

ADDENDUM TO THE APSB

STUDENT HANDBOOK, RIGHTS & RESPONSIBILITIES, & DISCIPLINE POLICY

following school board policy updates as of Aug. 16, 2022

The following additions and/or modifications were made in the virtual edition of the 2022-2023 Ascension Parish Schools' *STUDENT HANDBOOK, RIGHTS & RESPONSIBILITIES, & DISCIPLINE POLICY* published on ascensionschools.org. This addendum serves to document the additions and/or modifications made to the published hard copies of the 2022-2023 Ascension Parish Schools' *STUDENT HANDBOOK, RIGHTS & RESPONSIBILITIES, & DISCIPLINE POLICY*.

Pg. 19: "Students may be excused for whole or partial day absences for the following reasons:

- Personal illness with verification by a licensed healthcare provider.
- Serious illness in the student's immediate family
- Death in the student's immediate family
- Appearance in court required by a subpoena.
- Parenting and/or Pregnancy related absences in accordance with policy *JQE*"

Pgs. 41 and 43: "HAIR

Must be neat, clean and well groomed.

- Head coverings, skullcaps, hats, hoods, kerchiefs, sweatbands and any other headgear are not allowed. Long-handled combs are prohibited.
- Extreme hairstyles (including, but not limited to, Mohawks) or hair carvings that detract from the educational setting are not allowed. Hair may not be dyed colors other than natural hair colors. (i.e. No blue, green, pink, etc.).

NOTE: The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. Natural, protective, or cultural hairstyle shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance."

Pgs. 72+: "HEALTH INFORMATION: ADMINISTRATION OF MEDICATION

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

1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

- A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- (1) the student's name
- (2) the name and signature of the physician/dentist/other authorized prescriber
- (3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- (4) relevant diagnosis.
- (5) name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
- (6) a written statement of the desired effects and the child specific potential adverse effects

B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

- (1) name of pharmacy
- (2) address and telephone number of pharmacy
- (3) prescription number
- (4) date dispensed
- (5) name of student
- (6) clear directions for use, including the route, frequency, and other as indicated
- (7) drug name and strength
- (8) last name and initial of pharmacist
- (9) cautionary auxiliary labels, if applicable
- (10) physician's/dentist's/other authorized prescriber's name

Label

s of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

- (1) drug name
- (2) dosage form
- (3) strength
- (4) quantity
- (5) name of manufacturer and/or distributor
- (6) manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period of 45 minutes following the administration of medication.
- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders shall be limited to medication which cannot be administered before or after school hours.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each

school.

4. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

5. SCHOOL NURSE

A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:

- (1) Proper procedures for administration of medications including controlled substances
- (2) Storage and disposal of medications
- (3) Appropriate and correct record keeping
- (4) Appropriate actions when unusual circumstances or medication reactions occur
- (5) Appropriate use of resources

6. PARENT/LEGAL GUARDIAN

A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

(1) A letter of request and authorization that contains the following information:

- a. the student's name;
- b. clear instructions for school administration;
- c. prescription number, if any;
- d. current date;
- e. relevant diagnosis;
- f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
- g. physician's/dentist's/other authorized prescriber's name;
- h. the parent's/legal guardian's printed name and signature;
- i. parent's/legal guardian's emergency phone number;
- j. statement granting or withholding release of medical information;

(2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.

(3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.

(4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.

(5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.

(6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

(7) Unit dose packaging shall be used whenever possible.

B. All aerosol medications shall be delivered to the school in pre-measured dosage.

C. Provide no more than a 35 school day supply of medication in a properly labeled container to be kept at school.

D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:

(1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.

(2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.

(3) Assist in the development of the emergency plan for each student.

(4) Comply with written and verbal communication regarding school policies.

(5) Grant permission for school nurse/physician/dentist/other authorized prescriber consultation.

(6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-ADMINISTRATION OF MEDICATIONS

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication.

A. The Ascension Parish School Board shall permit a student to self-medicate with written approval from the prescribing physician, the parent, the principal and the school nurse. Compliance with School Board policy for Drug-Free Zones should be met, if possible.

B. The student who understands the issues of medication should be encouraged to participate in his/her own medication therapy. If appropriate, the medication administration plan should be a part of any other health or educational plan. Self-administration of medication by a student may be permitted provided that:

(1) *Medication Order* from the physician or authorized prescriber **and** authorization from the student's parent

or guardian shall be on file and communication with the prescriber has been established.

(2) Documented competency of the student's ability to self-administer the medication by the legal prescriber, the parent, and the registered school nurse has been established.

(3) Documented competency of the unlicensed trained school personnel to supervise the student during his/her self-administration of medication by the registered school nurse has been established.

(4) The principal and appropriate staff are informed that the student is self-administering the prescribed medication.

(5) Such medication is initially transported to the school by parent/guardian and then maintained under the student's control in accordance with School Board policy.

(6) The school principal and the school nurse determine a safe place for storing the medication for the individual student. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

(7) The student reports the use of medication, documents on the medication log sheet and reports unusual circumstances to the trained unlicensed personnel. (Regarding insulin and epinephrine, see specific guidelines for self-administration of insulin and epinephrine.)

(8) The trained unlicensed personnel reports any unusual circumstances to the school nurse.

(9) The nurse formulates a medication administration plan which should include:

a. Teaching correct administration of the medication to unlicensed trained school personnel.

b. General supervision and visual observation of the student taking the medication.

c. Recording the procedure.

d. Side effects of the medication.

e. Notifying the nurse, parent and/or prescriber of any side effects, or unusual occurrences.

8. ASTHMA, DIABETES, OR THE USE OF AUTO-INJECTABLE EPINEPHRINE

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

A. Written authorization for the student to carry and self-administer such prescribed medications,

B. Written certification from a licensed medical physician or other authorized prescriber that the student:

(1) has asthma, diabetes, or is at risk of having anaphylaxis

(2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis

C. For those students who are unable to self-administer, appropriate staff shall receive child-specific training for asthma and/or anaphylaxis medication administration by the Registered School Nurse.

D. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:

- (1) The name, purpose, and prescribed dosage of the medications to be self-administered.
 - (2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 - (3) The length of time for which the medications are prescribed.
- E. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

In accordance with La. Rev. Stat. Ann. §17:436.1, the school nurse or a trained school employee shall be authorized to administer auto-injectable epinephrine, as defined in La. Rev. Stat. Ann. §17:436.1 to a student who the school nurse or trained school employee, in good faith, professionally believes a student is having an anaphylactic reaction, whether or not such a student has a prescription for epinephrine. The administration of an auto-injectable epinephrine to respond to a student's anaphylactic reaction **may** be under a standing protocol from a physician licensed to practice medicine in the state. However, neither the Ascension Parish School Board nor any of its schools shall maintain a stock of auto-injectable epinephrine, and does not maintain a standing protocol from any physician licensed to practice medicine in the state. If a child is having an anaphylactic reaction that was not previously diagnosed, school personnel shall call 911 and follow Code Blue procedure as deemed necessary.

All students with diagnosed allergies or risk of anaphylactic reactions shall follow the medication policy to have their prescribed epinephrine on campus. At least one employee at each school shall receive training from a registered nurse or a licensed medical physician in the administration of auto-injectable epinephrine.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Glucagon means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

9. OTHER PERMITTED MEDICATIONS

Self-administration of other medications by a student may be permitted by the School Board, provided that:

A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.

B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.

C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.

D. The medication is handled in a safe, appropriate manner.

E. The school principal and the school employed registered nurse determine a safe place for storing the medication. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

F. Some medication should have a backup supply readily available.

G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).

H. The school employed registered nurse, and/or the designated employee monitors the student.

10. CLASSROOM STORAGE AND ADMINISTRATION OF AUTO-INJECTABLE EPINEPHRINE BY TEACHERS

The School Board shall allow a supply of auto-injectable epinephrine, as defined above, to be maintained in a secure location in each classroom assigned to a student who is deemed by his/her physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine.

The student's parent or other legal guardian shall annually provide the school in which the student is enrolled with all of the following:

A. The supply of auto-injectable epinephrine to be kept in each classroom.

B. Written authorization for the student to be administered the medication.

- C. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.
- D. A written treatment plan, as defined above from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

The required documentation required shall be kept on file in the office of the school nurse or other designated school official.

The teacher in each classroom where auto-injectable epinephrine is stored shall be provided information regarding accessing and administering auto-injectable epinephrine, the signs and symptoms of anaphylactic reactions and specific information regarding condition, care, and treatment of the student assigned to the classroom who is at high risk of anaphylactic reaction.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the good faith administration of auto-injectable epinephrine.

This information shall be included in the student handbook of each school and posted on each school's website. Such policy shall also be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has a condition which puts him at risk of anaphylaxis.

11. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

- A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- B. Severe allergic reactions - must have specific written instructions from a physician.
- C. Anticonvulsive medication.
- D. Medication for asthma or diabetes.
- E. Medication given in extenuating circumstances.
- F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the

administration of epinephrine.

I. Other specific illnesses that require medication.

12. DIABETES

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

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

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

The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan (IHP)*. The school nurse shall be given not less than five (5) school days to develop the Individualized Healthcare Plan (IHP) and shall implement the IHP within ten (10) school days upon receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. An *unlicensed diabetes care assistant* also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.

In accordance with the student's diabetes management and treatment plan, the school shall permit the student to attend to the self-management, administration of medications, treatment and documentation as outlined in his/her diabetes management plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

Diabetic Care on Field Trips and Extended School Day Activities

- Students with diabetes shall be permitted to participate in all field trips without restrictions and with necessary supervision by the parent or designated guardian. In the event that the parent or designated guardian cannot attend, the trained unlicensed personnel will attend and provide necessary supervision.
- If the parent or designated guardian shall accompany the student on the field trip, he/she will monitor diabetic care according to the student's Individualized Health Plan.
- All diabetic supplies and medications shall accompany the student.
- Administration of medication on field trips and other extracurricular activities stated below apply for diabetic medication as well with the exception of insulin. Insulin is not delegated to non-licensed trained personnel.

13. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the school nurse shall be notified to ascertain if any medication must be administered on the field trip. The school nurse shall ensure that the medication will accompany the student on the field trip and that accommodations are made for the student to receive the medication according to policy.

A. School Day Field Trips

- (1) The school nurse shall be notified of the field trip within two (2) weeks prior.
- (2) Staff shall submit a roster of all students attending the trip to the school nurse.
- (3) Ordered medications shall accompany students on field trips.
- (4) Medication trained personnel shall attend and administer medication.
- (5) If the parent is attending the field trip, the medication may be brought from home by the parent and not sent with school staff. The parent shall be responsible for medication administration.

B. Overnight Field Trips

- (1) The school nurse shall be notified of the trip upon trip approval.
- (2) Staff shall submit a roster of all students attending the trip to the school nurse.
- (3) The parent/guardian shall complete and submit the proper overnight field trip form five (5) days prior to the departure.

a. If a medication-trained APSB staff member will administer the medications, the proper order (page 2 of the *Overnight Field Information* form) must be completed, signed by the physician and parent and approved by the school nurse.

b. If the medications will be administered by a volunteer chaperone whom must not be employed by APSB, the *Medication Administration Chaperone Consent* form must be completed and signed by the parent/guardian, chaperone, principal and school nurse.

14. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/ other authorized prescriber before any administration of medication.

15. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.”

“APPENDIX I: Bullying/Cyberbullying, Intimidation, BULLYING AND HAZING

The Ascension Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents or legal 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 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 or school personnel 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

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, at any designated school bus stop, in any other school bus or 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 shall 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 shall 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.

Each elementary and secondary school shall institute a program to prohibit and prevent bullying. The program shall:

1. Define bullying as provided above.
2. Ensure each student, each student's parent or legal guardian, and each school administrator, teacher, counselor, bus operator, school employee, and volunteer is aware of his/her duties and responsibilities relative to preventing and stopping bullying.
3. Provide for a process for reporting and investigating alleged incidents of bullying.
4. Provide for appropriate discipline of a student found guilty of bullying.
5. Provide for appropriate remedies for a student found to have been bullied.
6. Provide for procedures for investigating and reporting each school administrator, teacher, counselor, bus operator, and school employee for failure to act as provided.

HAZING

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

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

NOTICE TO STUDENTS AND PARENTS

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

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law. The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying Report form, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided. The form shall be available on the website of each public elementary and secondary school.

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, or any parent or legal 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 legal guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any chaperone supervising a school function or activity. Any report shall remain confidential.

School Personnel

Any school employee, whether full- or part-time, and any chaperone supervising a school function or activity, who witnesses or learns of bullying, hazing, or similar behavior, immediately shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or chaperone on the same day as the employee or chaperone 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 or 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 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 as expeditiously as possible, but 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 oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not 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 parent or legal guardian of each involved student no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice. Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

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

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

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, 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 Article 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation

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

- A. Prepare a written report containing the findings of the investigation, including input from the involved 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 each involved student.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.
- F. As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

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.

Handling Evidence

Whenever an employee/administrator receives notice of a bullying or hazing, or similar behavior, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent, or legal guardian, 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 legal guardian, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended. Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interfere with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board. Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the alleged 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 School 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.

FAILURE TO ACT

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

Any school administrator or official who fails to notify a parent or legal guardian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report bullying and the length of suspension issued to the employee who failed to report to the State Department of Education. The report shall be submitted by August first annually.

TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such conduct, 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.

“APPENDIX R: SECLUSION/RESTRAINT GUIDELINES AND PROCEDURES FOR ALL STUDENTS

The Ascension Parish School Board shall maintain appropriate procedures/guidance for the use, reporting, documentation and oversight of seclusion and restraint in the Ascension Parish School System in compliance with the statutory requirements of La. Rev. Stat. Ann. §17:416.21 and Louisiana regulations Bulletin 1706, §§ 540-543 regarding the appropriate use of seclusion and restraint as emergency safety measures to address the actions of students with and without exceptionalities in Louisiana's public schools. It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies that may be used by the Ascension Parish School Board and its personnel in addressing the educational and behavioral needs of students with exceptionalities. The School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's *Individualized Education Program (IEP)* or behavior intervention/management plan.

It is acknowledged that this document may encompass policies adopted by the Ascension Parish School Board; administrative procedures implemented by school administrators and school employees (as defined herein) and guided forms developed to assist school employees in carrying out their responsibilities under La. Rev. Stat. Ann. §17:416.21 and Bulletin 1706, §§ 540-543.

USE OF PHYSICAL FORCE ON STUDENTS

The Ascension Parish School Board takes school safety very seriously. All employees and students are to be provided a safe and secure environment that is conducive to learning. Regarding breaking up a student fight, not only could an employee be accused of causing injury to one or more of the students in the fight, but the employee could also be injured in the process.

Conversely, an employee who takes no action to prevent or address a student fight could be accused of negligent supervision by the parents. These procedures shall be in place to protect all parties involved and to ensure a process is followed for addressing student fights on campus.

REASONABLE FORCE

Appropriate Use of Force:

Physical restraint may be used to prevent or minimize imminent bodily injury, substantial bodily harm or great bodily harm to self or others, or if de-escalation interventions fail or when inappropriate to protect School Board property.

Mechanical restraint may not be used by school staff. Mechanical restraint does not include any device used by a School Resource Officer (SRO) or law enforcement-officers and in the execution of their official duties.

Inappropriate Use of Force:

Physical force, physical restraint, or mechanical restraint shall not be used as a form of discipline or punishment; In addition, seclusion shall not be used as a form of discipline or punishment.

Physical force or physical restraint will not be used as an initial response to destruction of property, school disruption, or refusal of the student to comply with school rules or a staff directive; or a verbal threat that does not constitute a threat of eminent bodily injury, unless other forms of de-escalation intervention fail or become inappropriate.

Physical force or physical restraint should not be used as an intervention, if the school employee, school resource officer, or school security officer knows that the student has a health condition or physical problem and the condition or problem would be exacerbated by the use of force.

Degree of Force:

Force shall not be continued if a determination is made by the staff member administering the force that the student is no longer at risk of causing imminent bodily injury to him or herself or others;

Force shall be administered in such a way to prevent or minimize physical harm. If at any time during the use of force, the student demonstrates significant physical distress, the force shall be reduced immediately and, if necessary, school staff shall take immediate steps to seek medical assistance.

DEFINITIONS

Emergency - A sudden, generally unexpected set of circumstances that requires immediate action.

Imminent Risk of Harm – An immediate and impending threat of a person causing substantial physical injury to self or others. The risk is “imminent” if it is likely to occur within a matter of moments.

Mechanical Restraint - The application of a mechanical device or object including, but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, or other hospital-type restraints used to limit a person’s freedom of movement. The term does NOT include the following:

- A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider.
- Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

Physical Escort - Touching or holding a student with or without the use of force for the purpose of directing the student to a new location. Physical escort does not include the unforced holding of a student's hand or other physical prompts for the purpose of safely guiding the student from one task to another or directing the student in an educational activity.

Physical Force – Any use of bodily force or physical restriction that substantially immobilizes or reduces the free movement of a student through physical contact.

Physical Restraint –Bodily force used to limit a person's movement. The term does NOT include the following:

Consensual, solicited, or unintentional contact

- Holding of a student by a school employee, for the purpose of calming or comforting the student—provided the student's freedom of movement or normal access to his/her body is not restricted.
- Minimal physical contact for the purpose of safely escorting a student from one area to another.
- Minimal physical contact for the purpose of assisting the student in completing a task of response.

Positive Behavior Interventions and Support - A systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

Seclusion - A procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others.

Seclusion Room - A room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

School Employee - A teacher, paraprofessional, administrator, support staff member, or a provider of related services.

School Resource Officer (SRO) – A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the School Board; and is assigned by the employing police department or agency to work in collaboration with the district.

Students with Exceptionalities – For purposes of this policy and these guidelines and procedures, students are identified as having an exceptionality under Louisiana Bulletin 1508; however, they do not include students with the exceptionalities of only Gifted or Talented.

Substantial Risk of Injury – Behavior expressed through verbal and/or physical means to cause serious physical harm to self or others, whether or not considered to be a manifestation of the student's exceptionality.

Time Out – A behavior reduction procedure that involves the absence of positive reinforcement for a limited time period. Time out may include: (1) Inclusionary time-out where the student remains in sight and sound of others in the classroom; (2) Exclusionary time-out where the student leaves the learning environment and goes to another location but is not isolated and prevented from leaving. These forms of time-out are NOT considered by the School Board to constitute seclusion, but must be monitored and documented at the school level to ensure that repetitive incidents of time-out do not occur and, if occurring, do not result in substantial isolation of the student

from instructional activities.

Written Guidelines and Procedures - The written guidelines and procedures developed by the Superintendent and staff to implement School Board policy regarding appropriate responses to school behavior that may require immediate intervention.

SECLUSION/RESTRAINT GUIDELINES AND PROCEDURES PURSUANT TO SCHOOL BOARD POLICY

Ascension Parish School Board has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees for students with and without exceptionalities:

Reporting requirements

* Notification requirements for school officials and parents/legal guardians

When a student is restrained or placed in seclusion, parents should receive a phone call from a school administrator no later than the next school following the incident. All employees who witnessed/assisted with the incident shall complete the *Physical Restraint Incident Report* (PRI) no later than the next school day and submit the form to their school administrator. The *Physical Restraint Incident Report* must also be provided to the parent(s) as soon as possible but in no instances later than twenty-four hours after the incident. If an administrator is not available, the administrator's designee must notify the parent(s). The Director of Special Education, as well as the Director of Student Services, or their designee shall receive a copy of the form within two (2) school days.

The *Seclusion Incident Log* (SIL) shall be completed by the person(s) designated to observe/monitor the student every fifteen (15) minutes. This form shall be submitted to the school administrator by the end of the day of the incident.

Explanation of methods of physical restraint

Employees with Crisis Prevention Institute Training (CPI) are trained to focus on prevention and use proven strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage. When practical, these employees shall be the 'first responders' in situations that may escalate to the point of physical restraint. These employees are trained in practicing the principles of non-harmful physical intervention, thereby reducing the risk of injury.

Training requirements relative to the use of restraint

The principal, in conjunction with Central Office Personnel (designated by the Superintendent) shall select the employees to be trained to use CPI. The training shall be conducted by a certified trainer with refreshers/updates provided annually. The Central Office Personnel shall maintain documentation of training, and guidelines and procedures shall be disseminated to all school employees

All school employees shall be provided a copy of the School Board's *Seclusion and Restraint Policy and Procedures* during the first 3 weeks of school. In addition, all employees shall be required to complete training through the School Board's online module (Safe Schools). All employees will be afforded the opportunity to receive additional information upon their request. School administrators shall provide a copy to all employees and obtain their signatures indicating receipt of the information.

Dissemination of guidelines and procedures to every parent of a child with an exceptionality

The *Seclusion and Restraint Policy and Procedures* shall be posted on the School Board's website. It shall also

appear in the Student Handbook. Parents of all students with a disability shall receive a copy during the initial IEP Team meeting.

Notification to the Louisiana Department of Education

The Director of Special Education shall be responsible for notifying the LDOE for students with exceptionalities. The Director of Student Services shall maintain copies of seclusion and restraint for all 504 and regular education students.

Seclusion

Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion does not include *time-out, in-school suspension, or student requested breaks.

Seclusion shall be permitted only:

- For behaviors that involve an imminent risk of harm.
- As a LAST resort when de-escalation attempts have failed and the student continues to pose an imminent threat to self or others.
- Until such time the student is no longer at imminent risk of harm to self or others.

Seclusion shall be prohibited:

- For addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. (Such behaviors SHALL be responded to with less stringent and less restrictive techniques).
- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).
- After the substantial risk of injury no longer exists

*Time Out: School personnel may separate a student from other students for a limited duration as a behavior management technique, if the student is continuously monitored and is not substantially isolated from instructional activities.

Seclusion Room

Seclusion Room shall be permitted only under the following conditions:

- As a LAST resort if and when less restrictive measures such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment, have failed to stop a student's actions that pose an imminent risk of harm to self or others.
- By a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room.
- If one student is placed in a seclusion room at any given time and the school employee supervising the student is able to see and hear the student the entire time the student is placed in the seclusion room.
- The room is free of any object that poses a danger to the student placed in the room.
- The room has an observation window and is of a size appropriate for a student's size, behavior, and chronological and developmental age.

- The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Seclusion Room shall be prohibited:

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

Mechanical Restraint

No student shall be subjected to any form of mechanical restraint by school employees.

Physical Restraint

Physical Restraint shall be permitted only under the following conditions:

- If the student's behavior presents a threat of imminent risk of harm to self or others.
- As a last resort to protect the safety of self and others.
- To the degree necessary to stop dangerous behavior.
- Results in the least possible discomfort to the student.
- Does not interfere in any way with a student's breathing or ability to communicate with others.
- Does not involve the use of any form of mechanical restraint.
 - The student is not physically restrained in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
 - Applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.

Physical Restraint shall be prohibited:

- As a form of discipline or punishment.
- As a threat to control, bully, or obtain behavioral compliance.
- For the convenience of school personnel.
- When unreasonable, unsafe, or unwarranted.
- If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the school in which the student is enrolled).

Monitoring and Documentation

Seclusion and Restraint require monitoring, documentation, and analysis of data collected:

- Continuous monitoring.
- Documentation every fifteen (15) minutes (with adjustments made accordingly).
- Student is released/removed as soon as the reasons for the action have subsided.
- Parent or guardian notified as soon as possible. The school shall document all efforts, including conversations, phone calls, electronic communications, and home visits, to notify the parent of a student who has been placed in seclusion or physically restrained.
- Parent or guardian shall be notified within twenty-four (24) hours of EACH incident of seclusion/restraint.
- Written documentation shall be made available for parent or guardian within twenty-four (24) hours of each incident.

- Reason for seclusion/restraint,
- Description of procedures used,
- Length of time of seclusion/restraint,
- Names and titles of school employees involved.
- The Director of Special Education shall be notified any time a student with exceptionalities is placed in seclusion. Director of Student Services shall be notified if the student without exceptionalities is placed in seclusion/restraint.
- School employee who used restraint shall complete the *Physical Restraint Incident Report* for each incident of restraint. A school employee who used seclusion shall complete the *Seclusion Incident Log* for each incident of seclusion.
- School employee shall submit Forms SIL and/or PRI to the School Principal no later than the school day immediately following the day of the seclusion/restraint.
- School employee shall submit copy of the applicable form to student's parent or guardian.
- When a student with exceptionalities is involved in three (3) incidents of restraint/seclusion in a single school year*, the IEP Team shall be convened to review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports.
- Review data/documentation at least once every three (3) weeks for students secluded and restrained and whose challenging behavior continues or escalates.

* Five (5) incidents in a school year includes the cumulative number of incidents of restraint AND seclusion. (e.g., 2 restraints + 3 seclusions = 5 incidents).

SECLUSION AND RESTRAINT PROCEDURES

1. Dissemination of Policy, Procedures, and LDOE Guidance

At the beginning of each school year, each school principal shall make available to school personnel and the parents/guardians/students of majority age, copies of La. Rev. Stat. Ann. §17:416.21, LDOE Guidance (if approved by BESE by such date), and local policies and procedures regarding the use of reasonable restraint and seclusion of students with exceptionalities in schools. It shall be considered permissible to publish such regulations, guidance, policies and procedures on the website of the Ascension Parish School Board. Such restraint and seclusion notification shall also be referenced and/or included in the annual notice of student rights and responsibilities provided to the parents/guardians/students of majority age.

2. Use of Restraint and/or Seclusion by School Personnel

If time-out in a separate room is used daily as a behavior management technique, the IEP Team or 504 Committee must re-convene to discuss and document the specific plan of action.

If using a separate room for time-out, the following parameters shall be required:

- Close monitoring
- Visual proximity to the student
- Release the student as soon as the behaviors cease that led to the isolation
- The space where the student is isolated must have adequate lighting, ventilation, heating and cooling
- The space must be free of objects or items that may unreasonably expose the student to danger
- The space must be designated by the school as a safe environment for temporary, safety-required isolation.

Seclusion: School personnel may use seclusion (isolation and confinement of the student in a separate area) ONLY when the student poses an immediate risk of danger to self or others. Examples are provided below:

- The person is in control of a weapon;

- The person poses a viable threat of imminent harm to self or others or substantial destruction of school property;
- Isolation is required/specified by a student's IEP, Section 504 Plan, and/or Behavior Intervention Plan;
- Other such incidents involving imminent risk of significant injury to the student or others.

Monitoring:

A student placed in seclusion shall be monitored/supervised at all times by an adult. Monitoring requires close, visual proximity to the student, release as soon as the behaviors cease that led to the isolation/seclusion, the space where the student is secluded has adequate lighting, ventilation, heating and cooling, the space is free of objects or items that may unreasonably expose the student to danger; the space is designated by the school as a safe environment for temporary, safety-required seclusion.

Seclusion used for reasons other than imminent risk of harm and contrary to the procedures listed above shall be considered unreasonable and strictly prohibited. Seclusions SHALL NOT be used as a disciplinary consequence for minor infractions or to otherwise isolate the student from needed educational instruction.

Seclusion Room:

School personnel may confine a student with a disability to a seclusion room (a room or other confined area from which the student is involuntarily prevented from leaving) on an individual basis and for a limited time to allow the student the opportunity to regain control in a private setting.

When the use of a seclusion room is necessary, the student with a disability should be escorted to the seclusion area without the use of physical force. Physical prompts are permissible for the purpose of safely guiding the student from one area to another, but care should be taken to limit the use of physical contact with the student and to avoid the use of physical force. Verbal redirection and other means of positive support should be used before resorting to physical means.

Documentation:

- All incidents of seclusion and use of a seclusion room shall be documented on the *Seclusion Incident Log*.
- A copy of the procedures governing the use of seclusion/seclusion rooms should be provided to the parent(s) student of majority age at each student's annual IEP review meeting. A statement can be added to the IEP document indicating that the parent was provided a copy of the school district's restraint/seclusion procedures.

Incident Reporting:

- Reporting the use of seclusion and/or restraint SHALL be made to SPECIFIED individuals within the timelines indicated in these procedures and recorded on the *Seclusion Incident Log*.
- Seclusion/Seclusion Room Incident Reporting data shall be analyzed at least annually. These procedures shall be reviewed and revised as necessary during the interim period to ensure appropriateness and effectiveness.
- It is recommended that data shall be used to track the number of incidents of seclusion by student, staff, and type of incidents; description and number of injuries sustained by student and/or staff and the nature of any such injuries; and other factors such as precipitating events and other observable factors.

New Regulation October, 2019

Approved: November 5, 2019

Revised: [month] [date], 2022

Ref: La. Rev. Stat. Ann. §[17:416.21](#)

Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of

Education, §§ 540-543

Board minutes, 11-5-19

Ascension

Parish

School

Board

Cross References

IDDF - Education of Students with Exceptionalities

Last Modified by Jill W Gros on January 28, 2020

Pg. 137 “STATEMENT OF NON-DISCRIMINATION: EQUAL EDUCATION OPPORTUNITIES
Policy JAA

It shall be the policy of the Ascension Parish School Board that the school district shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education program or activity on the basis of age, race, color, disability, creed, religion, national origin, natural, protective, or cultural hairstyle, sex or similar distinction. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Superintendent or designee shall investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Grievance procedures to provide for prompt and equitable resolution of student complaints shall be the same as those used for employees.

Revised: July, 2022”