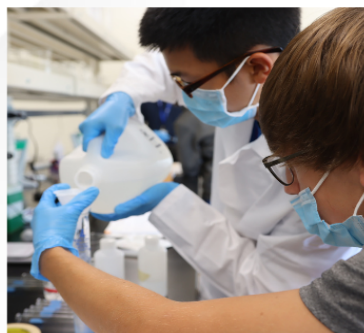




STUDENT HANDBOOK



www.caddoschools.org

Published
August 17, 2023



Caddo Parish School Board



Steve Umling
District 1



Jasmine Green
District 2



Dr. Terence Vinson
District 3



Don Little
District 4



Dr. Bonita Douzart
District 5



Mary Trammel
District 6



Darrin Dixon
District 7



Christine Tharpe
District 8



Barry Rachal
District 9



Katie McLain
District 10



Jessica Yeates
District 11



Dottie Bell
District 12



CADDO PARISH SCHOOL BOARD

1961 MIDWAY AVENUE • SHREVEPORT, LOUISIANA 71108
AREA CODE 318 • Telephone 603-6300 • Fax 631-5241

Theodis Lamar Goree, Ph.D.
Superintendent

Dear Caddo Parish School Board Families,

As we embark on the journey into the 2023-2024 school year, I am honored to extend my warmest greetings to each member of our community.

The 2023-2024 school year promises to be one of progress, innovation, and collaborative learning. As your Superintendent, I am committed to fostering an environment where every student thrives to reach their full potential and achieve their big dreams.

The 2023-2024 Student Handbook serves as a guide that outlines the policies, procedures, and resources that define our school district. The handbook serves as an essential tool to ensure that both students and parents are well-informed about our expectations and offerings. It includes details about programs and services offered as well as frequently referenced policies and expectations.

As you explore the 2023-2024 student handbook, I encourage you to actively engage with its contents. Familiarize yourself with the guidelines, procedures, and resources that will help facilitate a successful and enriching school year for your child. Together, we can foster a strong partnership between home and school, nurturing the growth and development of our students.

Should you have any questions or require further assistance, please do not hesitate to reach out to your child's school or the Caddo Parish School Board office. We are here to support you and provide the information you need to make this academic year a success.

Let us come together as one community to make the 2023-2024 school year one that will showcase all that our great district has to offer.

Wishing you all a fantastic school year!

In Service,

T. Lamar Goree, Ph.D.
Superintendent
Caddo Parish School Board

CADDO PARISH SCHOOL BOARD HANDBOOK VERIFICATION LETTER

By signing this form, you acknowledge that you are aware of the contents of the **Caddo Parish Schools Student Handbook** that includes:

1. School Calendar for 2023-2024
2. JG Discipline Policy
3. JG-R Possession/Use of Electronic Telecommunication Devices
4. GBN/Internet Use Policy
5. School Bus Conduct & Safety Instructions
6. Bullying and Anti Hazing (Policy JCDAF)
7. Grading Scale & Updated Information
8. Graduation Requirements (Policy IKFB)
9. Bring Your Own Device (BYOD) Responsible Use Agreement

NOTE: Failure to return this verification letter will not relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained within the Caddo Parish School Student Handbook.

Please answer both statements below by checking Yes or No:

1. My child may use e-mail and the Internet while at school according to the rules outlined.

☐ Yes ☐ No

2. My child's school work can be published on the Internet and photographs of my child can be published in print and/or electronic form including but not limited to yearbooks and directories.

☐ Yes ☐ No

The Caddo Parish School Board is requiring you to check the appropriate boxes and sign the Handbook Verification Letter. Your signature indicates review of the handbook, which includes the Discipline Policy, Use of Electronic Telecommunication Devices, Bring Your Own Device Policy, Internet Use Policy, School Bus Conduct and Safety, Bullying and Anti-Hazing Policy, Graduation requirements, Yearly Calendar and Grading Policy. Additionally, we request that you discuss these policies with your child, thereby maximizing the benefits of your child's educational experience. If you have questions throughout the school year, please contact your child's school principal. Please detach this signed page and return it to your child's homeroom teacher no later than September 23, 2023.

Print Name of Student Enrolled in

Homeroom Teacher /School Name

Date

Signature of Parent or Guardian

- **SIGNATURE REQUIRED**

Date

Signature of Student

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Erin Redden, eredden@caddoschools.org

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Section 1: General Information



Enrollment/Registration

Enrollment/registration requirements for students transferring within **Caddo Parish Public Schools** listed below:

1. Verification of parent/legal guardian address
 - a. an acceptable bill includes a current utility bill in parent/legal guardian name (i.e., gas **or** water **or** electric bill only) **or**
 - b. current lease (including signature page) in parent/legal guardian name that includes the child's name **or**
 - c. proof of home ownership in the name of the parent/legal guardian such as mortgage statement or deed or tax statement
2. Birth certificate (can be obtained from the Caddo Parish Courthouse)
3. Social security card (can be requested from www.ssa.gov)
4. Current Louisiana Immunization record (can be obtained from Caddo Health Unit, Shots for Tots or personal Physician)
5. Leave packet or withdrawal form

Enrollment/Registration for child coming from a public **or private school outside of Caddo Parish Public Schools or from homeschool, the following documents are required:**

1. Verification of parent/legal guardian address
 - a. an acceptable bill includes a current utility bill in parent/legal guardian name (i.e., gas **or** water **or** electric bill only) **or**
 - b. current lease (including signature page) in parent/legal guardian name that includes the child's name **or**
 - c. proof of home ownership in the name of the parent/legal guardian such as mortgage statement or deed or tax statement
2. Birth certificate
3. Social security card
4. Current Louisiana Immunization record
5. Drop papers from previous school **or** proof of home school status
6. Report card **or** transcript from previous school

For parent/legal guardian that does not have a bona fide residence

1. Submit a **notarized statement** from the primary occupant (homeowner or renter) and the parent/legal guardian verifying that the **parent/legal guardian and the student(s)** reside at that address. (Parent/legal guardian and homeowner must appear before notary together).

2. Submit a **copy of one of the following**:
 - a. **current utility bill** in the homeowner/renters' name (**gas or water or electric only**)
 - b. current lease in homeowner's name, including signature page
 - c. proof of home ownership in homeowner's name such as deed or mortgage statement or current tax statement **and**
3. Submit **two (2) additional forms of documentation to link the parent/ legal guardian to the new address** (i.e. driver's license, cell phone bill, eviction notice, utility disconnect, social services form, mail, etc). (parent/ legal guardian and student(s) are living with someone else)

Change of Address/ Telephone Number

To maintain communication with parents/ legal guardians, it is extremely important that contact information is current at all times. The parent/ legal guardian must provide proof of new residence to the new District school Attendance clerk, Registrar, or Counselor. Acceptable proof can be:

- A. **Current utility bill** in the parent/ legal guardian name (**gas or water or electric only**) *or*
- B. Current lease in parent/ legal guardian name, including signature page *or*
- C. Proof of home ownership in parent/ legal guardian such as a deed *or* mortgage *or* current tax statement

Withdrawal from School

Parent/ legal guardian(s) of children who are leaving the District or are moving to another school attendance zone within Caddo Parish should notify the school a few days prior to the last day of attendance. Library materials, textbooks, and other school property must be returned before the transfer is complete. He or she will also be required to pay for books or other equipment that is lost or damaged. In addition, the Parent/ legal guardian must complete and sign a withdrawal form. At this time an **unofficial** leave packet will be issued to the parent. This packet must be presented to the new school in a timely manner. Please note the student will **NOT be official dropped** until notification is received from the school the student is leaving from the school the student will be enrolling into. Official drop papers will then be sent directly to the enrolling site. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. If a student is not enrolled in a school or approved education program, a Truancy Petition will be filed with the Juvenile Court system.

Emergency Closure of Schools

When school is closed or canceled due to inclement weather or emergencies, an official announcement will be issued through media outlets. Parent/ legal guardian(s) should monitor local media outlets to determine if school has been canceled or closed early. The school district

also will make use of other communication channels such as the district website and official social media accounts to announce such closures and/or cancellations. Whenever possible, the district will also utilize the “J Call” notification system. To sign up for automated telephone calls or text-messaging notifications, visit the district’s website.

Visitors to the Building

Parent/ legal guardian(s) are welcome to **request a visit** to the school. When planning to visit, please contact the office at least one day in advance to allow the building Principal to set a schedule. The Principal has the discretion to set reasonable parameters on school visits (adherence to CDC pandemic guidelines, length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. **ALL** visitors must contact the school prior to coming and must report immediately upon arrival to the school office. Friends and/or relatives of students may not be brought to school as visitors. Unruly or disruptive conduct by student relatives/ visitors which interferes with the educational environment or with the extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

Caddo Parish Public Schools 2023-2024 School Calendar

CPSB Approved 11.15.2022

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2023

7-8 – Teacher PD Days

9 – First Day for Students

SEPTEMBER 2023

1 – Student Virtual Day – All Schools

4 – Labor Day (Schools Closed)

OCTOBER 2023

6 – 1st Reporting Period Ends

9-13 – Fall Break (Schools Closed)

16 – 2nd Reporting Period Begins

NOVEMBER 2023

20-24 – Thanksgiving Holidays (Schools Closed)

DECEMBER 2023

19 – 2nd Reporting Period/1st Semester Ends

20-Jan 4 – Christmas Holidays (Schools Closed)

JANUARY 2024

5 – Teacher Professional Development Day

8 – 3rd Reporting Period Begins/First Day for Students

15 – Martin Luther King, Jr. Holiday (Schools Closed)

FEBRUARY 2024

15 – Student Virtual Day – All Schools

16-19 – Winter Break/Presidents' Day (Schools Closed)

MARCH 2024

8 – 3rd Reporting Period Ends

11-15 – Spring Break (Schools Closed)

18 – 4th Reporting Period Begins

29 – Good Friday

APRIL 2024

1 – Easter (Schools Closed)

30 – May 3 – Senior Exams

MAY 2024

1 – High School Voter Registration Day

3 – Last Day for Seniors

13-16 – Final Exams (Non-Senior Students)

16 – Last Day for Students

16 – 4th Reporting Period Ends/2nd Semester Ends

17 – Last Day for Teachers

Student Days ~ 168

Teacher Days ~ 172

- First/Last Day for Students
- Student Virtual Day (Schools/District Open)
- Teacher PD/Work Day – No Students
- Holidays (Schools Closed)

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

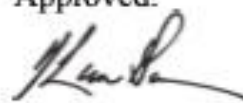
February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Approved:

 11/15/2022

CADDO PARISH PUBLIC HIGH SCHOOLS

2024 GRADUATION SCHEDULE

<u>SCHOOL</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
North Caddo	Tuesday, May 14, 2024	7:30 p.m.	North Caddo
Southwood	Wednesday, May 15, 2024	8:30 a.m.	Shreveport Convention
Huntington	Wednesday, May 15, 2024	12:00 p.m.	Shreveport Convention
Virtual Academy	Wednesday, May 15, 2024	3:30 p.m.	Shreveport Convention
Woodlawn	Thursday, May 16, 2024	8:30 a.m.	Shreveport Convention
Green Oaks	Thursday, May 16, 2024	12:00 p.m.	Shreveport Convention
C.E. Byrd	Thursday, May 16, 2024	7:00 p.m.	Shreveport Convention
Booker T Washington	Friday, May 17, 2024	8:30 a.m.	Shreveport Convention
Northwood	Friday, May 17, 2024	12:00 p.m.	Shreveport Convention
Caddo Magnet	Friday, May 17, 2024	3:30 p.m.	Shreveport Convention
Captain Shreve	Friday, May 17, 2024	7:00 p.m.	Shreveport Convention



Approved by Superintendent

*Dates and times may be changed due to extenuating circumstances

STUDENT ACCIDENT INSURANCE FOR 2023-2024

A.Student Accident Insurance Summary

Enrollment in the Student Accident Insurance is to be done directly with K&K Insurance Group online at www.studentinsurance-kk.com or by calling 855-742-3135 for enrollment by phone.

PAYMENTS MUST BE MADE BY CREDIT OR DEBIT CARD.

(The forms listed above are also found online at the Caddo Website under Risk Management Documents. Mr. Anthony Tisdale's Office will also have the forms in the Athletics Office.)

K-12 Student Accident Insurance **Enroll Online**



www.studentinsurance-kk.com

Worried about paying for your child's medical care if an accident should happen? K&K's student accident insurance can help.

K-12 Accident Plans available through your school:

- *At-School Accident Only*
- *24-Hour Accident Only*
- *Extended Dental*
- *Football*

How to Enroll Online

Enrolling online is easy and should take only a few minutes. Go to **www.studentinsurance-kk.com** and click the **"Enroll Now"** button.

1. Start by telling us the name of the school district and state where your child attends school.
2. We'll request each student's name and grade level.
3. You'll see the available plans and their rates. Select your coverage and continue to the next step.
4. We'll request information about you, like your name and email address.
5. Next, you'll enter information about the child or children to be covered.
6. Enter your credit card or eCheck payment information.
7. Finally, print out a copy of the confirmation for your records.

For further details of the coverage including costs, benefits, exclusions, any reductions or limitations and the terms under which the policy may be continued in force, please refer to www.studentinsurance-kk.com. Student is able to purchase the coverage only if his/her school district is a policyholder with the insurance company.

¿Le preocupa tener que pagar la atención médica de su hijo si ocurre un accidente? El seguro contra accidentes para estudiantes de K&K puede ayudarlo.

Planes de cobertura en caso de accidente para K-12 disponibles a través de su escuela:

- *Sólo accidentes en la escuela*
- *Sólo accidentes, 24 horas*
- *Dental extendido*
- *Fútbol*

Cómo inscribirse en línea

Inscribirse en línea es fácil y sólo le tomará unos pocos minutos. Visite **www.studentinsurance-kk.com** y haga clic en el botón **"Enroll Now"** ("Inscribirse ahora").

1. Comience por decirnos el nombre del distrito escolar y el estado en el que su hijo(a) va a la escuela.
2. Solicitaremos el nombre y el grado de cada uno de los estudiantes.
3. Verá los planes disponibles y sus tarifas. Seleccione su cobertura y continúe con el siguiente paso.
4. Le solicitaremos información sobre usted, como su nombre y dirección de correo electrónico.
5. Después, ingresará la información acerca del niño o niños que recibirá(n) cobertura.
6. Ingrese la información de pago de su tarjeta de crédito o eCheck.
7. Finalmente, imprima una copia de la confirmación para sus registros.

Para obtener más detalles sobre la cobertura, incluidos costos, beneficios, exclusiones y reducciones o limitaciones y los términos en virtud de los cuales esta póliza podría continuar en vigencia, consulte www.studentinsurance-kk.com. Los estudiantes pueden comprar la cobertura únicamente si su distrito escolar es titular de una póliza con la compañía de seguros.

Choose Your Coverage Plan:

One-Time Payment For Accident Coverage

PLEASE NOTE - FOR COVERAGE PLANS LISTED BELOW

Coverage Effective Date: A person's coverage takes effect at the later of the date his or her completed student accident enrollment form and premium is received by the company or the effective date of the policy issued to his or her school or school district.

Coverage Termination Date: Coverage ends on the earlier of the date his or her coverage has been in force for twelve months or the first day of the next school year. All coverage ceases if the policyholder cancels the policy or when the person ceases to be an eligible person per the definition below. Termination of coverage for any reason will not affect a claim which occurs before coverage ends.

	Low Option	High Option
24-Hour Accident Around-the-clock. Before, during and after school. Weekends, vacation and all summer including summer school. School sponsored and extracurricular sports excluding High School Football.	\$102.00	\$165.00
24-Hour Accident (Summer Only Coverage) Summer begins on the first day after the school year ends. Summer ends the first day of the next school year.	\$39.00	\$51.00
At-School Accident During the regular school term, on school premises while school is in session. Direct and uninterrupted travel to and from home and scheduled classes. School Sponsored and supervised activities and sports excluding High School Football. Travel to and from school sponsored and supervised activities and sports while in a school furnished or approved vehicle.	\$30.00	\$38.00
High School Football (Full Year) Play or practice of regularly scheduled football.	\$176.00	\$293.00
High School Football (Spring Only Rates) For new players who participate in spring training and not already insured under Football Coverage. Sports seasons are defined by your state high school athletic association.	\$76.00	\$124.00
High School Football and At-School Accident (Covers all athletics)	\$196.00	\$331.00
High School Football and 24-Hour Accident (Covers all athletics)	\$288.00	\$458.00

About Your Coverage

- ELIGIBLE PERSONS:** students of the policyholder who enroll and make the required premium contribution for the coverage selected are Eligible Persons under the Policy. Depending on the coverage selected, coverage may continue after graduation and between school years unless the person enrolls at a different school district.
- The Master Policy is on file with the school district and is a non-renewable policy. The student coverage selected is non-renewable and requires the student to re-enroll each school year.
- This is a limited benefit policy.
- COVERAGE EFFECTIVE DATE:** Insurance becomes effective for a student who enrolls and makes the required premium contribution on the latest of the following dates:
 - the Policy Effective Date;
 - the date the Company receives student's completed enrollment form and the required premium payment.
 In no event will insurance for the Eligible Person become effective before the Policy Effective Date.
- COVERAGE TERMINATION DATE:** Coverage ends on the earlier of the date: he or she is no longer an Eligible Person, the end of the 1 year coverage term or the date the School's policy ends. All coverage ceases if the policyholder cancels the policy or when person ceases to be eligible. Termination of coverage for any reason will not affect a claim for a Covered Accident that occurs before the termination date.
- LATE ENROLLMENT:** Coverage may be purchased at any time during the school year. There is no premium reduction for any individual who enrolls late in the year.
- CANCELLATION:** Your coverage under the Policy will not be cancelled, and accordingly, premiums may not be refunded after acceptance by the Company.

Enroll online at:

www.StudentInsurance-kk.com

or by mail using attached enrollment form.

- Complete and detach the enrollment form.
- Make check or money order payable to Axis Insurance Company. Do not send cash. The Company is not responsible for cash payments.
- Write your child's name on your check or money order.
- Mail completed enrollment form with payment back to:
**K&K Insurance Group,
 P.O. Box 2338
 Fort Wayne, IN 46801-2338**
- Your cancelled check, credit card billing, or money order stub will be your receipt and confirmation of payment.
- Keep this brochure for future reference. Individual policies will not be sent to you.

Privacy Policy

We know that your privacy is important to you and we strive to protect the confidentiality of your nonpublic personal information. We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted or required by law. We believe we maintain appropriate physical, electronic and procedural safeguards to ensure the security of your nonpublic personal information.

Administered by:

K&K Insurance Group, P.O. Box 2338,
Fort Wayne, IN 46801-2338

Scissors icon: Cut out this card and attach to your records.

STUDENT INSURANCE CARD	
Student's Name _____	If premium has been paid, the student whose name appears above has been insured under a Policy issued to:
School District: _____	
Accident Only Coverage: <input type="checkbox"/> 24-HOUR <input type="checkbox"/> 24-HOUR (Summer Only Coverage) <input type="checkbox"/> AT-SCHOOL <input type="checkbox"/> FOOTBALL <input type="checkbox"/> FOOTBALL (Spring Only) <input type="checkbox"/> EXTENDED DENTAL	
Paid by Check # _____	Amount Paid: _____ Date Paid: _____
Policy # _____	
Underwritten by: AXIS Insurance Company Claims Questions: K&K Insurance Group, Inc. 1712 Mageauon Way - Fort Wayne, IN 46801 - 800-237-2167	

2023-2024 Student Accident Coverage

Serviced by: K&K Insurance Group, Inc. Phone: 855-742-3135

Remember to visit our website for faster enrollment: www.studentinsurance-kk.com
Online Enrollment—Secured Accident Coverage can be purchased any time throughout the year.

ACCIDENT ONLY COVERAGE: The Policy provides benefits for loss due to a covered injury up to the Maximum Benefit of \$25,000 for each injury. Provided that treatment by a qualified, licensed Physician begins within 60 days from the date of injury, benefits will be paid for Covered Medical Expenses incurred within 52 weeks from the date of injury up to the Maximum Benefit per service as shown below.

SCHEDULE OF BENEFITS: Maximum Benefits Paid As Specified Below:

Compare and Choose	Low Option Accident Only	High Option Accident Only
Maximum Benefit:	\$25,000 (For Each Injury)	\$25,000 (For Each Injury)
Deductible:	\$0	\$0
Inpatient Hospital Services		
Room & Board Expenses:	Up to \$150 per day/ Semi-private room rate	80% of Usual and Customary Charges/ Semi-private room rate
Miscellaneous Expenses:	\$600 maximum per day	\$1,200 maximum per day
Physician's Visits: (Limited to one visit per day)	\$40 first day/\$25 each subsequent day	\$60 first day/\$40 each subsequent day
Ambulatory Medical Center		
Emergency Room Treatment: (Treatment must be rendered within 72 hours from the time of the injury)		
Surgery (*Allowance is calculated: 100% of Usual and Customary Charges for the 1st procedure, 50% of Usual and Customary Charges for the 2nd procedure, and 25% of Usual and Customary Charges for each additional procedure when performed through different incisions/portals.)	\$1,000 maximum \$150 maximum	\$1,200 maximum \$300 maximum
Assistant Surgeon	\$1,000 maximum	\$1,200 maximum
Anesthesia and its Administration	100% of Usual and Customary Charges (*Allowance is calculated: 20% of the surgical maximum for the surgery performed as indicated above.) 100% of Usual and Customary Charges (*Allowance is calculated: 20% of the surgical maximum for the surgery performed as indicated above.)	100% of Usual and Customary Charges (*Allowance is calculated: 25% of the surgical maximum for the surgery performed as indicated above.) 100% of Usual and Customary Charges (*Allowance is calculated: 25% of the surgical maximum for the surgery performed as indicated above.)
Outpatient		
Outpatient Physician Visits: (Limited to one visit per day)	\$40 first day/\$25 each subsequent day	\$60 first day/\$40 each subsequent day
Outpatient X-ray:	\$200 maximum	\$600 maximum
Outpatient Diagnostic Imaging Services:	\$300 maximum	\$600 maximum
Outpatient Laboratory:	\$50 maximum	\$100 maximum
Outpatient Physiotherapy: (Limited to one visit per day. Includes acupuncture; microtherapy; manipulation; diathermy; massage therapy; heat treatment; and ultrasonic treatment)	\$30 first day/\$20 each subsequent day/ 5 days maximum	\$60 first day/\$40 each subsequent day/ 5 days maximum
Ambulance Services: (Air and Ground)	\$300 maximum	\$600 maximum
Medical Equipment Rental: (Includes Orthopedic devices)	\$75 maximum	\$140 maximum
Dental Services:	\$10,000 maximum per policy	\$10,000 maximum per policy term
Prescription Drugs:	\$75 maximum	\$200 maximum
Consultant:	\$200 maximum	\$400 maximum
Replacement of Eye Glasses, Contact Lenses or Hearing Aids:	100% of Usual and Customary Charges	100% of Usual and Customary Charges

THIS IS A BLANKET ACCIDENT ONLY POLICY.

U.S. Insurance coverage is underwritten by AIG Insurance Company under group policy form series number BACC-001-0000, et al. Coverage is subject to exclusions and limitations, and may not be available in all US states and jurisdictions. Product availability and plan design features, including eligibility requirements, descriptions of benefits, exclusions or limitations may vary depending on local country or US state laws. Full terms and conditions of coverage, including effective dates of coverage, benefits, limitations, and exclusions, are set forth in the policy.

The amount of benefits provided depends upon the plan selected; the premium will vary with the amount of the benefits selected.

THIS INSURANCE DOES NOT COORDINATE WITH ANY OTHER INSURANCE PLAN. IT DOES NOT PROVIDE MAJOR MEDICAL OR COMPREHENSIVE MEDICAL COVERAGE AND IS NOT DESIGNED TO REPLACE MAJOR MEDICAL INSURANCE. FURTHER, THIS INSURANCE IS NOT MINIMUM ESSENTIAL BENEFITS AS SET FORTH UNDER THE PATIENT PROTECTION AND AFFORDABLE CARE ACT.

COMMON EXCLUSIONS

In addition to any benefit or coverage specific exclusion, benefits will not be paid for any loss which directly or indirectly, in whole or in part, is caused by or results from any of the following unless coverage is specifically provided for by name in the Description of Benefits Section or Conditions of Coverage Section:

- intentionally self-inflicted injury, suicide, or any attempt while sane or insane;
- commission or attempt to commit a felony or an assault;
- commission of or active participation in a riot or insurrection;
- declared or undeclared war or act of war or any act of declared or undeclared war unless specifically provided by this Policy;
- flight in, boarding or alighting from an Aircraft, except as a passenger on a regularly scheduled commercial airline;
- travel in any Aircraft owned, leased operated or controlled by the Policyholder, or any of its subsidiaries or affiliates. An Aircraft will be deemed to be "controlled" by the Policyholder if the Aircraft may be used as the Policyholder wishes for more than 10 straight days, or more than 25 days in any year;
- sickness, disease, bodily or mental infirmity, bacterial or viral infection or medical or surgical treatment thereof, (including exposure, whether or not Accidental, to viral, bacterial or chemical agents) whether the loss results directly or not directly from the treatment except for any bacterial infection resulting from an Accidental external cut or wound or Accidental ingestion of contaminated food;
- voluntary ingestion of any narcotic, drug, poison, gas or fumes, unless prescribed or taken under the direction of a Physician and taken in accordance with the prescribed dosage;
- injuries compensable under Workers' Compensation law or any similar law;
- operating any type of vehicle or Conveyance while under the influence of alcohol or narcotics or other intoxicant including any prescribed drug for which the Insured Person has been provided a written warning against operating a vehicle or Conveyance while taking it. (Under the influence of alcohol, for purposes of this exclusion, means intoxicated, as defined by the motor vehicle laws of the state in which the Covered Loss occurred;
- the Insured Person's intoxication. The Insured Person is conclusively deemed to be intoxicated if the level in his blood exceeds the amount at which a person is presumed, under the law of the locale in which the accident occurred, to be under the influence of alcohol if operating a motor vehicle, regardless of whether He is in fact operating a motor vehicle, when the injury occurs. An autopsy report from a licensed medical examiner, law enforcement officer's report, or similar items will be considered proof of the Insured Person's intoxication;
- an Accident if the Insured Person is the operator of a motor vehicle and does not possess a valid motor vehicle operator's license, unless: (a) the Insured Person holds a valid learners permit and (b) the Insured Person is receiving instruction from a driver's education instructor;
- aggravation, during a Covered Activity, of an injury the Insured Person suffered before participating in that Covered Activity unless the Company receives a written medical release from the Insured Person's Physician;
- participating in any hazardous activities, including the sports of snowmobile, ATV (all terrain or similar type wheeled vehicle), personal watercraft, sky diving, scuba diving, skin diving, hang gliding, cave exploration, bungee jumping, parachute jumping or mountain climbing;
- medical or surgical treatment, diagnostic procedure, administration of anesthesia, or medical mishap or negligence, including malpractice unless it occurs during treatment of a Covered injury; or
- benefits will not be paid for services or treatment rendered by any person who is:
 - employed or retained by the Policyholder;
 - living in the Insured Person's household;
 - an Immediate Family Member, including domestic partner, of either the Insured Person or the Insured Person's Spouse; or
 - the Insured Person.

EXCLUDED EXPENSES

The following will not be considered Medically Necessary Covered Expenses unless coverage is specifically provided:

- cosmetic surgery, except for reconstructive surgery needed as the result of a Covered Injury;
 - any elective or routine treatment, surgery, health treatment, or examination, including any service, treatment or supplies that: (a) are deemed by the Company to be experimental or investigational; and (b) are not recognized and generally accepted medical practice in the United States;
 - examination or prescriptions for, or purchase, repair or replacement of wheelchairs, braces, appliances, orthopedic braces, or orthotic devices;
 - repair or replacement of existing artificial limbs, eyes and larynx;
 - treatment of an injury resulting from a condition that the Insured Person knew existed on the date of a Covered Accident, unless the Company has received a written medical release from his Physician.
- In no event will the Company's total payments for the Insured Person exceed the Total Maximum for all Accident Medical Benefits shown in the Schedule of Benefits.
- Other Exclusions that apply to this Benefit are in the Common Exclusions Section.

ACCIDENT ONLY DEFINITIONS:

Covered Injury means Accidental bodily injury:

- which is sustained by an Insured Person as a direct result of an unintended, unanticipated Covered Accident that is external to the body and that occurs while the injured person's coverage under the Policy is in force;
- which results directly and independently from all other causes from a Covered Accident; and
- which occurs while such person is participating in a Covered Activity. The Covered Injury must be caused through Accidental means. All injuries sustained by an Insured Person in any one Covered Accident, including related conditions and recurrent symptoms of these injuries, are considered a single injury.

Accident or Accidental: means a sudden, unexpected, specific and abrupt event that occurs by chance at an identifiable time and place while the Insured Person is covered under this Policy.

Covered Expenses: means expenses actually incurred by or on behalf of an Insured Person for treatment, services and supplies covered by this Policy. A Covered Expense is deemed to be incurred on the date treatment, service or supply that gave rise to the expense or the charge, was rendered or obtained.

Medically Necessary: means medical services that:

- are essential for diagnosis, treatment or care of the Covered Injury for which it is prescribed or performed;
- meets generally accepted standards of medical practice; and
- are ordered by a Physician and performed under His care, supervision or order.

ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS:

Covered Loss must occur within 365 days of the Covered Accident. Not more than the Aggregate Limit of \$500,000 will be paid for all Covered Losses, Covered Accidents and Covered Injuries suffered by all Insured Persons as the result of any one Covered Accident that occurs under one of the Conditions of Coverage. This Aggregate Limit is payable only once, should more than one Condition of Coverage apply. We will pay the greater amount. If this amount does not allow all Insured Persons to be paid the amounts this Policy otherwise provides, the amount paid will be the proportion of the Insured Person's loss to the total of all losses, multiplied by the Aggregate Limit.

COVERED LOSS

Loss of Life
Loss of Two or More Hands or Feet
Loss of Sight of Both Eyes
Loss of Speech and Hearing (in Both Ears)
Loss of One Hand or Foot and Sight in One Eye
Loss of One Hand or Foot
Loss of Sight in One Eye
Loss of Speech
Loss of Hearing (in Both Ears)
Loss of Hearing in One Ear
Loss of Thumb and Index Finger of the same Hand
Exposure and Disappearance

BENEFIT AMOUNT

\$10,000
\$10,000
\$10,000
\$10,000
\$10,000
\$5,000
\$5,000
\$5,000
\$5,000
\$2,500
\$2,500
Included

IMPORTANT NOTICE - FRAUD WARNING

- **In General, and specifically for residents of Arkansas, Illinois, Louisiana, Rhode Island and West Virginia:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- **For Residents of Alabama:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines and confinement in prison, or any combination thereof.
- **For Residents of California:** For your protection California law requires the following to appear on this form. Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
- **For residents of Colorado:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.
- **For residents of the District of Columbia:** **WARNING:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
- **For residents of Florida:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
- **For residents of Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.
- **For residents of Maine, Tennessee and Washington:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
- **For residents of Maryland:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- **For residents of New Hampshire:** Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.
- **For residents of New Jersey:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.
- **For residents of New Mexico:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.
- **For residents of New York:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.
- **For residents of Ohio:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.
- **For residents of Oklahoma:** **WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.
- **For residents of Oregon:** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.
- **For residents of Pennsylvania:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.
- **For residents of Texas:** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
- **For residents of Virginia:** Any person who with the intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a false or deceptive statement may have violated state law.

Enroll online for quicker service at www.StudentInsurance-kk.com
or complete and mail this form

Student Accident Enrollment Form (School Year 2023-2024)

Student's Last Name: _____
Student's First Name: _____
Student's Middle Name: _____ Date of Birth: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Name of School District (required): _____
Name of School: _____
Grade Level: ☐ Pre-K/Headstart ☐ Kindergarten/Elementary ☐ Middle School ☐ High School/Above
Signature of Parent or Guardian: _____
Date: _____ Email Address: _____ Phone Number: _____

Student Insurance Plan Options — Check Your Selection:

Accident Only Coverage Plans

24-HOUR
24-HOUR Summer Only
AT-SCHOOL
HIGH SCHOOL FOOTBALL COVERAGE Full Year
HIGH SCHOOL FOOTBALL COVERAGE Spring Only
For New Players
HIGH SCHOOL FOOTBALL and AT-SCHOOL
Covers all athletics
HIGH SCHOOL FOOTBALL and 24-HOUR
Covers all athletics

Low Option

☐ \$112.00
☐ \$39.00
☐ \$30.00
☐ \$176.00
☐ \$76.00
☐ \$206.00
☐ \$288.00

High Option

☐ \$165.00
☐ \$51.00
☐ \$38.00
☐ \$293.00
☐ \$124.00
☐ \$331.00
☐ \$458.00

Enclose check for total payment payable to: **AXIS INSURANCE COMPANY**. Checks, money orders, or credit cards accepted.

DO NOT SEND CASH

TOTAL ENCLOSED: \$ _____

See Important Notice - Fraud Warning on next page.

Mail this completed form with payment back to: **K&K Insurance Group, P.O. Box 2338, Fort Wayne, IN 46801-2338**

Complete this section only if you wish to pay with a Credit Card

Full name as it appears on card

First Name: _____ MI: _____ Last Name: _____

Billing Address (if different than above)

Street # _____ Address _____ Apt # _____

City: _____ State: _____ Zip: _____

Card Number: Expiration Date: Month: Year:

Cardholder signature: _____

Company does not issue refunds nor accept responsibility for cash payments. (Rejection of check or credit card by bank for any reason, will invalidate insurance.)



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**STUDENT OR ATHLETE
ACCIDENT CLAIM FORM**
Excess Coverage
K-12 ACCOUNTS**CLAIMS DEPARTMENT**

1712 Magnavox Way, P.O. Box 2338 | Fort Wayne, IN 46801-2338
Ph: 800-237-2917 Fax: 312-381-9077 California License #0034819
email:kk.PAClaims@kandkinsurance.com
www.kandkinsurance.com

INSTRUCTIONS FOR FILING

NOTE: Claim Form must be fully completed and signed. File your claim promptly. Failure to do so could result in a denial of coverage.

Basic Procedures for Submitting Statement of Claim

1. A school official will complete their portion and then give the claim form to the student's or athlete's parent(s)/guardian(s) for completion.
2. The student's or athlete's parent(s)/guardian(s) will complete the appropriate portion of the form. Attach any related medical bills and primary insurance explanation of benefits and forward to K&K Insurance Group, Inc.

To the Student or Athlete/Parent/Guardian

If you are attaching related medical bills, these bills must show the patient's name, condition (diagnosis), type of treatment given, date the expense was incurred and the charges made. For hospital charges, this would be a UB04 and for the physician/ancillary charges, this would be a CMS1500. The medical providers may also bill K&K Insurance Group, Inc. direct at the address above.

SECTION I – TO BE COMPLETED BY CLAIMANT'S PARENT(S)/GUARDIAN(S)

1. Student's Name Last: _____ First: _____ MI: _____
2. Date of Birth: _____ SS# _____ Sex: ☐ Male ☐ Female
3. Student's grade in school: _____ Email address: _____
4. Home Address Street: _____
City: _____ State: _____ Zip: _____
Parent(s)/Guardian(s) Home Phone: _____
5. Date of Accident: _____ Time of Accident: _____ ☐ AM ☐ PM
Nature of Injury: _____ Describe exactly how accident happened: _____
6. Nature of activity and location during which the injury occurred (check all boxes which apply):

<input type="radio"/> Pre-Kindergarten	<input type="radio"/> Elementary School	<input type="radio"/> Middle School
<input type="radio"/> High School	<input type="radio"/> Cafeteria	<input type="radio"/> Classroom Activities
<input type="radio"/> Interscholastic Sports	<input type="radio"/> Intramural Sports, name of sport, if applicable: _____	
<input type="radio"/> Club Sports	<input type="radio"/> Physical Education Class	<input type="radio"/> Other Activity (specify) _____
<input type="radio"/> During Practice	<input type="radio"/> During Play	<input type="radio"/> During Travel To or From the Event

Nature of Your Participation:

<input type="radio"/> Student	<input type="radio"/> Volunteer	<input type="radio"/> Student/Manager
<input type="radio"/> Athletic Participant	<input type="radio"/> Cheerleader	<input type="radio"/> Band Member
<input type="radio"/> Other (specify) _____		
7. Transfer Student? ☐ Yes ☐ No
If yes, please identify the former school name: _____
8. Name, address and phone number of physician who first treated you: _____

IMPORTANT NOTICE

• **In General, and specifically for residents of Arkansas, Illinois, Louisiana, Rhode Island and West Virginia:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

• **For Residents of Alabama:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines and confinement in prison, or any combination thereof.

• **For residents of Colorado:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any Insurance company or agent of an Insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from Insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

• **For residents of the District of Columbia:** **WARNING:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

• **For residents of Florida:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

• **For residents of Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

• **For residents of Maine, Tennessee and Washington:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

• **For residents of Oregon:** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

• **For residents of Maryland:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

• **For residents of New Jersey:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

• **For residents of New Mexico:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

• **For residents of New York:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent Insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

• **For residents of Ohio:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of Insurance fraud.

• **For residents of Oklahoma:** **WARNING:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

• **For residents of Pennsylvania:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

• **For residents of Texas:** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

• **For residents of Virginia:** Any person who with the intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a false or deceptive statement may have violated state law.

[AXIS_FRAUD 0220]

Dear Participant:

If you have an appointment with a doctor as a result of a sport related injury, please show this document to the doctor's insurance secretary. You should be identified as a member of the following preferred provider networks and/or their affiliates.

Dear Doctor or Provider:

This document indicates that this patient is a participant in the following preferred provider networks and/or their affiliates.



INSTRUCTIONS FOR COMPLETING THE ACCIDENT INSURANCE FORM TO THE INJURED PERSON/PARENT/GUARDIAN

To the injured person/parent/guardian:

Complete part II of this claim form. Attach current itemized physician, hospital, or other provider's bills for accident medical expenses as well as the primary carrier's explanation of benefit showing their payment and denial. These bills must show the patient's name, condition (diagnosis), type of treatment given, date the expense was incurred, and the charges made. Return this form to K&K Insurance Group, Inc. Please note: Claim forms will be returned if not fully completed and signed. Omission of vital information will cause a delay in claim processing.

9. Have you had a similar injury in the past? ☐ Yes ☐ No

If yes, describe and give dates: _____

10. Name, address and phone number of physician who treated you for previous injury: _____

11. Are you covered by any other medical expense benefits plan? ☐ Yes ☐ No

If yes, give the names of the plan(s) and the person(s) through whom you are insured and their relationship to you: _____

IF YOU HAVE NO OTHER INSURANCE ON YOUR CHILD, BUT YOU AND/OR YOUR SPOUSE ARE EMPLOYED FULL TIME, PLEASE PROVIDE A STATEMENT FROM THE EMPLOYER(S) INDICATING YOUR CHILD IS NOT COVERED BY ANY INSURANCE OFFERED THERE

ALL BENEFITS WILL BE MADE PAYABLE TO PROVIDERS OF SERVICE INVOLVED, UNLESS ACCOMPANIED BY PAID RECEIPTS.

THIS IS EXCESS MEDICAL COVERAGE

I hereby authorize any physician, hospital, or other medically related facility, insurance company, or other organization, institution or person that has any records of knowledge of me, and/or the above named claimant, to disclose, whenever requested to do so by K&K Insurance/Specialty Benefits or its representative, any and all such information. A photocopy of this authorization shall be considered as effective and valid as the original.

Any person who knowingly and with intent to defraud any insurance company or other person files claim forms for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Date _____ Parent/Guardian Signature _____

SECTION II

(TO BE COMPLETED BY PARTICIPATING SCHOOL)

**FAILURE TO COMPLETE THIS FORM IN FULL
MAY RESULT IN AN UNNECESSARY DELAY IN THE PROCESSING OF THIS CLAIM**

1. Student's Name Last: _____ First: _____ MI: _____
2. Date of Accident _____
3. Activity _____
4. Nature of Injury _____
5. Name of Participating SCHOOL SYSTEM or SCHOOL DISTRICT _____
6. Name of participating SCHOOL _____
7. I hereby certify the foregoing statements made by me on this form to be true to the best of my knowledge. I am aware that if any of the foregoing statements on this form made by me are willfully false, I may be subject to penalties, which may include criminal prosecution.

SIGNATURE OF SCHOOL OFFICIAL: _____

PRINTED NAME/TITLE: _____

PHONE: _____ FAX: _____

EMAIL: _____ DATE: _____

Any person who knowingly and with intent to defraud any insurance company or other person files forms for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Date _____ Policyholder (School Official) Signature _____



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OTHER INSURANCE QUESTIONNAIRE

NAME OF CLAIMANT: _____ INTERNATIONAL STUDENT ☐ Yes ☐ No
EMANCIPATED STUDENT: ☐ Yes ☐ No OVER AGE 25 AND NO LONGER DEPENDENT ON PARENT: ☐ Yes ☐ No
NAME OF INSURED: _____ POLICY NO: _____

FATHER	MOTHER
IS FATHER DECEASED? <input type="checkbox"/> Yes <input type="checkbox"/> No	IS MOTHER DECEASED? <input type="checkbox"/> Yes <input type="checkbox"/> No
IS FATHER LEGALLY RESPONSIBLE? <input type="checkbox"/> Yes <input type="checkbox"/> No	IS MOTHER LEGALLY RESPONSIBLE? <input type="checkbox"/> Yes <input type="checkbox"/> No
FATHER'S NAME (if injured is a minor) _____	MOTHER'S NAME (if injured is a minor) _____
DATE OF BIRTH: _____	DATE OF BIRTH: _____
EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No SELF-EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No	EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No SELF-EMPLOYED? <input type="checkbox"/> Yes <input type="checkbox"/> No
DISABLED ON MEDICAID OR OTHER PUBLIC ASSISTANCE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DISABLED ON MEDICAID OR OTHER PUBLIC ASSISTANCE? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMPLOYER NAME: _____	EMPLOYER NAME: _____
EMPLOYER ADDRESS: _____	EMPLOYER ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____	CITY: _____ STATE: _____ ZIP: _____
PHONE: () _____	PHONE: () _____
CONTACT PERSON: _____	CONTACT PERSON: _____
Do you have group medical insurance coverage through your employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have group medical insurance coverage through your employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, is it: <input type="checkbox"/> Individual <input type="checkbox"/> Family	If Yes, is it: <input type="checkbox"/> Individual <input type="checkbox"/> Family
If no, please be advised K&K may contact your employer to verify no primary insurance is in force.	If no, please be advised K&K may contact your employer to verify no primary insurance is in force.
INSURANCE COMPANY: _____	INSURANCE COMPANY: _____
INSURANCE COMPANY ADDRESS: _____	INSURANCE COMPANY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____	CITY: _____ STATE: _____ ZIP: _____
POLICY NUMBER: _____	POLICY NUMBER: _____
TYPE OF PLAN: <input type="checkbox"/> HEALTH MAINTENANCE ORGANIZATION (HMO) <input type="checkbox"/> PREFERRED PROVIDER ORGANIZATION (PPO) <input type="checkbox"/> STANDARD MEDICAL AND HOSPITALIZATION COVERAGE <input type="checkbox"/> OTHER (describe) _____	TYPE OF PLAN: <input type="checkbox"/> HEALTH MAINTENANCE ORGANIZATION (HMO) <input type="checkbox"/> PREFERRED PROVIDER ORGANIZATION (PPO) <input type="checkbox"/> STANDARD MEDICAL AND HOSPITALIZATION COVERAGE <input type="checkbox"/> OTHER (describe) _____

I/WE AGREE THAT ALL INFORMATION PROVIDED IN THIS DOCUMENT IS ACCURATE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE. I/WE UNDERSTAND THAT ANY INCORRECT OR UNDISCLOSED INFORMATION CAN RESULT IN DUPLICATE PAYMENTS CREATING A SUBSTANTIAL OVERPAYMENT. THE RESPONSIBILITY OF SUCH OVERPAYMENT WILL BE THE OBLIGATION OF THE UNDERSIGNED TO REIMBURSE IN FULL, UPON REQUEST, ALL AMOUNTS DEEMED REFUNDABLE. I UNDERSTAND THAT IT IS A CRIME TO INTENTIONALLY ATTEMPT TO DEFRAUD OR KNOWINGLY FACILITATE A FRAUD AGAINST AN INSURER BY FILING INFORMATION CONTAINING FALSE OR DECEPTIVE STATEMENTS. ANY QUESTIONS ON THIS FORM NOT ANSWERED TRUTHFULLY CAN RESULT IN A CRIME.

PARENT/GUARDIAN/FATHER SIGNATURE: _____ PARENT/GUARDIAN/MOTHER SIGNATURE: _____
DATE: _____ DATE: _____

I WAIVE ANY PROMISION OF LAW TO THE CONTRARY AND HEREBY AUTHORIZED K&K OR ITS REPRESENTATIVES TO FURNISH TO ANY HOSPITAL, PHYSICIAN OR OTHER PERSON WHO HAS ATTENDED ME, AND MY INSURANCE CARRIER, ANY AND ALL INFORMATION WITH RESPOECT TO THE ACCIDENTAL, INJURY FOR WHICH I AM CLAIMING INSURANCE BENEFITS.

I WAIVE ANY PROMISION OF LAW TO THE CONTRARY AND HEREBY AUTHORIZED ANY HOSPITAL, PHYSICIAN OR OTHER PERSON WHO HAS ATTENDED ME, AND MY INSURANCE CARRIER OR EMPLOYER, TO FURNISH TO K&K OR ITS REPRESENTATIVES ANY AND ALL INFORMATION WITH RESPECT TO ANY SICKNESS OR INJURY, MEDICAL HISTORY, CONSULTATION, PRESCRIPTIONS, OR TREATMENT, AND COPIES OF ALL HOSPITAL, MEDICAL, OR INSURANCE RECORDS INCLUDING, BUT NOT LIMITED TO, INFORMATION REGARDING OTHER INSURANCE COVERAGES. I AGREE THAT A PHOTOCOPY OF THIS AUTHORIZATION SHALL BE CONSIDERED AS EFFECTIVE AS THE ORIGINAL.

I UNDERSTAND THIS AUTHORIZATION IS NECESSARY TO FACILITATE THE OBTAINING AND PROVIDING OF INFORMATION NEEDED TO QUICKLY PROCESS MY CLAIM.

SIGNED: _____ DATE: _____
Please Note: If injured person is a minor, signature must be of parent or legal guardian.



Online Registration System Instructions

We are excited that your child will be attending a Caddo Parish Public School. Our school system has an easy-to-use, security online registration system that will allow you to complete the forms required for registering your child as well as uploading the documents required for registration. To begin the Online Registration process, follow the directions below:

1. Log on to <https://jgrade.caddoschools.org/register/> using your computer, tablet, or cell phone or scan the code above.
2. The **Online Registration Screen** will appear. Prior to beginning the enrollment process, you may want to gather the following required documents.

Parent/ Guardian Information

- current utility bill
- Current lease or mortgage
- Parent Driver's License/ Photo ID

Student information

- Birth Certificate
 - Social Security card
 - Louisiana health/ shot card
3. Enter your first name, last name, a valid cell phone number, and a valid email address in the **Create an Account** section on the right. Click **Start**.
 4. You will receive the validation code for registration via email and/or text. Enter the code and click **Continue**.
 5. Create a **User Name** and **Password** and record the information for future reference. Complete each of the remaining blanks and click **Submit**.

User Name :	Password :
<input type="text"/>	<input type="text"/>

6. Click on the **Parent/ Guardian** button to the left and follow the prompts to enter your information. Please be careful of spelling, capitalization, and punctuation. Your input will be saved exactly as it is entered. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx. Required fields are indicated with a red asterisk (*). Instructions will be listed on each section throughout the application process. Be sure to **Click Save and Continue** to ensure that the information you are entering is saved in your application. Review your application prior to submitting.
7. If you need assistance, call 318-603-6305 or visit the Student Services Center - Attendance Department at 1638 Murphy Street Shreveport, LA 71103.

CHECK LIST OF REQUIRED RECORDS FOR STUDENT ENROLLMENT

<u>OWNER OF RESIDENCE</u>	<u>RESIDING WITH ANOTHER</u>
PARENT ID	PARENT ID
PROOF OF RESIDENCY Current utility bill (gas <i>or</i> water <i>or</i> electric) <i>Or</i> Current Lease Agreement <i>Or</i> Current Mortgage Statement	NOTARIZED AFFIDAVIT (stating that you <i>and</i> the student(s) live with the owner)
STUDENT'S BIRTH CERTIFICATE	PROOF OF RESIDENCY Owners' current utility bill (gas <i>or</i> water <i>or</i> electric) <i>Or</i> Current Lease Agreement <i>Or</i> Current Mortgage Statement
STUDENT'S SOCIAL SECURITY CARD	2 DIFFERENT FORMS OF MAIL THAT LINKS THE PARENT TO THE ADDRESS (Mail with parent name on it and the address on the affidavit that connects the parent to the residence stated on the affidavit)
STUDENT'S CURRENT LOUISIANA IMMUNIZATION RECORD (Out of state immunization, record must be Converted to a Louisiana immunization Record)	STUDENT'S BIRTH CERTIFICATE
STUDENT'S WITHDRAWAL RECORD	STUDENT'S SOCIAL SECURITY CARD
STUDENT'S RECENT/ FINAL REPORT CARD	STUDENT'S CURRENT LOUISIANA IMMUNIZATION RECORD (Out of state immunization, record must be Converted to a Louisiana immunization Record)
	STUDENT'S WITHDRAWAL RECORD
	STUDENT'S RECENT/ FINAL REPORT CARD

Section 2: Attendance Policies



Attendance/Discipline during a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and Caddo Parish Public Schools play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

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

Additionally, please note the following:

1. Decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with and if necessary at the direction of the Governor, Louisiana Department of Public Health, local health department, emergency management agencies, and/or state Board of Elementary and Secondary Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in Blended and remote instruction as required by the school and capital Caddo Parish Public Schools. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. School disciplinary rules remain in effect even during interruption of in-person learning. Students are subject to discipline for disrupting a remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom. students are also expected to follow student safety protocols. Violations of school disciplinary rules are subject to disciplinary action as provided by Caddo Parish Public Schools policy and student code of conduct.
5. Students and parent/legal guardians will be required to observe all public health and safety measures implemented by the school and Caddo Parish Public Schools in conjunction with state and local requirements.

6. During a pandemic or other health emergency the school and Caddo Parish Public Schools will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other Public Health Emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and School staff will receive additional training on health and safety measures.
10. In accordance with school, Caddo Parish Public Schools, or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact the school or Caddo Parish Public School officials if you have any concerns regarding your child's education, health, or safety.

SCHOOL ATTENDANCE AND THE LAW

Compulsory School Attendance Laws (R.S. 17:221) are designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. Law assigns the basic responsibility for regular attendance to the parent/ legal guardian of the child. The school board is keenly aware that it shares with parent/ legal guardians of the child this responsibility. The school board also recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S. 17:221 requires that children attend school each day scheduled by the school system).

Exemptions

The following exemptions from school attendance, in accordance with R.S. 17:226, State of Louisiana are:

1. Children mentally, physically, or emotionally incapacitated to perform school duties.
2. Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays.
3. Children exempt by statute.

Suspension of Driver's License

If a student is less than eighteen years of age and is habitually absent or tardy, the Department of Public Safety and Corrections may, upon notification from the school board, may deny or suspend the driver's permit or license of a student in accordance with the provisions of:

R.S. 32:431.1.: La. Rev. Stat. Ann. § 17:221, 17:233

Attendance Policy for Elementary, Middle, and High Schools

(Bulletin 741- Louisiana Administrative Code)

Date:_____

To whom it may concern:

Please excuse my child, _____(child's name) from school on _____(dates of absence[s]) due to illness.

Contact me by phone at _____(phone number) or by email at _____(email address), if you have any questions.

Sincerely,

_____(Parent/ Guardian name)

Parent note to excuse days of illness

Fecha:_____

A quien corresponda:

Por favor justifique la falta da, _____ (nombre del alumno)
a la escuela durante el/los día(s)

_____ Debido a una
enfermedad.

Puede contactarme al _____(numera de telefono)
_____o por correo electronico a
_____(correo electronic) Si tiene
dudas o comentarios.

Sinceramente,

(Nombre del Padre)

Parent note to excuse days of illness (Spanish)

FLOW CHART FOR ATTENDANCE

Truancy: *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.*

Step 1: Schools designee makes contact with parent /legal guardian for daily absences

- School's Designee collects and records any medical / dental excuses and/or parent / legal guardian notes for illness* (per State Law). The reason for the students unexcused absences are recorded on the *3 Day Absences* form. forms are to be maintained at the school level if needed for any future truancy proceedings
- JCAMPUS calls and generates attendance letters to parents / legal guardians of students with a minimum of three (3) and five (5) unexcused absences notifying family of the Truancy Policy/ Laws

Step 2: Attendance facilitators pull an audit of a school's attendance record for all students and they identify students with a minimum of six (6) unexcused absences

Step 3:

- a) Contact parent / legal guardian of students with a minimum of six (6) unexcused absences and excessive tardies through phone calls, letters, home visits, and school conferences
- Attendance facilitators will make contact with the attendance Clerk of the school to determine what information he/she may have in reference to student's attendance

Step 4: **If Medical/ Dental excuse(s) or parent/ legal guardian notes are not turned in, Court documents will be filed regarding the student*

- If a student continues to accumulate unexcused absences, a *Court Petition* will be recommended to the Supervisor of Child Welfare and Attendance at approximately 15 unexcused absences
- If a student has a Probation Officer, the Probation Officer will be notified of the student's unexcused absences by Supervisors of Child Welfare and Attendance

Step 5: **Court Petitions are mailed to the District Attorney weekly*

STUDENT ABSENCES DUE TO PERSONAL ILLNESS AND/OR SERIOUS ILLNESS IN THE FAMILY

- A. The days absent for elementary and secondary school students shall include non-exempted, excused; exempted, excused, unexcused absences and suspensions.

- B. Non-exempted excused absences are absences due to personal illness or serious illness in the family (documented by acceptable excuses, including a parent note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

Parent/legal guardian notes shall be evaluated and timely recorded in the JCAMPUS system, which signifies that the day is excused and will not count to our truancy. Parent/legal guardian notes will be accepted by school administration for no more than three (3) consecutive days at a time. If a student is absent more than three (3) consecutive days at a time a physicians excuse may be presented or the parent note must be presented to the Director of Attendance or his/her designee for the determination as to whether the parent / legal guardian note is valid or not. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

School administration shall contact the Director of Attendance and/or designee for a determination as to whether the absence will be excused if school administration believes that (1) a parent/legal guardian note is forged (2) the note is not being provided by a parent/legal guardian due to personal illness of the student or serious illness in the family; or (3) if the student has a pattern of habitual absences. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

In addition, failure to provide a parent note within three (3) days of a student's return to school will result in the day(s) being counted as unexcused and counted toward truancy. Otherwise, the parent/legal guardian must appeal the school's decision to the Director of Attendance within five (5) school days of the school's decision. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

- C. Exempted, Excused Absences- absences which are not considered for purpose of truancy and which are not considered when determining whether or not a student is eligible to make up work and test, receive credit for work completed, and receive credit for a course and/or school year completed.
- D. Unexcused Absence- any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.
- E. Suspension: a non-exempted absence in which a student is allowed to make up work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purposes of truancy. Student absent from school as a result of any suspension shall be counted as absent.
- F. Teachers shall not be evaluated based upon the grades (scores) of students with excessive absences regardless to the classification of the absence unless the teacher and the evaluator agree that the student's grades or school shall be utilized.

AUTHORITY NOTE: Promulgated in accordance with **R.S. 17:226**, **R.S. 17.235.2**, and **R.S. 17:416**; **Bulletin 741** section 1105

In instances where a child/student has a chronic illness that frequently causes him/her to miss school, a parent may turn in a "Chronic Illness Letter" to the office of the school. When a Chronic Illness Letter is on file, the parent must call the school and provide a parent note upon return. This letter must be renewed each school year.

CADDO PARISH PUBLIC SCHOOLS
Attendance & Census Department

1638 Murphy Street
Shreveport, Louisiana 71103
(318) 603-6308 Office • (318) 603-6643 FAX

CHRONIC ILLNESS / MEDICAL CONDITION

DATE: _____

STUDENT: _____ **DATE OF BIRTH:** _____

PARENT/GUARDIAN: _____ **PHONE #:** _____

Chronic illnesses and medical conditions must be certified in writing by a physician and updated each year. The original of this document must be provided to the child's school each year, and the **Parent/Legal Guardian must call the school and provide a parent note to notify the attendance clerk each day that the child is absent as a result of documented chronic illness or medical condition.**

DIAGNOSIS:

The above named student is under my care for a chronic illness/medical condition. This illness/condition may require him/her to be absent in excess of the total number of days allowed per school year.

PHYSICIAN Signature

PHYSICIAN NAME (PRINTED)

OFFICE ADDRESS

CITY **STATE** **ZIP**

OFFICE PHONE NUMBER

Attendance Policy in High School

Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child's own faith (verified with a letter from the religious leader), natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance in consultation with the school principal. The student shall present the excuse in writing upon return to school. Days suspended shall be considered unexcused, however, the student is able to make up work for credit determined by the school of not less than fifty (50%). For any other extenuating circumstances, parent/ legal guardian shall have the right to appeal to the Director of Child Welfare and Attendance.

Based on state and local policies, the student shall accept responsibility for absences. When a student returns to school after an excused absence, the student has the number of days equal to the number of days of consecutive absences, following the return to class to make up work. Make-up work shall be permitted only when written excuses from parent(s) or legal guardian(s) have been received in accordance with this policy.

ELEMENTARY ~~AND MIDDLE~~ SCHOOLS

TARDINESS TO SCHOOL

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. School shall follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo parish School Board.

ELEMENTARY AND MIDDLE SCHOOLS

First Tardy:	Parent check-in with student and a verbal warning issued.
Second Tardy:	Parent check-in with student and official notice of penalties if referred to juvenile court and parent conference.
Third Tardy:	Same as Second Tardy and parent conference.
Fourth Tardy:	Parent check-in with student along with a conference with the Counselor or Coordinator.
Fifth Tardy:	Parent check-in with student, conference with principal/ or designees and additional notice of penalties if referred to juvenile court.
Sixth Tardy:	Parent check-in with student and referral to Child Welfare and

Attendance

Seventh Tardy:	Same as Sixth Tardy.
Eighth Tardy:	Parent check-in with student and referral to Juvenile Court
Ninth and Subsequent Tardies:	Parent Check-in with student and continue with Juvenile Court referral.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designees for review and approval prior to implementation and publication.

HIGH SCHOOLS

First Tardy:	Warning from the classroom teacher and recorded.
Second Tardy:	Parental contact with documentation from the classroom teacher and official notice of penalties.
Third Tardy:	Refer to the administration or designees for a warning and parental contact and official notice penalties.
Fourth Tardy:	Parent return conference.
Fifth Tardy:	One day ISS or its equivalent with parental contact.
Sixth Tardy:	Two days ISS and referral to Child Welfare and Attendance.
Seventh and Subsequent Tardies:	Two days ISS Court Referral and Notification to Dept. of Public Safety and Corrections for possible suspension student's driver's permit or license.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designees for review and approval prior to implementation and publication.

HABITUAL TARDINESS - REFERRAL TO JUVENILE COURT/ PARENTAL PENALTIES/ SUSPENSION OF STUDENT DRIVING PRIVILEGES

In accordance with state law the parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

Any student who is a juvenile and who is habitually tardy shall be reported by the supervisors of Child welfare and attendance to the juvenile court of Caddo parish pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, to be dealt with in such manner as the court may determine.

A student shall be considered habitually tardy when the 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 occurrence of being tardy within any school semester.

- A. The principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before the student's third unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.
- B. In accordance with state law the parent or legal guardian of any student in kindergarten through grade eight who is considered habitually tardy shall be in violation of the provisions of state law and shall be punished as follows:
 - i. A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.
 - ii. Any subsequent offense shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.
- C. If a student is less than eighteen years of age and is habitually tardy 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.
- D. For purposes of this Policy and law, 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.

Check In Procedure

Students arriving to school after the school day has begun must report to the office with a parent or legal guardian. A medical excuse or other documentation shall be presented for excusal consideration.

Check Out Procedures

Elementary School

Student may be checked out by parents or legal guardians no later than 2:30 p.m. A valid photo identification must be shown upon request.

Middle School

Students may be checked out by a parent or legal guardian no later than 2:00 p.m. A valid photo identification must be shown upon request.

High School

Students may be checked out by a parent or legal guardian no later than 3:00 p.m. A valid photo identification must be shown upon request.

It shall be the policy of the Caddo Parish School Board that each school will have a written procedure dealing with student checkouts. All staff responsible for checking students out will receive training on the procedure and training will be documented. The procedure shall contain a minimum of the following:

1. Person checking student out shall show a picture I.D.
2. Person checking student out shall be listed on student information sheet that has been completed and signed by parent/guardian.
3. If official paperwork is received that changes custody or does not allow a parent access to the child, that information shall be uploaded into document archives from the Student Master in JCAMPUS. Official court papers must be signed by a judge.
4. If school receives a phone call to allow student to be checked out, a verification call must be made to the parent/ legal guardian from phone numbers listed on student information form.
5. If there is any doubt as to whether the person checking the student out has the appropriate authorization please contact the security office for assistance.

JCAMPUS is the official reporting system and parents should be provided official JCAMPUS generated documents.

Section 3: Academics



Grading Systems (Policy IKA)

(Partial Credit for Missed Work - Suspension/Unexcused Absence)

Whenever a student is suspended, removed from a classroom due to disorderly conduct, or when the student's absence is unexcused, the teacher shall assign school work missed and the student shall receive either full or partial credit as recommended by the teacher as follows:

1. The teacher shall assign school work missed and designate the time for completion of the assignment;
2. Once the assignment is completed, the teacher shall:
 - a. Determine if the assignment is completed and turned in on time;
 - b. Determine if other students (those not suspended, removed from the class, or with an excused absence) received credit for the same or similar work;
 - c. Determine if other students received points for the work missed in statement 2b above then the teacher shall grade the assignment and provide the student with an appropriate raw score of not less than 50% of the total points earned for the assignment.
3. If the student believes the teacher improperly assigned the grade for the assignment missed, the student may appeal to the school principal. The principal or his/her designee may only review to determine:
 - a. If other students received credit for the same or similar assignment missed;
 - b. If the student turned in the assignment timely in accordance with the teacher's directive;
 - c. Whether the teacher assigned the total points in accordance with policy; and
 - d. Whether an obvious error was made in the calculation of grade or the assignment of points, to which the principal shall refer to the teacher for correction and/or revision of grade.

Grading Policy

All Caddo Schools shall use the Regular Courses Grading Scale for students enrolled in regular coursework. Schools shall use the Advanced Courses Grading Scale for students enrolled in honors, gifted, dual enrollment, advanced placement, international baccalaureate, enriched, or other coursework for which special grading exists.

Kindergarten: At the kindergarten level, students are not assigned grades. Reporting to parents is provided with the following: **Satisfactory, Needs Improvement or Unsatisfactory.**

Regular Courses		Advanced Courses	
Grade	Percentage	Grade	Percentage
A	100-93	A	100-90
B	92-85	B	89-80
C	84-75	C	79-70
D	74-67	D	69-60
F	66-0	F	59-0

Progress Reports

Progress reports are sent to parents during the fifth week of the nine-week period. Parents are to sign the progress report and return it to school. Daily school attendance, consistent effort and individual goal-setting with regard to learning should be emphasized by parents.

Report Cards

Parents/ legal guardians may access student grades and attendance through the online Parent Portal system. Final report cards are mailed to the address of record. Questions and comments related to grades should be directed to the school principal.

GRADUATION REQUIREMENTS

During the first two years of high school, students should focus on building on the knowledge and skills they gained in previous grades. Every 9th and 10th grade student will take core academic classes to work towards a diploma. Following the student's 10th grade year, a student may choose to work toward a Jump Start TOPS Tech Pathway or pursue the TOPS University Pathway. Decisions are made with counseling and guidance, based on the student's interests, capabilities, and ambitions. To meet graduation requirements for FAFSA, the link below will take you to the FAFSA site. Please see the school counselor with any questions on graduation pathways and/or FAFSA.

Individual Graduation Plan -

https://www.louisianabelieves.com/docs/default-source/counselor-toolbox-resources/individual-graduation-plan-igp.pdf?sfvrsn=42068c1f_58

TOPS University Diploma Requirements -

<https://www.louisianabelieves.com/docs/default-source/jumpstart/college-diploma-requirements-with-course-codes.pdf?sfvrsn=2>

TOPS Tech Career Diploma Requirements -

<https://www.louisianabelieves.com/docs/default-source/jumpstart/career-diploma-requirements-with-course-codes.pdf?sfvrsn=4>

Complete the FAFSA - <https://studentaid.gov/h/apply-for-aid/fafsa>

Complete the Louisiana TOPS - <https://mylosfa.la.gov/>

2023-2024 LOUISIANA ASSESSMENT CALENDAR

BIRTH-GRADE 8			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
Birth-Pre-K	GOLD or department-approved alternate assessment	Teacher	Fall Checkpoint Finalized: October 31 Winter Checkpoint Finalized: February 28 Spring Checkpoint Finalized: May 31
K	Kindergarten Entry Assessment (KEA); DRDP-K or GOLD KEA	Teacher	Administer within first 30 school days Data Submission Deadline: October 31
K-3	K-3 Statewide Literacy Assessment (TBA)	CBT	Administer within first 30 school days BOY Submission Deadline: October 31 MOY Administration: December MOY Data Submission: TBA EOY: Administration April 1-19 EOY Data Submission: TBA
4	Grade 4 Summer Literacy Intervention Screening for 4 th grade students who score below Basic on most recent LEAP or who have no grade 3 LEAP scores	CBT/Teacher	Spring Administration: TBA
3-8	LEAP 2025	PBT grade 3 only CBT: Grade 3-8	Grade 3 PBT Window: ELA/Math April 17-19; Science April 22 Social Studies Field Test April 23 CBT Window: April 15-May 17
3-8 (Participating Sites)	LEAP Innovative Assessment Program	CBT	Fall: October 23-November 3 Winter: January 29-February 9 Spring: April 15-May 17

GRADES 9–12			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
9–12 as applicable	LEAP2025	CBT	Fall: November 27-December 15 Spring Window: April 15-May 17 Summer Window: June 24-28
11	ACT	CBT (No PBT for standard time; only available for accommodated forms if needed)	Window 1: March 12-15; March 18-22 Online standard time, accommodation online and paper Window 2: April 9-12; April 15-19 Makeup online standard time, accommodation online and paper
11 as applicable	WorkKeys (optional)	CBT	Online Testing: October 9-April 19 <i>**Please note that policy requires 30 days between WorkKeys test administrations to provide for meaningful remediation.</i>
11 as applicable	WorkKeys (optional)	PBT	Fall Window 1 Accommodated: Oct 18-30 Fall Window 2 Accommodated: November 1-13 Spring Window 1 Accommodated: February 28-March 11 Spring Window 2 Accommodated: March 13-25 <i>** Please note that policy requires 30 days between WorkKeys test administrations to provide for meaningful remediation.</i>
9–12 as applicable	CLEP (optional)	CBT	Open Window: Complete by May 17
9–12 as applicable	AP (optional)	PBT	Open Window: Complete by May 17

SMALL POPULATIONS			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
3–8, 11	LEAP Connect ELA and Math	CBT	February 19–March 22
4, 8, 11	LEAP Connect Science	CBT	February 19–March 22
K–12	ELPT/ELPT Connect	CBT	February 19–March 22
Enrolling into 5 and 9	State Placement Test	CBT	Open Window
K–12	ELPS	CBT	Open Window (within first 30 days of student's enrollment)

NATIONAL AND INTERNATIONAL ASSESSMENTS (SELECTED SCHOOLS)			
GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
4, 8, 12	NAEP	Selected schools notified	TBD

KEY

ACT: American College Test

AP: Advanced Placement, various subjects

CBT: Computer Based Test

CLEP: College Level Examination Program, various subjects

ELPS: English Language Proficiency Screener

ELPT: English Language Proficiency Test

ELPT Connect: ELPT Alternate Assessment

K2 Literacy Screening: Selected Vendor measures literacy skills

LEAP 2025 Grades 3-8: ELA, mathematics, science, social studies field test

LEAP 2025 High School: English I, English II, Algebra I, Geometry, Biology, US History, Civics field test

LEAP Connect: Alternate Assessment; grades 3-HS ELA, mathematics, science

NAEP: National Assessment of Educational Progress

PBT: Paper Based Test

Window: Arange of days from which school systems or schools choose the time and date for assessment scheduling

ACT WorkKeys: Optional assessment which measures essential workplace skills

TOPS (Taylor Opportunity Program for Students)

<https://mylosfa.la.gov/>

TOPS is a program of state scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities.

The four different award components of the TOPS Program are:

- [TOPS Opportunity Award](#)
- [TOPS Performance Award](#)
- [TOPS Honors Award](#)
- [TOPS Tech Award](#)

Questions:

E-mail: <https://mylosfa.la.gov/about/contact/>

Telephone: 1-800-259-5626

Write LOSFA (Louisiana Office of Student Financial Assistance) at:

P.O. Box 91202

Baton Rouge, LA 70820-9202



TOPS Core Curriculum

For the Opportunity, Performance and Honors Awards
For High School graduates of 2018 and thereafter

Units	Courses ¹
ENGLISH = 4 Units	
1 Unit	English I
1 Unit	English II
1 Unit from the following:	English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)
1 Unit from the following:	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)
MATH = 4 Units	
1 Unit	Algebra I
1 Unit	Geometry
1 Unit	Algebra II
	Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence
1 Unit from the following:	Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL; AP Computer Science A
SCIENCE = 4 Units	
1 Unit	Biology I
1 Unit	Chemistry I
2 Units from the following:	Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II or AP Chemistry or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II, or AP Physics II; Biology II or AP Biology or IB Biology II or Human Anatomy and Physiology
SOCIAL STUDIES = 4 Units	
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
1 Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
2 Units from the following:	Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, AP Microeconomics; AP Psychology, or African American History
FOREIGN LANGUAGE = 2 Units	
	Foreign Language, both units in the same language, which may also include the following AP and IB courses: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, IB Spanish V, Mandarin Chinese I-IV, Hindi I – IV, Portuguese I-IV, Vietnamese I-IV
ART = 1 Unit	
1 Unit from the following:	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; IB Theatre I, Drafting, Media Arts I - IV; Photography I, Photography II, or Digital Photography
TOTAL = 19 Units	
<i>Please see reverse side for core (substitute) equivalents to the TOPS Core Curriculum</i>	

Core Curriculum Course(s)	Recently Approved Equivalent (Substitute) Course(s)
Art	Digital Image & Motion Graphics, Digital Storytelling, Engineering Design & Development, Sound Design
Environmental Science	Environmental Awareness
World Geography	Physical Geography
Probability & Statistics	Statistical Reasoning
Physical Science	Principles of Engineering
Calculus	Differential Calculus I Integral Calculus I

¹ **GIFTED COURSES:** Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student's Individualized Education Plan shall be considered a "Gifted Course" and shall fulfill the core curriculum.

Beginning with students entering the 9th grade in 2014-2015 and graduating in the 2017-2018 school year and thereafter, the calculation of the TOPS Core Curriculum grade point average (GPA) will use a five- (5.00) point scale for grades earned in certain designated Advanced Placement (AP) courses; International Baccalaureate (IB) courses; Gifted courses; Dual Enrollment courses, Honors courses and Articulated courses offered for college credit by the Louisiana School for the Math, Science and the Arts used to complete the TOPS Core Curriculum. The courses currently designated to be calculated on the 5.00 point scale can be viewed at <https://mylosfa.la.gov/wp-content/uploads/2020/07/tops-university-course-requirements.pdf>. For the designated courses, five quality points will be assigned to a letter grade of "A", four quality points will be assigned to a letter grade of "B", three quality points will be assigned to a letter grade of "C", two quality points will be assigned to a letter grade of "D", and zero quality points will be assigned to a letter grade of "F". Note that students earning credit in courses graded on the five (5.00) point scale may earn a grade point average on the TOPS Core Curriculum that exceeds 4.00.



This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statute.

Louisiana Office of Student Financial Assistance (LOSFA)
A program of the Board of Regents
P.O. Box 91202, Baton Rouge, LA 70821-9202
(800) 259-5626
custserv@la.gov
www.mylosfa.la.gov

Updated: 07/21/2021





TOPS TECH CORE CURRICULUM

TOPS Tech Award For High School Graduates of 2018 through 2026¹

The Taylor Opportunity Program for Students (TOPS) Core Curriculum is one component of the requirements to qualify for the TOPS scholarship. The curriculum outlined on this flyer is used to qualify for the TOPS Tech Award and consists of 21 units.^{2,3} Students qualifying for TOPS Tech Award may also use the TOPS Opportunity, Performance and Honors Awards Core Curriculum which is outlined in a separate flyer.

ENGLISH = 4 UNITS

Units	Courses
1 Unit	English I
1 Unit	English II
2 Units from the following:	English III, English IV, AP or IB English courses, Business English, Technical Writing, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education.

MATH = 4 UNITS

Units	Courses
1 Unit	Algebra I; or both Algebra I, Part 1 and Algebra I, Part 2; or an applied or hybrid algebra course
3 Units from the following:	Geometry, Algebra II, Math Essentials, Financial Literacy, Business Math, Algebra III, Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-calculus, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education. Integrated Mathematics I, II, and III may be substituted for Algebra I, Geometry, and Algebra II, and shall equal three mathematics credits.

SCIENCE = 2 UNITS

Units	Courses
1 Unit	Biology I
1 Unit from the following:	Chemistry I, Earth Science, Environmental Science, Agriscience I and Agriscience II (both for one unit), Physical Science, Physics, or AP or IB science courses

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available 24/7 at www.mylosfa.la.gov)



Visit mylosfa.la.gov



Email custserv@la.gov
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Schedule **Virtual Office Hours**
(Available 9:00 a.m. – 3:00 p.m. on
Monday – Friday)



TOPS TECH CORE CURRICULUM

SOCIAL STUDIES = 2 UNITS

Units	Courses
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
1 Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States

JUMP START COURSES = 9 UNITS

Units	Courses
9 Units	In Jump Start course sequences, workplace experiences, and credentials. A student shall complete a regionally designed series of Career and Technical Education Jump Start coursework and workplace-based learning experiences leading to a statewide or regional Jump Start credential. This shall include courses and workplace experiences specific to the credential, courses related to foundational career skills requirements in Jump Start, and other courses, including career electives, that the Jump Start regional team determines are appropriate for the career major.

¹ 2027 Graduates and thereafter have a different TOPS Tech Core Curriculum than previous graduates. Please see the TOPS Tech Core Curriculum Flyer for 2027 Graduates and thereafter

² **GIFTED COURSES:** Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student's Individualized Education Plan shall be considered a "Gifted Course" and shall fulfill the core curriculum.

³ The calculation of the TOPS Core Curriculum grade point average (GPA) will use a 5-point scale for grades earned for certain designated courses in: Advanced Placement (AP), International Baccalaureate (IB), Gifted, Dual Enrollment, Honors, and Articulated offered for college credit by the Louisiana School for the Math, Science, and the Arts (LSMSA). For those designated courses, five quality points will be assigned to a letter grade of "A," four quality points will be assigned to a letter grade of "B," three quality points will be assigned to a letter grade of "C," two quality points will be assigned to a letter grade of "D," and zero quality points will be assigned to a letter grade of "F." The courses currently designated to be calculated on the 5.00 point scale can be viewed at <https://mylosfa.la.gov/wp-content/uploads/2020/07/tops-university-course-requirements.pdf>.

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LOSFA also uses Signal Vine Text Messaging to connect with students and families.
To receive important information and updates from LOSFA, sign up for Signal Vine by texting "LOSFA" to 56500.



TOPS CORE CURRICULUM

TOPS Opportunity, Performance and Honors Awards For High School Graduates of 2018 through 2026¹

The Taylor Opportunity Program for Students (TOPS) Core Curriculum is one component of the requirements to qualify for the TOPS scholarship. The curriculum outlined on this flyer is used to qualify for the TOPS Opportunity, Performance or Honors Award and consists of 19 units.^{2,3}

ENGLISH = 4 UNITS

Units	Courses
1 Unit	English I
1 Unit	English II
1 Unit from the following	English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)
1 Unit from the following	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)

MATH = 4 UNITS

Units	Courses
1 Unit	Algebra I
1 Unit	Geometry
1 Unit	Algebra II
	Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence
1 Unit from the following	Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, Differential Calculus I, Integral Calculus I, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics, Statistical Reasoning, or AP Statistics; IB Further Mathematics HL; IB Mathematics HL; AP Computer Science A

SCIENCE = 4 UNITS

Units	Courses
1 Unit	Biology I
1 Unit	Chemistry I
2 Units from the following:	Earth Science; Environmental Science or Environmental Awareness; Physical Science or Principles of Engineering; Agriscience I and Agriscience II (one unit combined); Chemistry II or AP Chemistry or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II, or AP Physics II; Biology II or AP Biology or IB Biology II or Human Anatomy and Physiology

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or GeauxFAFSA@la.gov



Schedule Virtual Office Hours
(Available 9:00 a.m. – 3:00 p.m. on
Monday – Friday)



TOPS CORE CURRICULUM

SOCIAL STUDIES = 4 UNITS

Units	Courses
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
1 Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
2 Units from the following:	Western Civilization, European History, or AP European History; World Geography or Physical Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, AP Microeconomics; AP Psychology, or African American History

FOREIGN LANGUAGE = 2 UNITS

Units	Courses
2 Units from the following:	Foreign Language, both units in the same language, which may also include the following AP and IB courses: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, IB Spanish V, Mandarin Chinese I-IV, Hindi I – IV, Portuguese I-IV, Vietnamese I-IV

ART = 1 UNIT

Units	Courses
1 Unit from the following:	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; IB Theatre I, Drafting, Media Arts I - IV; Photography I, Photography II, Digital Photography, Digital Image & Motion Graphics, Digital Storytelling, Engineering Design & Development, Sound Design

¹ 2027 Graduates and thereafter have a different TOPS Core Curriculum than previous graduates. Please see the TOPS Core Curriculum Flyer for 2027 Graduates and thereafter

² **GIFTED COURSES:** Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student's Individualized Education Plan shall be considered a "Gifted Course" and shall fulfill the core curriculum.

³ The calculation of the TOPS Core Curriculum grade point average (GPA) will use a 5-point scale for grades earned for certain designated courses in: Advanced Placement (AP), International Baccalaureate (IB), Gifted, Dual Enrollment, Honors, and Articulated offered for college credit by the Louisiana School for the Math, Science and the Arts (LSMSA). For those designated courses, five quality points will be assigned to a letter grade of "A," four quality points will be assigned to a letter grade of "B," three quality points will be assigned to a letter grade of "C," two quality points will be assigned to a letter grade of "D," and zero quality points will be assigned to a letter grade of "F." The courses currently designated to be calculated on the 5.00 point scale can be viewed at <https://mylosfa.la.gov/wp-content/uploads/2020/07/tops-university-course-requirements.pdf>.

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APPENDIX I: COURSE REQUIREMENTS CHART

SUBJECTS	TOPS UNIVERSITY DIPLOMA		JUMP START TOPS TECH CAREER DIPLOMA	
	# Units	Courses	# Units	Courses
English	1	One of the following: English I, English Language Part 1: Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE	1	One of the following: English I, English Language Part 1: Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE
	1	One of the following: English II, English Language Part 2: Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE	1	One of the following: English II, English Language Part 2: Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE
	1	One of the following: English III, AP English Language and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 1: Cambridge AICE–AS (Honors), or Literature in English Part 1: Cambridge AICE–AS (Honors)	2	The remaining units shall come from the following: Technical Writing, Business English, English III, English Language Part 1: Cambridge AICE - AS (Honors), Literature in English Part 1AICE - AS (Honors), English IV, any AP or IB English course, English Language Part 2: Cambridge AICE - AS (Honors), Literature in English Part 2: Cambridge AICE - AS (Honors), or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE
	1	One of the following: English IV, AP English Literature and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 2: Cambridge AICE–AS (Honors), or Literature in English Part 2: Cambridge AICE–AS (Honors)		
	NOTE: If a student chooses to take the A level Cambridge course, the second unit will count as an elective credit.			
Mathematics	1	Algebra I	1	Algebra I, Applied Algebra I, or Algebra I-Part 2 (The elective course Algebra I-Part 1 is a prerequisite.)
	1	Geometry	1	Geometry
	1	Algebra II	2	The remaining units shall come from the following: Financial Literacy (formerly Financial Math), Math Essentials, Algebra II, Advanced Math-Functions and Statistics, Advanced Math–Pre-Calculus, Algebra III, Pre-Calculus, Business Math, Probability and Statistics, Statistical Reasoning, Transition to College Math, or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE. Integrated mathematics I,II, and III may be substituted for algebra I, geometry, and algebra II and shall count as three math credits. Additional Math: Cambridge IGCSE, Math 1 (Pure Math): Cambridge AICE–AS (Honors), Math 1 (Pure Math): Cambridge AICE–A Level (Honors), or Math 2 (Part 2): Cambridge AICE–A Level (Honors)
	1	One of the following: Algebra III, Advanced Math–Functions and Statistics, Advanced Math–Pre-Calculus, Pre-Calculus, IB Math Studies (Math Methods), Calculus, AP Calculus AB, IB Mathematics SL, AP Calculus BC, AP Statistics, IB Further Mathematics HL, IB Mathematics HL, Probability and Statistics, AP Computer Science A, Statistical Reasoning, Additional Math–Cambridge IGCSE, Math 1 (Probability and Statistics): Cambridge AICE (Honors), Math 1 (Pure Math): Cambridge AICE–AS (Honors), Math 2 (Part 1): Cambridge AICE–A Level (Honors), or Math 2 (Part 2): Cambridge AICE–A Level (Honors)		
	NOTE: The Integrated Mathematics I, II, and III sequence, including the Cambridge IGCSE Integrated Math sequence, may be substituted for the Algebra I, Geometry, and Algebra II sequence.			
Science	1	Biology I	1	Biology I
	1	Chemistry I	1	One of the following: Chemistry I, Physical Science, Earth Science, Agriscience II*, Environmental Science, Principles of Engineering, any AP or IB science course, PLTW Principles of Engineering, Principles of engineering (LSU Partnership), Physics I: Cambridge IGCSE, Biology II: Cambridge AICE–AS (Honors), Chemistry II: AICE–AS (Honors), or Physics II: Cambridge AICE–AS (Honors)
	2	Two units chosen from the following: (a) Earth Science; (b) one of Environmental Science, Environmental Awareness; (c) one of Physical Science, Principles of Engineering, PLTW Principles of Engineering, Principles of Engineering (LSU Partnership); (d) Agriscience II*; (e) one of Chemistry II, AP Chemistry, IB Chemistry I, IB Chemistry II, or Chemistry II: Cambridge AICE–AS (Honors); (f) one of AP Environmental Science, IB Environmental Systems; (g) one of Physics I, IB Physics I, AP Physics I, Physics I: Cambridge IGCSE; or (h) one of AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, IB Physics II, AP Physics II, or Physics II: Cambridge AICE–AS (Honors); (i) one of Biology II, AP Biology, IB Biology I, IB Biology II, Biology II: Cambridge AICE–AS (Honors), or Human Anatomy and Physiology		
	*The elective course Agriscience I is a prerequisite for Agriscience II.			
Social Studies	1	One of the following: U.S. History, AP U.S. History, or IB History of the Americas I	1	One of the following: U.S. History, AP U.S. History, or IB History of the Americas I
	1	One of the following: Civics, American Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States	1	One of the following: Civics, American Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
	2	Two units chosen from the following: (a) one of European History, AP European History, Western Civilization, or History (European): Cambridge AICE–AS (Honors); (b) one of World Geography, AP Human Geography, IB Geography, Physical Geography, or Geography: Cambridge AICE–AS (Honors); (c) one of World History, AP World History, IB History of the Americas II, or History (International): Cambridge AICE–AS (Honors); (d) History of Religion; (e) one of IB Economics, Economics, AP Macroeconomics, AP Microeconomics, or Economics: Cambridge AICE–AS (Honors); (f) AP Psychology, History of Religion, or African American history*		
Health and Physical Education	0.5	Health Education	0.5	Health Education
	1.5	Physical Education I and II; Adapted Physical Education I and II for eligible students in special education; JROTC I, II, III, or IV; or Physical Education I (1 unit) and 1/2 unit of Marching Band, extracurricular sports, Cheerleading, or Dance Team	1.5	Physical Education I and one half unit from among the following: Physical Education II, Marching Band, extracurricular sports, Cheerleading, Dance Team Adapted PE for eligible students or JROTC or may be substituted
NOTE: JROTC I and II may be used to meet the health education requirement. Refer to §2347.				
World Language	2	Two units from the same language (§2345)		
Art	1	Art (§2333), Music (§2355), Dance (§2337), Theatre (§2369), Speech III and IV (one unit combined), Fine Arts Survey, Drafting, Media Arts (§2354), Photography I/II, Digital Photography, or Digital Design (§ 2338)		
Electives/Jump Start	3	Electives	9	Jump Start course sequence, workplace experiences, and approved credentials (a minimum of one industry-based credential is required for graduation)
Total Units	24		23	

Refer to [Bulletin 741](#) and the [LDOE Graduation Requirements](#) page the most current information.

APPENDIX II: SAMPLE INDIVIDUAL GRADUATION PLAN FORM

BASIC INFORMATION										
Name:				9th Grade Entry Date:			<input type="checkbox"/> Academic Support Plan Attached			
High School Attending:				Originating Middle School:						
EDUCATION GOALS										
Diploma Pathway		<input type="checkbox"/> TOPS University Diploma				<input type="checkbox"/> Jump Start TOPS Tech (Career) Diploma				
Diploma Endorsements		<input type="checkbox"/> Community Service Diploma Endorsement				<input type="checkbox"/> State Seal of Biliteracy			<input type="checkbox"/> STEM Diploma Endorsement	
Financial Aid & Scholarships		<input type="checkbox"/> TOPS Honors <input type="checkbox"/> TOPS Performance <input type="checkbox"/> TOPS Opportunity <input type="checkbox"/> TOPS Tech Early Start <input type="checkbox"/> TOPS Tech				Financial Aid Completion Date: _____				
COLLEGE & CAREER GOALS										
Career Specialty/Occupation (Option 1):					Career Specialty/Occupation (Option 2):					
Career Cluster* (Option 1): -					Career Cluster* (Option 2): -					
Jump Start Graduation Pathway: Choose one					Jump Start Graduation Pathway: Choose one					
Post-High School Workforce Plans: <input type="checkbox"/> On-the-Job Training <input type="checkbox"/> Military <input type="checkbox"/> Employment					Certifications: <input type="checkbox"/> Statewide <input type="checkbox"/> Regional <input type="checkbox"/> Complementary					
COURSE PLANNING										
Subjects	6th–8th/T9 Grade	9th Grade	10th Grade	11th Grade	12th Grade	Graduation Tracker				
						Min Req	Earned	Enrolled	Must Complete	
English						4				
Mathematics						4				
Science										
Social Science										
Health						.5				
Physical Education						1.5				
World Languages										
Arts										
Electives/CTE										
Electives										
Credit Totals										
EXTRACURRICULAR & EMPLOYMENT ACTIVITIES										
Extracurricular						Awards/Industry-Based Certifications:				
Employment										
Community Service										
ASSESSMENTS										
Academic								Personal		
								Instrument	Scores/Notes	
College & Career Readiness								ACT		
								WorkKeys		
LEAP 2025	English	English I	English II					ASVAB		
	Math	Algebra I	Geometry					US History		
	Science		Biology							
	Social Studies									
Diagnostic										
Gifted & Talented Courses		AP, IB, & Cambridge Courses		CLEP Exams		Articulated Credit/Dual Enrollment Courses				
Course	Credit	Course	Score	Course	Credit	Course	Credit	Course	Credit	
SIGNATURE APPROVALS										
Dates LWC data provided:										
	6th–8th/T9	Date	9th	Date	10th	Date	11th	Date	12th	
Student										
Parent										
Counselor/Advisor										

Visit the [Counselor Support Library](#) for the most current iterations of the Department's sample IGP fillable forms.

CADDO PARISH SCHOOL BOARD
POLICY MANUAL

FILE: JG-R

JG-R - Student Discipline

Student Use of Electronic Telecommunication Devices

- A. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system in any public elementary or secondary school building during the academic school day unless authorized to use by the teacher or principal for academic purposes under the Bring Your Own Device policy.
- B. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus unless the device is maintained in the silent mode; if a student's use of a cellphone is disruptive, the bus operator may require that the student (s) refrain from using the cellphone.
- C. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

A student who violates this policy may be disciplined in accordance with policy JG, policy GBN or any other applicable policy. School administrators shall, however, be allowed to hold a device for up to three (3) days with a parent return when the administrator deems it appropriate for violations of policy (ies).

Adopted: September 16, 2003

Amended: August 17, 2004

Amended: December 18, 2007

Amended: August 18, 2009

Amended: June 16, 2015

LSA R.S. 17:239

La. Attorney General Opinion No. 03-0351

La. House Concurrent Resolution No.

172 of 2004

The Use of Computers, Caddo Parish School Board Electronic Communication System Informed Consent Agreement for Students

(POLICY GBN/JP)

The Caddo Parish School Board is pleased to offer students access to a computer network for electronic educational resources and the Internet. To gain access to these electronic services and the Internet, all students must obtain parental permission as verified by the signatures on the form on page 1. Should a parent prefer that a student not have such access, use of the computers is still possible for more traditional purposes such as educational software or word processing.

What is possible?

Access to networked electronic resources on the Caddo Public School Intranet or the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange class communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use all networked electronic resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. Caddo Parish School Board policies for student behavior and discipline, as well as general school rules for behavior and communications, apply. It is expected that users will comply with district policies and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the district's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy

Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly. Students should never disclose any personal or contact information about themselves or

any other person. No individual student shall be permitted to have an email account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail.

Storage Capacities

Students are expected to remain within allocated disk space and delete other material that takes up excessive storage space. Illegal copying-Students should never download or install any commercial software, shareware, or freeware onto network drives or disks unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Electronic Communications between Employees and Students at their Schools

(GBN Policy GBN-R)

If an employee believes that it is necessary to electronically communicate with a student enrolled at the school where he/she works, the employee shall follow the rules:

A. Definitions:

The employee shall mean any person employed by the Caddo Parish School Board.

The student shall mean any person who attends school within Caddo Parish Public Schools. School for the purposes of this policy shall mean the facility where both the employee is assigned and the student receives instruction.

Electronic Communications shall mean the multiple means available for making such contacts, including those that facilitate direct communication, including but not limited to voice or text-based telecommunication devices, or both, and computers, and those that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks (Facebook, Instagram, Twitter, etc.).

B. Use of Caddo Parish School Board Equipment for Electronic Communications and Special Use of Personal Electronic Equipment.

All electronic communications by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for educational purposes. The CPSB recognizes the limitations of its communication system and the convenience associated with Employees utilizing their own personal electronic communication devices for relaying information and assignments to their students. The CPSB allows its employees to use their own personal electronic communication devices for communications between the employee and the employee's students if the communications are for an educational purpose and the communication is timely reported to the building administrator. The CPSB prohibits the use of electronic communications between employees and students for a purpose not related to educational services.

C. Reporting

The occurrence of any electronic communication made by an employee at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using a means other than one provided by the school system shall be reported by the employee to the building administrator within one week (1) of the communication. Records of any such reported communication shall be maintained by the building administrator for a period of at least one year.

D. Failure to Comply

If an employee violates this policy, the employee will be subject to disciplinary action up to and including termination of employment.

E. Violations of Policy Investigation

Violations of this policy shall be investigated and acted upon in accordance with Policy JGA-R -- Impermissible Corporal Punishment.

F. Notification to Parent

This policy shall be published on the Caddo Parish School Board website and annually in the student handbook. A parent or other person responsible for the child's school attendance may request that the child is not contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

G. Policy Publication

This policy shall be published on the Caddo Parish School Board website, at the Central office, at all school sites and annually in the student handbook.

H. Mandatory Reporting

Notwithstanding this policy, nothing in this policy shall prohibit or deter the employee's mandatory reporting duties for abuse/neglect as provided under CPSB policy JO-R, state, and/or federal law.

Bring your Own Device (BYOD)

Responsible Use Agreement

PURPOSE

Caddo Parish School Board (CPSB) is committed to creating a 21st-century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. As part of this vision, CPSB is now allowing students to access our filtered wireless network using their own technology device (netbooks, laptops, smart phones, and tablets) for personal use at the following specified times during the school day before/after school and in the classroom when specifically permitted by the classroom teacher. Utilization of personal technology devices to enhance learning in the classroom will be encouraged when deemed appropriate for all students in a given classroom, and at the discretion of the teacher. The classroom teacher must specifically authorize utilization of personal devices, otherwise, devices must remain off and put away.

Many CPSB teachers and their students utilize Teacher Web, Edmodo, Google Applications and other online resources for personal productivity and academic purposes. Allowing the use of personal technology devices will facilitate timely accessibility for these users to their resources, enhancing the opportunity for productivity and success. Principals are required to have copies of lesson plans or instructional material that utilize these online resources.

While users may operate their own device to access the Internet, they must do so by placing their device in Airplane Mode and utilizing the CPSB's filtered wireless connection. Users of CPSB wireless network have filtered Internet access just as they would on a district-owned device. The use of private (3G/4G) network access on school grounds is strictly prohibited. Users may not disable, override or circumvent district technology filters and protection measures.

AVAILABILITY OF ACCESS

Students may bring their own technology device (BYOD) to school campuses. Access to CPSB electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to comply with such regulations and guidelines. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct (Policy JG) as well as all Board policies, particularly Network Acceptable Use and Internet Safety (Policy GBN/JP).

Furthermore, the student and parent must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology. The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
- The student complies with teachers' request to shut down the device or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student understands that bringing on-premises or infecting the network with a Virus Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the acceptable use policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the acceptable use policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.
- The student and parent submit the signature page of this agreement.

Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate CPSB policies. Students and parents agree that devices that are used in violation of school board policy shall be relinquished to school administrators and held for up to 3 days, only to be returned to the parent or guardians.

Violations may result in criminal prosecution as well as disciplinary action by CPSB

WIRELESS INFORMATION

When a student brings his/her own technology device onto the campus, it is mandatory that these devices are placed in Airplane Mode and utilize the CPSB filtered wireless network for students, only! Once on the CPSB network, all users will have filtered Internet access on their personal equipment in compliance with the Children's Internet Protection Act (CIPA), just as they would on district devices.

Parent and Student Signature Page For Participation in B.Y.O.D.

Any parent permitting their child to use a personally owned technology device in accordance with this agreement on CPSB property, must read, sign, and return this agreement to the school.

1. The student is responsible for keeping his or her device in their possession, securing it, at all times. CPSB personnel is not responsible for the security or condition of a student's personal devices.
2. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
3. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Students cannot charge devices at school.
4. CPSB reserves the right for an administrator to confiscate and/or inspect personal technology devices if there is a reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
5. The student must comply with the teachers' request to refrain from using a device, verify/display the device screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a district faculty member.
7. The student should only use personal technology devices with the consent and under the direct supervision of a district faculty member.
8. The student may not use personal electronic devices at any time in locker rooms, restrooms, and administrative offices.
9. The student is required to place their device in Airplane Mode and utilize CPSB filtered wireless network connection to access the Internet and will not attempt to bypass the network restrictions by using the 3G or 4G network.
10. The device must be in silent mode while on school campuses and while riding school buses
11. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
12. Violations of school board policy may result in the device being relinquished to school administrators and being held for up to 3 days, only to be returned to the parent or guardian.

Student Responsibility

I understand and agree to abide by the BYOD agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

Parent Responsibility

As a parent. I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with him/her and they understand the responsibility

they have while using their personal devices. In the event that he/she violates this agreement. The district may confiscate and inspect the device, and appropriately discipline my child.

COMPUTER AND NETWORK ACCEPTABLE USE

The Caddo Parish School Board shall provide employees and students with access to the district's electronic communication system. Electronic communication system shall be defined as the district's hardware and software components necessary to achieve connectivity and communicate between telephones, servers and workstations, the application programs that reside on those servers and workstations that are executed by users, the files created by those application programs or users, the files downloaded or copied by users, the Internet and or any other networks accessed via the district's electronic communication system which shall be referred to as the Caddo Public Schools Net.Nork (CPSN).

Network resources shall be provided for educational purposes and to carry out the legitimate business of the school district. The term educational purposes includes classroom activities and assignments, directed student research, interpersonal communication, professional development, collaborative projects, and dissemination of successful educational practices, methods, and materials. The School Board expects all employees, students, School Board members, and any other users, who use computing and network resources of the School Board, including electronic mail and telecommunications tools, to apply them in appropriate ways to the performance of responsibilities associated with their positions and assignments. The School Board directs the Superintendent or authorized designee(s) to specify those behaviors that are permitted and those that are not permitted as well as disseminate appropriate guidelines for the use of technology resources.

INTERNET SAFETY

In compliance with the Children's Internet Protection Act, the School Board shall use a technology protection measure that blocks and/or filters Internet access to Internet sites which contain harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing material or information, or sites that may contain information on the manufacturing of bombs or incendiary devices. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized individual for bona fide research purposes with the permission of the Superintendent or authorized designee(s). This disabling is permissible only for a student seventeen (17) years of age or older or an authorized employee for the purpose as stated.

The network and Internet user shall be held responsible for his/her actions and activities. Responsibilities include efficient, ethical and legal utilization of network resources.

As a matter of public law, any document pertaining to the public business on a publicly

funded system is a public record, and this law applies to records stored on district computers.

INTERNET USAGE

Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The provisions of this policy shall also apply to the use of private e-mail accounts when access is attained using School Board equipment or networks and to access attained through any authorized personal digital device while on School Board property. The Caddo Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

ACCOUNTABILITY

Faculty and staff use of school computers or the Internet shall be reserved for educational purposes and the conducting of business aspects of the school system. All personnel using school computers or a computer network located on school property, or computers accessing the Internet shall be accountable for their use. Teacher or class files on the network shall be treated as district property subject to control and inspection by School Board personnel. Access codes or passwords shall be kept on file in a secured location by the principal or his/her designee in case an inspection is warranted. Use of the Internet, the CPSN, and/or any computers shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the CPSN and computers.

The School Board does not condone any illegal or inappropriate activities and shall not be responsible for such use by staff. The School Board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason. Failure to adhere to these regulations may result in the loss of computer privileges, access to the Internet and electronic mail account and may result in further disciplinary action up to and including termination. Furthermore, any activity that may be in violation of local, state, or federal laws shall be reported to the appropriate law enforcement agency.

Access to the information resources infrastructure, sharing of information, and security of intellectual products, all require that each and every user accept responsibility to protect the rights of the community. Any materials or files, such as, but not limited to, lesson plans, schedules, letters, memos, documents, programs, spreadsheets, databases, and/or presentations created with Caddo Parish School Board equipment and/or facilities, or during periods for which the employee is compensated by the School Board becomes the intellectual property of Caddo Parish School Board. Any employee of the School Board who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures any School Board information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security

within which members of the CPSN may create intellectual products and maintain records, and has engaged in unethical and unacceptable behavior.

Users shall be responsible for the content of e-mail messages in their account. Communications on the CPSN should be viewed as public in nature. E-mail is not a confidential medium for transmitting personal messages. School Board administrators may at any time review communications to maintain integrity system-wide and ensure that staff members are using the system responsibly. The School Board shall have access to all e-mail, which may be routinely and randomly checked. Inappropriate or profane messages, as well as messages that disrupt the educational and administrative goals of the School Board may result in loss of privileges and/or disciplinary action. Messages relating to, or in support of, illegal activities may be reported to the appropriate authorities. The School Board shall cooperate fully with any local, state, or federal officials in any investigation concerning or relating to any mail transmitted on School Board computers.

Accordingly:

1. E-mail shall not be left on the server. Users shall be expected to remove old messages on their computers in a timely fashion (monthly) and School Board administrators shall be authorized to remove such messages if not attended to regularly and properly by the user.
2. E-mail chain letters and joke lists shall be expressly forbidden and should immediately be deleted.

An employee who encounters a problem with a School Board computer, the School Board's network or his/her assigned e-mail accounts, shall immediately report the problem to the Superintendent or his/her designee. Anyone witnessing an employee or student abusing a School Board computer and/or the School Board's network shall report such information immediately to the Superintendent or his/her designee.

UNAUTHORIZED AND ILLEGAL USE

While using School Board computers and the technology network, faculty and staff shall not be under direct supervision, but shall abide by School Board policy and administrative regulations and procedures governing the use of School Board computers and the CPSN.

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the CPSN that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious Purposes.

Use of the CPSN for any illegal activities shall also be prohibited. Illegal activities may include but are not limited to: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime

under state and federal law.

SECURITY

Teachers and other personnel who have computers in their charge shall be responsible for the security of those computers in terms of both hardware and software. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the network or access the Internet.

Employees should not allow others to have access to or use their e-mail accounts or disclose their, or others' passwords. All employee passwords shall be on file with the employee's immediate supervisor. Should a password be changed, the employee shall notify their supervisor immediately.

Employee's e-mail accounts shall not be readily accessible by students.

REGULATIONS

Use of CPSN and Internet

The following regulations, terms, and conditions for the use of computers and other technology equipment and Internet resources shall not be all-inclusive, but only representative and illustrative. A user who commits an act of misconduct or inappropriateness which is not listed may also be subject to disciplinary action or suspension, or termination, or be subject to appropriate criminal or civil prosecution. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

1. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications shall not be utilized for unauthorized disclosure, inappropriate contact with employees or students, use and dissemination of personal identification or confidential information regarding any student or employee.
 - a. Employees shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing, or considered inappropriate by School Board standards.
 - b. Employees shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying unnecessary letters to large numbers of people.
2. The Caddo Parish School Board reserves the right to review any stored record files or programs to which users have access and shall edit or remove any material which the School Board, through its Superintendent, or his/her designee, believes is in violation of its policies and procedures. As a user of the School Board's technology and networks,

including but not limited to the Internet, the user shall consent to the monitoring, access and review by the Superintendent or his/her designee of any stored electronic communications, including but not limited to- mail transmission.

3. Any software not created by the user shall be considered as copyrighted. A user shall not copy or distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws or the license concerning computer software, documentation or other tangible assets.
4. The user shall not install any software without consent from the appropriate supervisor.
5. In consideration for the privilege of using the system, the user shall release the Caddo Parish School Board from any and all claims arising from the use/inability to use the technology systems and networks.
6. The user shall agree to indemnify the Caddo Parish School Board for any loss suffered by the School Board for any improper use of the School Board's technology network, and to compensate anyone harmed by its improper use.
7. The information provided through the technology systems and networks shall be offered as a service and shall not be a substitute for individual professional consultation
8. The proper use of any user ID/password which may be assigned is the ultimate responsibility of the individual whose name it has been assigned. User ID's and passwords shall not be shared under any circumstances.
9. The use of technology is a privilege which may be revoked at any time for any violation of laws, policies, regulations or procedures. The Superintendent shall decide what is inappropriate use and such decision shall be final. Such violations would include, but not be limited to,
 - a. submits, publishes, or displays on School Board owned or maintained resources any material that is illegal, defamatory, inaccurate, abusive, violent, profane, sexually oriented, racially offensive, obscene, encourages the use of controlled substances, or is otherwise offensive to users,
 - b. violates such matters as institutional or third party copyright, license agreements and other contracts,
 - c. interferes with the intended use of electronic information resources,
 - d. seeks to gain or gains unauthorized access to information resources,
 - e. uses or knowingly allows another to use any computer, network, system, program, or software to conduct any commercial or personal business or activity, or solicit the performance of any activity which is prohibited by law,

- f. uses or knowingly allows another to use any computer, network, system, program, or software to devise or execute any artifice or scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations,
- g. uses or knowingly allows another to use any computer, network, system, program, or software for commercial purposes, product advertisement, solicitation of other staff or students to use goods or services, or political lobbying,
- h. without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with, the integrity of computer- based information, the CPSN, and/or information resources,
- i. without authorization, engages in the use of real-time conference features (talk/chat/internet relay chat),
- j. without authorization, utilizes newsgroups,
- k. without authorization, utilizes guest books allowing comments on their web site,
- l. engages in unbridled and open-ended use of the network in terms of access time, performing activities that limit, waste, or prevent other users from accessing finite resources,
- m. refuses to develop, implement, or maintain security procedures that ensure the integrity of individual and institutional files,
- n. uses or knowingly allows another to use any computer, network, or system to contact by electronic means any student or employee that would be considered unacceptable in content by a reasonable person.

10. No personal or student information which is protected by the *Family Education Rights and Privacy Act* shall be disseminated on or through the School Board's technology systems and networks, including but not limited to the Internet.

Use of E-Mail and Voice Mail

The Caddo Parish School Board, as a courtesy, may provide electronic mail (e-mail) to its employees and students and telephone voice mail access to its employees. These communication systems shall be considered property of the School Board and shall be subject to monitoring at any time, with or without notice, at the sole discretion of the Superintendent or his/her designee. Accordingly, regulations for participation by anyone using e-mail or voice mail shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be given an e-mail account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
3. No CPSN user shall be permitted to engage into any form of "Instant Message Services" such as chat rooms, etc. via the CPSN.
4. No CPSN user shall engage in unauthorized access, including so called "hacking" and other unlawful activities via the CPSN
5. No CPSN user shall disclose, use, and disseminate any personal information regarding himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.
6. No CPSN user shall post contact information (e.g. address, phone number) about himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.
7. Threatening, profane, abusive or any messages that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material shall be forbidden.
8. Any messages that are derogatory, defamatory, obscene, or otherwise inappropriate for the school or workplace shall be forbidden. The content of these messages shall include but not limited to remarks about an individual, group or organization's race, age, disability, religion, national origin, physical attributes or sexual orientation.
9. The policies of the School Board concerning discrimination, sexual harassment, threats, and workplace violence apply in full to e-mail, voice mail, Internet or other network use.
10. The e-mail and voice mail systems are intended for educational and business use and the School Board reserves the right to review, audit, and disclose all matters sent or retrieved over the CPSN or placed into its storage.
11. All communications sent in e-mail or voice mail via CPSN may not disclose any confidential or proprietary School Board information. With proper permission from the Superintendent or his/her designee, employees may send selected information in an encrypted form.

EMPLOYEE DISCIPLINE AND DUE PROCESS

Compliance with this policy shall be a condition of employment. Any employee who violates this policy shall be subject to disciplinary action that may include up to and including employment termination.

All Caddo Parish public schools shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through CPSN.

The results of any investigation conducted under this policy shall be considered admissible evidence in any proceeding related to workers' compensation or claims for unemployment compensation and in any other administrative proceeding, hearing or civil litigation when the inappropriate use of CPSN or computers is relevant. Action to discipline/terminate an employee under this policy shall be subject to any due process hearing that may be required by law and/or School Board policy.

STUDENT USE OF VIRTUAL PLATFORM

When the classroom environment is virtual (online), the standards of behavior are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected.

1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals. Students are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults.
3. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications on the virtual platform.
4. Students must not record the virtual classroom or student content without approval of the teacher. Learning platforms and content are proprietary and copyrighted. Reposting of classroom discussions on any other platform is strictly prohibited unless authorized by the teacher who must receive the appropriate authorizations to disclose the content.
5. All communications with other students enrolled in the virtual platform must be of a course-related nature. Any sending of unsolicited email to other classmates is prohibited.
6. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.

7. The integrity and authenticity of student work is important. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in a failing grade.
8. Do not collaborate (work with) with other students on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in the online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.
9. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.
10. Students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
11. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
12. Any student that violates this policy will be subject to disciplinary action that may result in disciplinary or legal action.

CPSN TERMS AND CONDITIONS

The CPSN shall only be used for lawful purposes. Unlawful transmission of information or material in violation of Federal and/or State laws could lead to prosecution of an individual or individuals responsible for the unlawful action. The user shall abide by the provisions of this policy and shall be held responsible for any unethical or illegal activity. Any violation of this policy may mean loss of online privileges and/or disciplinary measures by the Superintendent and/or School Board. Any inappropriate activity by the user that constitutes a criminal offense shall be the legal responsibility of the user and not the school, school district, or School Board.

DISTRICT LIMITATION OF LIABILITY

The Caddo Parish School Board technology network (CPSN) and computer system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School Board warrant that the technology network and any components shall be uninterrupted or error-free, nor that defects shall be corrected.

The School Board shall not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School Board shall not be responsible for the accuracy or quality of any advice, service, or information obtained through or stored on school district computers and technology network. The School Board shall not be responsible for financial obligations arising through unauthorized use of the School Board technology network or the Internet.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School Board.

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

Approved: July 28, 2015

Revised: July 28, 2020

Ref: 47 USC 254(h), (*Children's Internet Protection Act (CIPA)*); La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280; Board minutes, 7-28-15, 7-28-20.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Caddo Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee of the Caddo Parish School Board to any student enrolled in a school under the jurisdiction of the Caddo Parish School Board, shall use a means provided by or otherwise made available by the school system for this purpose. All such communication shall be relative to the educational services provided to the student. The School Board shall prohibit the use of any means to electronically communicate with a student that is not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

The School Board recognizes the limitations of its communication system and the convenience associated with employees utilizing their own personal electronic communication devices for relaying information and assignments to their students. The School Board shall permit its employees to use their own personal electronic communication devices for communications between the employee and the employee's students, provided the communications are for an educational purpose and the communication is timely reported to the building administrator. Any electronic communication made by an employee at any Caddo Parish public school to a student enrolled at any school under the jurisdiction of the Caddo Parish School Board or that is received by an employee at any Caddo Parish public school from a student enrolled at any Caddo Parish public school using a means other than one provided by or made available by the school system shall be reported by the employee, in a manner deemed appropriate by the School Board, to the building administrator within one (1) week of the communication. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes

may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

DEFINITIONS

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, MySpace, YouTube, 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 employee, 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 between employees and students.

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 any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore,

It is the intent of the Caddo Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to 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 the school system, employees must report to their supervisor at the first opportunity available, any student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

VIOLATIONS

1. Any violation of this policy shall be immediately investigated by the employee's supervisor, in accordance with School Board policy. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
2. The supervisor shall meet with the employee 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 and the appropriate Director of Human Resources by the supervisor.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment.

MANDATORY REPORTING

Nothing in this policy shall prohibit or deter the mandatory reporting requirements in cases of suspected abuse/neglect as provided for in policy JGCE, Child Abuse, state, and/or federal law.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§14:40.3, 17:81, 17:239; Board minutes, 11-17-09, 12-15-09, 2-21-17.

STUDENT RECORDS

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Limited access to student records may also be granted certain school officials and others as outlined in this policy. Any access to or disclosure and release of student information shall be in accordance with federal and state law and regulations. Nothing in this policy is intended to prohibit students whether under the age of 18 years or not from taking tests, performing tasks as required by teachers or administration or performing assignments that necessarily provides them access to their student records.

DEFINITIONS

1. *Aggregate data* shall be defined as, for purposes of this policy, statistics and other information that relate to broad classes, groups, or categories from which it is not possible to distinguish the identities of individuals.
2. *Disclosure* shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
3. *Educational records* shall be defined as records which are directly related to a student and are maintained by the School Board or school by a person acting for the School Board or school. Excluded from the term educational records are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know.
5. *A parent or legal guardian* shall mean a student's parent, legal guardian, or another person responsible for the student.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:

- a. Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date, and place of birth, mother's maiden name, or biometric records.
 - b. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
 - c. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. School official shall be defined as an administrator, supervisor, principal, support staff, or any person employed by or under contract to the School Board, or authorized volunteer, to perform a function or service on behalf of the School Board.

ACCESS TO RECORDS

In addition to the parent, legal guardian, or student (if the student is eighteen (18) years of age or over) access to student records may only be provided with proper authorization in accordance with the following:

- 1. A person employed in a public school or other person authorized by the Superintendent may be provided or have access to a student's records.
- 2. Any person who is authorized by state law or the Superintendent to access a student's records on a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access. Failure to maintain the confidentiality of such information shall be punishable as provided in La. Rev. Stat. Ann. §17:3914.
- 3. Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of the School Board shall authorize access to such a computer system to any person or public or private entity except as authorized below.
 - a. The following persons may access a public school computer system on which student information for students at a particular school is stored:
 - i. A student who has reached the age of eighteen (18) or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. Such access shall

be limited to information about the student. A student who has reached the age of eighteen (18) or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.

- ii. A teacher of record. Such access shall be limited to information about his/her current students.
 - iii. The school principal and school registrar.
 - iv. A School Board employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
 - v. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the School Board would otherwise provide.
 - vi. A person authorized by the state to audit student records.
4. The following persons may access a computer system of the School Board on which student information for students from throughout the system is stored:
- i. The Superintendent.
 - ii. A School Board employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
 - iii. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
 - iv. A person authorized by the state to audit student records.
 - v. A public or private entity with whom the School Board has contracted for student and other educational services. Pursuant to such a contract, student information, including personally identifiable information and cumulative records, may be transferred to computers operated and maintained by the entity for such purpose. Such a contract shall be in

accordance with the requirements of La. Rev. Stat. Ann. §17:3914.

5. Persons permitted access to a student's records shall only have access to those education records in which they have a *legitimate educational interest*. Proper administrative regulations and procedures shall be maintained to ensure compliance with this provision.
6. The School Board shall maintain a record of each request for access to, and each disclosure from, records of each student in accordance with federal regulations. The School Board shall maintain such a record with the education records of the student for as long as the records are maintained.

DISCLOSURE OF STUDENT INFORMATION

No official or employee of the School Board shall provide personally identifiable student information to any member of the School Board or to any other person or public or private entity, except such an official or employee may, in accordance with applicable state and federal law:

1. Provide a student's identification number and aggregate data to the School Board, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE) solely for the purpose of satisfying state and federal reporting requirements.
2. Provide to the Louisiana Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student.
3. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in La. Rev. Stat Ann. §17:3914.
4. Provide for the transfer of student information pursuant to the provisions of La. Rev. Stat Ann. §17:112.

With limited exception as allowed by state or federal law or regulation, any redisclosure and/or release of personally identifiable information shall require a legitimate educational interest of the recipient.

Release of Student Information

1. In accordance with federal statutory provisions, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.
2. In accordance with La. Rev. Stat. Ann. §17:112, the principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records, if applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.
3. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian, and students are notified in advance.
4. Once the parent, guardian, or student of majority age has granted permission for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914, such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid.
5. The School Board may disclose personally identifiable information from student records to appropriate parties, including the parents of a student 18 years old or older, in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
6. The School Board and employees may disclose education records or information from education records, without the consent of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:
 - a. Disclosure of education records or information from education records shall only be made to state or local law enforcement officials or to other officials within the

juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.

- b. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.
- c. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.
- d. Any other provisions necessary to comply with federal law or rules.

A record of all authorizations for release of information shall be maintained by the School Board and all such authorizations shall be included in the student's records.

REVIEW OF STUDENT RECORDS BY THE PARENT

- 1. Schools shall provide for the review of student records by parents or guardians, or any student eighteen (18) years of age or older. Parents and students shall be given notification of their right to review the student records.

Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent.

- 2. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal maintaining those records within the school system no more than forty-five (45) days after the date of receipt of the request.

The parent, the legal guardian or student, if the student is eighteen (18) or over, shall, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the parent, legal guardian, or student if 18 or older, may request a hearing.

- 3. If, as a result of the hearing, the School Board decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
 - a. Amend the record accordingly; and
 - b. Inform the parent or eligible student in writing.

If, as a result of the hearing, the School Board decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School Board or both.

4. The hearing shall be held within a reasonable time after receipt of the request for the hearing from the parent or eligible student.

The hearing shall be conducted by the Superintendent. At the hearing, the parent or student eighteen (18) or over shall be given a full and fair opportunity to present evidence relevant to issues raised. The parent or student may, at his/her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

The Superintendent shall make his/her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision. The decision shall be communicated to the school and parent in writing within ten (10) working days following the date of the hearing.

INTERAGENCY INFORMATION SHARING AGREEMENTS

Caddo Parish School administration is authorized to enter into interagency sharing agreements as authorized by La. Children's Code art. 541 et. seq. provided the agreement includes the specific data to be shared among agencies, the person or persons allowed by each party to have access to the other party's data, and the security arrangements between parties to ensure the protection of the data from unauthorized access that may threaten the privacy of persons and the confidentiality of the data. The agreement shall be in writing and shall be provided to the court exercising juvenile jurisdiction and to each agency involved in the treatment, care, and rehabilitation of the child.

DESTRUCTION OF STUDENT RECORDS

All student records shall be destroyed by shredding under the supervision of the Caddo Internal Auditor on or after the nineteenth (19th) birthday of regular education students and the twenty-second (22nd) birthday of special education students. All closed distribution, copyrighted test protocols of special education students shall be destroyed every three (3) years upon completion of the state-mandated reevaluation. Parents may request and receive these records (except for copyrighted test protocols) before they are destroyed.

The following Education and Health Records shall not be destroyed:

1. Records on which there is an outstanding request to inspect and review:

2. Explanations resulting from hearings on challenged content or education records are being maintained in the record.

INFORMATION ALLOWED TO BE SHARED PURSUANT TO LA. REV. STAT. ANN.
S'17:3914(H)

The School Board recognizes that there is certain student information that is inherently a part of the educational process that will necessarily result in third parties being privy to information while students are being educated such as classroom participation which necessarily allows other students to hear the responses of other students. Also, students may be otherwise used during the educational process. The School Board therefore declares that the superintendent may allow the disclosure of student information within and around its facilities in order to facilitate the educational process.

The School Board also finds that the sharing of the following student information furthers a legitimate educational purpose as provided for in La. Ag. Opinion No. 15-0103 dated July 29, 2015, and a parent or student who has reached the age of eighteen (18) years may authorize the disclosure:

student participation in various school-sanctioned extracurricular activities, sports, organizations or clubs;

student participation in programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;

student authorization and utilization of online resources and educational tools;

for student participation in the yearbook, school photography, or other publications containing school directory information; and

student receipt of various awards and honors.

The superintendent shall require parental authorization for disclosure as necessary. Parental or student participation in the various programs as offered shall be deemed authorization for disclosure.

ANNUAL NOTIFICATION

All parents/guardians shall be notified annually of their rights under the *Family Educational Rights and Privacy Act of 1974 (FERPA)* and applicable state law. Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the Caddo Parish School Board.

DIRECTORY OF INFORMATION

The district may not disclose information simply because it is the type of information that could be put in a directory. The information may be disclosed only if it is in a directory or publication such as a yearbook or school directory in accordance with FERPA requirements.

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory information has been designated by the School Board to include the student's name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video.

A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory-information. A parent or student over the age of 18 years may, however, refuse to have their information placed in a directory or other publication if the directory/publication has not been printed.

Revised: August 18, 2015

Revised: March 20, 2018

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); 20 USC 7908 (*Armed Forces Recruiter Access to Student Information*); 34 CFR 99.1-99.67 (*Family Educational Rights and Privacy-Federal Regulations*); La. Rev. Stat. Ann. §59:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4.44:4.1, 44:31, 44:32; La. Civil Code, Art. 131, 134, 250; Board minutes, 7-23-02, 10-19-04, 11-16-06, 8-18-15, 3-20-18.

FILE: JAAA
Cf: GAEAA, JCDAF
Cf: JCEA, JGCE

TITLE IX SEXUAL HARASSMENT

The Caddo Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours. Any School Board employee who has -actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator. The Caddo Parish School Board's Title IX Coordinator's name and contact information is provided to applicants for admission and employment, students, parents or legal guardians, school students, employees, and published in the *Student Code of Conduct*, and on the School Board's website. Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department Of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

DEFINITIONS

As used in this policy:

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the any employee of the School Board. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the School Board with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX

Coordinator alleging sexual harassment against a respondent and requesting that the School Board investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the Caddo Parish School Board with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under and by any additional method designated by the School Board. As used in this paragraph, the phrase document filed by a complainant means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the School Board) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator shall not be a complainant or otherwise a party to any grievance procedure, and shall at all times comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Notice means whenever any employee: witnesses sexual harassment; hears about sexual harassment or sexual harassment allegations from a complainant (i.e., a person alleged to be the victim) or a third party (e.g., the complainant's parent, friend, or peer); receives a written or verbal complaint about sexual harassment or sexual harassment allegations; or by any other means. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Caddo Parish School Board conditioning the provision of an aid, benefit, or service of the Caddo Parish School Board on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Caddo Parish School Board's education program or activity; or
3. Sexual assault as defined in 20 USC 1092, dating violence as defined in 34 USC 12291, domestic violence as defined in 34 USC 12291, or "stalking" as defined in 34 USC 12291.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School Board's educational environment, or deter sexual harassment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School Board shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent

that maintaining such confidentiality would not impair the ability of the School Board to provide the supportive measures. The Title IX Coordinator shall be responsible for coordinating the effective implementation of supportive measures.

COVERAGE

This policy applies to all students, employees and non-employee volunteers, to the elected members of the School Board, and to all students of the Caddo Parish School District. It applies at school, and locations, events, or circumstances over which the School Board has exercised substantial control over both the respondent and the context in which sexual harassment occurs.

TITLE IX COORDINATOR

The Superintendent shall designate and authorize a "Title IX Coordinator" to coordinate the Caddo Parish School Board's efforts to comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. The Title IX Coordinator shall undergo and receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The name, office address, electronic mail address, and telephone number of the Title IX Coordinator shall be published as required by Part 106 of Title 34 of the United States Code of Federal Regulations.

RESPONSE TO SEXUAL HARASSMENT

If the Caddo Parish School Board has actual knowledge of sexual harassment in an education program or activity, then the Title IX Coordinator shall be informed and the Title IX Coordinator shall offer supportive measures and follow the grievance procedures adopted pursuant to this policy.

The Superintendent and/or the Title IX Coordinator shall develop and maintain a Title IX Grievance Procedure that complies with 34 CFR §106.45, including investigation of any incident of which it has actual knowledge. The Title IX Grievance Procedure shall include the procedures to appeal any determination regarding sexual harassment under Title IX.

Nothing shall preclude the School Board from removing a respondent from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines an immediate threat to the physical health or safety of a complainant, student, or other individual arising from the allegations of sexual harassment justifies immediate removal. Neither shall the School Board be precluded from placing a non-student employee respondent on administrative leave during the pendency of the grievance process developed according to this policy. In both such instances the respondent shall be provided with notice and an opportunity to challenge the decision contemporaneously with or immediately following the removal.

This provision shall not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.

TITLE IX RECORDKEEPING

The Caddo Parish School Board shall retain for a period of seven (7) years records of each sexual harassment investigation including any determination regarding responsibility, any appeal and the result therefrom, any informal resolution and the result therefrom, and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

For any response to actual knowledge of sexual harassment, the Title IX Coordinator shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance the Title IX Coordinator shall document the basis for a conclusion that its response was not deliberately indifferent and document the measures designed to restore or preserve equal access to the School Board's education program or activity. If no supportive measures were provided to a complainant, then the Title IX Coordinator shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

NONRETALIATION

Neither the Caddo Parish School Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for other policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, constitutes retaliation.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited by this policy. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

CONFIDENTIALITY

The Caddo Parish School Board shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 USC 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination as set forth in this policy.

SUSPECTED CHILD ABUSE

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse as found in School Board policy JGCE, Child Abuse, then all school employees with knowledge shall be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made in addition to any procedures for handling sexual harassment complaints.

New policy: July, 2020

Ref: 42 USC 20000 (Civil Rights-Definitions); 29 CFR 1604.11 (Guidelines on Discrimination Because of Sex-Sexual Harassment); La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81.

Section 4: Child Nutrition



The goal of the Caddo Parish Child Nutrition Programs is to serve nutritious and appetizing meals to our children. Every child has the right to a nutritious breakfast and lunch to aid in academic success.

All meals served meet patterns established by the U.S. Department of Agriculture. However, if it has been determined by a physician that there is a special dietary need or a condition that prevents you from eating the regular school meal, your school cafeteria will make any reasonable substitutions prescribed by a physician. The required form is available at <https://www.caddoschools.org/o/cpps/page/child-nutrition-program>. Please click the nutrition link entitled Medical Statement Form for Meal Modification. If a substitution is needed, there will be no extra charge for your meal, but a physician must complete and sign the form. Allergens are not always permanent; therefore, Special Diet Requests **MUST** be updated each school year.

Children need healthy meals to learn. All schools offer healthy meals every school day. **Elementary, middle, schools with 7th-12th grade students, and all high schools will receive breakfast and lunch at no cost to the household under the Community Eligibility Provision program (CEP).**

FREE AND REDUCED MEAL APPLICATIONS ARE NOT REQUIRED TO RECEIVE FREE MEALS!!

All Students grades KG - 12th may purchase a second lunch meal for \$4.30. A second breakfast meal is \$2.90 for all students.

Prepayment System

MySchoolBucks is an online payment site to make prepayments for second meals and extras convenient and easy. With MySchoolBucks, you can add money to your child's lunch account, view account balances and recent purchases, and set up notifications for upcoming payments. Create an account today by visiting <http://www.MySchoolBucks.com> from your home, office, or on-the-go with the MySchoolBucks mobile app.

This prepayment system is also available for school staff and parents.

Breakfast and Lunch Prices

COST AND PAYMENT REQUESTS

BREAKFAST

LUNCH

STUDENTS	FULL PRICE	REDUCED PRICE	FULL PRICE	REDUCED
Elem & Secondary	\$0.00	\$0.00	\$0.00	\$0.00
EMPLOYEES	\$2.90		\$4.30	

CHARGES FOR EXTRA ITEMS

Breakfast

Lunch

With Meal	Entrée	\$1.25	Meat	\$1.50
	Meat and/or Bread		Dessert	.50
			Fruited Yogurt	\$1.00
			Vegetable/ Fruit	.50
			Bread	.50
			Frozen Novelties	.75
			Ketchup	.10
With or Without Meal	Milk, 8 oz.	.50		
	Juice, 4 oz.	.50		
	Bottle Water	.50		

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an

alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Revised 7/24/2023/KL/CNP

COMMUNITY ELIGIBILITY PROVISION

Caddo Parish Public Schools

Dear Parent or Guardian:

We are pleased to inform you the following schools listed below will continue to *PARTICIPATE IN THE COMMUNITY ELIGIBILITY PROVISION* and will continue the option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2023-2024.

What does this mean for you and your children attending the school(s) identified above?

Great news for you and your students! All enrolled students of the school sites named above are eligible to continue to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2023-2024 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If we can be of any further assistance, please contact us at 318-603-6331 or email Ms. Lynch at klynch@caddoschools.org.

Sincerely,

Kashundra Wilson - Lynch
Director of Child Nutrition Programs

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1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

- 1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
 3. email:
program.intake@usda.gov

This institution is an equal opportunity provider.

CEP SCHOOL SITES 2023-2024

<i>AMI Lakeshore</i>	<i>Fair Park Middle</i>	<i>Pine Grove Elementary/Middle</i>
<i>Atkins Elementary</i>	<i>Forest Hill Elementary</i>	<i>Queensborough</i>
<i>Donnie Bickham Middle</i>	<i>Green Oaks Performing Arts High</i>	<i>Riverside Elementary</i>
<i>Blanchard Elementary</i>	<i>Herndon Magnet Middle</i>	<i>Shreve Island Elementary</i>
<i>Broadmoor Middle</i>	<i>Caddo Middle Career & Technology</i>	<i>South Highlands Elementary</i>
<i>Byrd High</i>	<i>Huntington High</i>	<i>Southern Hills Elementary</i>
<i>Caddo Heights Math/Science</i>	<i>Judson Fundamental Elementary</i>	<i>Southwood High</i>
<i>Caddo Magnet High</i>	<i>Keithville Elementary/Middle</i>	<i>A.C. Steere Elementary</i>
<i>Caddo Middle Magnet</i>	<i>Midway Elementary</i>	<i>Summerfield Elementary</i>
<i>Caddo Virtual Academy</i>	<i>Mooringsport Elementary</i>	<i>Summer Grove Elementary</i>
<i>Captain Shreve High</i>	<i>North Caddo Elem.Middle</i>	<i>Sunset Acres Elementary</i>
<i>Cherokee Park Elementary</i>	<i>North Caddo High</i>	<i>Turner Elem/Middle</i>
<i>Claiborne Fundamental Elem</i>	<i>North Highlands Elementary</i>	<i>University Elementary</i>
<i>J.S. Clark Elementary</i>	<i>Northside Elementary/Middle</i>	<i>Walnut Hill Elementary/Middle</i>

<i>Ombudsman Academic Recovery</i>	<i>Northwood High</i>	<i>B.T. Washington New Technology</i>
<i>Creswell Elementary</i>	<i>Oak Park Elementary</i>	<i>Werner Park Elementary</i>
<i>Eden Gardens Elementary</i>	<i>Pine Grove Elementary</i>	<i>Westwood Elementary</i>
<i>Eighty First ECE Elementary</i>	<i>Queensborough Elementary</i>	<i>Woodlawn Leadership Academy</i>
<i>Fairfield Elementary</i>	<i>Ridgewood Middle</i>	<i>Youree Drive Middle</i>

Section 5: Transportation



School Bus Conduct and Safety Instructions

Safety Instructions and Behavior Rules for School Bus Riders

School bus transportation is a PRIVILEGE. The safety and welfare of student riders depend on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.
2. Students must BE ON TIME AT THE BUS STOP or loading stations. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if the rider is late. Drivers will NOT STOP for anyone running after a bus.
3. Wait for the bus to come to a COMPLETE stop before trying to get on or off the bus. If a student must CROSS THE ROAD, wait for the DRIVER TO SIGNAL student across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
4. After boarding the bus, sit down and remain seated until the bus reaches the student's stop. THE DRIVER WILL ASSIGN SEATS and students shall sit in the seats assigned to them.
5. NO fighting, pushing, tripping, kicking, bullying or sexual harassment, etc. will be tolerated on the bus.
6. NO student will be allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
7. NO loud or boisterous speech, swearing or shouting on the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
8. DO NOT sit with more than the proper number in one seat.
9. DO NOT extend any part of student's body out of the bus windows.
10. DO NOT throw anything in or out of the bus window. Any damages or costs incurred by a student throwing an object out of the bus will be the responsibility of the student's parents or guardians and not the Caddo Parish School Board.
11. DO NOT eat or drink on the bus.
12. DO NOT bring live animals, reptiles, insects, etc. on the bus.
13. DO NOT bring firearms, knives, explosive devices, firecrackers, glass objects other than eyeglasses, or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.
14. TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.

15. Keep the aisle clear. Personal items should be stored on your lap or under the seat.
16. Keep the bus clean.
17. USE HANDRAILS when boarding or departing the bus.
18. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.
19. In the afternoon, students will be discharged ONLY at their regularly designated stops. If other arrangements must be made, a NOTE OF PARENTAL PERMISSION must be presented to the PRINCIPAL prior to such needed change. The PRINCIPAL will then notify the bus driver in writing. Space must be available on the bus.

19A When a student is Lost or Unsure of their bus stop, they should ALWAYS remain on the bus and Notify the Bus Operator.

20. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by the school administration.
21. The primary focus of the bus driver is to operate the bus safely.
22. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore, the board encourages all students and parents to report inappropriate behavior such as bullying or sexual harassment to the bus driver or an administrator at the school immediately.
23. No cell phones or electronic communication devices are to be used on the bus except as authorized by board policy.
24. In summary, no distracting or dangerous activity will be allowed on the bus.
25. Under NO Circumstances should a student exit a school bus at an UNAPPROVED location.
26. Students should remain on bus, notify the Bus Operator if lost or unsure of the appropriate drop off location.
When in doubt, remain on the bus and notify the Bus Operator if.
 - a. An adult is normally at the stop but is not present
 - b. You feel threatened by someone at the bus stop
 - c. There are loose animals and you feel afraid

Bus Stop Locator

Bus stop information can be obtained by visiting the Caddo Parish Public Schools website at www.caddoschools.org and clicking on the Transportation Bus Stop icon. Bus stops are assigned based on the address of record.

Section 6: Discipline Policies



FILE: JDF
Cf: JCD, JD
Cf: JDD, JDE

VIRTUAL INSTRUCTION DISCIPLINE

The Caddo Parish School Board recognizes that students may be at home or in another location that is not on school property as they participate in virtual instruction. The Caddo Parish School Board specifically recognizes and takes into consideration the students' and families' right to privacy and other constitutional rights. However, the Caddo Parish School Board is required to provide educational services to all students. Students who attend school through virtual instruction shall participate without causing substantial interference with the educational process of other students.

Therefore, the Caddo Parish School Board declares that when a student is participating in school utilizing virtual instruction, the student is hereby expected to follow the rules of the Caddo Parish School Board so as to not interfere with the instruction of other students. This policy provides clearly defined conduct which the Caddo Parish School Board believes will cause substantial interference with the educational process and has created narrowly tailored disciplinary guidance in order to address the compelling governmental interest of providing quality education to all students while receiving virtual instruction. The discipline guidelines are intended to be progressive in nature depending upon the particular action(s) of the student.

Conduct that is unacceptable and which would lead to the imposition of discipline in the regular classroom is typically unacceptable in the virtual classroom as well. Regardless of the model of instruction, student conduct is governed by La. Rev. Stat. Ann. §17:416 and the Student Code of Conduct and/or Student Handbook. At the same time, for alleged misconduct which occurs during virtual instruction, school-based administrators shall consider the need for maintaining order and appropriate conduct, the school's interest being impacted, and the student's and family's right to privacy and constitutional rights while at home or in a location that is not school property.

A student and his family shall not waive their constitutional rights by electing virtual Instruction. At the same time, students engaging in virtual instruction shall insure that, prior to logging into and during any virtual classroom, the view from their camera is free of any object, writing, picture, or other display which, if possessed on school buses, in the classroom, or on school property, would subject the student to disciplinary action. Students are cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students are not expected to be

performing non-classroom related activities while participating in virtual classroom instruction. Non-classroom related activities include but are not limited to operating a motor vehicle. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct* and this *Virtual Instruction Discipline policy* may be subject to discipline in accordance with the *Student Code of Conduct* and this policy.

The following non-exclusive list of behaviors are prohibited in the virtual classroom and may result in disciplinary action:

1. Bullying and/or cyberbullying
2. The use of harassing or discriminatory language
3. Use of obscene language, profanity, inappropriate language, writing or drawings
Displaying obscene gestures, drawings, images, audios, videos, etc.
4. Displaying pornography or nudity whether in a printed or digital context
5. Committing lewd or sexual acts or simulations*
6. Repeated disruptions of the classroom
7. Display of nudity, indecent dress, disrobing, etc.
8. Exhibiting disrespect for the teacher or other school personnel
9. Interference with the instructional audio or video
10. The handling or display of weapons or facsimile weapons
11. Use or display of drugs, alcohol, tobacco, or vaping devices
12. Divulging confidential information
13. Cheating on assignments, i.e. sharing work, answers, etc.
14. Violation of computer/password security
15. Violations of the Board's/School's Acceptable Use Policy or Device Contract
16. Operating a motor vehicle during virtual instruction.

* School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual

classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the Code of Conduct. As with all other forms of misconduct, the level of discipline, if any, for violations in a virtual setting will depend upon the age of the student, seriousness of the offense, the disruptive nature of the misconduct, whether the conduct involved violence or the threat of violence, whether the misconduct impacted the safety or orderly environment of the classroom, the student's prior disciplinary record, etc.

Although the Caddo Parish School Board has listed certain offenses which clearly substantially interfere with the educational process, it recognizes that all offenses cannot be described in one document. If a student commits a serious offense that is not written in these guidelines that substantially causes disruption in the virtual instruction setting, that student may be removed from the school setting and may be subject to discipline up to and including expulsion.

This policy and discipline guidelines are to be provided to the students and their parents in accordance with Caddo Parish School Board policy.

New policy: December 15, 2020

Ref: La. Rev. Stat. Ann. §17:416; Board minutes, 12-15-20

INF#	JCAMPUS CODE	STATE CODE	INFRACTIONS	1st	2nd	3rd	4th
1	45, 77	35	Bullying Cyberbullying	The Principal renders due process due to the student and the student is suspended for a minimum of three (3) days up to a maximum of nine (9) days during which time an expulsion hearing will be held. The Principal shall file charges immediately if evidence is present in accordance with disciplinary actions as outlined in Policy JG.			
2		04	Use of harassing or discriminatory language	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.			
3	04, 36, 68		Use of obscene language, profanity, inappropriate language, writing or drawings. Displaying obscene gestures, drawings, images, audios, videos, etc.	The student will complete a written reflective activity, and parental contact is made.	The student is suspended for up to three (3) days with a virtual parent return. Student may be referred for counseling.	The student is suspended for up to five (5) days with a virtual parent return and a student discipline contract is developed.	The student is suspended up to nine (9) days pending an expulsion hearing.
4	05, 46	05	Display pornography or nudity whether printed or digital context.	The Principal renders due process to the student and the student is suspended for a minimum of three (3) days and up			

				to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
5	05, 46	04	Committing lewd or sexual acts or simulations' School and/or district officials shall be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, or objects that raise legitimate	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.			
6			Repeated disruptions of The student will the classroom	The student will complete a written reflective activity and a behavior contract/plan is developed. The student will return to the virtual classroom	The student is suspended for up to three (3) days with a virtual parent return. The student will be referred for counseling	The student is suspended for up to five (5) days.	The student is suspended for up to nine (9) days pending an expulsion hearing.
7			Display of nudity, indecent dress, disrobing, etc.	The Principal renders due process (Same as infraction 1 as outlined in Policy JG).			
8			Exhibiting disrespect for the teacher or	The student will receive counseling and	The student is suspended for up to	The student is suspended for up to	The student is suspended for up to five (5) days

			other school personnel.	parental contact is made. The student will complete a reflective activity.	three (3) days with a virtual parent return and counseling and/or interventions are initiated.	four (4) days with a virtual parent return and a student discipline contract.	pending an expulsion hearing.
9			Interference with the instructional audio or video.	The Principal renders due process (Same as infraction 1 as outlined in Policy JG).			
10			The handling or display of weapons or facsimile weapons.	The Principal renders due process due to the student and the student is suspended at a minimum of three (3) days up to a maximum of nine (9) days			
11	07 (D) 09 (A) 08 (vaping devices)	07 (D) 09 (A)	Use or display of drugs, alcohol, tobacco, vaping devices or imitation devices	The student is required to complete a reflective activity. A referral is made to the Counselor. The student is required to return via a virtual parent	The student is required to return via a virtual parent return. A possible referral to Child Protective Services (CPS) can be made.	The Principal renders due process (same as infraction 1) as outlined in Policy JG.	
12	41, 100	38	Cheating on assignments, i.e. sharing work, answers, etc.	The student is suspended for one (1) day with a virtual parent return. Student must write a reflective activity	The student is suspended for up to three (3) days with a virtual parent return. A referral is made to the Counselor.	The student is suspended for up to five (5) days with a virtual parent return.	The student is suspended up to nine (9) days pending a hearing.
13	41, 100	38	Divulging confidential information. Violation of computer/ password security Violations of the Board's/ School's Acceptable Use Policy or Device Contract	The student must write a reflective activity.	The Principal renders due process with a one (1) day suspension (Same as infraction 1) as outlined in Policy JGR/GBM.	The Principal renders due process with up to two (2) days suspension (Same as infraction 1) as outlined in Policy JGR/GBN.	The Principal renders due process with up to five (5) days suspension (same as infraction 1) as outlined in Policy JGR/GBN
14			Operating a	The Principal (or	The student will	The student	

			vehicle while participation in virtual instruction.	designee) holds a virtual conference with the Parent/student and SRO concerning operating a vehicle while in virtual instruction.	complete a reflective activity and a behavior contract is developed.	returns via a virtual parent return.	
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1. School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, or objects that raise legitimate concern for the safety and well-being of students in virtual classroom.
2. If infraction is not listed on the virtual discipline policy grid and a student commits any other serious offense, the regular Discipline Grid is used.

New regulation: February 23, 2021.

Ref: La. Rev. Stat. Ann. §17:416; Board minutes, 2-23-21.

DISCIPLINE

It is the purpose of the Caddo Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

The Caddo Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. Every teacher and other school employee shall endeavor to hold each student accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's Student Code of Conduct.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the School Board.

Disciplinary action by a school employee may include, but is not limited to:

1. Oral or written reprimands.
2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct the teacher may have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

Any student removed from class in kindergarten through grade five shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

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

Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.

Once removed, the student shall not be readmitted to the classroom until the principal has implemented at least one of the following disciplinary measures:

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.

4. Referral to the school building level committee.
5. Restorative justice practices.
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

Parental Notification

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.

When a student has been removed from a classroom, the teacher or the principal or his/her designee may require the parent, or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means.

Upon the student's third removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian may be required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

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

PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. Notice of the conference, specifying the time and date of the conference, shall be given by contacting the parent or legal guardian by telephone at the

telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

REPORTS TO PRINCIPAL

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the School Behavior Report/School Bus Behavior Report form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

DELINQUENT STUDENTS

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

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Student with disabilities. The Individuals with *Disabilities Education Act of 2004* (IDEA '04) clarifies the authority of school officials to take disciplinary action, including ordering a change in a student's placement to an appropriate interim alternative educational setting, another setting, or suspension. This section contains requirements regarding the discipline of students with disabilities. All behavior incidents involving students with disabilities must be addressed using only the requirements of IDEA '04. (See also *Discipline Continuum Checklist contained in Caddo Parish Discipline Resource Manual for Teachers and Administrators*).

- A. Change in Placement. A change in placement occurs if a student with a disability is removed (suspended/expelled) from the student's current placement for more than ten (10) consecutive school days and/or if a student is subjected to a series of removals that constitute a pattern, which cumulate to more than ten (10) school days in a school year. In school suspensions (ISS) shall not be counted in this ten (10) days if Free Appropriate Public Education (FAPE) is provided.
- B. Authority of School Personnel. To the extent removal (suspension/expulsion) would be applied to children without disabilities, a school official may:
 - i. Remove a student with disabilities to an appropriate interim alternative educational setting, another setting or suspension for not more than ten (10) consecutive school days for any violation of school rules.
 - ii. Special Circumstances. Order a change in placement of a student with disabilities to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) days if the student carries a weapon to school or to a school function; knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.
 - 1. The terms "weapon," "illegal drugs," and "controlled substance" are defined in Louisiana Bulletin 1706, Section 519; serious bodily injury is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
 - 2. If the removal is for more than ten (10) consecutive days or if the student is subjected to a series of removals that constitutes a pattern, which cumulates to more than ten (10) school days in a school year, only the IEP team has the authority to determine the interim alternative educational setting which must be selected so

as to enable the student to continue to progress in the general curriculum and to continue to receive the services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP.

3. The interim alternative educational setting must also include services and modifications designed to address the behavior and prevent the behavior from recurring. Before sending a student to an education placement, which would be considered a more restrictive setting, the IEP team must complete a re-evaluation.
4. Free Appropriate Public Education (FAPE) must be provided which includes: access to the general education curriculum; implementation of the student's current IEP; and access to IOWA/LEAP 2025 / GEE preparation and remediation.

NOTE: The designee shall inform the principal of each instance of removal of a student from the school.

- C. IEP Team Involvement. If a suspension exceeds ten (10) consecutive or cumulative school days, it will be considered to be a change of placement and the LEA must schedule an IEP team meeting immediately. The following procedural safeguards must be met:
- i. A Manifestation Determination Review (MDR) must be conducted to determine if the behavior subject or disciplinary action is a manifestation of the student's disability.
 - ii. A Functional Behavioral Assessment must be conducted to determine why the behavior occurred.
 - iii. A decision regarding the provision of FAPE must be made and the student must be provided services set up by the IEP team so that IEP goals can be reached.
 - iv. A Behavioral Intervention Plan must be developed. If a behavior plan currently exists, the IEP team must review and revise the behavior plan to address the behavior violation so that it does not recur. Those revisions must include strategies, supports, and other instructional programming to address the behavior.
- D. Manifestation Determination Review (MDR). The manifestation review process is required whenever an action involving a removal of a student with disabilities from his or her current placement is being contemplated due to a violation of the code of student conduct.

The local educational agency, the parent, and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall immediately review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine if the Manifestation Determination is related or not related - The Manifestation Determination Review will be considered related if the conduct in question was caused by, or had a direct and substantial relationship to, the child's

disability, or if the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the local educational agency, the parent, and relevant members of the IEP Team determine that either subclause (1) or (II) above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

The Manifestation Determination Review will be considered not related, if the conduct in question was not caused by or had a direct and substantial relationship to the child's disability; or if the conduct in question was not the direct result of the local educational agency's failure to implement the IEP. If the Local educational agency, the parent, and relevant members of the IEP team reviews all relevant information and the conduct is determined not to be a manifestation of the child's disability, the student with a disability shall be treated as a regular education student and shall be disciplined in alignment to Louisiana Revised Statute 17:416.

With the exception of the special circumstances described in paragraph Bii above, if it is determined that the conduct was a manifestation of the child's disability, the child shall be returned to the placement from which he was removed, unless the parent and the local educational agency agree to a change of placement as part of the modification of the behavioral intervention plan.

- E. Notifications. Not later than the date on which the decision to take disciplinary action is made, the LEA shall notify the parents of that decision, and of all procedural safeguards.
- F. Appeal Process.
 - i. The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination under this subsection, or a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request a hearing.
 - ii. A state hearing officer shall hear, and make a determination regarding, an appeal requested under subparagraph 7 F(1) above. The hearing officer may order a change in placement of a child with a disability. In such situations, the hearing officer may:
 - 1. return a child with a disability to the placement from which the child was removed; or
 - 2. order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.
 - iii. When an appeal has been requested by either the parent or the local educational agency:

1. the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period imposed as discipline, whichever occurs first, unless the parent and the State or local educational agency agree otherwise; and
2. the State or local educational agency shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.

G. Protections for Children who have not been determined to be eligible for special education and related services. A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the local educational agency may assert any of the protections provided for in IDEA if the LEA had knowledge (as determined in accordance with Paragraph (a) of this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

- i. Basis of knowledge. An LEA shall be deemed to have knowledge that a child is a child with a disability if before the behavior that the precipitated the disciplinary action occurred:
 1. the parent of the child has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;
 2. the parent of the child has requested an evaluation of the child; or
 3. the teacher of the child, or other personnel of the local educational agency, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education of such agency or to other supervisory personnel of the agency
- ii. Exception. A local educational agency shall not be deemed to have knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child or has refused services under IDEA or the child has been evaluated and it was determined that the child was not a child with a disability who engaged in comparable behavior.
- iii. Conditions that apply if no basis of knowledge. If a local educational agency does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to disciplinary measures applied to children without disabilities who engaged in comparable behaviors.
- iv. Limitations. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under

this subsection, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

- H. Reporting Criminal Activity. Nothing in this policy shall prohibit school officials from reporting a crime committed by a student with a disability to appropriate law enforcement authority. School officials shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.

DISCIPLINE OF STUDENTS CLAIMING A DISABILITY UNDER SECTION 504 OF THE REHABILITATION ACT.

The provisions of IDEA as described above to the extent applicable to Section 504 of the Rehabilitation Act shall be applied while disciplining a student claiming a disability under the Act.

APPEAL FROM ORDER OF DISCIPLINARY ACTION

Individuals who feel that their rights may have been violated are provided the following appeal procedure.

1. The student, parents or other person responsible for the student shall first attempt to resolve the matter with the teacher or other school personnel responsible for imposing the disciplinary action. If not resolved with that person, an appeal to the principal shall be made.
2. In the event the matter is not resolved at the individual school level, the student, the parents or the party responsible for the student shall have the right to appeal the disciplinary action to the superintendent's designee.
3. The superintendent's designee shall conduct a hearing on the merits of the case under appeal. Upon the conclusion of the preliminary hearing, the superintendent's designee shall determine whether the suspension or disciplinary action should be remitted or amended in any manner or if another corrective or disciplinary action shall be taken.
4. If the decision of the superintendent's designee results in disciplinary action other than a suspension of nine days or less, then the student, the parents, or tutor may, within five days after the decision is rendered, request the Caddo Parish School Board to review the findings of the superintendent or designee at a time to be set by the school board; otherwise, the decision of the superintendent or designee shall be final. (See Exception for Appeal After a Recommendation or Order of Expulsion).

EXPULSION

1. Any student after being suspended for committing any of the offenses cited in R.S. 17:416 may be expelled, upon recommendation by the principal of the public school in which said student is enrolled. The principal shall immediately suspend a student who is found carrying or possessing a firearm, a knife the blade of which equals or exceeds two inches in length, or another dangerous instrumentality, or who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, who threatens or commits battery upon a teacher or other school personnel, or initiates false alarms or bomb threats. The principal shall immediately recommend the student for expulsion.
2. Any student who is suspended three times for an infraction shall be recommended for expulsion if a fourth suspension occurs during the same school year.

HEARING BY SUPERINTENDENT OR DESIGNEE

1. A hearing shall be conducted by the superintendent or designee within five school days from the date the student is given notice of the recommendation of expulsion (or suspension of ten days or more made by the principal).
2. The hearing shall be recorded and maintained by the Superintendent's designee.
3. The student shall be afforded the opportunity to know the charges, be given the opportunity to defend his/her actions and be permitted to question and present evidence. The student must be accompanied by parent or guardian and may be represented by an attorney or any other persons of the student's choice.
4. The principal and/or teacher may be represented by a person appointed by the superintendent.
5. Until the hearing takes place, the student shall remain suspended from school and all Caddo Parish School Board related school activities.
6. The concerned teacher shall be given reasonable notice of the hearing and permitted to attend such hearing and shall be permitted to present information the teacher believes relevant. In the case of an infraction involving assault and/or battery upon other school personnel, said personnel shall be given reasonable notice of and permitted to attend and present information the person believes relevant.
7. A hearing shall be held for special needs students when misconduct is not a manifestation of the student's disability. The relevant disciplinary procedures applicable to students without

disabilities may be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided.

8. Upon conclusion of the hearing, the superintendent or designee shall determine whether such student shall be expelled or if other corrective or disciplinary action shall be taken.
9. Records shall be maintained and made available upon request.

APPEAL AFTER A RECOMMENDATION OR ORDER OF EXPULSION

1. The parent or guardian of the student who has been recommended for expulsion may, within five days after the decision is rendered, request the city or parish school board to review the findings of the superintendent or his designee at a time set by the school board; otherwise, the decision of the superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the superintendent or his designee, the school board may affirm, modify, or reverse the action previously taken. The parent or guardian of the student shall have such right of review even if the recommendation for expulsion is reduced to a suspension.
2. The parent or guardian of the student who has been recommended for expulsion pursuant to this Section may, within ten days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the school board in upholding the action of the superintendent or his designee. The court may reverse or revise the ruling of the school board upon a finding that the ruling of the board was based on an absence of any relevant evidence in support thereof. The parent or guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.
3. If a judgment is rendered in favor of a student who sought judicial review of a decision of a school board pursuant to this Paragraph, the judgment may include an award for reasonable attorney fees if the court finds any school official acted in a grossly negligent manner, with deliberate disregard for the consequences of his actions to the student; with willful or malicious indifference; with intent to deprive the student, his parent, guardian, or tutor of due process; or initiated a charge that is knowingly false. The court may award any damages appropriate under the circumstances and render any other appropriate relief including but not limited to requiring the school board to issue an official apology letter, which shall be provided to the student, his parent, guardian, or tutor, and retained in the student's educational records.

DIRECT EXPULSION BY THE SCHOOL BOARD

Any student convicted of a felony or who is incarcerated in a juvenile institution for an act which if committed by an adult would have constituted a felony may be expelled by the Caddo Parish School Board for a period of time as it may determine, provided any such expulsion shall require the vote of two-thirds of the elected members of the school board. A student committing such an act inside this state or outside may be sufficient cause for the superintendent to refuse admission to any school except upon review and approval of the majority of the elected members of the school board when a request for admission is made to the board.

TARDINESS TO SCHOOL

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. School shall follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo Parish School Board.

ELEMENTARY AND MIDDLE SCHOOLS

First Tardy:	Parent check-in with student and a verbal warning is issued.
Second Tardy:	Parent check-in with student and official notice of penalties if referred to juvenile court and parent conference.
Third Tardy:	Same as Second Tardy and parent conference.
Fourth Tardy:	Parent check-in with student along with a conference with the Counselor or coordinator.
Fifth Tardy:	Parent check-in with student, conference with principal/or designee and additional notice of penalties if referred to juvenile court.
Sixth Tardy:	Parent check-in with student and referral to Child Welfare and Attendance.
Seventh Tardy:	Same as Sixth Tardy.
Eighth Tardy:	Parent check-in with student and referral to Juvenile Court.

Ninth and Subsequent Tardies: Parent check-in with student and continue with Juvenile Court referral.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication.

HIGH SCHOOLS

First Tardy:	Warning from the classroom teacher and recorded.
Second Tardy:	Parental contact with documentation from the classroom teacher and official notice of penalties.
Third Tardy:	Refer to the administration or designee for a warning and parental contact and official notice of penalties.
Fourth Tardy:	Parent return conference.
Fifth Tardy:	One day ISS or its equivalent with parental contact.
Sixth Tardy:	Two days ISS and referral to Child Welfare and Attendance.
Seventh and Subsequent Tardies:	Two days ISS Court Referral and Notification to Dept. of Public Safety and Corrections for possible suspension of student's driver's permit or license.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication.

HABITUAL TARDINESS - REFERRAL TO JUVENILE COURT/PARENTAL PENALTIES/ SUSPENSION OF STUDENT DRIVING PRIVILEGES

In accordance with state law the parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

Any student who is a juvenile and who is habitually tardy shall be reported by the supervisors of Child welfare and attendance to the juvenile court of Caddo Parish pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, to be dealt with in such manner as the court may determine.

A student shall be considered habitually tardy when the 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 occurrence of being tardy within any school semester.

- A. The principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.
- B. In accordance with state law the parent or legal guardian of any student in kindergarten through grade eight who is considered habitually tardy shall be in violation of the provisions of state law and shall be punished as follows:
 - i. A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.
 - ii. (ii) Any subsequent offense shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.
- C. If a student is less than eighteen years of age and is habitually tardy 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.
- D. For purposes of this Policy and law, 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.

DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board shall adopt disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction, including clearly defined consequences of conduct, and shall take into consideration the students' and their families' rights to privacy

and other constitutional rights while at home or in a location that is not school property. Any such disciplinary measures adopted by the School Board shall be included in the policy *JDF, Virtual Instruction Discipline and regulation JDF-R, Virtual Discipline Guidelines*.

DEFINITIONS

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

Out-of-school suspension means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

In-school suspension mean removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention may subject the student to immediate out-of-school suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the behavior and conduct of the student.

Expulsion (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.

Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

Virtual instruction means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

Revised: November, 2020

Revised: September 21, 2021

Revised: July 19, 2022

Ref: 42 USC 12112 et seq. (Equal Opportunity for Individuals with Disabilities); La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1, 17:416.13; Regulations for Implementation of the Exceptional Children's Act Bulletin 1706, Louisiana Department of Education; Board minutes, 7-19-95, 9-21-21, 7-19-22.

ELEMENTARY DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
1	13 14	13 14	Possessing Weapons Prohibited under Federal Law (guns & explosives) Not Federally prohibited	The Principal renders due process due to the student and the student is suspended at least up to one (1) day or up to a maximum of nine (9) days during which time an expulsion hearing will be held. The Principal shall file charges immediately if evidence is present. In the case of a student in grades Kindergarten through Grade Five who is found carrying or possessing a knife, the blade of which equals or exceeds two inches in length, the Principal may (1), but is not required to recommend the student's expulsion			
2	70, 55	23	Battery of a teacher or other school personnel.	The Principal render due process. (Same as infraction 1)			
3	07 (D) 09 (A)	07 (D) 09 (A)	Possessing or using any controlled substance or alcohol.	The Principal render due process. (Same as infraction 1)			
4	59	37	Initiating any false alarms and/or bomb threats.	The Principal renders due process. (Same as infraction 1)			
5	27	23	Threatening a teacher or other school personnel.	The Principal renders due process. (Same as infraction 1)	The student is suspended up to five (5) days or it may be extended to nine (9) days pending a CPSB hearing. The parent is required to pay for damages.	The student is suspended for nine (9) days pending an expulsion hearing. The parent is required to pay for damages.	
6	11, 24, 72	11 20 (3)	Defacing, stealing, or destroying school property.	The student is suspended for up to three (3) or it may be			

				extended to nine (9) days pending a CPSB hearing. The parent is required to pay for damages.			
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1) In order to discipline students, teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG - Reasonable suspension Checklist to describe observations indicating that student was under the influence of alcohol. *Program developed by Drug Education and offered at no cost to student/parent.

ELEMENTARY DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
7	10	10	Initiating/instigating a confrontation.	The student is assigned ISS for three (3) days with a parent conference.	The student is assigned ISS for three (3) days with a parent return and referred for counseling. The student is suspended for three (3) days with a parent return and referred for counseling.	The student is assigned ISS for five (5) days with a parent return and a discipline contract.	The student is suspended for nine (9) days pending an expulsion hearing.
8	16, 91	16	Participating in a fight.	The student is suspended for up to three (3) days with a required parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for nine (9) days pending an expulsion hearing.	
9	45	35	Bullying or hazing students (Footnote: 1 and 2)	Same language as infraction 1.			
	38, 83	35	Sexual Harassment				
	77 (CB)	36	Cyberbullying				
10	89	05	Threatening a student with serious bodily harm.	Same language as infraction 1 and disciplinary actions as outlined in policy JCDAF are made.	The student is suspended for five (5) days with a parent return and referred for counseling.	The student is suspended for up to five (5) days with a parent return and a student discipline contract.	The student is suspended for five (5) days pending an expulsion hearing.

11	29	15	Possessing or using fireworks	Same language as infraction 1.			
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- (1) Bullying investigation required.
- (2) The School Board will provide a program with a minimum of four hours of training for new employees who have contact with students, and two hours of training each year for all school employees who have contact with students, including bus drivers, with respect to bullying as outlined in policy JCDAF.

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
12	08	08	Possessing tobacco, lighters, E-cigarettes, Vapes, and/or matches.	The student is assigned ISS for three (3) days pending a parent conference.	The student is assigned ISS for five (5) days with parental contact and referred for counseling.	The student is suspended for three (3) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
13	08	08	Using tobacco, Vapes, and/or e-cigarettes.	The student is assigned ISS for three (3) days pending a parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for five (5) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
14	44, 51, 76	01	Unauthorized use, operation of electronic devices	See Policy JCAB.	The item is willingly relinquished to teacher or administration/security is called. The student is assigned two (2) days ISS and parent contact is made.	See CPSB Policy JCDA.	
15	81	01	Loitering on any school campus, bus or school sponsored-events while suspended.	The principal contacts the parent and the student is released to the parent.	The principal contacts the Truancy Center and parent. The student is released to the Truancy Center or parent.	The principal contacts the SRO and a citation is issued for trespassing.	The student's suspension is extended up to nine (9) days pending an expulsion hearing.
16	28	05	Participating in gambling.	The student is assigned two (2) day ISS, counseling and parental contact is made.	The student is suspended two (2) days pending a parent return.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student's suspension is extended up to nine (9) days pending an expulsion hearing.
17	01, 97	01	Disobeying or refusing to comply with any reasonable request.	The student will receive counseling and will be	The student is suspended up to three (3) days with a	The student is suspended up to four (4) days with a	The student's suspension is extended up to nine (9)

				placed in ISS for the remainder of the day and parental contact is made. The student will complete a reflective activity while in ISS.	parent return and counseling and/or interventions are initiated.	parent return and a student discipline contract.	days pending an expulsion hearing.
18	21	05	Possession of an imitation/toy weapon.	The student is suspended for up to three (3) days with a parent return.	The student is suspended up to five (5) days with a parent return and referred for counseling	The student is suspended for nine (9) days pending an expulsion hearing.	

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
19	41	03	Using forged notes or forged official forms.	The student is assigned after school detention or its equivalent for one (1) day and parental contact is made. Student is referred for counseling.	The student is placed in ISS for three (3) days with a parent return.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for up to nine (9) days pending an expulsion hearing
20	18	18	Leaving class/school without permission.	The student will receive counseling, and/or interventions initiated and parental contact is made.	The student is assigned ISS for two (2) days and parental contact is made. A behavior contract/plan is developed.	The student is suspended for two (2) days with a parent return.	The student is suspended for up to nine (9) days pending an expulsion hearing.
21	31	43	Violating the parish/school dress code.	The school policy is reviewed with the student and the student is given an opportunity to change with parental contact.	The student is assigned after school detention for two (2) days or its equivalent, parental contact is made and the student is permitted to change with an unexcused absence for classes missed.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for nine (9) days with a parent return and referred to the school psychologist/counselor/ social worker/behavior intervention specialist.
22	04, 98	04	Using profanity toward school personnel.	The student is assigned two (2) days ISS or after school detention; the student will complete a reflective activity, referred for counseling and parental	The student is suspended for three (3) days with a parent return; a behavior contract/plan is developed.	The student is suspended for five (5) days with a parent return and student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.

				contact is made.			
23	04, 36, 68	04	Using profanity towards other students.	The student will complete a reflective activity, referred for counseling and parental contact is made.	The student is assigned to ISS or after school detention for up to three (3) days.	The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/social worker/behavior or intervention specialist.	The student is suspended up to nine (9) days pending an expulsion hearing.
24	37	05	Engaging in mutual displays of affection (kissing, etc.)	The student is assigned two (2) days after school detention or its equivalent and parental contact is made.	The student is assigned two (2) days ISS pending a parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor.
25	05, 46	05	Committing sexual acts and/or immoral practices or acts.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
26	03	03	Making unfounded charges against school personnel.	The Principal initiates an investigation	The principal renders	Up to a maximum of nine (9) days	

				and renders due process. Student is referred for counseling.	due process to the student and the student is suspended at least a minimum of up to three (3) days with counseling.	pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.	
27	21	21	Possession of counterfeit cannabinoids, copycat drugs, imitation drugs, salts and synthetic cathinone's.	Same as infraction 1.			

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
1	13 14	13 14	Possessing weapons or using any tool or instrument to do bodily harm. Prohibited under Federal and State Law (guns & explosives) Not Federally prohibited	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.			
2	55, 70	23	Battery of a teacher or other school personnel.	The principal renders due process... (same as infraction 1)			
3	63	16	Gang Fight/Group fight.				
4	07 (D) 09 (A)	07 (D) 09 (A)	Possessing or using any controlled substance or alcohol.	The principal renders due process... (same as infraction 1)			
5	09	09	Under the influence of alcohol.(1)	The student will receive up to three (3) days suspension with mandatory counseling.	The principal renders due process... (same as infraction 1)		
6	59	05	Initiating any false alarms and/or bomb threat.	The principal renders due process... (same as infraction 1)			

1. In order to discipline student(s), teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG- Reasonable Suspicion Checklist to describe observations indicating that student was under the influence alcohol

*Program developed by Drug Education and offered at no cost to student/parent.

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
7	27	02	Threatening a teacher or other school personnel	The principal renders due process... (same as infraction 1)			
8	11, 24, 72	11, 27 20 (S)	Defacing or destroying school property. Stealing	The student is suspended up to three (3) or it may be extended to nine (9) days pending a CPSB hearing. The parent is required to pay for damages.	The student is suspended up to five (5) days or it may be extended to nine (9) days pending a CPSB hearing. The parent is required to pay for damages.	The student is suspended for nine (9) days pending an expulsion hearing. The parent is required to pay for damages.	
9	16, 90	10	Initiating/instigating a confrontation.	Student is subject to discretionary suspension up to three (3) days and counseling with a parent conference.	The student is suspended for five (5) days, referred for counseling and a parent conference is held on the student's return.	The student is suspended for nine (9) days pending an expulsion hearing.	
10	16	16	Participating in a fight.	The student will receive up to a three (3) day suspension with a parent conference and Counseling. Administrative discretion will determine if charges are filed.*	The student is suspended up to five (5) days with charges filed, referred for counseling and a parent conference is held on the student's return.	The student is suspended for nine (9) days with charges filed pending an expulsion hearing.	
11	45 38, 83 77 (CB)	45 35 36	Bullying, threatening, or hazing students. Sexual Harassment Cyberbullying	Same language as infraction 1 and disciplinary actions as outlined in Policy JCDAF.	The principal renders due process... (same as infraction 1) and disciplinary actions as outlined in Policy JCDAF.		

12	81	45	Loitering on any school campus, bus or school sponsored events while suspended.	The principal contacts the SRO-SLO, a citation is issued for trespassing and the parent is notified.	On the second infraction, the SRO-SLO is contacted and charges are filed for trespassing. The parent is notified.	The principal contacts the SRO, charges are filed and the suspension is extended up to nine (9) days pending an expulsion hearing. The parent is notified.	
13	29	15	Possessing or using fireworks.	Same language as infraction 1.			

1. The School Board will provide a program with a minimum of four (4) hours of training for new employees who have contact with students, and two (2) hours of training each full year for all employees who have contact with students, including bus drivers, with respect to bullying as outlined in policy JCDAF: Bullying Investigation required.

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
14	08	08	Possessing tobacco, lighters, Vapes, e-cigarettes, and/or matches.	The student is assigned three (3) days in-school suspension and parental contact is made.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
15	08	08	Using tobacco, Vapes, and/or e-cigarettes.	The student is assigned three (3) days in-school suspension and parental contact is made.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
16	44, 51, 76	42	Possession/use or operation of electronic devices.	See Policy JCDAF	See Policy JCDAF	See Policy JCDAF	See Policy JCDAF
17	01, 97	01	Disobeying or refusing to comply with any reasonable request.	The student is assigned after school detention or its equivalent for one (1) day and parental contact is made. The student will come back to the classroom with a parent return.	The student is assigned to In School Suspension and a behavior contact/plan is developed.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for nine (9) days pending an expulsion hearing
18	41, 100	38	Using forged notes or forged official forms.	The student is assigned after school detention or its equivalent for two (2) days and parental contact is made.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days with a parent return and referred for counseling.	The student is suspended for nine (9) days pending an expulsion hearing
19	18	18	Leaving class/school without permission.	The student is assigned In School Suspension for two (2) days and parental contact is made, a behavior contact plan is developed.	The student is suspended for two (2) days with a parent return.	The student is suspended for three (3) days with a parent return.	The student is suspended for nine (9) days pending an expulsion hearing
	26	18	Skippping				

				The student will come back to the classroom with a parent return.			
20	32	43	Violating the district/school's dress code.	Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire. Student returns to class after reviewing the policy and parent/guardian is called.	Student is assigned one (1) day of after school detention or its equivalent with a mandatory parent conference and the opportunity to change clothing.	Student is assigned up to three (3) days ISS and parental contact is made.	Student is suspended up to three (3) days.
21	17	17	Violating traffic and safety regulations.	The principal holds a conference with the student and SRO concerning traffic safety. The parent is notified of revocation on the next infraction.	The principal revokes parking privileges for five (5) school days and parent contact is made.	The principal revokes parking privileges for 15 school days with a parent conference.	The principal uses administrative discretion to revoke parking privileges up to the remainder of the school year.
22	98	04	Using profanity toward school personnel.	The student is suspended up to 3 days with mandatory counseling	Same language infraction 1.		
23	04, 36, 68	04	Using profanity toward other students.	The student is assigned In School Suspension for two (2) days and parental contact is made.	The student is suspended for two (2) days with a parent return; behavior contact/plan is developed.	The student is suspended for three (3) days with a parent return and referred to the counselor.	The student is suspended up to nine (9) days pending an expulsion hearing.
24	28	05	Possession of dice.	The student is assigned two (2) days ISS and parent contact is made. The dice are confiscated.	The student is suspended for two (2) days with a parent return. The dice are confiscated.	The student is suspended for three (3) days with a parent return and referred to counseling. The dice are confiscated.	The student is suspended for nine (9) days pending an expulsion hearing.
25	28	39	Participating in	The student is	The student is	The student is	

			gambling.	suspended up to two (2) days pending a parent return.	suspended for three (3) days with a parent return and referred for counseling.	suspended up to nine (9) days pending an expulsion hearing.	
26	37	05	Engaging in mutual displays of affection (kissing, etc.)	Student is assigned two (2) days after school detention or its equivalent and parental contact is made.	The student is assigned two (2) days ISS pending a parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/social worker/behavior intervention specialist.
27	05	05	Committing immoral practices or acts.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
28	03	08	Making unfound charges against	The principal renders due process to the student and	Suspended up to five (5) days with counseling.	Suspended up to nine (9) days and recommended	

			school personnel.	the student is suspended up to three (3) days.		for expulsion.	
29	21	21	Commits other serious offenses. Engaging in sexual acts.	Same as infraction 1.			
30	21	21	Commits other serious offenses. Possession of counterfeit cannabinoids, copycat drugs, imitation drugs, salts and synthetic cathinone's.	Same as infraction 1.			

VIRTUAL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
1	45, 77	35	Bullying	The Principal renders due process due to the student and the student is suspended for a minimum of three (3) days up to a maximum of nine (9) days during which time an expulsion hearing will be held. The Principal shall file charges immediately if evidence is present in accordance with disciplinary actions as outlined in Policy JG.			
			Cyberbullying	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.			
2			Use of harassing or discriminatory language				
3	04, 36, 68	04	Use of obscene language, profanity, inappropriate language, writing or	The student will complete a written reflective activity, and parental contact is made.	The student is suspended for up to three (3) days with a virtual parent return.	The student is suspended for up to five (5) days with a virtual	The student is suspended up to nine (9) days pending an expulsion hearing.

			drawings. Displaying obscene gestures, drawings, images, audios, videos, etc.		Student may be referred for counseling.	parent return and a student discipline contract is developed.	
4	05, 46	05	Display pornography or nudity whether printed or digital context.	The Principal renders due process to the student and the student is suspended for a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
5	05, 46	05	Committing lewd or sexual acts or simulations ¹ 1 School and/or district officials shall be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.			

			and Family Services if they observe conduct, messages, or objects that raise legitimate concern for the safety and well-being of students in virtual classroom.				
6	01, 97	01	Repeated disruptions of the classroom	The student will complete a written reflective activity and a behavior contract/plan is developed. The student will return to the virtual classroom with a virtual parent return.	The student is suspended for up to three (3) days with a virtual parent return. The student will be referred for counseling	The student is suspended for up to five (5) days.	The student is suspended for up to nine (9) days pending an expulsion hearing.
7	05, 46	05	Display of nudity, indecent dress, disrobing, etc.	The Principal renders due process (Same as infraction 1) as outlined in Policy JG.			
8	01, 97	01	Exhibiting disrespect for the teacher or other school personnel.	The student will receive counseling and parental contact is made. The student will complete a reflective activity.	The student is suspended for up to three (3) days with a virtual parent return and counseling and/or interventions are initiated.	The student is suspended for up to four (4) days with a virtual parent return and a student discipline contract.	The student is suspended for up to five (5) days pending an expulsion hearing.
9			Interference with the	The Principal renders due			

			instructional audio or video.	process (Same as infraction 1 as outlined in Policy JG).			
10	13, 14		The handling or display of weapons or facsimile weapons.	The Principal renders due process due to the student and the student is suspended at a minimum of three (3) days up to a maximum of nine (9) days during which time an expulsion hearing will be held. The Principal shall file charges immediately if evidence is present. In the case of a student in grades Kindergarten through Grade Five who is found carrying or possessing a knife, the blade of which equals or exceeds two inches in length, the Principal may (1), but is not required to recommend the student for expulsion.			
11	07 (D) 09 (A)	07 (D) 09 (A)	Use or display of drugs, alcohol, tobacco, vaping devices or imitation	The student is required to complete a reflective activity.	The student is required to return via a virtual parent return. A possible	The Principal renders due process (Same as infraction 1) as outlined	

			devices.		referral to Child Protective Services (CPS) can be made.	in Policy JG.	
	08 (vaping devices)			A referral is made to the Counselor. The student is required to return via a virtual parent return.			
12	41, 100	38	Cheating on assignments, i.e. sharing work, answers, etc.	The student is suspended for one (1) day with a virtual parent return. Student must write a reflective activity.	The student is suspended for up to three (3) days with a virtual parent return. A referral is made to the Counselor.	The student is suspended for up to five (5) days with a virtual parent return.	The student is suspended up to nine (9) days pending a hearing.
13	41, 100	38	Divulging confidential information.	Student must write a reflective activity.	The Principal renders due process with a one (1) day suspension (Same as infraction 1) as outlined in Policy JGR/GBN.	The Principal renders due process with up to two (2) days suspension (Same as infraction 1) as outlined in Policy JGR/GBN.	The Principal renders due process with up to five (5) days suspension (Same as infraction 1) as outlined in Policy JGR/GBN.
			Violation of computer/password security				
			Violations of the Board's/School's Acceptable Use Policy or Device Contract				
14			Operating a vehicle while participating in virtual instruction.	The Principal (or designee) holds a virtual conference with the Parent/student and SRO concerning operating a vehicle while in virtual instruction.	The student will complete a reflective activity and a behavior contract is developed.	The student returns via a virtual parent return.	

1. School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, or objects that raise legitimate concern for the safety and well-being of students in virtual classroom.
2. If infraction is not listed on the virtual discipline policy grid and a student commits any other serious offense, the regular Discipline Grid is used.

BULLYING AND HAZING

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

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

Bullying shall mean:

1. A pattern of any one or more of the following:
 - a. Gestures, including but not limited to obscene gestures and making faces.
 - b. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
 - c. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
 - d. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

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

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

NOTICE TO STUDENTS AND PARENTS

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

In addition, each principal, or other person in charge of a building or site owned or operated by the Caddo Parish School Board, shall conspicuously post in each school building, or site the names of the persons designated to receive complaints, including a mailing address and telephone number, together with a copy of this policy.

REPORTING

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

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying

Report form developed by the -Department of Education and included on the website, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

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

School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee

False Reports

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

INVESTIGATION PROCEDURE

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

1. **Timing**

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

information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day utilizing the definition of notice created by the state Department of Education. 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. If, after three (3) attempts in a forty-eight hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.

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

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

- a. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.
- b. In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file

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

c. 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:

- i. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
- ii. 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.
- iii. 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.
- iv. Maintain reports/complaints and investigative reports for three (3) years.
- v. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.
- vi. Report all documented incidences of bullying to the state Department of Education as prescribed by rules adopted by SESE.

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

APPEAL

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

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take (1) prompt and appropriate disciplinary action against the student, and (2) report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

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

PARENTAL RELIEF

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

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

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

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

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back- to the original school. The School Board shall make a seat

available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

TRAINING

The School Board shall create a program to provide a minimum of four hours of training for new employees who have contact with students and two hours of training each year for all school employees who have contact with students, including bus drivers, with respect to bullying. The training shall specifically include the following:

1. How to recognize the behaviors defined as bullying;
2. How to identify students at each grade level in the employee's school who are most likely to become victims of bullying. while not excluding any student from protection from bullying;
3. How to use appropriate intervention and remediation techniques and procedures;
4. The procedures by which incidents of bullying are to be reported to school officials;
5. Information on suicide prevention, including the relationship between suicide risk factors and bullying. This content shall be based on information supported by peer- reviewed research conducted in compliance with accepted scientific methods and recognized as accurate by leading professional organizations and agencies with relevant experience.

RETALIATION

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

CHILD ABUSE

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

Approved: July 16, 2013

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. "14:40 3, 14:40.7, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416. 13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe Counw Board of Education. 119 S.Ct. 1661 (1991); Board minutes, 7-24-9"1, 8-17-04, 9-21-10.

STUDENT SMOKING/USE OF TOBACCO

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Caddo School Board property and vehicles, and at all school-sponsored or school- approved functions.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to possess, smoke, or otherwise consume any tobacco or tobacco product does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action, in accordance with provisions of the Student Code of Conduct.

Revised: December 19, 2017

Ref: 20 USC 6083 (*NCLB-Nonsmoking Policy for Children's Services*); La. Rev. Stat. Ann. "17:240, '17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.1'1, 40:129'1.21; Board minutes, 7-20-'11, 12-19-17.

STUDENT DRESS CODE

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

NOTIFICATION

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

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

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

SCHOOL UNIFORMS

The Caddo Parish School Board may make school uniforms mandatory on a school-by-school basis either by School Board action, or school community action where survey results indicate agreement to make uniforms mandatory by a majority of parents (based on a 50% or greater return), faculty, and staff.

1. The decision of the School Board or a school community to move to a mandatory uniform policy shall be done on a school-by-school basis.
2. A standard survey shall be used parish wide for school community action.
3. A timeline, approved by the Superintendent, shall be developed in the spring preceding the year of implementation.
4. Once school uniforms are mandated on a school-by-school basis, uniforms shall be required for all students at that school. Exemptions may be granted only for the following:

- a. An established religious tenet requiring the wearing of specific garb/dress,
- b. Physical disability or certified medical condition that prevents the wearing of all or part of the school uniform, or
- c. Constitutionally protected rights.

Parents may apply for an exemption by making a written request to the school principal no later than the month of May prior to the year of implementation. For new students moving into the school community during the school year, the exemption request must be completed within two (2) weeks following enrollment.

- 5. School uniforms, as defined in this policy, refer to conformity in student dress. Specific uniform attire shall be recommended by the school and approved by the Superintendent.
- 6. Each school shall establish a committee, or use an existing school committee, to monitor the implementation of the policy.
- 7. Each school principal shall be responsible to seek financial assistance, where necessary, from external sources when a determination is made that a student cannot be outfitted in the mandatory uniform due to extreme family financial hardship. The Superintendent shall be informed of any problems arising in meeting this standard.
- 8. The Superintendent shall maintain administrative regulations for the enforcement of this policy, which shall contain an appeal procedure for parents whose exemption request has been denied.

DRESS AND PERSONAL GROOMING

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

are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Beards and goatees shall be prohibited. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school

campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

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

DRESS CODE REGULATIONS

The basic responsibility for the appearance of the students of Caddo Parish schools rests with the parents and the students themselves.

Parents have the obligation, and within certain prescribed bounds, the right to determine their student's dress. Students shall dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others.

Students and their clothing should be neat, clean and well-groomed and must meet the following requirements:

1. Attire shall not be destructive to school property.
2. For health reasons, shoes shall be worn.
3. Only tops designed to be worn outside of pants, shorts, or skirts shall be worn in that manner.
4. Pants, shorts, and skirts shall be worn at the waist. No "sagging" shall be permitted.
5. Headwear or hair rollers shall be prohibited in any building.
6. Body piercing jewelry shall not be worn except in the ears.
7. Shirts, sweaters, jackets, and other tops worn over leggings shall be no shorter than four (4) inches above the knee. Skirt length should be no more than four (4) inches above the knee.
8. Sunglasses shall be prohibited in any building unless they are prescribed.

9. Bare midriffs, see-through garments, white undergarment type tee shirts, barebacks, halter tops, tank tops, tube tops and cutoffs shall not be worn. There shall be no holes or tears in clothing on school campus.
10. Loose-fitting shorts may be worn by students that are no more than four (4) inches above the knee when standing. All shorts shall be hemmed. Cutoff shorts, rolled- up jeans, sweats, athletic or spandex shorts shall not be worn. No other article of clothing shall be worn beneath the shorts for viewing.
11. Obscene, profane language or provocative pictures on clothing or jewelry shall be prohibited.
12. Satanic, cult or gang related symbolism in any form is prohibited on school campuses.
13. Drug related symbols in any form including advertisements or promotion of alcohol or tobacco, shall be prohibited on school campuses.
14. Principals, after consultation with their School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.

A teacher will also be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

DRESS CODE VIOLATIONS

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

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

Revised: August, 2015

Revised: July, 2018

Ref: La. Rev. Stat. Ann. §§14:95.9, 17:81, 17:416.7; Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969); Karr v. Schmidt; 460 F. 2d 609 (5th Cir. 1972); Board minutes, 6-15-77, 7-6-83, 8-20-86, 12-6-89, 5-15-91, 7-19-95, 2-16-00, 6-19-01, 4-16-02, 7-17-07.