

2023 - 2024
Claiborne Parish Schools
Student Handbook



CLAIBORNE PARISH SCHOOL BOARD
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EQUAL OPPORTUNITY STATEMENT

In compliance with Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy:

This is an equal opportunity school and is dedicated to a policy of non-discrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, natural origin or qualified handicap. All students have equal rights to counseling and training.

MESSAGE TO PARENTS AND STUDENTS

I would like to welcome you to the 2023-24 school year. Claiborne Parish supervisors, principals, teachers, central office staff and school staff have been working hard to make Claiborne Parish Schools a great place to educate the children of Claiborne Parish. We have made some strides, yet we still have many things to improve upon. Our goal is to provide a climate and culture where every student realizes they can be successful and strives to reach their full POTENTIAL. Please continue to help us in this endeavor.

This handbook is an extension of the policies set forth by the Claiborne Parish School Board and is a reflection of the goals, objectives, and expectations of acceptable behaviors. The Board, administration, and employees expect students to conduct themselves in a manner appropriate to their age and level of maturity. Students are expected to respect the rights of others and to treat employees, students, visitors, and guests with respect and courtesy. While this is truly the expected outcome, it may not always occur.

To that end, this handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves staff or students. Students who fail to abide by the policies of the Claiborne Parish School Board shall be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities. Disciplinary actions include, but are not limited to removal from the classroom, detention, suspension, probation or expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident.

This handbook is published so all students and parents may have a ready reference to information which is necessary to understand the daily operations of our schools. It is essential that all students and parents read the information contained therein to avoid misunderstandings. Students are expected to know the contents of the handbook and to comply. Students or parents with concerns are urged to contact the principal at your school or superintendent about the enforcement of policies and rules of the student handbook.

To make sure each child gets the most from his/her education, we encourage parents to come to school to share ideas and/or concerns to make Claiborne Parish Schools better. By working together, we can make this goal a reality.

William Kennedy, Superintendent
Claiborne Parish Schools

Claiborne Parish School Board 2023-2024 Calendar

August 4-7, 2023	Staff Orientation/Professional Dev.
August 8, 2023	First Instructional Day
September 1-4, 2023	Labor Day Holiday
October 9-13, 2023	Fall Break
November 20-24, 2023	Thanksgiving Holidays
December 20, 2023	Last Instr. Day before Christmas
December 20, 2023	End of 1st Semester
December 20, 2023- January 5, 2024	Christmas Holidays
January 8, 2024	Teacher Work Day
January 9, 2024	1st Day of Spring Semester
January 15, 2024	Martin Luther King, Jr. Holiday
February 19-23, 2024	Winter Break
March 29-April 5, 2024	Spring Break/Easter Break
May 20, 2024	Last Instructional Day
May 21, 2024	Teacher Work Day

CLOSED CAMPUS POLICY

The Claiborne Parish School Board has set forth the following policies concerning students' rights and responsibilities for leaving campus:

1. Once the student arrives on the school campus, he or she will not leave until school is dismissed or as set forth in other provisions of this policy. Bussed students are bound by this policy until they board their proper busses in the afternoon.
2. Cars that are driven on campus should be parked in the student parking lot area and **locked** and not entered until school is dismissed, except as authorized by the principal's office.
3. Students will not be allowed to leave the campus at noon unless a special diet is prescribed by a doctor to make arrangements for the student to eat at home.
4. Students who attend school less than a full day will immediately leave the campus on completion of their classes. They are not to return unless under special circumstances. If they do not have a need to return, they must check back in with the principal's office.

STUDENT DRESS CODE

The policy of the Claiborne Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. The principal of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the school administration.

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. 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 exception as enumerated in La. Rev. Stat. Ann. §14:95.9. 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 within one thousand feet of any school campus and within a school bus.

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

GUIDELINES

1. All pants and/or walking shorts shall be Navy, Khaki, or a color approved by the school principal.
2. All shirts shall either be White or the adopted school colors for that school. Shirts must have a collar and may be short or long sleeve, pullover or button up. No other color will be permitted.
3. Principals shall have the latitude to determine the appropriateness of the footwear within his/her respective school, as long as applications of rules are consistent and students are made aware of the rules.
4. Boys must have *conservative haircuts and may have *neatly groomed facial hair.
5. Hats, caps, headcoverings, sweatbands, or bandannas are not allowed on campus. EXCEPTIONS: Students may wear caps or hats for warmth outside only during inclement weather. Athletic events requiring caps are acceptable.
6. No earrings for boys.
7. No body-piercing jewelry other than earrings for girls.
8. Items of apparel or jewelry that distract from the instructional process are not allowed.
9. Eyeglasses or sunglasses are prohibited unless prescribed by a doctor.
10. Use of Electronic devices such as pagers, handheld games, and cell phones: refer to Electronic Devices Policy
11. Inappropriately cut or torn clothing is not allowed.
12. All fasteners for use with an article of clothing will be used (buttons, snaps, and zippers, etc.) with the exception of the top button of a shirt or blouse collar.
13. Shirtails shall be tucked in, or shall present a *neat appearance.
14. Belts are required for pants designed to be worn with belts.
15. The appropriate length of skirts/shorts/pants will be left to the discretion of the school principal.
16. Sagging pants are not allowed.
17. Bare midribs are not allowed.
18. Suggestive writing or advertisement of products such as alcohol, drugs, or tobacco products in any form is not allowed on any item of clothing. Controversial slogans or writings on items of clothing are prohibited. Satanic, occult, or gang related symbolism in any form is prohibited.
19. Backless tops, halter tops, low-cut blouses, crop tops, and tank tops are prohibited.
20. Masks or other PPE (Personal Protective Equipment) may be required as recommended by Health Officials.

*The definition of “conservative”, “neatly groomed”, and “neat appearance” shall be left to the discretion of the school principal.

DISCIPLINARY INFRACTIONS AND RESULTING ACTION

INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
ASSAULTING FACULTY OR STAFF (Physical or Verbal)	Indefinite suspension pending hearing. Expulsion will be recommended to superintendent.	Indefinite suspension pending hearing. Expulsion will be recommended to superintendent.	Indefinite suspension pending hearing. Expulsion will be recommended to superintendent.
CARELESS / RECKLESS DRIVING	Vehicle restricted for two weeks.	Vehicle restricted for rest of school year.	N/A
CHANGING GRADE(S) ON REPORT CARD	Conference with student and 3 day in school suspension.	Conference with student and 5 day in school suspension.	3 day suspension with alternative placement.
CHEATING	Zero on work & 3 day in-school suspension.	Zero on work & 3 day in-school suspension plus parent conference.	Zero on work and 3 day suspension with alternative placement.
CUTTING CLASS	Conference with student and 1 day in-school suspension.	3 day in-school suspension.	3 day suspension with alternative placement.
CAMPUS – LEAVING WITHOUT PERMISSION	3 day in-school suspension and loss of vehicle privileges for six weeks.	3 day suspension and loss of vehicle privileges for one semester, with alternative placement.	Indefinite suspension with alternative placement pending hearing.
DEFACING OR DESTROYING SCHOOL PROPERTY	Repair or pay for damages.	3 day in-school suspension and pay for repair or replacement.	Indefinite suspension with alternative placement pending hearing.
DISRUPTION DURING ASSEMBLY OR DRILLS	3 day in-school suspension.	5 day in-school suspension.	3 day suspension with alternative placement.
PLAYING OR POSSESSION OF GAMING ITEMS	1 day in-school suspension and banned items will be confiscated.	3 day in-school suspension and banned items will be confiscated.	3 day suspension with alternative placement and banned items will be confiscated.
DRESS CODE VIOLATION	1 day in-school suspension and student will make arrangements to get proper clothes.	1 day suspension with alternative placement	3 day suspension with alternative placement
EATING / DRINKING IN CLASS / CHEWING GUM (unauthorized)	Referral to office and 1 day in-school suspension.	Referral to office and 3 day in-school suspension.	Referral to office and 3 day suspension with alternative placement.
FAILURE TO ATTEND DETENTION	1 day in-school suspension and additional detention.	3 day in-school suspension and additional detention.	3 day suspension with alternative placement.
FIGHTING – ACTIVE PARTICIPANT OR INSTIGATOR	3 day suspension with alternative placement.	5 day suspension with alternative placement.	Indefinite suspension with alternative placement pending hearing.
FLAGRANT DISRESPECT FOR ANY AUTHORIZED PERSON ON SCHOOL PROPERTY	3 day in-school suspension.	3 day suspension with alternative placement.	5 day suspension with alternative placement.
FORGING SIGNATURE / NOTES (Dr.'s excuses will be verified)	1 day in-school suspension and parent conference.	3 day in-school suspension with alternative placement.	5 day in-school suspension with alternative placement.
GAMBLING	1 day in-school suspension.	3 day in-school suspension.	3 day suspension with alternative placement.
IN-OFF LIMITS AREA	1 day in-school suspension.	3 day in-school suspension.	3 day suspension with alternative placement.
LEAVING CLASS WITHOUT PERMISSION	1 day in-school suspension.	3 day suspension with alternative placement.	5 day suspension with alternative placement.
MISUSE OF HALL PASS (Use in areas without permission.)	1 day in-school suspension.	3 day in-school suspension.	3 day suspension with alternative placement.
NO TOUCH RULE (PDA Etc.)	1 day in-school suspension.	3 day in-school suspension.	3 day suspension with alternative placement.
ON CAMPUS UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS	Note: Refer to CPSB Drug Policy		
ON CPSB PROPERTY OR IN ATTENDANCE AT CPSB SANCTIONED EVENT WHILE UNDER SUSPENSION OR EXPULSION.	3 additional days of suspension with alternative placement and referral to	5 additional days of suspension with alternative placement and	Indefinite suspension with alternative placement pending hearing. Expul.

	appropriate law enforcement agency.	referral to appropriate law enforcement agency.	must be recommended and charges may be filed.
	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
POSSESSION OF ALCOHOL AND/OR ILLEGAL DRUGS	Note: Refer to CPSB Drug Policy		
POSSESSION/SHOOTING FIREWORKS	3 day suspension with alternative placement.	5 day suspension with alternative placement.	Indefinite suspension with alternative placement pending hearing.
POSSESSION OF TOBACCO PRODUCTS AND/OR LIGHTER	Note: Refer to CPSB Drug Policy/Tobacco Policy		
UNAUTHORIZED USE OF RADIO / CASSETTE PLAYER / BEEPER/CELL PHONE AND/OR ANY OTHER UNAUTHORIZED ELECTRONIC DEVICES(punitive action can and will overlap holidays and extend into summer)	Confiscate object for 3 wks. Return to parent/guardian at end of 3 wk period	Confiscate object for remainder of school year. Return to parent/guardian at end of school year or 6 weeks whichever is longer	(3 rd and subsequent) 1day susp. and confiscation of object for remainder of school year or 6 weeks whichever is longer
POSSESSION OF WEAPONS/FIREARMS	Note: Refer to CPSB Weapons Policy		
PROFANE/OBSCENE LANGUAGE/GESTURES/ MATERIALS/ OR ACTS	Discretion of administrator.	Discretion of administrator.	Discretion of administrator.
STEALING	3 day suspension with alternative placement & restitution (replace item taken). Charges may be filed with local law enforcement.	5 day suspension with alternative placement & restitution. Charges may be filed with local law enforcement.	7 day suspension with alternative placement & restitution. Charges may be filed with local law enforcement.
THREATENING PERSONS BY USE OR DISPLAY OF VIOLENCE OR GANG RELATED SYMBOLS	Discretion of administrator	Discretion of administrator	Discretion of Administrator
TAMPERING WITH FIRE ALARM/EXTINGUISHER OR CAUSING FALSE ALARM	3 day in-school suspension.	3 day suspension with alternative placement	5 day suspension with alternative placement
TAMPERING WITH OFFICE COMPUTER OR NETWORK(S)	Discretionary	Discretionary	Discretionary
TARDY TO CLASS AND/OR SCHOOL (upon 4 th unexcused)	1 day in-school suspension.	1 day in-school suspension.	3 day suspension with alternative placement
THREATENING FACULTY / STAFF	Indefinite suspension pending hearing.	Indefinite suspension pending hearing.	Indefinite suspension pending hearing.
UNAUTHORIZED USE OF SCHOOL PHONES OR OTHER SCHOOL PROPERTY	1 day in-school suspension and restitution if applicable.	3 day in-school suspension and restitution if applicable.	3 day suspension with alternative placement & restitution if applicable.
WILLFUL DISOBEDIENCE OR HABITUAL VIOLATION OF SCHOOL RULES	3 day in school suspension With alternative placement	3 day suspension with Alternative placement	5 day suspension with alternative placement
GANG RELATED ACTIVITIES (ON OR OFF OF SCHOOL BOARD PROPERTY)	Discretion of administrator	Discretion of Administrator	Discretion of Administrator
HABITUAL BUS VIOLATION: Follow Discipline Rules in Handbook. After third suspension off bus, the child is suspended off the bus for the remainder of the school year.			
ANY VIOLATIONS NOT LISTED ARE LEFT UP TO THE DISCRETION OF THE ADMINISTRATION. THE ADMINISTRATION RESERVES THE RIGHT TO ALTER OR CHANGE ANY ACTION TAKEN ON COMMITTED INFRACTIONS. THIS CHANGE OF ACTION MAY OR MAY NOT INVOLVE THE USE OF CORPORAL PUNISHMENT. Note: However, a student may be recommended for expulsion on any suspension that warrants such action.			

DISCIPLINARY POLICIES AND PROCEDURES ARE TO BE IMPLEMENTED ON A RACIALLY NONDISCRIMINATORY BASIS.

SUSPENSIONS/EXPULSIONS/ MAKE-UP WORK

Students absent from school as a result of any suspension or expulsion shall be counted as absent, shall be given failing grades for those days suspended or expelled, but shall be given an opportunity to make up any of the work missed. Students suspended or expelled out of school are forbidden to be present on any school board properties during the period of said suspension or expulsion.

CLAIBORNE PARISH SCHOOL BOARD CORPORAL PUNISHMENT POLICY

The Louisiana Revised Statutes, Title 17, Section 416.1 provides that teachers and school authorities may employ reasonable disciplinary and corrective measures to maintain order in school subject to regulation by the School Board. Act 688 of the 1976 Louisiana Legislature provides that each Board adopts a policy on corporal punishment by January 1, 1977.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself against a physical attack by a student or from using physical force, reasonable and appropriate under the circumstances, to restrain a student from attacking another student or employee.

The Board authorizes corporal punishment. Corporal punishment is defined as, and limited to punishing or correcting the student by striking on the buttocks with a standard paddle. Standard paddles shall be supplied by the Claiborne Parish School Board. Only paddles supplied by Claiborne Parish School board shall be used.

When corporal punishment is administered to a student, the following guidelines must be observed:

1. Corporal punishment shall be limited to punishing or correcting a student by striking the student a maximum of four (4) times on the posterior anatomy in an area below the waist with a standard paddle supplied by Claiborne Parish School Board. When such corporal punishment is administered to a student, it must be administered in a reasonable manner taking into consideration the age, size, emotional condition, and health of the student.
2. Corporal punishment shall be administered only by a Principal, Assistant Principal, or teacher(s) so designated by the Principal and must be administered in the presence of a Principal, Assistant Principal, or teacher.
3. Corporal punishment shall be used only after other methods for maintaining discipline have failed or may be used as an alternative to suspension from school.
4. Corporal punishment should never be used unless the student has been informed beforehand that the specific misbehavior could occasion its use.
5. Prior to the administration of corporal punishment, the Principal, Assistant Principal, or designated teacher shall advise the student of the particular misconduct of which he/she is accused, as well as the basis for the accusation, and the pupil shall be given an opportunity to explain his/her version of the facts.
6. Supporting record shall be maintained. The official who administered the corporal punishment shall provide the student's parent/guardian, upon request within one (1) week, with a written statement of the reasons for using this form of punishment. The statement shall include the name of the professional staff member who was present as a witness, and a copy of the report released to the parent/guardian shall be forwarded to the Supervisor of Child Welfare and Attendance.

Corporal punishment shall not be used if:

1. The parents/guardians provide a written request that their child not receive corporal punishment. This written request shall be kept on file, and the principal shall notify all staff members of such a request.
2. The student is an exceptional child and the punishment would be a consequence of behaviors related to the child's handicapping condition.

In accordance with these provisions, the Claiborne Parish School Board shall indemnify and defend employees who follow this policy and who are subsequently involved in litigation as a result of compliance therewith.

STUDENT SEARCHES

The Claiborne Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Accordingly, students possess no expectations of privacy in such areas. Any teacher, principal, administrator, or school security guard employed by the School Board may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. In addition, the School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students, for the purpose of enforcing compliance with any health, safety, or security policies, rules, or regulations. Any student not present during the search shall be informed of the search immediately thereafter.

Students and parents shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board's authority to search shall be posted at entrances to all School Board buildings and facilities.

Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, according to school discipline policies. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials when criminal violations are indicated.

WRITTEN RECORD OF SEARCH

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/ designee.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a *consent to search* of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without additional consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned and the student shall be subject to disciplinary

action and may be banned from parking any vehicle on school property. Any student not present during the search shall be informed of the search immediately thereafter.

USE OF CANINES

The school administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized law enforcement handler who shall be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

CONFISCATION

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or Board.

INDEMNIFICATION

Indemnification of any Board employee who is sued for damages based on any act or omission in the directing of and disciplining of school children shall be made by the Claiborne Parish School Board to the extent required by state law.

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall have in their possession, use or operate any personal electronic device including any mobile telephone service (cell phones and camera phones), any other electronic telecommunication device, or other electronic devices, including but not limited to cameras, video tape recorder, audio recorder, digital recorder of any kind, iPods, tape players, CD players, MP3 players etc. and their contents, in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students to and from school.

Violation of this policy shall be grounds for disciplinary action by the school, including but not limited to suspension and /or expulsion from school. Student devices will at no time be permitted to connect to the Claiborne Parish School Board or the school's internal network.

The principal or his/her designee shall not impose on a student any disciplinary actions when any electronic telecommunication device is stored in a motor vehicle and there is no evidence of the student's intent to use or operate the device during the instructional school day.

Devices discovered in the possession of students shall be confiscated. Refusal to relinquish a device constitutes willful disobedience and shall be handled accordingly.

The School Board shall not be responsible for any electronic devices, including cell phones, lost or damaged while on School Board property.

The punitive action can and will overlap holidays and extend into the summer vacation to complete the punitive requirements.

Claiborne Parish Schools SCHOOL ATTENDANCE AND TRUANCY COURT REGULATIONS AND PROCEDURES

Louisiana State Law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their student at the school to which the student is enrolled and assure their student's attendance at school every day scheduled by the local school board until their eighteenth (18th) birthday. Parents will be asked to sign a notification letter on the 3rd unexcused absence or tardy and attend a conference with school personnel if deemed necessary.

A student's attendance & disciplinary history prints on his/her report card every six weeks and at any time, parents can view their child's grades, attendance, discipline, on any on-line computer through the Parent Communication Center located at the Claiborne Parish Schools website at www.claibornepsb.org. Ask your school for your login & password.

In order for Claiborne parish elementary students to be considered for promotion or for high school students to receive Carnegie credit for each course taken, student' absences may not exceed 12 instructional days per year for elementary or junior high, or 6 instructional days per semester of absences for high school. The only exceptions to the attendance regulations as verified by the Director of Child Welfare and Attendance are newly defined by State Law. These extenuating circumstances are:

1. extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state
2. extended hospital stay in which a student is absent as verified by a physician or dentist
3. extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner licensed in the state
4. extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state
5. observance of special and recognized holidays of the student's own faith; or
6. Visitation with a parent who is a member of the United States Armed Forces or National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
7. Absences as verified by the principal or his/her designee as stated below
 - a. Prior school system approved travel for education
 - b. Death in the immediate family (not to exceed one week)
 - c. Natural catastrophe and/or disaster

For any other extenuating circumstances, parents must make a formal appeal to the Supervisor of Child Welfare and Attendance.

All excuses, including original doctor/dentist verification, for a student's absence must be presented to the school within five (5) days of the student's return to school to be considered for extenuating circumstances.

Denial of Credit Procedure: When a student has exceeded the allowable days of absence and no extenuated circumstances are documented, a committee appointed by the Principal will review the student's absences before credit or promotion is denied. If no extenuated circumstances are confirmed by the committee, the student and parents will be notified in writing of the decision to deny credit or promotion. An appeal may be made to the Supervisor of Child Welfare & Attendance.

Elementary students shall be in attendance a minimum of 167 six hour days or 60,120 minutes a school year. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six hour school days), per semester or 60,120 minutes (equivalent to 167 six hour school days) a school year for schools not operating on a semester basis.

TRUANCY COURT REFERRAL CRITERIA & PROCEDURE

In compliance with state law pertaining to ACT 745 regarding amendments and reenactment of LA R.S. 17:233 (B)(1) and LA R.S. 17:233(C), relative to habitual absences and tardiness, Truancy Court for the 2010-2011 school year will occur on a regular basis. You are hereby notified that if your student meets or exceeds the established criteria listed below, he/she may be referred to a Truancy Conference which is an informal court process and intervention strategy of the Claiborne Parish District Attorney's Office and the Claiborne Parish School Board's Child Welfare & Attendance Office:

Students who exceed a minimum of 5 days unexcused absence or unexcused occurrence of being tardy within any school semester or as deemed eligible for referral by the Supervisor of Child Welfare & Attendance, and who do not provide a valid excuse according to the criteria for extenuated circumstances as listed above may be referred to Truancy Court.

In cases of non-compliance, continued absences or occurrences of being tardy, or when interventions fail to correct the problem, violations may be referred to **formal court** proceedings where additional penalties may be imposed upon the parent/legal guardian and/or student by the district judge. Penalties for parents/guardians of truant children can include incarceration of up to 30 days and/or fines levied up to \$250 + \$15 per absence.

TOBACCO BAN ON SCHOOL BOARD PROPERTIES

BEGINNING WITH THE 1992-93 ACADEMIC SCHOOL YEAR, THE USE OF TOBACCO PRODUCTS WILL BE BANNED IN ALL CLAIBORNE PARISH SCHOOL BUILDINGS, VEHICLES, AND SCHOOL GROUNDS.

STUDENT SMOKING/TOBACCO POLICY

Student shall not be permitted to have tobacco, electronic cigarettes, or any vaping devices in their possession or to smoke on the school grounds, or in school facilities during the school day or at school activities held in school facilities after school hours, or when riding school buses, to and from school or a school function away from school. Parental permission to use tobacco products/or look-a-likes does not exempt a student from this policy.

1. Possession or use of tobacco products while on school premises, on school buses, or under school supervision.
 - a First Offense- When a student is found to be in possession of or using tobacco products, the student shall receive a three (3) day suspension.
 - b Second Offense- When a student is found to be in possession of or using tobacco products, the student shall be suspended from school for five (5) days.
 - c Student must sign contract stating he/she will not use tobacco while at school or bring tobacco to school again and to participate in appropriate counseling or rehabilitation when 2nd offense occurs.
 - d Third Time Offenders- The student shall be recommended for EXPULSION for the remainder of the school year pending a hearing.
 - e Suspended students must also state where and how tobacco was obtained in order to return to school. (only if student is under 18 years of age)
2. Specific procedures for review or appeal as follows:
 - a The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the School Board to review the findings of the superintendent or his designee.
 - b The parent or tutor of the pupil may within ten (10) days, appeal to the district court an adverse ruling of the School Board/superintendent.

Upon recommendation by a principal for the expulsion of any student referred to above, a hearing to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.

3. No student expelled pursuant to violations of this policy shall be readmitted to any public school in the state except upon the approval of the school board of the system to which he seeks admittance.

SUBSTANCE AND ALCOHOL ABUSE

Eliminating substance and alcohol abuse on school premises and at school function is a top priority with the Claiborne Parish School System. In order to have schools that are free of drugs and alcohol, there must be clear and specific rules established that apply consistent, equitable, and appropriate action for students who violate the policy. Our goal is to establish uniformity throughout our system in dealing with this threat to the health and well being of our students.

CATEGORY I.

STUDENTS UNDER THE INFLUENCE OF ANY ILLEGAL DRUGS OR SUBSTANCES AS DEFINED IN LOUISIANA STATUTES RS40:964 THROUGH 971.1A OR ALCOHOLIC BEVERAGES WHILE ON SCHOOL PREMISES OR SCHOOL FUNCTIONS.

PROCEDURES AND PUNITIVE ACTION:

1. Reported offense shall be thoroughly investigated and documented by principal or his/her designee.
2. Parent and police shall be notified when abuse has been confirmed.
3. Mandatory suspension of offender (s) following basic due process at school.
4. Parent (at parent's expense) must have child drug tested within 24hrs. Failure to do so will result in child being found guilty of Category I violation.

Note: CPSB reserves the right to drug test any student when reasonable suspicion is present, when parental consent is given. (refer to administrative drug testing guidelines)

5. There shall be a required hearing of parent, student, principal, and superintendent, or his designee, at the Claiborne Parish School Board office within ten school days of the beginning of the suspension. Until the hearing is held, the student will remain on suspension.

IF PERMITTED TO RETURN TO SCHOOL following the hearing, the student and the parent will be required to sign a contract in which they acknowledge that:

- A. A drug or alcohol problem exists.
- B. The student will agree not to use drugs or alcohol while at school again and to participate in appropriate counseling or rehabilitation.
- C. Suspended students must also state where and how drugs or alcohol were obtained in order to return to school.
- D. Parent and student should understand that repeat offenders will be **EXPELLED** for the remainder of the school year.
- E. Drug testing is mandatory before readmittance. (Students are responsible for cost.)

CATEGORY II.

STUDENTS WHO ARE FOUND GUILTY OF POSSESSION OF, OR KNOWLEDGE OF POSSESSION, EXCHANGING, DISTRIBUTING, SELLING, OR POSSESSING WITH THE INTENTION OF SELLING ANY ILLEGAL DRUGS OR SUBSTANCES AS DEFINED IN LOUISIANA STATUTES RS40:964 THROUGH 971.1A OR ALCOHOL WHILE ON SCHOOL PREMISES OR AT SCHOOL RELATED FUNCTIONS, SHALL IN ACCORDANCE WITH RS 17:416 BE EXPELLED.

PROCEDURES AND PUNITIVE ACTION:

1. Reported offense shall be thoroughly investigated and documented by principal or his/her designee
2. Parent and police shall be notified when abuse has been confirmed.
3. Student shall be suspended from school until a hearing at the School Board Office can be held.
 - a Any student arrested for distribution or possession on school property shall be referred by the school principal or his designee, within five day after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotic drugs, or other controlled dangerous substances.
 - b If evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional, chosen and paid for by the student's parent or tutor. If the student is found by the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by a qualified medical professional, such documentation may be used to initiate reopening the student's case. The school board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final decision to any final disciplinary action.
4. There shall be a formal due process hearing at the Claiborne Parish School Board Office within ten days (school) of the beginning of the suspension. Until the hearing is held, the student will remain on suspension. The student and his/her parents will meet with the principal and superintendent or his designee. The student shall be given the opportunity to present his/her own defense against the charges and to produce witnesses or testimony on his/her behalf. Until the hearing is held, the student will remain on suspension.

Minimum guidelines in effect at the hearing will include the following as stated in RS17:416:

- A. The student must be notified in writing of the specific charges against him/her. IF FOUND GUILTY, the student will be:

(REFER TO MANDATES OF LA. REVISED STATUTE 17:416)

- B. The parent or guardian of the student may, within five days after the decision of the hearing, request the Claiborne 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. The school board may affirm, modify, or reverse the action previously taken.
 - C. The parent or guardian of the student may, within ten days, appeal to the district court of Claiborne Parish in reference to adverse ruling of the school board in upholding the action of the superintendent or his designees.
5. APPEAL PROCESS: If appealed to the School Board, the Board has the legal right to affirm, modify, or reverse the decision. It is in the best interest of the parish and student body to remain consistent with the law and our policies.

ENROLLMENT/RE-ENROLMENT INTO CPSB

1. No student who has been expelled from a public or non-public school within or outside of Louisiana for *possessing, possessing with intent to distribute, or distributing, selling, giving, or loaning* while on school property or on a school bus any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law shall NOT be admitted into any public elementary or secondary school in Claiborne Parish until the student and parent have enrolled and participated in

an appropriate rehabilitation or counseling program related to the reason or reasons for the student's expulsion.

2. The requirement of a student/parent enrollment and participation in a rehabilitation or counseling program shall be waived by the CPSB upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.
3. Any student who has been expelled may be readmitted on a probationary basis to school at any time during the specific period of expulsion on such terms and conditions as may be stipulated by the CPSB and agreed to in writing by the student and be the student's parents/guardian. Such terms and condition may include, but need not be limited to placing the student in a suitable alternative educational program as determined by the CPSB. **However, the superintendent or his designee making a determination that the student has violated any term or condition agreed to shall immediately remove the student from the school premises without the benefit of any hearing or other procedure applicable to student's suspensions or expulsions.** Verbal notice to the superintendent, student's parents, and attendance supervisor must be provided with a follow up written notice of determination and the reasons thereof. The written notice is to be given to the superintendent, attendance supervisor, and the student's parents.

This policy shall be applicable to exceptional children provided special education services pursuant to Part I of Chapter 8 of Title 17 of the Louisiana Revised Statute of 1950 only to the extent the provisions are applicable to the education of exceptional children.

NOTICE TO STUDENTS AND NON-STUDENTS

UNAUTHORIZED POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES BY STUDENTS OR NON-STUDENTS ON PUBLIC SCHOOL PROPERTY SHALL BE FINED NOT MORE THAN ONE THOUSAND DOLLARS AND IMPRISONED NOT LESS THAN FIFTEEN DAYS NOR MORE THAN SIX MONTHS WITHOUT BENEFIT OF SUSPENSION OF SENTENCE. (RS14:91.7 (C)).

(Revised October 6, 1994)

(Revised July, 1997)

CATEGORY III.

STUDENTS WHO ARE FOUND GUILTY OF POSSESSION OF, OR KNOWLEDGE OF POSSESSION, EXCHANGING, DISTRIBUTING, SELLING, OR POSSESSING WITH THE INTENTION OF SELLING ANY LOOK ALIKE DRUG OR ANY FALSE REPRESENTATION OF A CONTROLLED DANGEROUS SUBSTANCE AS DEFINED IN LA. STATUTE 40:971.1 WHILE ON SCHOOL PREMISES OR AT SCHOOL RELATED FUNCTIONS, SHALL BE SUSPENDED PENDING A DISCIPLINARY HEARING AND/OR FORMALLY CHARGED.

PROCEDURES AND PUNITIVE ACTIONS:

1. Reported offense shall be thoroughly investigated and documented by principal or his/her designee.
2. Parent and police shall be notified when abuse has been confirmed.
3. Student shall be suspended from school until a hearing at the School Board Office can be held.
 - a Any student suspended for distribution or possession on school property shall be referred by the school principal or his/her designee, within 5 days after such suspension, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotic drugs, or other controlled dangerous substances.
 - b If evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional, chosen and paid for by the student's parent or guardian. If the student is found to be the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by a qualified medical professional, such

documentation may be used to initiate reopening the student's case. The school board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

4. There shall be a formal due process hearing at the Claiborne Parish School Board Office within ten school days of the beginning of the suspension. Until the hearing is held, the student will remain on suspension. The student and his/her parents will meet with the principal and the superintendent or his designee. The student shall be given the opportunity to present his/her own defense against the charges and to produce witnesses or testimony on his/her behalf.

Minimum Guidelines in effect at the hearing will include the following:

- A. The student must be notified in writing of the specific charges against him/her. If found guilty the student will:
 1. Be suspended with alternative placement to the Claiborne Alternative School Setting for a minimum period of six weeks.
 2. Be required at parent's expense to receive counseling services. Results of assessments by counseling service and any release documents from counseling services shall be forwarded to the CPSB.
 3. Be expelled for a minimum of six calendar months if the student proves to be a repeat offender.
- B. The parent or guardian of the student may, within five days after the hearing, request the Claiborne 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. The school board may affirm, modify, or reverse the action previously taken.
- C. The parent or guardian of the student may, within ten days of the board's decision, appeal to the district court of Claiborne Parish in reference to adverse ruling of the school board in upholding the action of the superintendent or his designee.
- D. Appeal Process: If appealed to the school board has the legal right to affirm, modify, or reverse the decision of the superintendent or his designee.

CATEGORY IV.

Students found guilty of possessing any NON-schedule over the counter drugs or NON-schedule prescription medication are subject to disciplinary action. **(Other than prescribed inhalers or Epi-pens)**

PROCEDURES AND PUNITIVE ACTION:

1. Reported offense shall be thoroughly investigated and documented by principal or his/her designee.
2. Parent shall be notified if the violation has been confirmed.
3. Disciplinary action is at the discretion of the Principal, which may include suspension and/or recommendation for expulsion.

(Substance Abuse Policy Revised June 2007)

Claiborne Parish School Board Administration of “In House” Drug Testing

Note: These procedures are to be used when there is suspicion that a student or students are possession of OR under the influence of illegal substances. These procedures are NOT related to the extra-curricular drug testing policy.

Requirements

- Administrator of school must have reasonable suspicion that a student is under the influence of an illegal substance. (see definition below)
- Administrator of school must have a signed parental consent form.
- Testing must be conducted by a certified official.

Definitions of “reasonable suspicion” for the purposes of drug testing:

- If the student exhibits behavior that arouses suspicion to the school administration that the student is under the influence of illegal substances
- If the student’s physical appearance (student’s eyes, odor, etc) arouse suspicion to the school administration that the student is under the influence of illegal substances
- If the student is found in possession of illegal substances
- If a “credible” informant has given information to school administration that arouses suspicion that a student might be under the influence or in possession of illegal substances

Administrative Procedures:

- Determine reasonable suspicion
- Contact central office (superintendent or his designee) for approval to conduct test
- Contact Parent/Guardian
- Have “CERTIFIED” test administrator conduct the testing procedure (student is allowed to provide sample in privacy)
- Record the results of the test on appropriate form
- Provide copy of test results to parent and place one copy in student’s file
- Contact superintendent or his designee should student test positive for illegal substances
- For positive test, follow CPSB drug policy guidelines.
- Falsified tests are considered “positive”.
- Contact appropriate law enforcement personnel if situation mandates
- Students found guilty of “Aiding” in the falsification of another student’s drug test shall be disciplined at the discretion of the principal. Disciplinary action may include suspension and/or a recommendation for expulsion.

EXTRACURRICULAR ACTIVITIES AUTHORIZATION/CONSENT FORM

Claiborne Parish Schools take extra precautions to assure that a student will be accorded reasonable safety measures. Extracurricular is not a required part of the educational process, and thus is not mandated by the Claiborne Parish School Board. Consequently, the safety procedures required of the students are freely embraced by the parents and the student in view of optimizing the opportunities to minimize injuries to the students and other who participate in sports and other activities. It is required that any student involved in extracurricular activities, whether it be on the sidelines or in the bleachers, must have a physical stating that they are fit to perform the task required of them. This includes but is not limited to filming, stats, score sheets, or anybody else that the administration deems it necessary. The Claiborne Parish School Staff's main purpose is not to invade the privacy of the student, but rather its intent is to bring the surface a health problem, which includes any Controlled Substance dependency which by its very nature would be counter-productive to the safety of the student and his/her companies.

The format that is adopted by the Claiborne Parish School Department to accomplish the above enunciated procedure will be:

1. A physical examination by a licensed physician.
 2. A medical history of the athlete to be kept by the athletic department and/or team physician.
 3. One or more urine analyses to ascertain the following:
 - A. Glucose
 - B. Protein
 - C. Blood
 - D. Narcotics
 - E. Depressants
 - F. Barbiturates
- | | | |
|--------------------|-----------------|---------------|
| Codeine | Diazepam | Amobarbital |
| Morphine | Nordiazepam | Butobarbital |
| Meperidine | Methaqualone | Butalbital |
| Normeperidine | Propoxyphene | Pentobarbital |
| Methadone | Norpropoxyphene | Secobarbital |
| Primary Metabolite | Ethanol | Phenobarbital |
| Pentazocine | | |
- G. CNA Stimulants
- | | |
|---------------------|---|
| Amphetamine | Phenothiazines (reported as a class) |
| Methamphetamine | Quinine or Quinidine |
| Caffeine | Tripeleminamine (known as "T-S and Blues" when present with |
| Cocaine | Textazocine) |
| Benzoyllecgonine | Cannabinoids (if Positive, |
| Phencyclidine (PCP) | Tetrahydro-Cannabin metabolite |
- H. Miscellaneous
- Confirmation)

The tests will be strictly enforced and participation will be mandatory, since the parents/guardians have freely chosen to allow their sons/daughters to participate in the programs. No student will be tested unless both the parent(s) and the student sign a form giving permission to have the test performed. By signing, the parent(s) and student acknowledge that they have consented to the administration of the tests and waive any claim of invasion of privacy and waive any objection to the necessary action in the furtherance of these safety proceedings. The undersigned do hereby authorize the Claiborne Parish School Department to have the test enumerated herein to be administered as part of its program. Refusal to allow these tests to be administered will immediately serve as notice that the student has chosen not to participate in the germane extracurricular activity.

The urine tests will be performed by a Collection Site representative and the results will be kept strictly confidential in the central office. Parents of students whose test yield Positive results shall immediately meet with the principal and drug supervisor. A positive test shows evidence that substances are present in the student system

THE UNDERSIGNED FURTHER RELEASES THE CLAIBORNE PARISH SCHOOLS FROM ANY RESPONSIBILITY IN CONNECTION WITH THE ADMINISTRATION OF TEST RESULTS, WARRANTIES AS TO ACCURACY OF SAID TESTS, AND MEDICAL PROCEDURES USED BY THE REFERRING LABORATORIES.

- It is further agreed and understood by the undersigned parents/guardians and the student that the Claiborne Parish Schools assumes no responsibility for diagnosing or treating any disease that may become known as a result of said laboratory test(s).
- If the student has been taking medication, please indicate this prior to the administration of the tests and designate the prescribing physician.

PROCEDURES TO BE FOLLOWED IF POSITIVE RESULTS SURFACE:

- FIRST POSITIVE:** After confirmation of a Positive drug screening, the student shall lose eligibility for the next two (2) interscholastic contests or 2 weeks of practice, scheduled games, whichever is longer, and attendance at interscholastic contest will not be allowed. A conference will be scheduled with coach, principal, SDFSCA, parents, and student concerning referral recommendation.
- SECOND POSITIVE:** After confirmation of a second Positive drug screening, the student shall lose eligibility for the next six (6) weeks of scheduled activities in which the student is a participant. This loss of eligibility includes practicing with the team or group. A conference will be scheduled with the Hearing Committee, appropriate school personnel, parent, and student concerning treatment recommendations. In order for the student to re-enter an extracurricular activity even verification of a Negative drug screen (at the student's expense) and written evidence that the student has sought and received treatment must be provided to appropriate school personnel.
- THIRD POSITIVE:** After confirmation of a third Positive drug screening, the student will be dismissed from extracurricular activities for one calendar year and fall under Category I. *NOTE under Category I- repeat offenders will be expelled. In order for the student to re-enter an extracurricular activity, he/she must voluntarily submit evidence of a Negative drug screen (at the student's expense), participation in a drug treatment program, and have remained drug free for the dismissed year.
- Penalties shall be cumulative beginning with and throughout the student's participation in an extracurricular activity even through his/her school career.
- If a screening result is questioned, the student may be tested again at the student's expense. The screen must be in line with Claiborne Parish School's established drug screening policy. If there is a discrepancy in the two tests, Claiborne Parish School's laboratory will re-screen the student.

NOTE: 1. IT IS IMPERATIVE TO NOTE THAT THESE PROCEDURES ARE ONLY TO BE USED FOR THE APPEARANCE OF NON-APPARENT CONTROLLED SUBSTANCE. CONSEQUENTLY, IF A STUDENT IS APPREHENDED BY ANYONE AS A RESULT OF BEING IN ILLEGAL POSSESSION OF ALCOHOL AND/OR A CONTROLLED SUBSTANCE, THE REGULAR SCHOOL DISCIPLINARY POLICIES WILL APPLY.

NOTE 2: THE DRUG SCREENING WILL BECOME A PART OF THE REGULAR HEALTH EXAMINATION FORM OF CLAIBORNE PARISH SCHOOLS.

EXTRA CURRICULAR ACTIVITIES DRUG TESTING CONSENT FORM

I have received and have read and understand a copy of the “Claiborne Parish Drug Education and Testing Program. “I desire that _____ participate in this program and in the EXTRACURRICULAR ACTIVITIES OF CLAIBORNE PARISH SCHOOLS and hereby voluntarily agree to be subject to its terms. I accept the method of obtaining urine samples, testing, and analysis of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing and results provided for in this program. This consent is given pursuant to all state and federal privacy statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

DATE: _____, 20_____

STUDENT SIGNATURE

CUSTODIAL PARENT OR GUARDIAN SIGNATURE

EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT PLEDGE

As a member of an extracurricular activity representing Claiborne Parish Schools as defined in Bulletin 741, I agree to conduct myself accordingly. Only through the cooperation of each parent and the student will we be able to control the widespread usage of alcohol and drugs in our society. I will help eliminate such from our EXTRACURRICULAR PROGRAM by following the standards listed in this handbook throughout the year. As a member or a parent of a member of a CLAIBORNE PARISH SCHOOL, I have read and do understand the contents of this handbook.

DATE: _____, 20_____

STUDENT SIGNATURE

CUSTODIAL PARENT OR GUARDIAN SIGNATURE

Adopted: November 7, 1996
Revised: July 5, 2004

USE OF METAL DETECTORS

The Claiborne Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safer environment for the students, staff and public under its jurisdiction. Therefore, the Claiborne Parish School Board authorizes the use of metal detectors to minimize the presence of implements that may be used as weapons on Board-owned property and/or campuses or at school sponsored events. Searches with metal detectors may be performed by law enforcement agencies or school personnel or a combination of both parties. All guidelines in the Claiborne Parish School Board's *Policy Manual* concerning searches of a student, employee, and/or other person, shall apply when metal detectors indicate the presence of an item(s) on a student's, employee's and/or any other subject's person or in his/her personal effects. The use of metal detectors shall be approved by administrative personnel prior to implementation of a search.

GUIDELINES

The use of metal detectors, whether stationary or hand-held, for the search of students, employees and/or other persons shall be in accordance with the following guidelines:

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.
2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees and any other person on School Board property and at school sponsored events. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.
3. Students shall be given notice that they are subject to a search with a metal detector or by other means authorized, as a condition of entry in school, bus, or school activity, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions.
4. Should a student refuse to cooperate or become unruly during any search, school personnel have two (2) options:
 - A. Forcibly take the item from student to be searched.
 - B. If there is reason to believe the student's behavior may become violent, school personnel shall call police and inform them of the situation.
 1. Inform student the police have been called.
 2. Obtain witnesses' written statements that justify reasonable suspicion.
 3. Inform the police that there is suspicion that the student has something hidden.

WEAPONS POLICY

Claiborne Parish School Board has enforced a longstanding policy concerning the possession of weapons on school property. In recent years Federal and State legislations have expanded and clarified specific rules that promote safe and violence-free school campuses, properties and functions. This policy expresses the applicable rules that govern standards and conduct for students and non-students. Furthermore, it serves as a statement that the carrying of a firearm or dangerous weapon (as defined by R.S. 17:416 B&C) on school campuses or within one thousand feet of a school (R.S. 14:95.6), on a school bus, or at school related functions is illegal and creates an unsafe environment for students and staff.

PROCEDURES AND PUNITIVE ACTIONS

The following procedures shall take place when a principal or a principal's designee detains a student with a confiscated or seized firearm or dangerous weapon:

1. The principal or principal's designee, at the time the student is detained shall immediately report the confiscation or seizure of the weapon to the police or sheriff's department where the school is located and shall deliver the firearm or weapon seized to that agency.
2. The principal or principal's designee shall immediately and documented by principal or his designee.
3. Reported offense should be thoroughly investigated and documented by principal or his designee.
4. There shall be an informal due process hearing at the CPSB office within ten (10) days of the beginning of the suspension. The student and his/her parents will meet with the principal, police officer, and superintendent or his designees. The student shall be given the opportunity to present his/her own defense against the charges and to produce witnesses or testimony on his/her behalf. Until the hearing is held, the student will remain on suspension.
5. **KNIVES OR OTHER DANGEROUS INSTRUMENTS** (excluding Firearms): In the event of possession of a knife or other dangerous instrumentalities, the principals shall recommend expulsion of the student. *Adopted 1996*
 - **LOOK ALIKE WEAPONS** will be treated as actual weapons until an investigation has been conducted. Suspension pending decision by the investigator or being brought before the hearing committee stands as is.
6. ***FIREARMS:** Any student found guilty of being in possession of a firearm on school property pursuant to a hearing shall be: **(REFER TO LA.REVISED STATUTE 17:416)**

DUE PROCESS RIGHTS

- A. The student must be notified in writing of the specific charges against him/her.
- B. The parent or guardian of the student may, within five days after the decision of the hearing, request in writing the CPSB to review the findings of the superintendent or his designee at the time set by the School Board; otherwise the decision of the Superintendent shall be final. The School Board may affirm, modify, or reverse the action previously taken.
- C. The parent or guardian of the student may, within ten days, appeal adverse ruling of the School Board in upholding the action of the Superintendent or his designees to the district court of Claiborne Parish. 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.

ENROLLMENT/RE-ENROLLMENT INTO CLAIBORNE PARISH SCHOOL SYSTEM

1. No student who has been expelled from a public or non-public school within or outside of Louisiana for possessing on school property or on a school bus a firearm, knife, or other dangerous weapon or instrumentally customarily used or intended for probable use as a

dangerous weapon shall be admitted into any public elementary or secondary school in Claiborne Parish until the student has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason or reasons for the student's expulsion (R.S. 17:416 (B)(3)(C)).

2. The requirement of a student's enrollment and participation in a rehabilitation or counseling program shall be waived by the CPSB upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.
3. Any student who has been expelled may be readmitted on a probationary basis to school at any time during the specific period of expulsion on such terms and conditions as may be stipulated by the CPSB and agreed to in writing by the student and by the student's parents or guardian. Such terms and conditions may include, but need not be limited to, placing the student in a suitable alternative educational program as determined by the CPSB. However, the Superintendent or his designee making a determination that the student has violated any term or condition agreed to, shall immediately remove the student from the school premises without benefit of any hearing remove the student from the school premises without benefit of any hearing or other procedure applicable to student suspensions and expulsions. Verbal notice to the Superintendent, student's parents, and attendance supervisor must be provided with a follow-up written notice of determination and the reasons thereof. The written notice is to be given to the Superintendent, attendance supervisor, and student's parents.

PUNITIVE PROCEDURES FOR SCHOOL EMPLOYEES AND NON-STUDENTS

1. Any principal or principal's designee who fails to report the detention of a student and the seizure of a firearm or dangerous weapon to a law enforcement agency within seventy-two (72) hours of notice of the detention or seizure, may be issued a misdemeanor summons for a violation R.S. 14:95.2 (F) and may be fined not more than five hundred dollars or sentenced to not more than forty hours of community service or both.
2. Whoever commits the crime of carrying a firearm by a student or non-student on school property or in a weapon-free zone shall be imprisoned at hard labor for not more than five years.

This policy shall be applicable to exceptional children provided special education services pursuant to Part I of Chapter 8 of Title 17 of the LA Revised Statutes of 1950 only to the extent the provisions are not in conflict with federal rules, regulations, and guidelines applicable to the education of exceptional children. A biennial review of the CPSB will be conducted to evaluate the effectiveness and consistent enforcement of this policy.

Adopted 7/13/1995

Revised 2007

STUDENT SEXUAL HARASSMENT

In order to maintain a safe environment which is conducive to learning, the Claiborne Parish School Board prohibits any form of sexual harassment. *Sexual harassment* includes unwelcome sexual advances, use of sexually suggestive language, request for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature at school or a school sponsored activity.

Any student who has a complaint of sexual harassment against another student, employee, or non-employee engaged in business with the school system shall submit in writing the nature of the complaint, including specific act or acts which constitute the harassment complained, the person or persons who the complainant alleges committed the harassment, witnesses to the act(s) of which the complaint has been filed, and the date(s) and time(s) of the alleged act or acts. The complaint shall be forwarded to the appropriate administrator as soon as possible following the alleged action. All complaints of sexual harassment shall be investigated thoroughly and promptly and the complainant's parents/guardian shall be notified immediately.

The appropriate designated administrator shall meet with the witnesses and the persons accused of the acts of harassment and shall document the discussions with these individuals. Upon completion of the investigation, the designated administrator shall submit a report to the Superintendent with a recommendation for whatever action he/she deems appropriate based upon the severity of the violation. The investigation and report shall be completed within ten (10) workdays after the initial meeting with the complainant. If the investigator finds no evidence to substantiate the complaint, he/she shall state in writing his/her reasons for the finding. If warranted, disciplinary action shall be taken up to and including termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee shall be placed in the employee's personnel file which will reflect the action taken and the grounds thereof.

After any sexual harassment complaint process is completed, the designated administrator shall follow up to ensure that the acts of harassment included in the complaint have ceased.

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 Board's policy *JGCE, Child Abuse and Neglect*, 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 Board policy. Such reporting must be made in addition to any procedures for handling sexual harassment complaints.

NONRETALIATION

Retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint shall not be adversely affected, discriminated against or punished because of the complaint.

APPEAL

If either party is dissatisfied with the results of the investigation, he or she may submit an appeal of the decision in accordance with policy *GAE, Complaints and Grievances*, starting at the level of the Superintendent.

STUDENT DISCIPLINE

All recommendations for student discipline shall be handled by the Superintendent. Parents shall be notified of any complaint of sexual harassment and the student shall be suspended after due process until such time as the investigation is completed and a hearing held. A meeting of the Superintendent, principal, student, and the student's parent/guardian shall be required at the beginning of the student's suspension.

Return to School

If permitted to return to school following the hearing, the student and the parent shall be required to sign a contract in which they acknowledge that:

- A. A sexual harassment problem did occur.
- B. The student shall agree to not sexually harass again at school and to participate in appropriate counseling or rehabilitation.
- C. The parent and student should understand that repeat offenders will be **expelled** for the remainder of the school year.
- D. Suspended students must apologize to student and parents of students in order to return to school.

Wrongly Accusing Another Student/Employee of Sexual Harassment:

If a student/employee has been wrongly accused:

- A. Upon completion of investigation and it is determined that student/ employee has been wrongly accused, then the person that made the accusation will be dealt with in the same manner as the accused.

- B. Parent and students should understand that there will be no second chance for those who wrongly accuse another.
- C. A student who wrongly accuses someone a second time shall be *expelled*, with recommendation to seek counseling
- D. An employee who wrongly accuses someone of sexual harassment shall be terminated.

**COMMUNICABLE DISEASE CONTROL POLICY
FOR AIDS, HIV, AND HEPATITIS B INFECTIONS**

- A. All students attending Claiborne Parish Schools shall be expected to be in compliance with the required schedule of immunization. Children who are not in compliance shall be excluded from a school attendance. School personnel shall cooperate with public health personnel in providing preventable communicable disease control.
- B. School personnel SHALL be trained in proper routine procedures for effective sanitation and in handling blood and body fluids. Adequate sanitation facilities will be available. Staff members shall be taught the best methods for the restriction and prevention of communicable disease, including, but not limited to, HIV infection, (VIDEO, UNIVERSAL PRECAUTIONS FOR SCHOOL STAFF).
- C. When reliable evidence or information from a public health office or physician confirms that a student/or staff member is known to have a communicable disease or infection that is known not to be spread by casual contact (I.e, HIV infection, Hepatitis B and other like diseases), the decision as to whether the affected person will remain in the school or employment setting will be addressed on a case by case basis by a review panel to ensure due process: (protocol and review panel membership outlined in the Appendix A).
- D. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.
- E. Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting. School personnel will be trained by the school nurse in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to.
- F. The student or employee shall make available medical records and permit his treating Physician to participate in/and discuss his medical condition with the Review Panel. Any medical information that pertains to students or staff members, proceedings, discussions and documents shall be confidential information. Before any medical information is shared with anyone in the school setting, a “Need to Know” review shall be made which includes the parent/guardian, student (if 18 years old), or employee unless the information is required to meet a mandate of federal or state law or regulation, or Board of Elementary and Secondary Education policy.
- G. If the affected student cannot attend school, the school system will provide an alternative school program.
 - 1. If the Public Health Officer determines there is a risk of infection to an employee through casual contact while delivering this program, the employee will not be required to provide educational services.
 - 2. If the Public Health Officer determines there is no risk of infection to the employee, the employee will be expected to participate in the delivery of educational services.

APPENDIX- DUE PROCESS PROCEDURE

- A. THE REVIEW PANEL
 - 1. PANEL MEMBERSHIP
 - a. The physician treating the individual.
 - b. A health officer from the Claiborne Parish Health Unit of La. State Health Department who is familiar with the disease.
 - c. A child/employee advocate (e.g. nurse, social workers, etc). from in or outside the school setting approved by the infected person or parent/guardian.
 - d. The HIV-AID Coordinator for Claiborne Parish Schools.

- e. A school representative familiar with the child's behavior in the school setting or the employee's work situation.
- f. Either the parent/guardian of a child, a student if 18, employee, or their representative.
- g. The school system Supervisor of Child Welfare and Attendance.
- h. The school system Superintendent
 - 2. The Superintendent shall assign a stenographer to record the proceedings.
 - 3. The Superintendent will designate the chairperson for the panel.

B. CASE REVIEW PROCESS

- 1. Upon learning of a student/staff member within the Claiborne Parish School System who has been identified as having Acquired immunodeficiency Syndrome, Hepatitis B, or other like diseases known not to be spread by casual contact, the Superintendent shall:
 - a. Consult with the physician of the student/staff member or public health officer who has evidence of a condition that could be transmitted in the school setting
 - 1) If the Public Health Officer or Personal Physician indicates the student/staff member is well enough to remain in the school setting and is in no immediate health threat through casual contact to the school population because of the illness, the student/staff member shall be allowed to remain in the school setting while the review panel meets. If the Public Health Officer or Personal Physician indicates the student/staff member is not well enough to remain in the school setting and/or that the affected individual has evidence of an illness or infection that is a potential health threat through casual contact to the school population because of the illness, the student/staff member shall be excluded from the school setting while the review panel meets. If the Public Health Officer recommends exclusion because a public health threat exists, the review panel will discuss the conditions under which the individual may return.
 - b. Contact the Review Panel Members to convene a meeting to explore aspects of the individual's case.
 - c. The Superintendent will submit to the parent/guardian of the infected person or staff member a copy of the Communicable Disease Control Policy.
 - d. All federal state statutes, federal and state regulations, and all Board of Elementary and Secondary Education Policy pertaining to provision of Special Educational Services must be observed.

A. THE REVIEW PANEL PROCESS

- 1. The Review Panel shall meet within three (3) operational days to review the case. The following aspects should be considered in that review.
 - a. The circumstance in which the disease is contagious to others.
 - b. Any infectious or illnesses the student/staff member could have as a result of the disease that would be contagious through casual contact in the school situation.
 - c. The age, behavior, and neurological development of the student.
 - d. The expected type of interaction with others in the school setting and the implications to the health and safety of those involved.
 - e. The psychological aspects for the individual remaining in the school setting.
 - f. Consideration of the existence of contagious disease occurring within the school population while the infected person is in attendance.
 - g. Consideration of a potential request by the infected person be excused from attendance in school or on the job.
 - h. The method of protecting the infected person's right to privacy, including maintaining confidential records.
Recommendations as to whether the student/staff member should continue in the school setting or if currently not attending school under what circumstances he/she may return.
 - j. Recommendation as to whether a restrictive setting or alternative delivery of school programs is advisable.

- k Determination of whether an employee would be at risk of infection through casual contact when delivering at alternative educational program.
- l Determination of when the case should be received again by the panel.
- m Any other relevant information.

2. PROPOSAL FOR DECISION

- a. Within three operational days after the panel convenes, the Superintendent shall provide a written decision to the affected party based on the information reviewed in the review panel process and will include the rationale for the decision concerning school attendance for the student or continuation of employment for the staff member.
- b. If the decision is to exclude the affected person from the school setting, a written notification will be sent to the concerned person with information stating conditions under which the exclusion will be reconsidered.
- c. If the affected person is a Special Education student, the IEP Committee must be convened and determine the appropriate program, placement and services for the student.

D. APPEAL PROCESS

1. REHEARING REQUEST

- a. The parent/guardian or affected person who considers the Proposal for Decision unjust may request a re-hearing in writing, directed to the superintendent within three operational days of the date of decision. Grounds for requesting a re-hearing are limited to: (1) new evidence or information that is important to the decision; or
(2) substantial error of fact.
- b. The Superintendent within 48 hours from the date of receipt for the request for rehearing shall either grant or deny the request for re-hearing. If the request for rehearing is granted, the chairperson shall reconvene with the same panel that originally heard the matter within five (5) operational days of the date of the request.
- c. Within three (3) operational days after the rehearing, the Superintendent shall submit the decision to the Parent/guardian or affected person.

2. REQUEST FOR A SCHOOL BOARD DECISION

- a. The Parent/guardian, affected person or their representative may make a final written appeal to the President of the Claiborne Parish School Board within five (5) operational days after the Superintendent's decision. The School Board at the next regularly scheduled meeting shall hear the student/staff members appeal along with the proposal for decision and Superintendent's decision. Within two (2) operational days of the hearing, the School Board shall render its decision in writing with copies sent to the Superintendent, Health Department Official, and Parent/guardian or affected person.
- b. Should the Superintendent deny the request for rehearing, the appellant may appeal to the local School Board by exercising the process in paragraph 2.a.

3. REVIEW PANEL REQUEST FOR APPEAL

If the Proposal for Decision or the Superintendent's Decision is contrary to the majority opinion of the review panel, a majority of the panel has the right to appeal either decision in the same manners stated in the "Appeal Process". Adopted: July 11, 1996

MEDICATION ADMINISTRATION

As a general principle, medications are not to be given at school. Board policy limits medication administered “at school” to only those needed by chronically ill students. For example, diabetes, seizures, asthma or add/adhd. **Antibiotics, Aspirin, Tylenol, or cough syrup cannot be administered.** Students are not allowed to transport medication to and from school on their person, nor have drugs of any type in their possession while on campus.

Medications given at school will be limited to only those that cannot be administered before or after school, such as a noon or 2pm dose. Parents may come to school and administer medication to their children at any time during the school day following submission of proper physician’s authorization for medications and arrangements with the school principal. Before a medication can be administered at school, the parent must complete a parental consent form, the doctor has to complete a medication order form, and the first dose of medication must be given at home to provide sufficient time for observation for adverse reactions. Medications to be administered at school must be brought by the parent/legal guardian, and the medication must be in the container that meets acceptable pharmaceutical standards.

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. The most common medical conditions to meet this criterion are asthma and migraine headaches. Students to whom this is applicable must have all proper medication forms completed by the parents/guardian and physician. The completed medical forms must be then presented to the school administrator. Compliance with board policy for a drug free school zone shall also be met if possible.

All medications that are to be given at school must have a doctor’s order. This includes all over the counter medications.

New medication orders are required at the beginning of each school year.

HPV (HUMAN PAPILLOMAVIRUS) VACCINE

WHAT YOU NEED TO KNOW

1 What is HPV?

Genital human papillomavirus (HPV) is the most common sexually transmitted virus in the United States.

There are about 40 types of HPV. About 20 million people in the U.S. are infected, and about 6.2 million more get infected each year. HPV is spread through sexual contact.

Most HPV infections don't cause any symptoms, and go away on their own. But HPV is important mainly because it can cause **cervical cancer** in women. Every year in the U.S. about 10,000 women get cervical cancer and 3,700 die from it. It is the 2nd leading cause of cancer deaths among women around the world.

HPV is also associated with several less common types of cancer in both men and women. It can also cause genital warts and warts in the upper respiratory tract.

More than 50% of sexually active men and women are infected with HPV at sometime in their lives.

There is no treatment for HPV infection, but the conditions it causes can be treated.

2 HPV Vaccine - Why get vaccinated?

HPV vaccine is an inactivated (not live) vaccine which protects against 4 major types of HPV.

These include 2 types that cause about 70% of cervical cancer and 2 types that cause about 90% of genital warts. **HPV vaccine can prevent most genital warts and most cases of cervical cancer.**

Protection from HPV vaccine is expected to be long-lasting. But vaccinated women still need cervical cancer screening because the vaccine does not protect against all HPV types that cause cervical cancer.

3 Who should get HPV vaccine and when?

Routine Vaccination

- HPV vaccine is routinely recommended for girls **11-12 years of age**. Doctors may give it to girls as young as 9 years.

Why is HPV vaccine given to girls at this age?

It is important for girls to get HPV vaccine **before** their first sexual contact – because they have not been exposed to HPV. For these girls, the vaccine can prevent almost 100% of disease caused by the 4 types of HPV targeted by the vaccine.

However, if a girl or woman is already infected with a type of HPV, the vaccine will not prevent disease from that type.

Catch-Up Vaccination

- The vaccine is also recommended for girls and women **13-26 years of age** who did not receive it when they were younger.

HPV vaccine is given as a 3-dose series:

1st Dose:	Now
2nd Dose:	2 months after Dose 1
3rd Dose:	6 months after Dose 1

Additional (booster) doses are not recommended.

HPV vaccine may be given at the same time as other vaccines.

4 Some girls or women should not get HPV vaccine or should wait

- Anyone who has ever had a life-threatening **allergic reaction to yeast**, to **any other component of HPV vaccine**, or to a **previous dose of HPV vaccine** should not get the vaccine. Tell your doctor if the person getting the vaccine has any severe allergies.

HPV Vaccine

2/2/2007

- **Pregnant women** should not get the vaccine. The vaccine appears to be safe for both the mother and the unborn baby, but it is still being studied. Receiving HPV vaccine when pregnant is **not** a reason to consider terminating the pregnancy. Women who are breast feeding may safely get the vaccine.

Any woman who learns that she was pregnant when she got HPV vaccine is encouraged to call the **HPV vaccine in pregnancy registry** at 800-986-8999.

Information from this registry will help us learn how pregnant women respond to the vaccine.

- People who are mildly ill when the shot is scheduled can still get HPV vaccine. People with **moderate or severe illnesses** should wait until they recover.

5 What are the risks from HPV vaccine?

HPV vaccine does not appear to cause any serious side effects.

However, a vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of **any** vaccine causing serious harm, or death, is extremely small.

Several **mild problems** may occur with HPV vaccine:

- Pain at the injection site (about 8 people in 10)
- Redness or swelling at the injection site (about 1 person in 4)
- Mild fever (100°F) (about 1 person in 10)
- Itching at the injection site (about 1 person in 30)
- Moderate fever (102°F) (about 1 person in 65)

These symptoms do not last long and go away on their own.

Life-threatening allergic reactions from vaccines are very rare. If they do occur, it would be within a few minutes to a few hours after the vaccination.

Like all vaccines, HPV vaccine will continue to be monitored for unusual or severe problems.

6 What if there is a severe reaction?

What should I look for?

- Any unusual condition, such as a high fever or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

- **Call** a doctor, or get the person to a doctor right away.
- **Tell** your doctor what happened, the date and time it happened, and when the vaccination was given.
- **Ask** your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form.

Or you can file this report through the VAERS website at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS does not provide medical advice.

7 How can I learn more?

- Ask your doctor or nurse. They can show you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call **1-800-232-4636 (1-800-CDC-INFO)**
 - Visit CDC's website at www.cdc.gov/std/hpv and www.cdc.gov/nip.



DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION
NATIONAL CENTER FOR IMMUNIZATION AND RESPIRATORY DISEASES

Vaccine Information Statement (Interim)
Human Papillomavirus (HPV) Vaccine 2/2/07

MENINGOCOCCAL VACCINES

WHAT YOU NEED TO KNOW

1 What is meningococcal disease?

Meningococcal disease is a serious illness, caused by a bacteria. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States.

Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections.

About 2,600 people get meningococcal disease each year in the U.S. 10-15% of these people die, in spite of treatment with antibiotics. Of those who live, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories have an increased risk of getting meningococcal disease.

Meningococcal infections can be treated with drugs such as penicillin. Still, about 1 out of every ten people who get the disease dies from it, and many others are affected for life. This is why *preventing* the disease through use of meningococcal vaccine is important for people at highest risk.

2 Meningococcal vaccine

Two meningococcal vaccines are available in the U.S.:

- Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s.
- Meningococcal conjugate vaccine (MCV4) was licensed in 2005.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. Meningococcal vaccines cannot prevent all types of the disease. But they do protect many

people who might become sick if they didn't get the vaccine.

Both vaccines work well, and protect about 90% of those who get it. MCV4 is expected to give better, longer-lasting protection.

MCV4 should also be better at preventing the disease from spreading from person to person.

3 Who should get meningococcal vaccine and when?

MCV4 is recommended for all children at their routine preadolescent visit (11-12 years of age). For those who have never gotten MCV4 previously, a dose is recommended at high school entry.

Other adolescents who want to decrease their risk of meningococcal disease can also get the vaccine.

Meningococcal vaccine is also recommended for other people at increased risk for meningococcal disease:

- College freshmen living in dormitories.
- Microbiologists who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has terminal complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.

MCV4 is the preferred vaccine for people 11-55 years of age in these risk groups, but MPSV4 can be used if MCV4 is not available. MPSV4 should be used for children 2-10 years old, and adults over 55, who are at risk.

How Many Doses?

People 2 years of age and older should get 1 dose. (Sometimes an additional dose is recommended for people who remain at high risk. Ask your provider.)

MPSV4 may be recommended for children 3 months to 2 years of age under special circumstances. These children should get 2 doses, 3 months apart.

4 Some people should not get meningococcal vaccine or should wait

- Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of either meningococcal vaccine should not get another dose.
- Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. Tell your doctor if you have any severe allergies.
- Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor or nurse. People with a mild illness can usually get the vaccine.
- Anyone who has ever had Guillain-Barré Syndrome should talk with their doctor before getting MCV4.
- Meningococcal vaccines may be given to pregnant women. However, MCV4 is a new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed.
- Meningococcal vaccines may be given at the same time as other vaccines.

5 What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Mild problems

Up to about half of people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a fever.

Meningococcal 10/7/05 Vaccine Information Statement (Interim)

Severe problems

- Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.
- A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got MCV4. There is not enough evidence yet to tell whether they were caused by the vaccine. This is being investigated by health officials.

6 What if there is a moderate or severe reaction?

What should I look for?

- Any unusual condition, such as a high fever or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form.

Or you can file this report through the VAERS web site at www.vaers.org, or by calling 1-800-822-7967.

VAERS does not provide medical advice.

7 How can I learn more?

- Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-4636 (1-800-CDC-INFO)
 - Visit CDC's National Immunization Program website at www.cdc.gov/nip
 - Visit CDC's meningococcal disease website at www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm
 - Visit CDC's Travelers' Health website at www.cdc.gov/travel



DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION
NATIONAL IMMUNIZATION PROGRAM

SCHOOL BUS RULES AND REGULATIONS

The driver in is FULL CHARGE of bus. The students shall obey the driver cheerfully and

1. promptly.
2. Students shall obey and respect the orders of bus drivers, aids, and bus duty teachers.
3. Students shall sit in seat assigned by bus driver.
4. Students shall be on time waiting for the bus at the designated bus stop. **THE BUS CANNOT WAIT FOR THOSE WHO ARE LATE.**
5. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a different bus must be requested in writing by parent/guardian and submitted to Principal's office. No student may ride two different buses (one in the morning and a different one in the afternoon) unless requested in writing to the Transportation Supervisor.
6. Students shall observe the following:
 - a Never stand in the road while waiting for the bus.
 - b Clean feet before entering the bus
 - c Avoid spitting on the floor of the bus.
 - d Do not throw waste paper or rubbish on the bus floor.
 - e **DO** not mar or otherwise deface the bus. Report to the driver at once any damages to the bus. Students/parents shall be responsible for payment for damages.
 - f Do not get on the bus when sick or when any member of your family has a contagious disease.
 - g Avoid unnecessary conversation with the bus driver.
 - h Tobacco products of any kind are prohibited on the bus.
 - i Sit straight in seat at all times. Do not sit with legs in aisle.
 - j Keep arms and head inside the bus windows at all times.
 - k Do not get out of seat while bus is moving.
 - l Do not leave the bus without drivers consent, except at home or school.
 - m Walk on left side of the road, facing traffic.
 - n Articles carried by students must be a size to fit under the seat or be held in the students lap. It is the drivers discretion to determine if an object is distractive, dangerous, or too large to be carried on the bus. Glass objects of any size will not be allowed. Balloons are not allowed on the bus.
 - o Inappropriate language and/or printed materials will not be allowed on the bus.
 - p Eating of food and drinking of beverages is not permitted.
 - q The sale of candy or other items is forbidden on the bus.
 - r There will be no fighting at stops while waiting for the bus.
 - s Getting off at stops other than the student's regular bus stop is forbidden unless the permission of the principal is obtained.
7. Students who must cross the road after leaving the bus or when boarding the bus should always pass 10 feet in front of the bus and never behind it. The driver should see that the road is clear before the child is permitted to cross the road. **WATCH THE DRIVERS HAND SIGNAL.**
8. Any complaints from drivers, students, or parents not specified in this list of "Rules and Regulations" shall be reported promptly to the **PRINCIPAL.**
9. Those students found guilty of participating in **VIOLENT ACTS** on the school bus shall be disciplined. Disciplinary action shall be at the discretion of the principal and may include suspension and/or a recommendation for expulsion of the student.

EXCEPTIONAL CHILDREN DISCIPLINE POLICY

Discipline Procedures

A. Change of Placement for disciplinary Removals

For the purposes of removal of a student with a disability from the student's current educational placement, a change of placement occurs if

1. a student with a disability is removed from his or her current educational placement for more than 10 consecutive days; or
2. a student with a disability is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

B. Authority of School Personnel

School Personnel may order

1. the removal of a student with a disability from the student's current educational placement for not more than 10 consecutive school days for any violation of school rules to the extent a removal would be applied to a student without a disability and may order additional removals of not more than 10 consecutive school days in the same school year for separate incidents of misconduct as long as the removals do not constitute a change of placement.
2. a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time a student without a disability would be subject to discipline, but for not more than 45 days if
 - a. the student carries a weapon to school or to a school function under the jurisdiction of the State or an LEA; or
 - b. the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at a school or a school function under the jurisdiction of the State or LEA.
 - c. For purposes of this section, the following definitions apply:
 - (1) Controlled substance means a drug or other substance identified under schedule I,II,III,IV,or V in sec. 202 © of the Controlled Substance Act [21 U.S.C.812(c)].
 - (2) Illegal drug means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.
 - (3) Weapon has the meaning given the term dangerous weapon under paragraph 2 of the first subsection (g) of sec. 930 of Title 18, U.S. Code.

C. Authority of the Hearing Officer

A State Special Education Hearing Officer may order a change in the placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer, in an expedited due process hearing

1. determines that the LEA has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. Substantial evidence means beyond a preponderance of the evidence;
2. considers the appropriateness of the student's current placement;
3. considers whether the LEA has made a reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services; and

4. determines that the interim alternative educational setting that is proposed by school personnel who have consulted with the student's special educational teacher meets all IAES requirements as set forth in paragraph F below.

D. FAPE for Students Suspended or Expelled from School

1. An LEA need not provide services during periods of removal to a student with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if services are not provided to a student without disabilities who has been similarly removed.
2. In the case of a student with a disability who has been removed from his or her current placement for more than 10 school days in that school year, the LEA, for the remainder of the removals, must provide services to the extent necessary to enable the student to progress appropriately in the general curriculum and advance appropriately toward achieving the goals set out in the student's IEP, if the removal is
 - a. under the school personnel's authority to remove for not more than 10 consecutive school days as long as that removal does not constitute a change of placement. School personnel, in consultation with the student's special ed. teacher, determine the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.
 - b. For behavior that is not a manifestation of the student's disability. The student's IEP Team determines the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP.
3. The LEA must provide services that will enable the student to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP. The LEA must include services and modifications to address the behavior described below, that are designed to prevent the behavior from recurring if the removal is
 - a. for drugs or weapon offenses. The IEP team determines the interim alternative educational setting.
 - b. Based on a hearing officer's determination that maintaining the current placement of the student is substantially likely to result in injury to the student or others if he or she remains in the current placement. School personnel in consultation with the student's special ed. teacher, propose the interim alternative educational setting to the hearing officer.

Manifestation Determination Review

1. Whenever an action involving a removal that constitutes a change of placement for a student with a disability is contemplated, a manifestation determination review is required.
 - a. Not later than the date on which the decision to take that action is made, the parent must be notified of that decision and provide the procedural safeguards notice. And,
 - b. Immediately, if possible, but in no case later than 10 school days after the date on which the decision to take that action is made, a review must be conducted of the relationship between the student's disability and the behavior subject to the disciplinary action.
2. The review must be conducted by the IEP team and other qualified personnel in a meeting.
3. In carrying out the manifestation determination review, the IEP team and other qualified personnel may determine that behavior of the student was not a manifestation of the student's disability only if the IEP team and other qualified personnel
 - a. first consider, in terms of the behavior subject to disciplinary action, all relevant information, including the following:

- (1) evaluation and diagnosis results, including the results or other relevant information supplied by the parent or the student;
 - (2) observations of the student; and
 - (3) the student's placement; and
- b. then determine that
 - (1) in relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate and the special ed. services, supplementary aids and services, and behavior intervention strategies were provided consistent with the student's IEP and placement;
 - (2) the student's disability did not impair the ability of the student to understand the impact and consequence of the behavior subject to disciplinary action; and
 - (3) the student's disability did not impair the ability of the student to control the behavior subject to disciplinary action.
- c. If the IEP team and other qualified personnel determine that any of the standards were not met, the behavior must be considered a manifestation of the student's disability.
- d. If the IEP team and other qualified personnel determine that the behavior is a manifestation of the student's disability, the disciplinary removal cannot occur unless the removal results from a drug or weapon violation or determination by a Hearing Officer. The IEP team may consider modifications to the student's program (additional related services, counseling, changes in the behavior management plan, increased time in special ed, changes to class schedules, change of teacher, etc.)
- e. The manifestation review meeting may be conducted at the same IEP team meeting that is convened to conduct the functional behavioral assessment.
- f. If, in the review, the LEA identifies deficiencies in the student's IEP or placement or in the implementation, it must take immediate steps to remedy those deficiencies.

Determination that Behavior was not Manifestation of Disability

- 1. If the results of the manifestation determination review is that the behavior of the student with a disability was not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities except that FAPE must be provided.
- 2. If the LEA initiates disciplinary procedures applicable to all students, the LEA shall ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action.

NOTE:

- A. The Special Education Supervisor shall be notified Immediately, of any suspension of a student with a disability.
- B. At each IEP meeting there must be a discussion of the social/behavioral needs of the student. This should include the following:
 - 1. addressing any behavioral problems of the student that are related to the disabling condition;
 - 2. developing a structured program of behavior management (including goals and objectives)for dealing with the behavior; and
 - 3. a review and determination of the effectiveness of any prior plan of behavior management.
- C. For further clarifications of Discipline Procedures, refer to the *Louisiana's Educational rights of Children With Exceptionalities In Public Schools*.

ACCEPTABLE USE POLICY FOR SCHOOL COMPUTER SYSTEMS AND THE INTERNET

STUDENT USE

RATIONALE

In an effort to provide students the vast resources accessible through a computerized information resource system such as the Internet, the CLAIBORNE PARISH SCHOOL BOARD believes it is necessary for students to become aware of an acceptable use policy. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet. In essence we must balance value with liability.

ACCOUNTABILITY

Student use of these computers or the School Computer System (SCS) will be reserved for academic purposes only. All students using a school computer or a computer network located on school property, or computers accessing the Internet will be held accountable for its use. This includes but is not limited to:

- a) unauthorized use resulting in expenses to the school;
- b) equipment damage;
- c) use of unauthorized software;
- d) privacy and copyrights;
- e) tampering;
- f) accessing obscene and objectionable materials;
- g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and
- h) any action that is deemed inappropriate by the supervisory personnel. Student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords will be assigned by the teacher if and/or when it is needed. The teacher will keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and SCS. No student will be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

UNAUTHORIZED AND ILLEGAL USE

Students must be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users is prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates is strictly prohibited. Furthermore, the computer system will not be used for commercial, political, or religious purposes.

Use of the network for any illegal activities is prohibited. Illegal activities include:

- a) tampering with computer hardware or software;
- b) unauthorized entry into computers and files;
- c) knowledge vandalism or destruction of equipment; and
- d) deletion of computer files. Such activity is considered a crime under state and federal law.

PRIVACY AND COPYRIGHTS

All students must adhere to the Copyright Law of the United State (P.L.94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting

personal communications without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in a subsequent communications, so long as proper attribution is given. The School Board directs that:

1. Unlawful copies of copyrighted material may not be produced on Board owned equipment or within Board owned facilities.
2. Unlawful copies of copyrighted materials may not be used on Board owned equipment, within Board owned facilities, or at Board sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

INSTALLING PRANK SOFTWARE

Avoid the knowing or inadvertent spread of computer viruses. "Computer viruses: are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, do not import files or programs from home or from unknown or disreputable sources. If you do obtain software or files from remote sources, follow proper procedures to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses is considered criminal activity and under state and federal law. No software will be loaded without the permission of the administration.

OBJECTIONAL MATERIALS

Profanity or obscenity will not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Avoid offensive or inflammatory speech. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a "flame", a harsh, critical, or abusive statement, bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials will not be allowed.

The SCS is to be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges.

This policy may be amended by the school or the district level to include further restrictions in order to meet special needs provided that the school board policy is not violated.

USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with philosophy, goals, and objectives of the CLAIBORNE PARISH SCHOOL BOARD. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Appropriate language and manners, which demonstrate honesty, ethics, and respect for others, shall be required.
2. Individual students shall not be permitted to have E-mail accounts. Only classes as a whole may be permitted to have an E-mail account. Only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted on the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.

5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network for any illegal activities is prohibited. Illegal activities include:
 - a) tampering with computer hardware or software;
 - b) unauthorized entry into computers and files;
 - c) knowledgeable vandalism or destruction of equipment; and
 - d) deletion of computer files. Such activity is considered a crime under state and federal law.
8. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
9. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
10. A student may not attempt to access any Internet resource without the prior consent of the teacher.
11. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
12. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
13. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the superintendent or his designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use will result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or suspension room assignment. This shall apply to all students.

No student shall be permitted to use the Internet unless a completed consent form signed by parents, the teacher, and the student is on file and current for the year.

BULLYING, CYBERBULLYING, INTIMIDATION, HARASSMENT
BULLYING, HAZING, AND TERRORIZING

The Claiborne 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, terrorizing, 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 or any school-sponsored activity or event shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, terrorizing 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. Where the pattern of behavior as enumerated above has 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.

Terrorizing is the intentional communication of information that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist with the intent of causing members of the general public to be in sustained fear for their safety; or causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the general public.

Any student found guilty of any terrorist act shall be expelled for a minimum of six (6) calendar months. The student(s) shall also be required, at the parent's/guardian's expense to receive counseling services. Results of assessments by counseling services and any release documents from counseling services shall be presented to the School Board before consideration of any re-admittance of student.

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, terrorizing, 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, terrorizing, or similar behavior shall be made on the Bullying Report form, which shall include an affirmation of truth. Any bullying, hazing, terrorizing, 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, or any parent or guardian, who witnesses bullying, hazing, terrorizing, or similar behavior or has good reason to believe bullying, hazing, terrorizing, 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, terrorizing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any report shall remain confidential to the extent allowed by law.

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, terrorizing, 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 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, terrorizing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by school rules or School Board policy.

INVESTIGATION PROCEDURE

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

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

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

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

B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. Documentation

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

- A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

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

A threatened student shall be informed of the threat immediately and the student shall be brought to the administrative office and contained in a secured location. Parents of a threatened student shall be informed immediately and be given the option to remove student from school.

Employees who may be threatened shall be informed immediately and be given the option to leave campus if so desired.

Handling Evidence

Whenever an employee/administrator receives notice of bullying, terrorizing, 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, 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, terrorizing, 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, terrorizing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the

offender substantially interfere with the educational opportunities or educational programs of the student victim and/or adversely affect the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

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

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

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter 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.

RETALIATION

Retaliation against any person who reports bullying, hazing, terrorizing, 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, terrorizing, 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.

MEDIA CONTACT

The Superintendent or his/her designee shall serve as the only media contact in a terrorizing threat situation. School administrators and/or teachers shall refrain from making comments to the media in these situations.

Revised: August, 2010

Revised: January 10, 2013

STUDENT USE OF PERSONAL VEHICLES

The Claiborne Parish School Board shall require any student operating any motor vehicle on a school campus to have a valid personal driver's license, vehicle license, and proof of liability insurance for the vehicle driven.

At the time of student registration, or at the beginning of each school year, each student shall register his/her vehicle and vehicle license number with the principal or his/her designee. The school shall provide a school parking permit to be placed in the window of each student-driven vehicle that has been registered. A copy of the student's driver's license and proof of insurance shall be submitted at the time of vehicle registration.

Registration of the vehicle with school officials shall constitute permission by the owner to consent to a search of the vehicle by school officials or other properly authorized individuals when circumstances warrant, in accordance with Board policy, or for health, safety, or security reasons. A student failing to register his/her vehicle shall surrender his/her right to operate vehicles on the school campus.

If a school staff member or faculty member observes a student operating a vehicle in an unsafe manner on the school campus or at school related activities, the student may lose his/her privilege to operate a vehicle on campus. The staff or faculty member observing such actions shall report them to the principal or to his/her designee. No more than one warning shall be given a student concerning unsafe vehicle operation. A second instance of unsafe operation shall result in loss of parking privileges.

Safety rules shall include the following:

1. All cars, trucks, motorcycles, motorbikes, motorscooters, and bicycles shall be parked in the prescribed place designated by the principal and may not be moved during the school day without permission of the principal or his/her designee.
2. Students may not sit in cars parked on the campus or the streets surrounding the schools any time during school hours.
3. No student may leave school during the school day or at noon hour unless he/she is checked out by his/her parents or legal guardian. If an automobile is used by the student checking out, no one may ride in the automobile except with approval of parents or legal guardians of all passengers, as well as the driver.
4. Violation of traffic or school parking rules, unsafe driving on campus or possession of illegal materials in vehicle (firearms, alcohol, drugs, etc.) shall be cause for revocation of the student's parking permit.

Ref: La. Rev. Stat. Ann. '17:81.

Claiborne Parish School Directory 2023-2024

Haynesville Elementary School/PK-5

Heather Brooks, Principal
Judy Holly, Assist. Principal
Denise Williams, Sec.
9777 Hwy 79
Haynesville, Louisiana 71038
318-624-1084/624-2936
Fax: 624-0598
E-mail: hbrooks@cpsb.us

Haynesville Jr/Sr High School/6-12

Lee Simms, Principal
David Franklin, Assist. Principal
Brenda Giddens, Sec. (HS)
Alice Cale, Sec. (JH)
9930 Hwy 79
Haynesville, Louisiana 71038
318-624-0905/624-1944 (Sr High)
Fax: 624-2488 (Sr High)
318-624-0152 (Jr High)
Fax: 624-3169 (Jr High)
E-mail: Wsimms@cpsb.us

Summerfield High School/PK-12

Monica Morrow, Principal
Greg Scriber, Dean of Students
Alisha Middleton, Sec.
4200 Hwy 9
Summerfield, Louisiana 71079
318-927-3621
Fax: 318-927-9160
E-mail: mmorrow@cpsb.us

Special Services

Mary Prior, Supervisor
500 North Third Street
Homer, Louisiana 71040
318-927-2496/927-4600/927-9436
E-mail: mprior@cpsb.us

Homer Elementary School/PK-4

Allyson Perry, Principal
Kylie Frith, Asst. Principal
Catherine Shelton, Sec
624 Pelican Drive
Homer, Louisiana 71040
318-927-2393/927-6027
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E-mail: Alysonperry@cpsb.us

Homer Jr High School/5-8

Kelli Tims, Principal
Christy Coleman, Assist. Principal
Susan Herring, Sec.
612 Pelican Drive
Homer, LA 71040
318-927-2826
Fax: 927-4376
E-mail: Ktims@cpsb.us

Homer High School, 9-12

Alex Feaster, Principal
David Roberson, DOS
Verletha Adams, Sec.
1008 North Main St.
Homer, Louisiana 71040.
318-927-2985/5298
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E-mail: Afeaster@cpsb.us

**ASBESTOS MANAGEMENT PLAN ANNUAL
AVAILABILITY OF NOTIFICATION**

NOTICE

The Claiborne Parish School Board has met the requirements of having all Claiborne Parish Public School buildings professionally inspected for the presence of asbestos containing building materials.

The work consisted of the identification of materials suspected of containing asbestos, sampling those materials, analyzing the samples, making a hazard assessment, making recommendations, and preparing an Asbestos Management Plan.

The Asbestos Management Plan is on file at the following locations:

- Principal's Office of each school
- Claiborne Parish School Board Office
415 East Main Street
Homer, Louisiana 71040
318-927-3502

The Claiborne Parish School Board's designated representative is Scott Martin. Questions and comments may be addressed to him at the office listed above.

Claiborne Parish School Board Crisis Management

The goal of Emergency Response Crisis Management is that schools are safe and conducive to learning.

School safety is **EVERYONE'S** responsibility. Staff, students, parents and the entire community need to report any safety concerns to a school administrator.

The Claiborne Parish School Board is committed to providing safe school environments for all students, staff members, and visitors. We work closely with our community partners - police, fire, medical, public health, and mental health - to ensure that we are prepared for emergencies. Schools have comprehensive Emergency Response Crisis Management plans that are in alignment with local, state, and federal responders for swift response to any crisis that may occur in our schools.

When a school emergency occurs parents can obtain critical information and directions by Adhering to the following:

- Tune in to local television/radio stations for news alerts.
- Log on to the parish website www.claibornepsb.org for specific directions
- **Do not phone your child's school or the school board office during a crisis situation.**
- **Do not go to your child's school or Scene of an Emergency UNLESS INSTRUCTED TO DO SO BY LAW ENFORCEMENT OR SCHOOL OFFICIALS.**

It is critical that accurate and timely information and directions be delivered by school officials during an emergency. The Claiborne Parish School System is committed to releasing such information to parents, the public, and the news media as soon as it is available.

How can parents prepare for a school emergency?

1. Remember in any crisis situation, a student can be released only to an adult that is documented as a parent, guardian, or emergency contact and can show proper identification.
2. Provide accurate contact information to your child's school and notify the school if it changes.
3. Keep updated by reading messages on the Claiborne Parish School System website www.claibornepsb.org or in school newsletters, school websites, student handbooks, the local newspaper or school notices.

Emergency Descriptions

LOCKDOWNS occur when internal or external threats exist. Exterior and interior doors are locked with staff and students in secured areas until an all clear is given. If possible,

signs are posted to alert parents and visitors about the lockdown. **DO NOT COME TO YOUR CHILD'S SCHOOL DURING A LOCKDOWN CRISIS.**

SHELTER-IN-PLACE assures student safety when schools are alerted that hazardous materials may have been released into the atmosphere and evacuation or dismissal is not advisable. Safe areas are identified in schools where refuge can be taken until it is safe to release students. **DO NOT COME TO YOUR CHILD'S SCHOOL DURING A SHELTER-IN-PLACE CRISIS.**

EVACUATION procedures at each school include alternate locations and procedures where parents can be reunited with their child. Parents will be directed through the news media or district website to a specific location where they will be required to show proper identification such as a driver's license or other photo identification. These alternate locations are listed in your child's student handbook.

RECOVERY is the longest phase of emergency management, lasting until the physical environment, students, and staff have returned to a sound physical and emotional state. Trained school and volunteer community mental health professionals will assist students, staff, and families in the event that a school emergency occurs.

**The Family Educational Rights and Privacy Act
Guidance for Parents
February 2011**

The following guidance provides parents with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

Access to Education Records

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A

case in point would be a situation in which the parent does not live within commuting distance of the school.

A school is not generally required by FERPA to provide a parent with access to school calendars

or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student.

Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against nonconsensual disclosure of personally identifiable information from education records.

Under these exceptions, schools are *permitted* to disclose personally identifiable information from education records without consent, though they are not *required* to do so by FERPA.

Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: a teacher; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist;

school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

A school may disclose personally identifiable information from education records without consent to a “school official” under this exception only if the school has first determined that the official has a “legitimate educational interest” in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a “school official” and what constitutes “legitimate educational interests.” A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent. FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, place of birth, 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, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform parents of the types of information it has designated as directory information.

FERPA also permits a school to disclose personally identifiable information from education records of an “eligible student” (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a “dependent student” as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent’s most recent income tax statement, the school may non-consensually disclose the student’s education records to both parents.

There are several other exceptions to FERPA’s prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations, 34 CFR Part 99), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the

Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;

- in connection with financial aid for which the student has applied or received;
- to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena; and
- in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest." FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student. "Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law

enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a parent have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved. Please note that a parent should state his or her allegations as clearly and succinctly as possible.

To aid us in efficiently processing allegations, we ask that a parent only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA by a school is included. A parent may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

Complaint Regarding Access:

If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment:

If a parent believes that a school has violated FERPA by failing to provide the parent with an

opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure:

If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed. This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our website as follows:

www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-8520

STATEMENT OF COMPLIANCE (code of conduct)

Students must agree to attend school regularly, be at school on time, work diligently toward completion of homework assignments, and to follow school and classroom rules. Parents must agree that they have read all rules, assure their child’s attendance at school, ensure their child’s arrival at school on time each day, ensure their child completes all assigned homework, and attend all required parent/principal conferences.

Student’s Name _____

School Name _____

To: Parents & Students

This form is to verify your receipt of a copy of the parish student handbook. By signing each item below, you are verifying that you understand and agree to the statement described therein. Your signature in the appropriate place below indicates agreement to Drug Testing Procedures as stated in the drug testing section of this handbook. Your signature in the appropriate place below also indicates your consent for your child to participate in chosen extra-curricular activities. Your signature in the appropriate place below also indicates your consent for your child to have access to the internet as part of his/her classroom instruction.

***I understand my FERPA rights and the right to refuse disclosure of “Directory Information”.**

Signature _____ Date _____
Parent/guardian

***I have read and understand the Drug Testing Procedures as stated in this handbook. I consent for my child to be drug tested as per stated guidelines in this handbook.**

Signature _____ Date _____
Parent/guardian

***I consent for my child to participate in chosen extra-curricular activities.**

Signature _____ Date _____
Parent/guardian

***I consent for my child to have access to the internet as part of his/her classroom instruction.**

Signature _____ Date _____
Parent/guardian

***This is to verify my receipt of this handbook.**

Signature _____ Date _____
Parent/guardian

Signature _____ Date _____
Student

Please detach this page, and return this document to the appropriate school.

Community Eligibility Provision

Claiborne Parish School Board

Post Office Box 600

415 East Main

Homer, Louisiana 71040
318-927-3502

Dear Parent or Guardian:

We are pleased to inform you that Claiborne Parish School Board will be continuing an option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2022-2023.

What does this mean for you and your children attending school in Claiborne Parish?

Great news for you and your students! All enrolled students of Claiborne Parish are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2015-2016 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 Sandra Bosby, Child Nutrition Program Supervisor, at 415 East Main/ P.O. Box 600 Homer, LA, 71040 or 318-927-3502.

Sincerely,

Sandra Bosby, Supervisor
Child Nutrition Program

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_emp.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.