician and school health personnel of Central Community School District.</p> <p>Parent/Guardian Signature: _____ Date: _____</p> <p><b>STUDENTS ARE NOT ALLOWED TO BRING OR CARRY ANY OVER THE COUNTER MEDICATIONS TO SCHOOL OR SCHOOL SPONSORED ACTIVITIES.</b></p>				

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# **AUTHORIZATION FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS ELEMENTARY SCHOOL**

Student Name:	Birth Date:	Medication Allergy:	Grade:	School Year:
Parent/Guardian:			Address:	
Medical Condition(s):			Please list all medications your child takes:	
Home Phone:		Cell Phone:		Emergency Contact:
<b>Action Plan:</b> (To be completed by parent/guardian). Please complete all sections. Check yes or no to indicate which of the approved list of over the counter medications that may be administered when a school nurse's assessment indicates symptoms appropriate. All over the counter medications will be administered according to the manufacturer's directions.				
<b>OTC Med</b>	<b>Condition/Symptom</b>	<b>Side Effects</b>	<b>Comments:</b>	
Acetaminophen/Ibuprofen - per recommended dose for age/weight. <input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>• For treatment of temp <math>\geq 101.5</math> when parents are greater than one hour from being able to pick up a child.</li> <li>• At parent's request for treatment of mild headache type symptoms without fever.</li> </ul>		<b>If a child is treated for fever at school, student must be picked up as soon as possible.</b>  <b>Parents must give verbal/phone permission prior to administration.</b>	
Throat lozenge/Cough Drops <input type="checkbox"/> Yes <input type="checkbox"/> No	Relief of mild sore throat and/or cough		Must be given in the office and monitored for entire use.	
Triple antibiotic ointment <input type="checkbox"/> Yes <input type="checkbox"/> No	Treatment of minor cuts and scrapes	None		
Hydrocortisone Cream <input type="checkbox"/> Yes <input type="checkbox"/> No	Temporary relief of itching	None		
Lip Balm <input type="checkbox"/> Yes <input type="checkbox"/> No	Relief of dry/chapped lips	None		
Neo-Synephrine <input type="checkbox"/> Yes <input type="checkbox"/> No	Relief of nose bleed that persists after 5-15 minutes	None		
Diphenhydramine (Benadryl) per recommended dose for age/weight. <input type="checkbox"/> Yes <input type="checkbox"/> No	Treatment of mild/moderate allergic reactions (ex: hives, insect stings)	Drowsy	This will not be given for seasonal allergies.	
<b>PARENTAL PERMISSION</b> (To be completed by Parent/Guardian) Form is void if this section is incomplete				
<p>I request the school nurse to assist my child in the administration of the above described medication(s). I give permission for my child to take the medication indicated above while at school by checking the yes box according to the symptoms described. I understand that there is: (1) no liability on the part of the school district, its personnel, or agents, including physician providing standing orders, for civil damages as the result of the administration of this medication to my child (2) these medications are stocked and maintained by the school clinic with standing orders provided by a local physician, (3) I will be contacted if my child's symptoms do not improve and is unable to remain at school.</p> <p>I hereby authorize the exchange of medical information regarding the child's treatment plan between the physician and school health personnel of Central Community School District.</p> <p>Parent/Guardian Signature: _____ Date: _____</p> <p><b>STUDENTS ARE NOT ALLOWED TO BRING OR CARRY ANY OVER THE COUNTER MEDICATIONS TO SCHOOL OR SCHOOL SPONSORED ACTIVITIES.</b></p>				

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## **RELEASE OF INFORMATION REGARDING MEDICAID REIMBURSEMENTS INITIAL NOTICE AND CONSENT**

Dear Parent/Guardian

The purpose of this letter is to ask you for your permission (also known as consent) to share information about your child with the Louisiana Department of Health Medicaid program. Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the district to your child. In order for your child's school to get back some of the money spent on services, the school district needs to share with Louisiana Medicaid the following types of information about your child: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid.

With your permission, the school district will be able to seek partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services. Each year, the district will provide you with notification regarding your permission; you do not need to sign a form every year.

The school district cannot share information about your child with Louisiana Medicaid without your permission. As you consider giving permission, please be advised of the following:

1. The school district cannot require you to sign up for Louisiana Medicaid in order for your child to receive the health related and/or special education services to which your child is entitled.
2. The school district cannot require you to pay anything towards the cost of your child's health-related and/or special education services.
3. If you give the school district permission to share information with and request reimbursement from Louisiana Medicaid:
  - i. This will not affect your child's available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit your own family's use of Louisiana Medicaid benefits outside of school.
  - ii. Your permission will not affect your child's special education services or IEP rights in any way, if your child is eligible to receive them.
  - iii. Your permission will not lead to any changes in your child's Louisiana Medicaid rights; and
  - iv. Your permission will not lead to any risk of losing eligibility for other Medicaid funded programs.
4. If you give the school district permission to share information with and request reimbursement from Louisiana Medicaid:
5. If you give permission, you have the right to change your mind and withdraw your permission at any time.
6. If you withdraw your permission or refuse to allow the school district to share your child's records and information with Louisiana Medicaid for the purpose of seeking reimbursement for the cost of services, the school district will continue to be responsible for providing your child with the services, at no cost to you.

I have read the notice and understand it. Any questions I had were answered. I give permission for the school district to share with Louisiana Department of Health (LDH) records and information concerning my child and their health-related services, as necessary. I understand that this will help my child's school seek partial reimbursement for Louisiana Medicaid covered services.

Student Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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**GRIEVENCE FORM**

**DUE PROCESS FOR PARENT AND STUDENT  
COMPLAINT AND GRIEVANCE FORM**

1. **FOR USE BY PARENT OR STUDENT**

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone (home) \_\_\_\_\_

Phone (work) \_\_\_\_\_

Address \_\_\_\_\_

Complaint \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

2. **FOR PRINCIPAL'S RESPONSE** (To be completed in 5 school days)

Receipt Date \_\_\_\_\_ Decision date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ School \_\_\_\_\_

Answer to Complaint \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

3. **PARENT OR STUDENT APPEAL TO SUPERINTENDENT** (Must be within 5 school days after receipt of response from principal)

Receipt Date \_\_\_\_\_

I believe the principal's decision is incorrect because \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form CANNOT be utilized to appeal a student's suspension from a school activity, riding a school bus and/or from school.**

4. FOR SUPERINTENDENT (Response must be within 5 school days from receipt)

Receipt Date \_\_\_\_\_ Decision Date \_\_\_\_\_

Answer to Complaint \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

5. PARENT OR STUDENT APPEAL TO BOARD (Must be within 5 school days of receipt of Superintendent's reply and must state specific policy of Central Community School Board which was not followed or specific state or federal law which was violated and must be delivered to Superintendent's Administrative Secretary)

Receipt Date \_\_\_\_\_

I believe the decision of the Superintendent is not correct because the following specific policy of the Central Community School Board was not followed or because the following specific state or federal law was violated: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

6. BOARD DECISION

Receipt Date by Superintendent's Administrative Secretary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Decision \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

- \* The decision of the Superintendent on the complaint shall be final unless the complainant sets forth in an appeal to the school board specific policy of the Central Community School Board which was not followed or a specific state or federal law which was violated.

**ADDENDUM TO DISCIPLINE PROCEDURES**

**STUDENT EXPECTATIONS AT SCHOOL LEVEL**

- a. Each school will develop a Multi-tiered System of Supports (MTSS) Committee of Administrators, Teachers, and Staff to review and define clear student expectations, consequences, and rewards.
  - i. MTSS meetings will be held monthly to review data.
  - ii. Behavior data will be monitored by central office.
  - iii. The MTSS team will clarify school-level consequences for minor and major infractions.
  - iv. The MTSS team will review and clarify student expectations and procedures for the following:

Before & After School	Cafeteria	Restrooms	Gym
Classrooms	Commons Areas / Playgrounds	Class Transitions in Hallways	Special Events

- b. The MTSS plan will be reviewed with parents and students at the beginning of the 22/23 school year.

**FIGHTING OR RECORDING/POSTING OF FIGHTS**

- c. CHS: First Fight - 45 school days automatic expulsion recommendation to the Alternative Center Second Fight - 90 school days automatic expulsion recommendation to the Alternative Center Third Fight - One year automatic expulsion recommendation to the Alternative Center
- d. CMS: First Fight - 10 school days automatic long-term suspension in the Alternative Center if seats are available.  
Second Fight - 45 school days automatic expulsion recommendation to the Alternative Center Third Fight - 90 school days automatic expulsion recommendation to the Alternative Center
- e. CMS & CHS: Recording and/or Posting a Fight - 10 school days automatic long-term suspension in the Alternative Center
- f. CMS & CHS: A major campus disruption may result in a semester-long automatic recommendation to the Alternative Center.

\*\* All fights will be investigated to determine level of engagement (i.e. self-defense, instigation, etc). \*\*

**VAPING / USE OF ANY TOBACCO PRODUCT**

- g. The Central Community School System will develop a plan to educate students and parents on the negative effects of vaping. (\*\* Grades 8-12 mandatory curriculum focused on the dangers of vaping.)
- h. There will be more frequent [policy-approved random searches](#) (pg. 31), including drug dog visits and random metal detector searches.
- i. If THC is detected in a vape, current state law will be followed:

- i. Students under age 16 will be assigned one year at the Alternative Center
  - ii. Students age 16 and over will be assigned two years at the Alternative Center.
- j. Schools will implement increased monitoring of restrooms, as recommended by the school's MTSS Team.
- k. Students involved in extracurricular activities or who have parking permits will be subject to increased random drug tests ([current policy](#) - pg. 41).
- l. Consequences for Vaping / Use of Any Tobacco Product:
  - i. First Offense: 1) 3 days of In-School Suspension; 2) Citation issued by local law enforcement (gr. 6-12); 3) Mandatory online course
  - ii. Second Offense: 1) 5 days of Out-of-School Suspension; 2) Citation issued by local law enforcement (gr. 6-12); 3) In-school counseling
  - iii. Third Offense: 1) 45 school days automatic expulsion recommendation to the Alternative Center; 2) Citation issued by local law enforcement (gr. 6-12); 3) Suggested outside counseling

#### **ALTERNATIVE CENTER**

- a. The Alternative Center will be divided into separate Middle and High School spaces.
- b. Space will be expanded to adequately accommodate students requiring services.
- c. Staff will now include an administrator, a teacher, a school counselor, and a paraprofessional.
- d. The Alternative Center will provide behavioral counseling services to students.

**\*\* This clarification of discipline procedures does not necessitate a change in any current policy. \*\***



Central Community School System  
11576 Sullivan Road  
Baton Rouge, LA 70818

School Calendar 2023-2024

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Teacher and Staff Planning Day*	Monday, August 7 - Wednesday, August 9, 2023
First Day for Students – Grades 3 – 12	Thursday, August 10, 2023
First Day for PK and 1 <sup>st</sup>	Thursday, August 10, 2023
First Day for K and 2 <sup>nd</sup>	Friday, August 11, 2023
First Day for ALL Pre-K – 12	Monday, August 14, 2023
Teacher and Staff Planning Day*	Monday, September 18, 2023
Parent / Teacher Conference Day*	Friday, October 20, 2023
Teacher and Staff Planning Day*	Tuesday, October 24, 2023
First Semester Ends	Thursday, December 21, 2023
Teacher and Staff Planning Day*	Monday, January 8 – Tuesday, January 9, 2024
Second Semester Begins	Wednesday, January 10, 2024
Teacher and Staff Planning Day*	Monday, March 11, 2024
Second Semester Ends	Wednesday, May 22, 2024
Teacher and Staff Planning Day*	Thursday, May 23 - Friday, May 24, 2024
Early Dismissal Days for students	Wednesday, Dec. 20 - Thursday Dec. 21, 2023 Tuesday, May 21 - Wednesday, May 22, 2024

(\*Students do NOT attend on Parent / Teacher Conference Days or on Teacher and Staff Planning Days.)

School Holidays for Teachers and Students

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Labor Day	Monday, September 4, 2023
Fall Break	Monday, October 23, 2023
Thanksgiving	Monday, Nov. 20 - Friday, Nov. 24, 2023
Christmas	Friday, Dec. 22, 2022 – Friday, Jan. 5, 2024
Martin Luther King Day	Monday, January 15, 2024
Mardi Gras	Monday, February 12 – Wed., February 14, 2024
Easter	Friday, March 29 - Friday, April 5, 2024

Progress Reports / Report Cards

Elementary, Middle School and High School

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<u>Progress Reports:</u>	September 13, 2023 November 16, 2023 February 15, 2024 April 25, 2024
<u>Report Cards:</u>	October 16, 2023 January 11, 2024 March 19, 2024 May 22, 2024 (Mailed)