



# STUDENT HANDBOOK

## RIGHTS & RESPONSIBILITIES & DISCIPLINE POLICY

2024-2025

Ascension Parish School Board  
1100 Webster Street  
Donaldsonville, Louisiana 70346  
225-391-7000 / 225-257-2000  
[AscensionSchools.org](https://AscensionSchools.org)

## NOTES:

The APSB Discipline Committee meeting was held on March 6, 2024, at 9:00 a.m. at the Instructional Technology Training Center and was approved by the APSB in June 2024.

## PARENT SIGNATURE PAGES:

Please review and sign the following documents and return them to your student's school only if you do not have access to sign electronically using your student's snap code.

The signature forms that follow are for parents who receive a hard copy of this handbook because they are unable to provide electronic signatures.

## ASCENSION PARISH SCHOOL BOARD

Legal Custodian,

Please remove this page and the following pages that require signatures and return to your child's school so the school will have a record that you have received and reviewed this Handbook.

Notwithstanding, ignorance of this Handbook or its contents shall not constitute a defense or excuse.

We hereby acknowledge that we have read the Student Rights and Responsibilities Handbook, which includes the APSB Parental Involvement Policy and Title I Parent Complaint Procedures (state and local). We agree that the student shall be accountable for ALL rules and regulations in this Handbook.

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Parent's Signature

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Student's Signature

Names of other children attending Ascension Parish Schools and grades of each:

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If you have any questions, please contact your child's school.

### Internet Use

It is imperative that all students, parents, and APSB employees read the Acceptable Use Policy (in Technology section of handbook). Students and staff will be granted rights to use the network on their signing an Acceptable Use Policy (AUP), AUP receipt sheet, or this waiver. If any parent/legal custodian does not agree to the use of the district technology instructional resources by the student, please express any objections, in writing, in a separate letter to the principal.

### Television Taping and Broadcast

From time to time, students' pictures/video will be taken at school or at school activities. These pictures may be broadcast or used in print/TV media for public viewing. If any parent/legal custodian does not agree to the use of their child's pictures in this manner, please express any objections, in writing, in a separate letter to the principal.

### Biometric Scanning for Child Nutrition Program

If a parent does not want their child to participate in this program as described in **the Child Nutrition section of this handbook**, the parent shall notify the school in writing.

## APSB Student Computing Device Contract

By signing this form, the user and his/her parent(s) or legal custodian(s) agree to follow the guidance outlined in the Ascension Parish Acceptable Use Policy, this APSB one-to-one Contract, and directions described by teachers and staff. The Ascension Parish School Board (APSB) makes no warranties with respect to Internet service or content. The user and his/her legal custodians should be aware that the Ascension Parish School Board does not have control of the information on the Internet, nor can it provide comprehensive barriers to users accessing information. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. (APSB makes a significant effort to filter objectionable content, but recommends that parents and legal custodians remain diligent in observing student behavior when using these devices.) While APSB supports the privacy of electronic mail, users must assume that this cannot be guaranteed.

The Ascension Parish School Board believes that the benefits to students from access to this technology and the Internet, in the form of information resources, information organization, modeling, and opportunities for collaboration far exceed any possible disadvantages of access.

APSB offers an Annual Technology Maintenance Subscription for all participants in the one-to-one program. Parents or legal custodians who do not purchase the one-to-one device Annual Technology Maintenance Subscription **WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND REPLACEMENTS** that are not covered by the manufacturer's warranty.

It is strongly recommended that all students participate in the Annual Technology Maintenance Subscription. A Device Matrix with a full explanation of what the subscription covers can be obtained from the school administrator.

### Coverage Participation Information (Please initial your selections below)

\_\_\_\_\_ I elect to pay the Annual Technology Maintenance Subscription. I understand that I am responsible for one of the payment options.

\_\_\_\_\_ I elect NOT TO PARTICIPATE in the Annual Technology Maintenance Subscription. By doing so I accept FULL responsibility for the device(s) should it/they be damaged. Replacement cost would be at the current cost of the device or repair.

\*Lost or stolen devices are not covered under the Annual Technology Maintenance Subscription. A police report must be filed for the student to be issued another device. The district and/or school possesses the authority to confiscate a student's device in response to instances of vandalism or repeated neglect.

## **Annual Technology Maintenance Subscription for Student Device Damage Coverage (Select single device or family)**

**ONLINE PAYMENT IS PREFERRED.**

\_\_\_\_\_ One payment of \$10.00 for each device needing coverage up to four students.

Check with your school for payment deadline. In most instances, the subscription cost should be paid by the end of November.

-(List each student and student/lunch ID requiring coverage. Each student will incur a fee of \$10 for enrollment in the maintenance coverage plan. Enrollment in the maintenance coverage plan requires a fee of \$10 per student up to four students. For Example, if three students require coverage, the total cost would be \$30. If five or more students require coverage, the total cost would be \$40.)

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(PLEASE CUT ALONG THIS LINE)

## APSB Student Computing Device Contract

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

Any strategy used to circumvent security settings including removing device from the domain is a violation. External removable devices are prohibited, **including USB drives and flash drives unless provided by APSB.**

### USER:

I understand and will abide by the Acceptable Use Policy (AUP) for Technology, Internet, and Network Use Policy. I further understand that any violation of this policy constitutes a violation of school discipline policy. Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken.

Date: \_\_\_\_\_ Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

### PARENT OR LEGAL CUSTODIAN:

As the parent or legal custodian of this student, I have read the Acceptable Use Policy (AUP) for Technology, Internet, and Network Use Policy. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the Ascension Parish School Board to restrict access to controversial materials, and I will not hold them responsible for materials acquired on the Internet. I hereby give my permission for my child to participate in this Internet project.

Date: \_\_\_\_\_ Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**\*Remember, using the school computers and the school network is a privilege, not a right. Failure to comply with the procedures stated in the contract may result in the student being denied access to the computers and possible further consequences.**

(PLEASE CUT ALONG THIS LINE)

**PARENT CONSENT FOR ATHLETIC PROGRAMS, AWARD  
PUBLICITY, HONOR ROLL LISTS, ONLINE RESOURCES, TOPS,  
COLLEGE SCHOLARSHIPS, NCAA, GRANTS, AID PROGRAMS,  
COLLEGE/UNIVERSITY ADMISSIONS, and OTHER USES OF  
STUDENT INFORMATION**

Some of your child's information may be shared with the Louisiana Office of Student Financial Assistance (LOSFA), Louisiana High School Athletic Association (LHSAA), various clubs and organizations that your child will join (BETA, FCA, FHA, etc.), local news media (athletics, honor roll, events, and awards), event programs (football and other sporting events, music and theatrical performances, graduation and award ceremonies, etc.), online resources and educational tools (digital library resources, homework help, etc.), any postsecondary education institution(s) to which your child applies, school photography providers, and some others as detailed at <https://iis.apsb.org/privacy>.

To allow your child to appear in event programs, be recognized for awards and achievements, take pictures for ID badges, take advantage of online resources, and to ensure eligibility for TOPS, you must sign to provide your consent.

**APSB will follow all local, state, and federal data security rules and only share the data that is required for the purpose stated.**

**PLEASE SIGN BELOW AND RETURN TO SCHOOL**

**I CONSENT** to my child's school collecting my child's personal information and disclosing the personal information collected to:

- LOSFA and postsecondary education institution(s) (Cumulative records required)
- University Transcript Requests for Scholarship and Admissions
- LHSAA, NCAA and sports programs
- Programs for Graduations, Performances, and Award Programs
- Clubs and Organizations
- Online Resources and Educational Tools

I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect until revoked in writing by parent or a student over the age of 18. See Appendix for more information.

\_\_\_\_\_  
Signature of Parent/ Legal Custodian

\_\_\_\_\_  
My Child's Full Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Printed Name of Parent/Legal Custodian

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

\_\_\_\_\_  
Date

**If any parent/legal custodian does not agree to any specific use as described here for the student, please express any objections, in writing, in a separate letter to the principal.**

(PLEASE CUT ALONG THIS LINE)



## **TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS, COLLEGE ADMISSIONS, REQUIRED REPORTING AND STUDENT SUCCESS POLICIES**

State law requires that you make an election at the beginning of the year your child enters the eighth grade, or when your child first enters public school after the eighth grade, as to whether you give or deny consent for this school to collect your child's personally identifiable information (PII) and disclose it to the Louisiana Office of Student Financial Assistance (LOSFA) for TOPS and other financial aid or to the state's colleges and universities (Institutions) for admissions. Once you sign this form, your decision to consent or not to consent to the collection and disclosure of your child's PII will be valid. Your decision may be changed at any time by completing and returning this form.

Your child's transcript data will not be provided to LOSFA and the Institutions unless you consent to the disclosure of the information.

Please read the attached Consent Form and fill out and sign the portion of the Form that applies to your decision to grant or deny consent.

**Please note that state law was amended during the 2018 Legislative Session that required changes to the Consent Form. As a result of these changes, you must complete this form and return it to your school even if you have completed it in the past.**

**Please return the form on the next page to the school.**

PLEASE CUT ALONG THIS LINE

## CONSENT FORM

### TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS, COLLEGE ADMISSIONS, REQUIRED REPORTING AND STUDENT SUCCESS POLICIES

If you consent, your child's data will be shared with the Louisiana Office of Student Financial Assistance (LOSFA) through the Louisiana Department of Education (LDE) and its technology partner, the Office of Technology Services (OTS), the College or University to which your child applies (Institution) and the Board of Regents (BOR), to allow:

- LOSFA to determine whether your child is eligible for a Taylor Opportunity Program for Students
- (TOPS) Scholarship and other college aid using the Louisiana Award System (LAS).
- LOSFA to make TOPS and other aid payments.
- The institution(s) to process your child's application(s) for admission.
- BOR staff to provide required aggregate reporting to your child's school board on remediation needs, retention rates, and graduation rates of your child's high school graduating class and for developing policies to improve student success. Data will be used solely for the stated purposes, and under no circumstances will personally identifiable student information be released.
- You to track your child's progress in taking the courses and earning the grades required to be eligible for a TOPS Scholarship and to monitor your child's TOPS eligibility status by having an account on the LOSFA Student Hub (<https://www.osfa.la.gov/studenthub.html>).

The data to be collected to determine your child's eligibility for TOPS, for admission to an Institution, and for required reporting and policy development include:

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

If you do not consent to the disclosure of your child's data to LOSFA and to postsecondary institutions, the evaluation of your child's eligibility for TOPS and for admission to college will be delayed until the information necessary to make a determination is provided.

\_\_\_\_\_ I **CONSENT** to my child's school collecting my child's personal information named above and disclosing that information to the entities checked below. I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect until my child graduates from high school or I withdraw consent by completing a new copy of this form and returning it to my child's school.

\_\_\_\_\_ I **DECLINE CONSENT** for my child's data to be sent to an entity not checked below.

☐

LOSFA (for TOPS and other aid)

☐

Institution (for admission)

☐

BOR (for required reporting)

\_\_\_\_\_  
Signature of Parent/Legal Custodian

\_\_\_\_\_  
My Child's Full Name

\_\_\_\_\_  
Printed Name of Parent/Legal Custodian

\_\_\_\_\_  
Date

## Notice of Screenings

Through our Multi-Tiered System of Support (MTSS) framework, educators and administrators use multiple sources of data to support a timely and effective response to academic and behavioral needs for each student. The MTSS Universal Screening Process provides a starting point for identification of students who may need additional support using nationally normed screening instruments. As part of MTSS, all students are screened for academic and behavior risks. Information is shared with parents as mandated by state law or as requested by parent/guardian.

Within the first 30 days of school, Louisiana public schools must administer a literacy screening for all Kindergarten through third grade students. K-3 Literacy Screeners identify which students may be at risk for experiencing reading difficulties so that teachers can provide timely and effective support. Students scoring above grade level must be considered for evaluation into the gifted program.

All universal screening is reviewed to determine the possible signs of characteristics of Dyslexia, characteristics of ADHD, and/or other at-risk concerns. Students are screened to determine if a child may be at risk. Individual permission will be sought from parents if additional screening or testing is recommended.

If you are not interested in your child being screened for Gifted education or intrapersonal competencies, you may refuse to grant permission by signing the appropriate box(es) below.

### Parent Consent for Screening

Student Name: \_\_\_\_\_ Teacher Name and Grade: \_\_\_\_\_

Please SIGN in the appropriate box(es) below	Date:
	I GIVE permission for the school to screen my child for Gifted Education based upon screening results.
	I DO NOT GIVE permission to screen my child for Gifted Education based upon screening results.
	I GIVE permission for the school to screen my child for at-risk factors.
	I DO NOT GIVE permission to screen my child for at-risk factors.

# CONSENT FORM

## Disclosure of Social Security Numbers per Act 567 [amending La R.S. 17:3914]

Act 567 [amending La R.S. 17:3914] was signed into law by the governor on June 17, 2022 and became effective on August 1, 2022. Act 567 [amending La R.S. 17:3914] asks each public school to collect consent from parents or legal custodians for the disclosure of social security numbers of each student who is pursuing a diploma and to provide the sharing of information with “the company with which the state has contracted to develop unique student identifiers and the Louisiana Workforce Commission.”

The collection of this information is for the sole purpose of evaluating state and federal programs that prepare students for postsecondary education, workforce training, and employment. Other personally identifiable information will not be disclosed. Consent may be revoked at any time by a parent or legal custodian of a minor.

Please complete the information on the form below to designate whether you DO or DO NOT give consent to Ascension Public Schools to share your student’s social security number with the Louisiana Workforce Commission as described in Act 567 and return or have your student return this form to school as soon as possible but no later than November 28, 2024.

Student’s Full Name: \_\_\_\_\_

Student’s High School: Circle One -                      DHS              DTHS              EAHS              SAHS              PVHS

Initial/Check ONE option below:

\_\_\_\_\_: I DO give permission for Ascension Public Schools to share my student’s social security number with the company with which the state has contracted to develop unique student identifiers and the Louisiana Workforce Commission as described in Act 567[amending La R.S. 17:3914].

\_\_\_\_\_: I DO NOT give permission for Ascension Public Schools to share my student’s social security number with the company with which the state has contracted to develop unique student identifiers and the Louisiana Workforce Commission as described in Act 567[amending La R.S. 17:3914].

Parent/Custodian’s Name: \_\_\_\_\_

Parent/Custodian’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**RELEASE OF INFORMATION  
Initial Notice and Consent**

Dear Parent/Guardian

The purpose of this letter is to ask you for your permission (also known as consent) to share information about your child with the Louisiana Department of Health Medicaid program. Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the district to your child. In order for your child's school to get back some of the money spent on services, the school district needs to share with Louisiana Medicaid the following types of information about your child: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid. With your permission, the school district will be able to seek partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services. Each year, the district will provide you with notification regarding your permission; you do not need to sign a form every year.

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

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

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

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**Parent/Guardian Signature**

---

**Date**

---

**Student**

---

**DOB**

Aviso parental de Louisiana para consentimiento único para permitir al distrito escolar acceder a los beneficios de Medicaid de Louisiana.



la escuela primaria (School):  
Estimado Progenitor/Tutor:

El propósito de esta carta es pedir a usted su permiso (que también se conoce como consentimiento) para compartir información acerca de su hijo(a) con el programa Medicaid del Departamento de Salud de Louisiana. Las escuelas en Louisiana han sido aprobadas para recibir un reembolso parcial de Medicaid de Louisiana para el costo de ciertos servicios relacionados con la salud proporcionados por el distrito a su hijo(a). Para que la escuela de su hijo(a) recupere algo del dinero gastado en servicios, el distrito escolar necesita compartir con Medicaid de Louisiana los siguientes tipos de información acerca de su hijo(a): nombre, fecha de nacimiento, género, tipo de servicios proporcionados, cuándo y por quién, diagnóstico (si lo hay) y la ID de Medicaid de Louisiana. Si su hijo(a) es elegible para recibir servicios cumplir sus necesidades, los servicios pueden ser proporcionados por el sistema escolar y/o usted pueda llevar a su hijo(a) a otro proveedor que acepte Medicaid.

Con su permiso, el distrito escolar será capaz de buscar un reembolso parcial por servicios proporcionados por Medicaid de Louisiana incluyendo, entre otras, una prueba de audición o examen de la vista; terapia ocupacional, terapia del habla o fisioterapia; algunas visitas de enfermeras a la escuela y servicios de orientación. Cada año, el distrito proporcionará a usted notificación relacionada con su permiso; usted no necesita firmar un formulario cada año.

El distrito escolar no puede compartir información acerca de su hijo(a) con Medicaid de Louisiana sin su permiso. Mientras usted considera otorgar permiso, se le ruega tomar en cuenta lo siguiente:

1. El distrito escolar no puede exigir a usted inscribirse en Medicaid de Louisiana para que su hijo(a) reciba los servicios de educación especial y/o servicios relacionados con la salud a los que tiene derecho su hijo(a).
2. El distrito escolar no puede exigir a usted pagar nada relacionado con el costo de los servicios de educación especial y/o servicios relacionados con la salud de su hijo(a).
3. Si usted da permiso al distrito escolar para compartir información con, y solicitar reembolso de Medicaid Louisiana:
  - a. Esto no afectará la cobertura vitalicia de su hijo(a) u otro Medicaid de Louisiana; y esto en modo alguno limitará el uso por parte de su propia familia de los beneficios de Medicaid de Louisiana fuera de la escuela.
  - b. Su permiso no afectará los servicios de educación especial de su hijo(a) o derechos IEP en modo alguno, si su hijo(a) es elegible para recibirlos.
  - c. Su permiso no conducirá a ningunos cambios en los derechos de su hijo(a) respecto a Medicaid de Louisiana; y
  - d. Su permiso no conducirá a ningún riesgo de perder elegibilidad para otros programas financiados por Medicaid.
4. Si usted da permiso, usted tendrá el derecho de cambiar de parecer y retirar su permiso en cualquier momento.
5. Si usted retira su permiso o se niega a permitir que el distrito escolar comparta los registros e información de su hijo(a) con Medicaid de Louisiana para el propósito de buscar reembolso por el costo de los servicios, el distrito escolar seguirá siendo responsable de proporcionar a su hijo(a) los servicios sin costo para usted.

He leído el aviso y lo entiendo. Todas las preguntas que tenía fueron contestadas. Doy permiso para que el distrito escolar comparta con el Departamento de Salud de Louisiana (LDH) registros e información relacionados con mi hijo(a) y sus servicios relacionados con la salud, según sea necesario. Entiendo que esto ayudará a la escuela de mi hijo(a) buscar un reembolso parcial por los servicios cubiertos de Medicaid de Louisiana.

\_\_\_\_\_  
Nombre del hijo(a)

\_\_\_\_\_  
Nombre del Progenitor o tutor:

\_\_\_\_\_  
Fecha de Nacimiento del hijo(a)

\_\_\_\_\_  
Firma del Progenitor o Tutor:    Fecha

# **ASCENSION PUBLIC SCHOOLS**

**2024-2025**

## **Student Rights and Responsibilities and Discipline Policy Handbook**

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## MISSION STATEMENT

The mission of the Ascension Parish School System is to provide every child the high-quality education necessary to succeed in an ever-changing world.

In the classrooms of the Ascension Parish Public School Board, there is a place for every child.

All public schools in our parish are state approved, recognized by the Louisiana Department of Education (LDOE) as meeting standards prescribed by the State Board of Elementary and Secondary Education (BESE). In addition to the state accreditation, all schools have attained regional accreditation through the Southern Association of Colleges and Schools (SACS).

## POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Our district vision for discipline is that all students will have a safe, positive, caring, learning environment with schools focused on providing consistent rules, discipline, positive values, and social skills. To accomplish our district's vision, schools have adopted **School-Wide Positive Behavior Intervention Support (SW-PBIS)**, an evidence-based discipline practice.

School-Wide Positive Behavior Intervention Support (SW-PBIS) is comprised of a broad range of systemic and individual strategies for achieving important social and learning outcomes while preventing problem behaviors with all students. SW-PBIS is not a specific "model," but a compilation of effective practices, interventions, and systems change strategies that have a long history of empirical support and development and individually have been demonstrated to be empirically effective and efficient. (Blueprint, University of Oregon, 2004).

The goal of PBIS is for every student to reach academic and social success. This goal is accomplished through the development of universal expectations for all students, support plans for students at risk, and individualized programs for students with significant behavioral challenges. The principal practices include, but are not limited to:

- defining expectations;
- teaching expectations and social skills necessary for students to meet the expectations;
- implementing contextual changes to support meeting expectations; and
- implementing strategies to increase performance of expectations including frequent reinforcement and corrective consequences.

When implemented together with this *Student Handbook*, the PBIS policy is designed to provide a quality education with consistent rules and discipline.

## A MESSAGE FROM THE APSB SUPERINTENDENT

Dear Students:

Welcome to the 2024-2025 school year. I hope that this school year brings both academic and behavioral success for each of you. This handbook is provided to help you have a smooth, productive experience in our school system. It explains both your rights and your responsibilities as a student. Your cooperation to accept and follow these guidelines will help to promote a safe, healthy, and positive school environment for you and your fellow students. Our mission in Ascension Public Schools is for every child to be successful in an ever-changing world. Our vision is to ensure that each graduate is equipped to pursue the goals and dreams of their choice. To accomplish your dreams, it is important that you possess the skills, talent, and behavior that will support positive interactions in schools.

Our goal in Ascension Public Schools is to create:

- **Determined Learners**
- **Resourceful Innovators**
- **Effective Communicators**
- **Active Scholars**
- **Mindful Citizens**

These are the core components of Ascension's Portrait of a Graduate that will help you develop the skills you need to be successful when you exit our school system. These core components, along with the district's behavior expectations, will ensure our students have safe and respectful interactions.

Finally, to our graduating seniors of 2025, we wish you a productive and memorable senior year as you prepare for your future in the postsecondary world. We sincerely look forward to celebrating with you and your family in May of 2025. We are always here to support you in your academic and behavioral success.

Respectfully,

A handwritten signature in black ink that reads "Dr. Edith M. Walker". The signature is written in a cursive, flowing style.

Dr. Edith Walker, Superintendent  
Ascension Public Schools

## **ASCENSION PARISH SCHOOL BOARD MEMBERS**

### **TAFT KLEINPETER**

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## POINTS REQUIRING SPECIAL ATTENTION

1. Ignorance of the law (Federal or State), this Handbook, APSB Policy, or school rules is not a defense to any disciplinary action for commission of acts warranting discipline. Any changes to laws that impact or are contrary to the terms in this Handbook will be considered to be controlling and supersede the terms in the Handbook.
2. School administrators shall notify or request the assistance of law enforcement officials whenever there is suspicion that a criminal offense has been committed on school property or at school-sponsored functions.
3. Students qualified under the Individuals with Disabilities Education Act (IDEA) or under the Rehabilitation Act (Section 504) shall be disciplined in accordance with those laws. Specific procedures regarding discipline, complaints, and due process for students with disabilities qualified for services under the IDEA can be found in the Louisiana Educational Rights of Children with Disabilities Booklet. Every parent of a student with disabilities will be provided the rights booklet at least once annually. The booklet is also posted online and is posted at the LeBlanc Special Services – Special Education Department.
4. A conspiracy or agreement to commit any disciplinary offense on school property or at a school-sponsored event shall be punishable by disciplinary action, even if the conspiracy/agreement occurs off of school property or outside of school-sponsored events. **For Example:** If a student at home telephones another student at home to arrange a transaction involving drugs, and the transaction is planned to take place on school property, then each student shall be guilty of conspiracy to commit a disciplinary offense and be punished accordingly.
5. State law (see La. RS 17:416, et seq.) mandates that students **shall or may be expelled** for statutorily prescribed lengths of time based on the age and grade of the student for the commission of certain specified offenses. Pursuant to state law, students **shall be expelled** for the following:
  - A. Drugs. Possession of, or knowledge of and intentional distribution, or possession with intent to distribute any illegal drug or substance on school property.
  - B. Firearms. Possession of a firearm on school property or a school bus or actual possession at a school-sponsored event
  - C. Three (3) suspensions for grades 6-12, excluding those related to dress codes or tardiness. Suspensions that are counted toward expulsion include **in-school suspensions AND out-of-school suspensions.**
  - D. Knife or dangerous instrumentality. Possession of a knife, the blade of which equals or exceeds two and one-half inches or as otherwise defined by law in length or other dangerous instrumentality.
  - E. Criminal conviction. The conviction of a student or incarceration of a student in a juvenile institution for any act defined as a felony had an adult committed such acts may be cause for expulsion.
- 5.1 Any student in grades k-5 shall be recommended for expulsion on the 4<sup>th</sup> suspension.
- 5.2 Any student in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping Product on school property, on a school bus, or at a school-sponsored event, **may be recommended** for expulsion.
6. A student shall be subject to disciplinary action for conduct or offenses that the student commits at extracurricular activities, sports events (even where said student is only a spectator), conventions, field trips, on any APSB school property, in a school parking lot, other areas of school property, school buses, or at **any other school's activities**. This even includes school campuses other than where the student attends school. For example only, if a student of one APSB high school trespasses on the school campus of another APSB high school and vandalizes that high school property or campus, the student shall be subject to disciplinary action for the actions.
7. The APSB is required to notify the State of Louisiana Office of Motor Vehicles of certain student

infractions/disciplinary offenses which may result in the suspension of driving privileges. See “Student Disciplinary Action – Driving is a Privilege.”

8. A student may be disciplined for **off-campus conduct** if the principal reasonably expects the off- campus conduct to adversely impact the school campus. This will explicitly apply to actions conducted by an Ascension student using Ascension technology resources at any off-campus location.
9. In order to be eligible to receive grades, **high school students shall be in attendance a minimum of 83.5 days, or the equivalent, per semester or 167 days a school year for schools not operating on a semester basis.** Elementary students shall be in attendance a minimum of 167 days a school year. (State of Louisiana, Bulletin 741)
10. The discipline record (including suspensions) of students entering the APSB system from another school system **during** the school year shall be transferred from the other school system to the APSB. For instance, if a student in one school system transfers to an APSB school and has two suspensions in the other school system, then that student shall start in the APSB system with two suspensions. Any student who transfers to the APSB during the school year and who, at the time of transfer has three or more suspensions, shall start school at the APSB Alternative Program. Any student who transfers to the APSB during the school year and who at the time of transfer has been expelled (or is considered to be expelled [see number 15 below] shall start school at the APSB Alternative Program.
11. A student shall attend the school in the school district where the student resides. For purposes of school assignment and attendance, a student shall only reside with his parent or court appointed custodian. Proof of identification shall be provided at the time the student is registered or enrolled. Legal Custody is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the child minor. Legal custody shall not include provisional custody by mandate. See the APSB Residence Policy or the Student Assignment Policy (JBCC) for additional rules of residence.
12. Due to the concerns with liability and student privacy/confidentiality, the Ascension Parish School Board does not permit any third party, outside agency, or service provider to provide services to any student on any school campus during the school day unless advance written permission is granted by the APSB Director of Special Education. The APSB recognizes that instructional time is valuable and that it is the responsibility of the APSB to ensure confidentiality and a quality education for all students.
13. A student shall comply with any and all policies and rules contained in this Handbook, including those in the Appendix of this Handbook.
14. Any student who has been recommended for expulsion but who withdraws from the school system prior to the completion of the expulsion process shall be considered expelled.
15. This Handbook shall apply to any student enrolled in virtual learning, distance learning, Early College learning, the Alternative Program, and to any other form of coursework or public education offered by the APSB. Additionally, any student participating in virtual learning shall comply with the Home-Based Virtual Learning Parent Handbook which may be found on the APSB Website (<https://www.ascensionschools.org/>) and which Home-Based Virtual Learning Parent Handbook is adopted and incorporated as if copied herein.
16. The APSB **does not** accept Provisional Custody by Mandate/Affidavits for purposes of enrollment/attendance. Only court-ordered custody transfers/changes, together with bona fide residence changes, shall be accepted. (See LA RS 17:104.1)
17. If a student is **not** able to attend the school in the district where the student resides as a result of or because of a Court Judgment or Order (Civil or Criminal) or for any other reason, the student shall attend the Ascension Parish Alternative Program.

## STUDENT RIGHTS AND RESPONSIBILITIES

### I. Quality Education

#### A. Rights

1. Students have the right to pursue, through study and application, a quality education and personal goals through participation in the entire school system.
2. The APSB does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or disability. All programs offered by schools shall be open to all students in compliance with statutory and judicial requirements.

#### B. Responsibilities

Regular attendance in school, accompanied by the responsibility to study and participate in school activities, is essential to the learning process. Once a student arrives at school, he/she is expected to remain and attend class throughout the day.

### II. Attendance

#### A. Rights

1. Students, including those married or pregnant, have the right to attend school until graduation, provided they are not expelled due to their conduct.
2. Students may be excused for whole or partial day absences for the following reasons:
  - a. Personal illness with verification by a licensed health care provider
  - b. Serious illness in the student's immediate family
  - c. Death in the student's immediate family
  - d. Appearance in court required by a subpoena
  - e. Parenting and/or Pregnancy related absences in accordance with policy *JQE*
3. Students granted excused absences shall be permitted to make up any schoolwork that was missed.
4. Students without excused absences, but with a written explanation from the parents/legal custodians of the reason for the absence, may be permitted to make up schoolwork at the sole and exclusive discretion of the School Principal.
5. Students who are expelled or suspended shall be allowed to make up their work and are eligible for consideration for credit provided it is completed satisfactorily and in a timely manner, as required by state law.

#### B. Responsibilities

1. Regular attendance in school is required of all students.
2. Written excuses provided in numbers 2 or 3 above shall be provided within 5 school days of the student's return to school.

3. Students shall request make-up work within three (3) days after returning to school for days missed.
4. Since tardy conduct is related to a child's attendance in school, this shall be addressed by the school's recommended tardy plan/policy. Students shall comply with the High School Tardy Policy.

C. Responsibilities Imposed by State Laws and cheatings

1. Students shall attend school as provided by State Law and/or BESE Policy. (State of Louisiana, Bulletin 741)
2. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 83.5 days, or the equivalent, per semester of 167 days a school year for schools not operating on a semester basis. Elementary students shall be in attendance a minimum of 167 days a school year. (State of Louisiana, Bulletin 741)
3. The responsibility for a child's attending school lies with the parents or the legal custodian. If the child is chronically absent from school, the parent and/or child may be referred to Child Protection, Family Court, or the Local District Attorney's Office by the Child Welfare and Attendance Department. The parent and/or child may also be referred to Families In Need of Services (FINS) and/or Truancy Assessment Services Center (TASC). Parents of a truant student are required to ensure that their student makes up missed work by attending after school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the school district, until the student is caught up with his or her school work. Requires the parents to attend meetings at the school on a monthly basis. A parents' failure to comply with this law may subject the parent to current penalties for the crime of improper supervision of a minor.

III. Safety

A. Rights

Efforts shall be made by faculty and students to make the school a safe place to obtain an education.

B. Responsibilities

1. In order to assure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.
2. Students have a responsibility to report any problems or suspicious or questionable behavior at the school to the teachers and/or administrators.
3. Students have a personal responsibility to reduce the risk of violence by demonstrating mutual respect and a caring attitude toward one another.
4. Students, staff, and visitors are strictly prohibited from entering construction zones/areas, if any, on any campus or facility. Construction zones are typically enclosed by orange construction fencing, chain link fencing, or temporary plywood walls.



#### IV. Official Information

##### A. Rights

1. Parents or legal custodians have the right to review (with a counselor) all official files and data which pertain to the student personally. Students over eighteen years of age may make the same request. The school shall respond to reasonable requests for explanation, interpretation, or amendment of a student's records.
2. No official record, file, or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student or parents, except as authorized by law, or unless the student or parents have executed a written release of such information to a particular person or agency.
3. The transfer of students' discipline records will be made to other schools upon official request.

##### B. Responsibilities

1. Parents must provide the school with information about any illness, medication, or medical condition that may affect the student's behavior and/or academic performance.
2. It is the responsibility of the parent/legal custodian to ensure that the school is given current, working telephone and emergency numbers. The school must be informed of any change in status concerning these numbers.

#### V. Dress and Grooming

##### A. Rights

Students shall dress in adherence with School Board Dress and Grooming Policy. The decision of the school principal concerning dress code violations is final.

- See Standardized Elementary (Grades Pre-K–8) Dress Code
- See Standardized High School (Grades 9-12) Dress Code

##### B. Responsibilities

1. Students have a responsibility to dress and appear on school campuses according to standards of propriety, safety, and health set forth by the Ascension Parish School Board and/or its schools. 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.
2. Students have a responsibility to comply with the uniform policy/standardized high school dress code of their school.

## VI. Student Activities

### A. Rights

1. Students may participate in all school organizations based upon their academic credentials and personal talent in accordance with School Board policy and guidelines governing that particular activity unless subjected to discipline, suspension or expulsion.

### B. Responsibilities

1. Students have a responsibility to take part in all school activities which are designed to help develop them into fully functioning, self-reliant adults.
2. Students who participate in athletics or any extracurricular activity related to athletics are subject to drug screens under the *Student/Athlete Drug and Alcohol Policy*.

## VII. Bus Safety

### A. Rights

1. Students have the right to ride the school bus to and from school and should recognize that it is a privilege.

### B. Responsibilities

1. Students shall follow school bus rules and regulations or lose the privilege of riding the bus.
2. Students shall ride their assigned school bus. If a student desires to ride an alternate school bus for a special situation, a written request from the parent should be submitted to the principal or his/her designee the day before. Final approval of such request is at the discretion of the principal or his/her designee.
3. Students shall get on and off the bus at their assigned bus stop. If a student desires to get on or off the bus at an alternate stop for a temporary circumstance, the parent of the student should submit a written request to the principal or his/her designee the day before. Final approval of such request is at the discretion of the principal or his/her designee.
4. Students shall sit in the seat assigned to them by the bus driver. Students shall remain seated in their seat until the bus has come to a complete stop at the locations where they are assigned to exit.
5. Students shall not throw or discard items out of the windows. Students shall not extend parts of their body out of the windows.
6. Students shall not damage, write on, or in any way vandalize the school bus. Students will be responsible for the repayment of damages they cause to the school bus.
7. Students shall not litter on the bus. Trash cans located on the school bus shall be used to discard trash upon exit of the bus.

C. Bus Discipline

1. The bus drivers, together with the principal, have full responsibility for the discipline of students riding the buses. The driver shall report any disciplinary problems to the principal of the school. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal. Notification should be made in writing on the appropriate School Bus Behavior Report form. The principal shall determine punishment.
2. Any misbehavior on the bus, at the bus stop, or while walking to or from the bus stop may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/legal custodian. Certain offenses may result in more severe punishment, such as suspension/expulsion from school.
3. Video Cameras: The actions of students on the bus may be recorded by video cameras located on the school bus. This video may be used to confirm student behavior or incidents that occur on the bus.

VIII. Due Process

A. Rights

1. No student shall be disciplined for committing any offense, except in accordance with law and regulations. Every student shall be afforded due process of law.
2. The principal or a designee shall advise the student of the misconduct, rule, regulation, or law that has been violated and the reasons for such accusation. The student must be given the opportunity to respond to the accusation. The right of due process is more fully described in La. R.S. 17:416, et seq., of the laws of the State of Louisiana and in this handbook.
3. Students attending alternative schools or programs as a direct consequence of a hearing for long-term suspension or expulsion from the original school have already been afforded due process of law. If behavior warranting expulsion occurs at the alternative school, due process has already occurred, and no additional hearing is required.

## **ADDITIONAL STUDENT POLICIES**

### **Procedures Regarding (Grades K-8) Student Absenteeism, Truancy and Visitors at School**

The Ascension Parish School Board, in an effort to ensure the safety of all of our children, has established the following policies and procedures regarding student absenteeism, truancy, and visitors at school:

- Students may not be dismissed from school within the last 30 minutes of the school day without a valid excuse or this will be considered an unexcused tardy. An unexcused tardy will result in a student not being allowed to make up work missed.
- According to school board policy, habitual tardiness will be reported to the Supervisor of Child Welfare and Attendance or to the Juvenile Court as truancy. A child misses valuable instructional time when he/she arrives late or is dismissed early.
- Tardiness should be restricted to medical or other emergencies.
- Only adults 18 years or older may check a student out of school in grades K-8. A picture ID will be required to be shown by any person. Before a child is released to an adult other than a parent or legal custodian, school personnel will check the child's emergency card to verify that the adult picking up the child is listed as acceptable by the parent or legal custodian.
- All school visitors will be asked to sign in and out in the school office. Visitors will be required to wear a pass at all times while on the school grounds.

## **HONOR ROLL GUIDELINES**

### **Grades 1-8**

To be considered for Honor Roll, students in grades 1-8 must meet the following criteria:

1. There shall be two levels of recognition:
  - a) Principal's List from 3.61 and above
  - b) Distinguished Students' List from 3.0 to 3.6
2. All students in grades 1-8, including Special Education students will be eligible for Honor Roll.
3. No students will be considered for the Principal's List with a grade lower than a B. No C's allowed.
4. Only one C is allowed for the Distinguished Student List.
5. Conduct grades will not be considered for Honor Roll.
6. Recognition for honor roll students includes one for Principal's List Students and one for Distinguished Students' List. This recognition may be in the form of buttons, certificates, coupons, etc.; however, these recognitions must represent the two levels. A student will be given some form of recognition at the end of the grading period in which it has been earned.
7. Honor Roll recognition for 1st grade students will begin the 3rd nine weeks of school.

## **Standardized Elementary (Grades Pre-K – 8)**

### **Dress Code**

#### **PANTS, CAPRI PANTS, SHORTS, SKIRTS, SKORTS, JUMPERS**

**Shall be khaki. (No glitter, shimmer or other color distraction is permitted.)**

- May be pleated or not pleated; cuffed or not cuffed; may not have labels.
- Shall be appropriately sized with a regular fitting crotch: not tight fitting; not loose fitting.
- Bottoms must fit at the waist and be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground. “Slicing or ragging” is not allowed.
- No leather/suede/vinyl/denim/jean fabrics. May not include rivets. Cargo pants, low riders, corduroy, ribbed fabric, and hip huggers are not allowed.
- Shorts, skirts, and jumpers must be clearly no more than 3 inches above the kneecap on any side/back/front.
- No stretch pants, sweatpants, jogging pants, wind suits, warm-ups, overalls or coveralls are allowed.
- Bottoms may not be worn in any way that creates a distraction.

#### **SHIRTS/BLOUSES/DRESSES**

**Shall be navy oxford, knit, or broadcloth with a collar; no labels.**

- “Polo style” shirt/dresses must have two, three or four buttons (no snap-up or zippers), with long or short sleeves (no sleeveless or cap-sleeves).
- Shall be solid navy in color.
- Turtlenecks must be solid navy or white without monograms/name brands/logos and may be worn under a uniform shirt/jumper but may not be worn alone. Turtlenecks may only be worn under the uniform shirt.
- Shall be appropriately sized; may not be tight fitting. Shirts and blouses must be tucked in at all times and appropriately buttoned above the chest area at all times.
- If a t-shirt is worn underneath the uniform shirt/blouse/dress, it must be solid white, navy, black, or an approved school color.
- Students may add only the approved school logo to their navy shirt/blouse/dress. Logos can be stitched/printed on the left front, upper chest area of the shirt/blouse/dress.
- Shirts/blouses/dresses may not be worn in any way that creates a distraction. Dresses must be clearly no more than 3 inches above the kneecap on any side/back/front.

#### **SWEATSHIRTS/SWEATERS/JACKETS (IN INSTRUCTIONAL SETTINGS)**

**Shall be solid navy or shall be the designated school sweatshirt.**

- If worn, the uniform shirt collar must be visible under the sweatshirt.
- May not contain personal or brand name monograms/logos.
- Must be solid navy and may include the approved school logo or may be a school approved sweatshirt.
- Sweatshirts/sweaters/jackets of any kind may not be worn tied around the waist.
- Sweatshirts/sweaters/jackets of any kind may not be worn in any way that creates a distraction.
- Hooded sweatshirts can only be worn at the discretion of each school’s administration.

#### **JACKETS/COATS – OUTDOORS**

**May be any color except jean and camouflage.**

- Jean and camouflage jackets/coats are not allowed.
- Full-length jacket/coats commonly referred to as “trench” coats or dusters are not allowed.
- Jackets and coats of any kind may not be worn tied around the waist.
- Jackets and coats of any kind may not be worn in any way that creates a distraction.

#### **SHOES AND SOCKS**

**Shall be closed in shoes; socks and/or leggings shall be white, solid black, solid khaki or solid navy.**

- Closed in shoes (front and back) i.e. tennis shoes, tied shoes or loafer type shoes are acceptable. Shoes that require laces or Velcro must be securely fastened. Shoes must be worn appropriately.

- Shoes with wheels, noisemakers, lights or hanging tags are not allowed. Slippers, sandals, thongs, or flip-flops are not allowed.

## **HAIR**

**Must be neat, clean and well groomed.**

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

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

## **JEWELRY/BELTS/ACCESSORIES**

- Accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs, alcohol, tobacco, or ethnic bias.
- Necklaces and bracelets of any type may not be worn.
- Glitter, tattoos and writing/drawing on the face and other visible body parts are not allowed.
- No more than one stud type earring may be worn in each earlobe. Dangling earrings, nose rings, lip rings, eyebrow rings, tongue piercing rings, studs or any other visible body piercing are not allowed.
- No ornamental or oversized belt buckles are allowed. Belts may not have studs, cutouts, metal or other decorations or writings that can be deemed inappropriate.
- Only one wristwatch may be worn on either wrist if it does not violate any of the Uniform Policies regarding inappropriateness or distractions.
- Belts must be solid brown, black or navy and they must be worn on any pants/shorts/skirts/skorts that have belt loops.
- Belts must be worn appropriately and may not be more than one size larger than the waist.
- Purses are not allowed in Grades Pre-K – 3.
- Rolling book sacks (book sacks with wheels) are not allowed in Grades Pre-K. – 2, even if the student carries them.

## **MISCELLANEOUS**

New students enrolling in an Ascension Parish Public School, Grades Pre-K-8 will be provided a grace period of no more than seven (7) calendar days to comply with this dress code.

## **CASUAL DAYS**

Each school shall be permitted a total of four (4) casual dress days per school year. The principal shall determine the dates for casual dress days. In addition to the 4 designated days allowed each school year, principals are allowed to award additional days for various reasons to include, but not limited to: participation in charitable donations, rewards for various reasons, incentives to encourage good academics, attendance and behaviors; celebration of special events on campus, etc.

## CONSEQUENCES

Each accumulation will consist of three (3) dress code violations;

**1<sup>st</sup> Accumulation:** Parental notification. Parents will be called to bring appropriate clothing if necessary.

**2<sup>nd</sup> Accumulation:** Parental notification. School punishment takes place during the school day. (Ex., Service project, Clean up, Loss of recess, etc.). Parent called to bring appropriate clothing if necessary.

**3<sup>rd</sup> Accumulation:** Parental notification. After School Behavior Clinic assigned 2 Days. Failure to attend After School Behavior Clinic will result in an adding an additional day. Failure to comply without a valid excuse will result in a suspension. Primary Schools will assign Recess Detention.

**4<sup>th</sup> Accumulation:** Parental notification: Saturday Detention (if available) or After School Behavior Clinic (4 days). Failure to comply without a valid excuse will result in a suspension. Primary Schools will assign long term Recess Detention or After School Detention.

**5<sup>th</sup> Accumulation:** Conduct referral for willful disobedience. Points and/or suspension will be assigned.

**NOTE:** A Parent Conference will be held at the point when the school determines that the Uniform Policy is becoming a problem with the student. At any point in the violations, a parent can be called to bring appropriate clothing if necessary.

**Any non-uniform clothing (outer wear or accessories) and/or prohibitive items will be taken by the school official and returned to the student's parent or legal custodian ONLY. Additionally, the Principal has the authority and right to place any student in ISSP until the Dress Code violation is properly corrected.**

*Revised 4/2021*



## Standardized High School Dress Code

### **SLACKS, CAPRI PANTS, SKIRTS, DRESSES, SHORTS**

**Shall be khaki. (No glitter, shimmer or other color distraction is permitted.)**

- Shall be appropriately sized with a regular fitting crotch: not tight fitting, not loose fitting.
- Bottoms (worn above the hip bone) must be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground. “Slicing or ragging” is not allowed. Belts (with no distracting decorations) must be worn at all times with bottoms that have belt loops.
- Bottoms may not be worn in any way that reflects gang affiliation, conceals contraband, or creates a distraction (“sagging” not allowed).
- No stretch slacks, sweatpants, jogging pants, wind suits, warm-ups, overalls or coveralls allowed.
- No leather, suede, vinyl or denim fabrics.
- Shorts, skirts, skorts or dresses (including the top of any side, back, or front slit) must be clearly no more than three (3) inches above the kneecap.
- May be black (at the discretion of each school’s administration).

### **SHIRTS**

**Shall be polo style with collar.**

- “Polo style” shirt must have two, three or four buttons (no snap-up or zippers), with long or short sleeves (no sleeveless or cap-sleeves).
- Polo shirts shall be solid in color (approved colors per school) or appropriate campus spirit shirt.
- Shall be appropriately sized. Must be tucked in and appropriately buttoned above the chest area at all times.
- May not be worn in any way that reflects gang affiliation, conceals contraband or creates a distraction.
- If a t-shirt or turtleneck is worn underneath the polo style shirt, it must be school colors.
- School approved spirit shirts may be worn in place of polo shirts.
- Students may add the approved school name and mascot to their polo style shirts. Logos (mascots & school names) can be stitched/printed on the left front, upper chest area of the shirt. The logo will be of acceptable size if the flattened hand can cover it.
- Curriculum related uniforms are considered standardized dress on designated days. (i.e., Allied Health Academy, ROTC, etc.)
- Shirts or other objects that contain or symbolize obscene, drug related, gang related or offensive wording are not allowed. This includes the advertisement of products that contain tobacco or alcohol. Clothing or other articles depicting violence, blood, knives, guns, skulls, etc. are also not allowed.

### **APPROVED COLORS FOR SHIRTS BY HIGH SCHOOL**

<b>DONALDSONVILLE</b>	<b>DUTCHTOWN</b>	<b>EAST ASCENSION</b>	<b>ST. AMANT</b>	<b>PRAIRIEVILLE</b>
Black	Black	Royal Blue	Black	Navy
Red	Purple	Yellow	Yellow	Green
White	White	White	White	White
Gray	Gray			Gray

## **HAIR**

- Must be neat, clean and well groomed.
- Head covering, skullcaps, hats, hair rollers, kerchiefs, bandanas, sweatbands, hoods or any other headgear are not allowed. Long-handled combs are prohibited for safety reasons.
- Symbols and/or styles that are identified with gang membership, affiliation or representation are not allowed.
- Extreme hairstyles that detract from educational setting are not allowed. Hair may not be dyed colors other than natural hair colors. (i.e., No blue, green, pink, etc....)
- Hair carvings are not allowed.

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

## **SHOES**

- Closed in shoes (front and back) i.e., tennis shoes, tied shoes or loafer type are all acceptable (no slipper style or house shoes). Wheels, glitter, noisemakers, lights or hanging tags are not permissible on footwear. Shoes will be worn and fastened appropriately.

**SWEATSHIRTS/VESTS/SWEATERS/WINDBREAKERS/JACKETS – INDOORS** (wearing does not negate the necessity to wear a school approved shirt underneath)

- May be pullover, button-up, zipper, snap, etc.
- Must be solid in color (approved colors per school and/or gray). The only logos allowed (other than mascot & school name) should be the manufacturer's label. The manufacturer's logo will be of acceptable size if the flattened hand can cover it.
- No college, professional, or other advertisements other than home school may be worn on sweatshirts.
- Must be appropriately sized in the shoulders, sleeves and length.
- Students may add the approved school name and mascot to sweatshirts, vests or sweaters with principal approval.
- May not be worn in any way that reflects gang affiliation, conceals contraband or creates a distraction.
- Hooded garments (i.e., sweatshirts, vests, sweaters, windbreakers, jackets) are not permitted at the high school level.

**JACKETS/COATS/WRAPS** (wearing does not negate the necessity to wear a school approved shirt underneath)

- Coats/jackets/wraps that are worn outside/outdoors of the school building MUST also be an approved school color and/or gray.
- May be high school letter jacket as long as it corresponds with the specific school the student attends (Ascension only).
- No college or professional logo jacket or coats may be worn, (i.e., starter jackets).
- May not be worn in any way that reflects gang affiliation, conceals contraband or creates a distraction.
- Full-length jackets/coats such as those commonly referred to as "trench" coats or "dusters" are not allowed. Jackets/coats of  $\frac{3}{4}$  length (or less) are acceptable.
- Outside jackets and coats are considered to be cold weather apparel only.
- Hooded garments (i.e., jackets, coats, or wraps) are not permitted at the high school level.

## **MISCELLANEOUS**

- New students enrolling in any Ascension Parish Public High School will be provided a grace period of no more than five (5) calendar days to comply with this dress code.
- Revealing or tight garments considered inappropriately sized are prohibited.
- Accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs, alcohol, tobacco or ethnic bias. Whenever a face covering is worn, it must be plain in design with no wording except for school name, mascot, letters and logo. The principal has total discretion as to whether a mask is distracting and inappropriate. Medical style masks are acceptable.

- The following items may not be worn:
  - Garments that have holes worn or torn in them.
  - Heavy chains, spike necklaces, “grillz” or other inappropriate types of jewelry.
  - Glitter, tattoos and writing/drawing on the face.
- Nose rings, lip rings, eyebrow rings, tongue piercing rings are not permitted. Clear (**STUD ONLY**) pierce hole fillers are allowed in areas pierced where decorative rings are not allowed.
- The wearing of *Body Armor* by a student on school property is prohibited. *Body Armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

### **CONSEQUENCES**

1 <sup>st</sup>	Offense - Record offense
2 <sup>nd</sup>	Offense - Record offense
3 <sup>rd</sup>	Offense - Parent Contact (phone/email)
4 <sup>th</sup>	Offense - Behavior <b>Clinic</b>
5 <sup>th</sup>	Offense - Record offense
6 <sup>th</sup>	Offense - Record offense
7 <sup>th</sup>	Offense - Parent Contact (phone/email)
8 <sup>th</sup>	Offense - Saturday <b>Detention</b>
9 <sup>th</sup>	Offense - Parent Conference
10 <sup>th</sup>	Offense - <b>In School Suspension</b>
11 <sup>th</sup>	Offense - Record offense
12 <sup>th</sup>	Offense - Parent Conference
13 <sup>th</sup>	Offense - Record offense
14 <sup>th</sup>	Offense - Record offense
15 <sup>th</sup>	Offense - <b>In-School Suspension; Parent Conference; 2<sup>nd</sup> suspension contract</b>
16 <sup>th</sup>	Offense - Record offense
17 <sup>th</sup>	Offense - Parent Contact (phone/email)
18 <sup>th</sup>	Offense - Record offense
19 <sup>th</sup>	Offense - Record offense
20 <sup>th</sup>	Offense - <b>In School Suspension; Parent Conference</b>
21 <sup>st</sup>	Offense - Parent conference to discuss the pending risk of Expulsion on the next offense
22 <sup>nd</sup>	Offense - <b>In School Suspension resulting in Recommendation for Expulsion</b> for Multiple Suspensions- see page 7 item C and page 8 item 14

Principals select four designated days each nine weeks to offer as jeans days or designated dress days for all students. In addition, principals are allowed to award additional days for various reasons to include but not limited to participation in charitable donations, rewards for various reasons, incentives to encourage good academics and behaviors; celebration of special events on campus, etc. Jeans must be of the same style and design as defined by the standardized dress code for slacks. The board has the right to modify or change any of the above said policy.

Administrators have the responsibility and right to determine the appropriateness of attire and grooming for school setting. Additionally, the Principal has the authority and right to place any student in ISSP until the Dress Code violation is properly corrected.

### **IDENTIFICATION BADGES**

- ID badges must be worn at all times with the picture facing outward.
- ID's must be clearly visible and are not to be defaced or to have any non-approved items attached or placed on the front or back.
- Failure to wear an ID badge may result in a behavioral consequence.
- Administration may assess a replacement fee in order to cover the cost of a new ID badge if a student has lost or damaged his/her badge

*Revised 4/2024*

## **SECLUSION/RESTRAINT GUIDELINES AND PROCEDURES FOR ALL STUDENTS**

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

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

### **USE OF PHYSICAL FORCE ON STUDENTS**

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

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

### **REASONABLE FORCE**

#### **Appropriate Use of Force:**

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

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

#### **Inappropriate Use of Force:**

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

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

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

### Degree of Force:

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

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

### DEFINITIONS

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

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

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

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

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

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

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

Consensual, solicited, or unintentional contact

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

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

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

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

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

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

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

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

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

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

## **SECLUSION/RESTRAINT GUIDELINES AND PROCEDURES PURSUANT TO SCHOOL BOARD POLICY**

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

### **Reporting requirements**

\* Notification requirements for school officials and parents/legal custodians

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

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

### **Explanation of methods of physical restraint**

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

### **Training requirements relative to the use of restraint**

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

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

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

The *Seclusion and Restraint Policy and Procedures* shall be posted on the School Board's website. It shall also appear in the Student Handbook. Parents of all students with a disability shall receive a copy during the initial IEP Team meeting.

### **Notification to the Louisiana Department of Education**

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

#### Seclusion

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

Seclusion shall be permitted only:

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

#### Seclusion shall be prohibited:

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

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

### Seclusion Room

Seclusion Room shall be permitted only under the following conditions:

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

Seclusion Room shall be prohibited:

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

### Mechanical Restraint

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

### Physical Restraint

Physical Restraint shall be permitted only under the following conditions:

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

Physical Restraint shall be prohibited:

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



## Monitoring and Documentation

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

- Continuous monitoring.
- Documentation every fifteen (15) minutes (with adjustments made accordingly).
- Student is released/removed as soon as the reasons for the action have subsided.
- Parent or custodian notified as soon as possible. The school shall document all efforts, including conversations, phone calls, electronic communications, and home visits, to notify the parent of a student who has been placed in seclusion or physically restrained.
- Parent or custodian shall be notified within twenty-four (24) hours of EACH incident of seclusion/restraint.
- Written documentation shall be made available for parent or custodian within twenty-four (24) hours of each incident.
- Reason for seclusion/restraint,
- Description of procedures used,
- Length of time of seclusion/restraint,
- Names and titles of school employees involved.
- The Director of Special Education shall be notified any time a student with exceptionalities is placed in seclusion. The Director of Student Services shall be notified if the student without exceptionalities is placed in seclusion/restraint.
- A school employee who used restraint shall complete the *Physical Restraint Incident Report* for each incident of restraint. A school employee who used seclusion shall complete the *Seclusion Incident Log* for each incident of seclusion.
- School employee shall submit Forms SIL and/or PRI to the School Principal no later than the school day immediately following the day of the seclusion/restraint.
- School employee shall submit copy of the applicable form to the student's parent or custodian.
- When a student with exceptionalities is involved in three (3) incidents of restraint/seclusion in a single school year\*, the IEP Team shall be convened to review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports.
- Review data/documentation at least once every three (3) weeks for students secluded and restrained and whose challenging behavior continues or escalates.

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

## SECLUSION AND RESTRAINT PROCEDURES

### 1. Dissemination of Policy, Procedures, and LDOE Guidance

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

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

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

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

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

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

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

#### Monitoring:

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

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

#### Seclusion Room:

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

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

#### Documentation:

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

Incident Reporting:

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

New Regulation October, 2019

Approved: November 5, 2019

Revised: [month] [date], 2022

Ref: La. Rev. Stat. Ann. §17:416.21

Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education, §§ 540-543

Board minutes, 11-5-19

Ascension Parish School Board

Cross References

IDDF - Education of Students with Exceptionalities

## SERVICE ANIMALS IN SCHOOLS

The Ascension Parish School Board acknowledges its responsibilities to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of the Ascension Parish School Board, and must contain required documentation of animal's vaccinations. This written request must be delivered to the Superintendent's office at least ten (10) business days prior to bringing the service animal to a school or school function.
2. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted to function as a "service animal" in schools or at school functions.
3. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies.
4. Owners of a service miniature horse must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinopneumonitis, Influenza, and Strangles.
5. All service dogs must be spayed or neutered.
6. All service animals must be treated for, and kept free of, fleas and ticks.
7. All service animals must be kept clean and groomed to avoid shedding and dander.
8. Owners of service animals shall be personally liable and responsible for any harm, damage, or injury caused by the animal to other students, staff, visitors, and/or property.
9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the benefit of the individual with a disability.
11. The work or tasks performed by a service animal must be directly related to the individual's disability.
12. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classrooms, or at school functions, shall be handled on a case-by-case basis, considering:
  - A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - B. Whether the handler has sufficient control of the miniature horse.
  - C. Whether the miniature horse is housebroken.
  - D. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation of that facility.
13. Removal of a Service Animal: A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom, or from a school function, if *any* one of the following circumstances occurs:
  - A. The animal is out of control and the animal's handler does not take effective action to control it.
  - B. The animal is not housebroken.
  - C. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.

14. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
15. The School Board shall not be responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
  - A. The School Board shall not be responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
  - B. Students with service animals shall be expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parent shall be responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals shall be addressed on a case-by-case basis at the discretion of the building administrator.

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Note: "The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition." 28 CFR 35.104.

New policy: March 6, 2012

Recoded from IDDFA: July, 2019

Approved: October 15, 2019

Ref:

42 USC 1201 et seq. (*Americans with Disabilities Act of 1990*)

28 CFR Part 35 (*Nondiscrimination on the Basis of Disability in State and Local Government Services*)

Board minutes, 3-6-12

Ascension Parish School Board

## **STUDENT-ATHLETE DRUG AND ALCOHOL TESTING**

The Ascension Parish School Board has the responsibility to act as legal custodian and tutor of children entrusted to its care. Since athletics is an extracurricular activity and is, therefore, completely voluntary, the Ascension Parish School Board shall take added precautions to assure that an athlete is accorded reasonable safety measures. The Ascension Parish School Board finds that drug or alcohol use has a profound, negative impact on athletics and places the athlete and the athlete's fellow participants at risk of personal injury and damage. It also adversely affects a student-athlete's ability to play and concentrate on sports and academics. Therefore, to prevent student-athletes from using drugs or alcohol, to protect their health and safety, and to deter drug or alcohol use in the student population, the Ascension Parish School Board shall require all high school student-athletes be subject to testing for drug or alcohol use. Any person, male or female, who tries out for or is a member of any organized high school team, is an athlete.

### **SCOPE**

After registering to try out or be a member of a team, but prior to actually trying out for, participating in, or being a member of any Louisiana High School Athletic Association (LHSAA) sanctioned sport/team at any APSB school, a student, or student-athlete (hereinafter defined as "student-athletes") and parent/legal custodian shall be required to sign the LHSAA Substance Abuse/Misuse Contract and the Ascension Parish School Board Authorization and Consent Form for Drug and Alcohol Testing. For purposes of this policy only, cheerleaders shall be subject to all the same provisions as student-athletes outlined in this policy.

All student-athletes shall be subject to random drug testing.

These tests shall be strictly enforced and participation shall be mandatory, since the parents/legal custodians have freely chosen to allow their son(s)/daughter(s) to participate in athletic programs. No athlete shall be tested unless the parent(s)/legal custodian(s) and the athlete sign both the LHSAA and Ascension Parish School Board forms giving permission to have the tests performed.

A student-athlete's or parent/legal custodian's refusal to sign these forms or allow these tests to be administered shall immediately disqualify the student from participation in all extracurricular athletics for the entire school year.

These consent forms shall be in full force and effect for the entire time period that a student is a member of any organized team (for example, the consent forms for a freshman football player shall continue in force every year thereafter until the player quits or is terminated from all athletic teams). Further, the consent forms signed for one sport shall apply to all sports. If a student-athlete quits or is terminated from one sport during the year but tries out for another sport in the same year, the student-athlete shall be subject to testing.

The drug or alcohol testing shall be performed on breath, blood, urine, or saliva specimens, hereinafter collectively identified as "the specimen," at the sole discretion of the Board and its representatives, including testing laboratories or medical review officers (MRO). As used in this policy, "testing" refers to alcohol and/or drug testing.

### **TESTING PROCEDURES**

1. Testing shall be as follows:
  - A. **Mandatory:** A student-athlete shall be tested once before or within the first two (2) weeks of his/her first playing date.
  - B. **Random Testing:** The test shall be scheduled by the collection laboratory/agency retained by the Board for testing. The student/athlete shall be selected for testing by random selection.

- C. Suspicion: Should the athletic director or any coach have any reason to suspect that a student/athlete is under the influence of drugs or alcohol, the athletic director or coach may request that the student be subjected to immediate testing.

NOTE: ANY STUDENT WHO MISSES MANDATORY OR RANDOM TESTING BY THE TESTING AGENCY, SHALL COMPLY WITH THE PROCEDURES OUTLINED ON THE FORM ENTITLED, "STUDENT-ATHLETE DRUG AND ALCOHOL TESTING REFERRAL TO OLOL PHYSICIANS GROUP OCCUPATIONAL HEALTH CLINIC (Gonzales) OR OLOL PHYSICIAN GROUP (Donaldsonville)."

- 2. Each specimen shall be tested for any schedule I, II, or III "controlled dangerous substance" as defined in Title 40 of the Louisiana Revised Statutes. Each specimen may be tested for the presence of the following, at the sole direction of the athletic director or testing laboratory:
  - A. Marijuana/THC
  - B. Cocaine
  - C. Opiates
  - D. Phencyclidine (PCP)
  - E. Amphetamines
  - F. LSD
  - G. Any derivative of the foregoing
  - H. Alcohol
- 3. The collection, testing, analysis, or reporting of test results may be performed by the Board, through individuals qualified to perform such tests, or by an independent testing laboratory contracted by the Board. The test results shall be confidential, except as provided herein. Any positive test results shall be confirmed as soon as possible by a second test on the same specimen or by testing on the split sample, if available.

Confirmed positive test results shall be provided to the designated Medical Review Officer, the athletic director, the head coach of the athletic team/the sponsor of the cheerleading squad, and the school principal.

The Medical Review Officer shall notify the student-athlete and the athlete's parents of the results and schedule a meeting with them to discuss the testing results. The Office of Student Services shall be notified of all confirmed positive test results.

## **POSITIVE TEST RESULTS**

- 1. First Positive (Confirmed): The student-athlete shall attend a counseling program at the Ascension Counseling Center, or the student-athlete may attend private counseling or a counseling center of parent's choice at their expense, upon prior written approval of the private counseling center by the APSB Office of Student Services.

The student-athlete shall attend the treatment program recommended by the Ascension Counseling Center, according to the finding of the assessment and shall obtain a drug or alcohol test at his/her expense. It is the responsibility of the student to provide written documentation of participation to his/her coach. The student-athlete may be suspended from the team for a period determined jointly by the athletic director, coach, and principal.

- 2. Second Positive: A student-athlete who tests positive for a second time in a school year shall automatically be terminated from all athletic teams/cheerleading squads and shall be ineligible to participate in any school sports for a period of one (1) calendar year.

3. There shall be no right to a hearing before the Board for any disciplinary action arising out of violation of this policy or as a result of positive test results. The decision of the athletic director, coach, or principal shall be final.

Participation in interscholastic athletics is strictly a privilege and not a right. Athletics is not an integral part of the school curriculum, and participation is voluntary.

### **ADDITIONAL REQUIREMENTS**

Should any of the following occur, the student athlete shall be terminated from all athletic teams, shall be ineligible to participate in high school athletics at any Ascension Parish School Board school for a period of one (1) calendar year, and may be subjected to regular education discipline.

1. Testing positive two (2) times in any school year.
2. Refusing to honor any request for drug or alcohol testing.
3. Refusing to cooperate with School Board officials/administration or laboratory personnel during specimen collection or testing.
4. Submitting a cold sample, forged, false, or misleading information, statements, or specimens.
5. Failing to participate in counseling, as specified in this policy.
6. Assisting any other student-athlete in violating any of the provisions of this policy.
7. Violating any provision of this policy.

### **POLICY NOT APPLICABLE**

The policy shall not apply to any alcohol or drug use discovered by means, observations, events, or actions not administered pursuant to this policy (specifically, drug or alcohol testing). In such event, should a student-athlete be found in possession of, or under the influence of, any drug or alcohol, then the regular discipline policies of the APSB shall control, and the student-athlete shall be punished in accordance with those policies.

### **CONFIDENTIALITY**

Confidentiality of the drug and alcohol test results shall be maintained at all times. Such results shall not be used as a basis for disciplinary action except as set forth in this policy.

### **PARENTAL RELEASE**

By signing the required consent forms, the parental/legal custodians and the student-athletes, release the Ascension Parish School Board, its members, employees, teachers, coaches, principals, administrators, agents, and contractors from all liability in connection with this policy and its administration. It shall be understood that the Ascension Parish School Board assumes no responsibility for the diagnosis or treatment of any disease or condition that may become known as a result of the tests described in this policy.



## **CHILD NUTRITION PROGRAM**

### **SCHOOL MEAL PAYMENT POLICIES & PROCEDURES**

The Child Nutrition Program Meal Payment Policy was adopted by the Ascension Parish School Board on March 6, 2001. The Meal Payment Policy has been implemented for full and reduced priced students purchasing school meals. If you have any questions concerning the policy, please contact the Child Nutrition Department at (225) 391-7335. For questions concerning student accounts, please contact the Child Nutrition Manager at the school.

#### **ADVANCED PAYMENT PROCEDURE**

All school meals should be paid in advance of the meal service whenever possible. The cafeteria's computer software allows for prepayment of meals by the day, week, month and year. Prepayment of meals often results in the students spending less time in the lunch line. School calendars and meal payment notices sent home with students serve as a reminder to send money for school meals. In an effort to ensure that every child receives a meal, the Child Nutrition Program extends a three-lunch meal grace period to students in Pre-Kindergarten through 5<sup>th</sup> grade with no money in their accounts. The parent/legal custodian will be notified of a negative balance and reminded to send money to be deposited into the student's account. After the third lunch grace period, balances must be paid in full before the student will be served a meal.

**Parents/Legal Custodians are also encouraged to apply for free or reduced price meal benefits at [www.myschoolapps.com](http://www.myschoolapps.com). However, students are required to pay for meals until benefits are approved.**

**For further details see the Child Nutrition Program – Meal Payment Policies & Procedures section.**

#### **OUTSTANDING BALANCE AND REFUND PROCEDURE**

The computer software documents meal payments, meals purchased, and extra items purchased, as well as any outstanding balances owed to the Child Nutrition Department. Cash payments, online payments, check, and money order numbers are also documented. If a student transfers within the parish, the student's balance will also transfer. All outstanding balances should be paid in full by the end of the school year.

At the end of the school year, some students may have a credit balance and are due a refund. No refunds will be made after May 15<sup>th</sup>. If refunds are not requested by that date, all credit balances will be transferred to the next year.

#### **MEAL PAYMENT FOR ALL STUDENTS**

- Meals may be paid for by the day, week, month or year in advance of meal service.
- To make payments online, 24 hours a day, visit My School Bucks at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or download the My School Bucks App on your cellular device.
- Checks, cash or money orders will be accepted as payment for meals.
  - Physical address and phone number must be printed on check before it will be accepted for meal payment.
  - Check and money orders are made payable to the school.
  - Write one check per student, with the student's name and student number written in the memo section.
  - Payment should be in a sealed envelope labeled "For Meal Payment". Also include the student's name, student number, and amount of payment enclosed on the envelope.
  - Envision Payment Solutions has been selected by Ascension Parish School Board as its check service provider. Please be aware that if your check is returned by your bank, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.
  - Specifically, per Louisiana Revised Statute Annotated §9:2782, the service fee for returned checks is \$25 or 5% of the face amount, whichever is greater. (Note that the fee structure will change according to any amendments made to LA law during a school year).
  - The last day to accept checks for meal payment is May 15<sup>th</sup>.

# **CHILD NUTRITION PROGRAM SCHOOL MEAL PAYMENT POLICIES & PROCEDURES**

## **BREAKFAST**

NO STUDENT, PRE-KINDERGARTEN THROUGH 12<sup>TH</sup> GRADES, WILL BE ALLOWED TO CHARGE BREAKFAST. THE STUDENT MUST HAVE MONEY IN-HAND OR IN HIS/HER ACCOUNT.

## **LUNCH**

### **Pre-Kindergarten – 5<sup>th</sup> Grade**

#### **Negative Balances:**

- Parents will be notified when negative balance is incurred.
- Students in grades Pre-Kindergarten through 5<sup>th</sup> grade may charge up to three (3) lunch meals.
- After the three-lunch meal grace period, the student will be notified not to get into any meal lines until full payment is received.
- The student will be served a substitute meal until the balance is paid in full.
- After five (5) days of serving a substitute meal to the student, the Supervisor of Child Welfare and Attendance will be notified by the Principal to follow up with the parent/custodian.

#### **Balance Owed:**

- Balances shall be paid in full before a student is served a meal.
- School personnel may pay for a student's meal by the day if the student has a balance.
- Meal charge balances at a school should be paid in full before a student is transferred.

### **Grades 6<sup>th</sup> through 12<sup>th</sup>**

STUDENTS IN GRADES 6<sup>TH</sup> THROUGH 12<sup>TH</sup>, WILL NOT BE ALLOWED TO CHARGE LUNCH. THE STUDENT MUST HAVE MONEY IN-HAND OR IN HIS/HER ACCOUNT.

#### **Touch and Go Scanning:**

Touch & Go Scanning allows for the most accurate accounting and prompt service possible. Parents/legal custodians who opt out of the Scanning Process cannot dispute charges to the student's account.

## **LOW MEAL ACCOUNT BALANCE ALERT**

If a student's meal account reaches an amount between \$.01 and \$5.00, the School Messenger System will call the contact number listed in the home number section in PowerSchool.

There are three different call methods:

1. Free/reduced low balance → between .01 - \$2.00
2. Full pay low balance → between .01 - \$5.00
3. Negative balance → any meal account balance in the negative

Please forward your payment immediately to the student's school cafeteria or pay with a (credit or debit) card using the Online School Payments portal.

NOTE: Student meal account balances at a zero (\$0.00) amount will NOT receive a low meal balance reminder call from the School Messenger System.

## **PROCEDURES AND GUIDELINES – USE OF BIOMETRIC SCANNING IN THE CHILD NUTRITION PROGRAM**

In the Child Nutrition Program, the APSB uses a biometric scanning system (the system) to bill/charge fees for lunch and related extra food item costs. This system is used to ensure that the charges and costs are charged to the correct student. This protects the parent and the student from the misuse of the student's account.

This program ensures accuracy in billing since another student is **not** able to charge to a child's account with a number or card.

**How it works.** The biometric scanning system scans the child's fingerprint to create and store an individual template of unique points that identify each student. The system does **not** store a copy of the student's actual fingerprint. When the student goes through a meal line at school, the software again scans the finger and looks for a match of that template in the system. When the match is found, the charges are made to that student's account.

The information contained in the biometric scanning system pertaining to any student shall not be shared with any third parties not affiliated with the APSB.

The Child Nutrition Program reserves the right **not** to use the biometric scanning system for younger students. The template of the unique points on the fingers of younger students (K-2) is difficult to capture at this time. However, the technology is improving.

Any parent wishing that their child NOT participate in the biometric scanning system program shall send a written notice to the principal at their child's school at the beginning of each school year. If the APSB/school principal does not receive the written notice rejecting use of the system, it shall be presumed that the parent wishes to participate.

If any parent requests not to participate in the program, they will **not** benefit from the added security this system provides.

In the event that a parent rejects the use of the biometric scanning system, the APSB is not and shall not be liable or responsible for the use of stolen or improperly used student identification cards or student numbers. The parent assumes the risk of improper use of the student identification cards and numbers.

**ANY CHARGES THAT ARE DISPUTED SHALL NOT BE REFUNDED BY THE APSB.**

# **HEALTH AND WELLNESS**

## **HEALTH INFORMATION/HEALTH SCREENINGS**

### **VISION SCREENING**

According to Act 522, vision screening will be conducted by the Ascension Parish School Nurses. Vision screening will be conducted on all students in grades – ECH, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, and any special request students, except those students whose parent/custodian objects to such examination.

Students who fail this initial screening will receive a letter of referral for the parent or legal custodian explaining the need of further medical evaluation and/or correction as needed.

### **HEARING SCREENING**

According to Act 522, hearing screening will be conducted by the Ascension Parish School Nurses. Hearing screening will be conducted on all students in grades – ECH, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, and any special request students, except those students whose parents/custodian objects to such examination.

If the student fails the initial screening, a letter of referral will be sent home notifying the parent/legal custodian of the need for further evaluation by the parish audiologist or private medical doctor.

### **SCOLIOSIS SCREENING**

A school employee shall refer any student with a concern of the child's back or posture to the school nurse at that student's school for further evaluation and appropriate intervention.

### **BREAST SELF-EXAMINATION/CERVICAL CANCER**

According to RS 17:275, Breast Self-Examination/Cervical Cancer is taught to Junior and Senior High School girls in Ascension Parish, except those students whose parent/custodian submit a written statement to the school nurse objecting to such instruction.

# HEALTH INFORMATION

## IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE

All Students are required by law to present satisfactory evidence of immunity to or immunizations against preventable communicable diseases.

1. DPT – (Diphtheria-Pertussis-Tetanus)-Dtap, or DT)  
4 required- last one after the 4th birthday (the 3rd and 4th at least 6 months apart)
2. POLIO-(OPV-IPV)  
3 required- last one after the 4th birthday (the 2nd and 3rd at least 6 months apart)
3. HBV-Hepatitis B (Energix, Recombivax, Hep B)  
3 required – 1st and 2nd at least 1 month apart  
Minimum of 2 months between 2nd and 3rd dose  
3<sup>rd</sup> dose required after the child has reached 6 months of age
4. Hep A  
2 required – 1<sup>st</sup> dose at 12 months  
2<sup>nd</sup> dose at least 6 months after first does
5. MMR-Mumps, Measles (Rubeola-red), and Rubella (German or 3-day Measles)  
#1: after 12 months of age  
#2: booster at least 1 month after MMR #1  
Both required upon school entry
6. HIB – before 5th birthday
7. VARICELLA – (chicken pox vaccine)-(varivax)  
#1: after 12 months of age  
#2: booster at least 1 month after Varicella #1 (began 2009-2010 for new enterers)

Students entering 6th grade who are 11 years of age or older and all new students entering the parish are required to have the booster.

8. TDaP – (Tetanus-Diphtheria-Acellular Pertussis)  
Required for students at 11 years old
9. MENINGOCOCCAL  
#1: Required for students at 11 years old  
#2: Booster required for students at 16 years old

*Each student is required by law to present evidence of age appropriate immunizations at the time of registration or earlier. Students who do not have complete immunization records will not be allowed to enter school except for those with exemptions.*

*Revised 2/2023*

## **HEALTH INFORMATION**

### **HELP BREAK THE CYCLE - HEALTHFUL HINTS/GUIDELINES**

Dear Parent/Custodian,

The ultimate goal for our school system is to educate your child. In order for this to take place, your child must be healthy and in the right frame of mind to learn. For your child's wellbeing and for the protection of other students and staff, the following recommendations are provided to you for your consideration.

**FEVER** – Students with fever of 100.4 or greater, should remain home until they are fever free for 24 hours without fever reducing medications. If the fever continues for more than 48 hours, it is recommended that he/she be seen by a doctor.

**VOMITING/DIARRHEA** – Students who are vomiting and/or have diarrhea should remain home until he/she has not vomited or had diarrhea for 24 hours. It is advised that you stop milk and milk products for the next few days. It is recommended that you contact your doctor if your child becomes dehydrated: vomiting/diarrhea persists more than 24 hours, child cries without tears, lips and mouth are dry, strong smelling or dark urine, eyes appear sunken and child looks weak or lethargic.

**"PINK EYE"/CONJUNCTIVITIS** – Students who have redness in the white of the eye, watery or thick drainage with mucus and pus that causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink eye is a highly contagious condition. In order for your child to return to school, he/she must receive a note from the doctor stating that it is no longer contagious and he/she can return to school.

**COLDS** – A typical cold lasts about 1 week, causing a stuffy nose, mild cough, and low-grade fever, generally less than 100.4 degrees. If your child has a temperature above 100.4 degrees, a new or persistent cough, sore throat, ear ache, or headache, he/she should remain home. If these symptoms persist for 48 hours, it is recommended that your child be seen by a doctor.

**NASAL DISCHARGE** – Students who have a yellow/green discharge from the nose for more than 3 days, a yellow/green discharge accompanied by a fever, or who are coughing up yellow/green mucus should be seen by a doctor.

**UNIDENTIFIED RASH** – If your child is referred to the school nurse or school office with an unidentified rash, your child will not be able to return to school until the rash is determined non-contagious by a physician. Proof from a physician is necessary to return to school.

**LICE** - Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck. If you look closely at the scalp, you will see small whitish eggs firmly attached to the hair shaft, especially at the nape (of the neck) and above the ears. Although these eggs may look like dandruff, dandruff can easily be removed from the hair, while the lice eggs (nits) are NOT easily removed. To return to school, you must bring your child to the school office to be checked by a school employee, all nits must be removed, and proof of treatment provided.

**RINGWORM** - The infection manifest itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or crusted and moist. Ringworm can be transmitted if untreated sores remain on the skin. Ringworm medication may be purchased at any drugstore without a prescription. To return to school, you must send proof of treatment. A note from your doctor, pharmacist, or a medication label is acceptable. Your child will not be admitted back to school without this note. Once treatment has begun and proof of treatment has been provided, your child may return to school. Upon return, the affected area must be covered.

**\*ANTIBIOTICS** – Please note the following APSB policy regarding antibiotics. Antibiotics are not administered in the school setting according to the Ascension Parish Medication Policy. If antibiotics are prescribed, it is recommended that the child remain home for 24 hours after treatment has been started, unless the doctor states otherwise. Then a doctor's note to return to school is requested.

\*PLEASE ENCOURAGE YOUR CHILD TO WASH HANDS FREQUENTLY, TO COUGH INTO THEIR ARM OR A TISSUE, AND TO DISCARD ANY USED TISSUE INTO THE GARBAGE CAN.

Revised 10/2022

# HEALTH INFORMATION

## ADMINISTRATION OF MEDICATION

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

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

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

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

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

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

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

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

### 2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

- A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period of 45 minutes following the administration of medication.

- C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- G. School medication orders shall be limited to medication which cannot be administered before or after school hours.

### 3. PRINCIPAL

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

### 4. TEACHER

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

### 5. SCHOOL NURSE

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
  - (1) Proper procedures for administration of medications including controlled substances
  - (2) Storage and disposal of medications
  - (3) Appropriate and correct record keeping
  - (4) Appropriate actions when unusual circumstances or medication reactions occur
  - (5) Appropriate use of resources

### 6. PARENT/LEGAL CUSTODIAN

- A. The parent/legal custodian who wishes medication administered to his/her child shall provide the following:
  - (1) A letter of request and authorization that contains the following information:
    - a. the student's name;
    - b. clear instructions for school administration;



- c. prescription number, if any;
  - d. current date;
  - e. relevant diagnosis;
  - f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
  - g. physician's/dentist's/other authorized prescriber's name;
  - h. the parent's/legal custodian's printed name and signature;
  - i. parent's/legal custodian's emergency phone number;
  - j. statement granting or withholding release of medical information;
- (2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
- (3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
- (4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal custodian or student.
- (5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal custodian and licensed physician/dentist/other authorized prescriber.
- (6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal custodian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal custodian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.
- (7) Unit dose packaging shall be used whenever possible.
- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. Provide no more than a 35-school day supply of medication in a container properly labeled by the pharmacy or medical provider to be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/legal custodian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/legal custodian shall work with those personnel designated to administer medication as follows:
- (1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
  - (2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.

- (3) Assist in the development of the emergency plan for each student.
- (4) Comply with written and verbal communication regarding school policies.
- (5) Grant permission for school nurse/physician/dentist/other authorized prescriber consultation.
- (6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

## 7. STUDENT SELF-ADMINISTRATION OF MEDICATIONS

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

- A. The Ascension Parish School Board shall permit a student to self-medicate with written approval from the prescribing physician, the parent, the principal and the school nurse. Compliance with School Board policy for Drug-Free Zones should be met, if possible.
- B. The student who understands the issues of medication should be encouraged to participate in his/her own medication therapy. If appropriate, the medication administration plan should be a part of any other health or educational plan. Self-administration of medication by a student may be permitted provided that:
  - (1) *Medication Order* from the physician or authorized prescriber **and** authorization from the student's parent or custodian shall be on file and communication with the prescriber has been established.
  - (2) Documented competency of the student's ability to self-administer the medication by the legal prescriber, the parent or custodian, and the registered school nurse has been established.
  - (3) Documented competency of the unlicensed trained school personnel to supervise the student during his/her self-administration of medication by the registered school nurse has been established.
  - (4) The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
  - (5) Such medication is initially transported to the school by parent/custodian and then maintained under the student's control in accordance with School Board policy.
  - (6) The school principal and the school nurse determine a safe place for storing the medication for the individual student. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
  - (7) The student reports the use of medication, documents on the medication log sheet and reports unusual circumstances to the trained unlicensed personnel. (Regarding insulin and epinephrine, see specific guidelines for self-administration of insulin and epinephrine.)
  - (8) The trained unlicensed personnel reports any unusual circumstances to the school nurse.
  - (9) The nurse formulates a medication administration plan which should include:
    - a. Teaching correct administration of the medication to unlicensed trained school personnel.
    - b. General supervision and visual observation of the student taking the medication.
    - c. Recording the procedure.

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

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

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

- A. Written authorization for the student to carry and self-administer such prescribed medications,
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
  - (1) has asthma, diabetes, or is at risk of having anaphylaxis.
  - (2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis.
- C. For those students who are unable to self-administer, appropriate staff shall receive child-specific training for asthma and/or anaphylaxis medication administration by the Registered School Nurse.
- D. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal custodian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
  - (1) The name, purpose, and prescribed dosage of the medications to be self-administered.
  - (2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
  - (3) The length of time for which the medications are prescribed.
- E. Any other documentation required by the School Board.  
The required documentation shall be maintained in the office of the school nurse or other designated school official.

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

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

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

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

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

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

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

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

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

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

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

## 9. OTHER PERMITTED MEDICATIONS

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

- A. *Medication Order* from the physician or authorized prescriber and from the student's parent or custodian shall be on file and communication with the prescriber has been established.
- B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- D. The medication is handled in a safe, appropriate manner.
- E. The school principal and the school employed registered nurse determine a safe place for storing the medication. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
- F. Some medication should have a backup supply readily available.

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

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

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

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

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

- A. The supply of auto-injectable epinephrine to be kept in each classroom.
- B. Written authorization for the student to be administered the medication.
- C. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.
- D. A written treatment plan, as defined above from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

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

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

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

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

11. ACCEPTABLE SCHOOL MEDICATIONS

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

Medications which may be considered as acceptable under this policy:

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

## 12. DIABETES

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

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

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

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

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

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

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

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

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

#### Diabetic Care on Field Trips and Extended School Day Activities

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

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

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

##### A. School Day Field Trips

- (1) The school nurse shall be notified of the field trip within two (2) weeks prior.
- (2) Staff shall submit a roster of all students attending the trip to the school nurse.

- (3) Ordered medications shall accompany students on field trips.
- (4) Medication trained personnel shall attend and administer medication.
- (5) If the parent is attending the field trip, the medication may be brought from home by the parent and not sent with school staff. The parent shall be responsible for medication administration.

B. Overnight Field Trips

- (1) The school nurse shall be notified of the trip upon trip approval.
- (2) Staff shall submit a roster of all students attending the trip to the school nurse.
- (3) The parent/custodian shall complete and submit the proper overnight field trip form five (5) days prior to the departure.
  - a. If a medication-trained APSB staff member will administer the medications, the proper order (page 2 of the *Overnight Field Information* form) must be completed, signed by the physician and parent and approved by the school nurse.
  - b. If the medications will be administered by a volunteer chaperone who must not be employed by APSB, the *Medication Administration Chaperone Consent* form must be completed and signed by the parent/custodian, chaperone, principal and school nurse.
  - c. If the student will self-administer medication on an overnight, out of state field trip, the *Out of State and/or Overnight School-Related Trip Medication Consent and Agreement* form must be completed and signed by the parent/custodian, chaperone, principal and school nurse.

14. EXTENDED DAY CARE

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

15. STUDENT CONFIDENTIALITY

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



# **HEALTH INFORMATION**

## **COMMUNICABLE DISEASES/LICE**

### **STUDENT COMMUNICABLE DISEASES**

The principal is required under La. Rev. Stat. Ann. §17:170 to exclude children from school attendance who are out of compliance with the immunizations required by this statute.

The Superintendent may exclude a student or staff member from school or employment as recommended by the Louisiana Department of Health and Hospitals when reliable evidence or information from a public health officer or physician confirms him/her of having a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population.

Mandatory screening for communicable diseases that are known not to be spread by casual contact shall not be required as a condition for school entry or for employment or continued employment.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling blood or bodily fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling blood and bodily fluids and these procedures shall be strictly adhered to by all school personnel.

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/legal custodian, student if age 18, employee or his/her representative unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

#### **SYMPTOMS OF CONCERN**

In order to maintain good community health within the school community, teachers and school staff shall report early physical and behavioral changes that differ from the usual pattern for a particular student to appropriate staff.

Some frequent symptoms of concern that may indicate a serious condition and should be monitored by school staff are:

- Unusual or noticeable change in behavior.
- Headache
- Fever (e.g. at temperature of 100.0 or greater measured orally)
- Breathing difficulties
- Severe coughing (e.g., student becomes red or blue in the face, makes a high-pitched croupy or whooping sound after coughing, has coughing “fits”, or vomits after coughing)
- Discolored eyes (e.g., bloodshot, watering or discharge from the eye)
- Unusual skin or eye color (e.g., yellowish or blanched skin)
- Unusual spots or rashes
- Infected skin lesions (e.g., lesions that appear crusty, bright yellow, or excessively moist)

- Frequent scratching of the scalp or skin
- Loss of appetite not associated with students' routine medications
- Sore throat or trouble swallowing
- Vomiting
- Dark, tea-colored urine
- Change in bowel habit (e.g., diarrhea or constipation)
- Unusual stool color (e.g., is gray or white, or contains blood or mucus)

Parents should be notified when a student develops symptoms at school; the student should be referred to a health care provider if symptoms are thought to be serious. Symptoms that could possibly be related to an infectious disease in a child may require exclusion from school. Exclusion from school depends largely on the contagiousness and severity of a student's condition.

The APSB adheres to a strict **"No Nit Policy."**

Any student found to have lice or nits (lice eggs) shall be excluded from school. In order to return to school, the student must be:

1. Treated using a pediculicide (lice shampoo).
2. Present proof of treatment in the school office. This includes a note from the doctor or pharmacist or a lice shampoo label.
3. Be free of nits (lice eggs).
4. Upon return to school, the parent/legal custodian must bring the student to the school office to be re-examined.
5. Only one day absence is allowed for treatment and removal of lice and nits per occurrence.

**Annual Notice Regarding Consent to Bill Medicaid and Share  
Information with the  
Louisiana Department of Health**



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

With one-time written parental permission, Ascension Public Schools seeks partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services. After the initial permission is given, this annual notice is provided each year.

Please be advised of the following:

6. Ascension Public Schools cannot require families to sign up for Louisiana Medicaid in order to receive the health related and/or special education services to which the student is entitled.
7. Ascension Public Schools cannot require families to pay anything towards the cost of a student's health-related and/or special education services.
8. Ascension Public Schools is given permission to share information with and request reimbursement from Louisiana Medicaid:
  - a. This will not affect the student's available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit the family's use of Louisiana Medicaid benefits outside of school.
  - b. The permission will not affect the student's special education services or IEP rights in any way, if the student is eligible to receive them.
  - c. The permission will not lead to any changes in the student's Louisiana Medicaid rights; and
  - d. The permission will not lead to any risk of losing eligibility for other Medicaid funded programs.
9. Once the permission is given, families have the right to change their mind and withdraw permission at any time. Contact Ascension Public School District if it is decided to withdraw previously given written consent.
10. If permission is withdrawn, Ascension Public Schools will continue to be responsible for providing the student with the services, at no cost to the family.

## WELLNESS POLICY

The Ascension Parish School Board recognizes that schools should play a vital role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. The School Board shall promote a healthy school environment by supporting and emphasizing student wellness, good nutrition, and regular physical activity and making these an integral part of the total learning environment.

Schools have a responsibility to help students learn, establish, and maintain patterns of nutrition and physical activity that facilitate a healthy environment. Well-planned and effectively implemented school nutrition and fitness programs serve to enhance a student's overall health, as well as their behavior and academic achievement. The School Board shall require that all foods made available to children on school campuses offer children healthy and nutritious choices, and physical activity should be incorporated into the school day as often as possible.

The Ascension Parish School Board shall develop, implement, and maintain a comprehensive plan to encourage healthy eating and physical activity in all public schools of Ascension Parish. The plan shall make effective use of school and community resources and equitably serve the needs and interests of all schools and staff.

### SPECIFIC WELLNESS GOALS

Nutrition Education - The school district will:

1. Promote and implement nutrition education that promotes lifelong healthful eating practices.
2. Use lessons that are age-appropriate, with behaviorally focused content that is developmentally appropriate and culturally relevant.
3. Use lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations.
4. Provide hands-on activities that are fun.
5. Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals, and fiber.
6. Focus on positive aspects of healthful eating behaviors.
7. Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal setting.

Physical Activity - The school district will:

1. Promote and implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.
2. Provide students in grades K-8 with a minimum of 150 minutes per week of health and physical education.
3. Ensure that students in grades K-6 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.
4. Strive toward having qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.
5. Provide staff development on standards implementation for physical education instructors.

Other School-Based Activities - The school district will:

1. Prohibit anyone, including parents (legal custodians, etc.), School Board employees, and students K-12 from bringing in fast food or other non-nutritional, non-commercially prepared food items. All items must be sealed, unopened, in their original, commercial packaging and preferably have an ingredient list attached.
2. Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities.
3. Recognize that daily physical activity is essential to student welfare and academic performance.
4. Encourage physical activity during recess for elementary students, intramural programs, integration in the academic curriculum, and clubs, as well as in physical education programs.
5. Encourage parents and legal custodians to support students' participation in physical activities, to be physically active role-models, and to include physical activities in family plans.
6. Provide parents a list of foods that meet the Board's snack standards and ideas for health celebrations/parties, rewards and fundraising activities.
7. Encourage school staff to participate in physical activities to serve as role models.
8. Support community-based physical activity programs.

#### Standards and Nutrition Guidelines

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. In addition to ensuring that reimbursable school meals meet all requirements of the *Nutritional School Lunch Program* outlined in federal and state regulations, the School Board shall develop and maintain specific nutritional guidelines to address all food and beverages sold or served to students, including those items made available to students outside of the school meal programs.

Food and beverages sold to students must be commercially prepared and meet specific nutrition criteria if sold on the school grounds at any time during a period beginning one hour before the start of the school day and ending one-half hour after the end of the school day. (Refer to Louisiana Smart Snacks)

The School District will:

1. Follow the nutrition guidelines set by state law for vending machines and concession stands and stores.
2. Encourage the elimination of the practice of using foods and beverages as rewards for student accomplishment.
3. Encourage parents and school officials to provide healthful, commercially prepared food and beverage choices at school functions. Note: The Supervisor of Child Nutrition and the school principal each have the authority to regulate any outside food or beverage items that are brought into the school. Students are prohibited from being in possession of any "Energy Drink" at any school of the APSB. In the event of a violation, the "Energy Drink" will be confiscated and disposed of and the student may face disciplinary consequences.
4. Promote school fundraisers that sell items other than food and beverages or only foods and beverages that are nutrient dense (low in calories and high in nutrients).
5. Encourage parents and school officials to provide nutritious, and appealing, commercially prepared food and beverage options (such as fruits, vegetables, nuts, reduced-fat milk, reduced-fat yogurt, reduced-fat cheese, 100% juice and water) whenever foods/beverages are sold or otherwise offered before or after school at sporting and academic events, celebrations, social events, before or after-school care programs, camps and other school

functions.

### Marketing

Only commercially prepared foods and beverages that meet the Smart Snacks in School nutrition standards can be marketed and advertised on school grounds.

## MONITORING AND POLICY REVIEW

### Monitoring and Wellness Leadership

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the Superintendent or his/her designee.

The Child Nutrition Program staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

The Superintendent or his/her designee shall develop a summary report at least annually on compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. The report will be provided to the School Board and also distributed to the schools, parent/teacher organizations, school principals, and school health services personnel throughout the parish.

### Policy Review and Public Involvement

To help with the initial development of the district's wellness policies, each public school in Ascension Parish shall conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of these school-by-school assessments shall be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every three (3) years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the School Board and staff shall review all nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The School Board and individual schools within the district will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation. The general public and school community, including parents, students, and school district representatives such as teachers of physical education, and school administrators may be permitted to participate in the wellness policy process.

New Policy: April, 2006

Adopted: June 27, 2006

Revised: May 5, 2009

Revised: April 30, 2020

Revised: February 2, 2010

Revised: June, 2010

Revised: September 16, 2014

Revised: July 18, 2017

Ref: PL 108-265 (*Section 204, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004*)  
42 USC 1751 (*Richard B. Russell National School Lunch Act*)  
42 USC 1771 (*Child Nutrition Act of 1966*)  
7 CFR 210 (*National School Lunch Program*)  
7 CFR 210.31 (*Local School Wellness Policy*)  
7 CFR 220 (*School Breakfast Program*)  
La. Rev. Stat. Ann. §§17:17.1, 17:197.1  
Board minutes, 6-27-06, 5-5-09, 2-2-10, 9-16-14, 7-18-17, 5-5-20  
Ascension Parish School Board

# TECHNOLOGY

## TECHNOLOGY USAGE – STUDENTS

### Acceptable Use Policy (AUP) for Technology, Internet, and Network Use

The purpose of the Ascension Parish School Board's Technology resources is to enhance student learning by providing students with the latest tools to make learning relevant to the goals of the work place. This is accomplished by facilitating student research, differentiating instruction, accommodating student needs, augmenting student communication skills, and motivating students to become life-long learners. We are very pleased to bring these vast, diverse, and unique resources to Ascension Parish students and teachers.

In an effort to provide students the resources accessible through a computerized information resource such as the Internet, the Ascension Parish School Board believes it is necessary for all persons to become aware of acceptable uses of technology. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

Faculty, students, district leaders, and the community must work together as knowledgeable and collaborative partners to support the academic benefits of these resources while helping students avoid the sometimes inaccurate and/or objectionable resources available through technology. In support of this collaboration, parents, students, and the community who have questions, requests, or suggestions may call 225-391-7150.

Any strategy used to circumvent security settings including removing device from the domain is a violation. External removable devices are prohibited, **including USB drives and flash drives unless provided by APSB.**

#### Technology and the APSB Network

The Ascension Parish Technology Resources include a wireless and wired network, a sophisticated security system, handheld and portable technology devices, computers, cameras, science probes, video and audio equipment, projectors, and numerous instructional resources delivered with computer technology.

#### The Internet

The Internet is an international network of computer users encompassing elementary and secondary schools, universities, government agencies, businesses and corporations, and millions of individuals. This telecommunications network will allow students and teachers to have access to:

- online instructional resources
- online books
- research institutions, i.e., Universities, NASA, etc.
- electronic mail (email) communication with people all over the world
- databases
- online library catalogs and resources, Library of Congress, etc.
- other world wide web sites

#### Use of the Internet

The Internet is a vast global computer network. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Ascension 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 with 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 be permitted to have e-mail accounts created by the District. Student email accounts shall not be considered private and will be monitored by district personnel.
3. Two-way, real-time electronic communication technologies such as Internet-based instant messaging and Internet chat shall not be allowed within the District during the school day. Furthermore, the participation by students in asynchronous electronic forums or bulletin boards shall be prohibited. The exception to this is pre-approved access to such technologies and/or sites for a specific educational need.
4. No personal addresses or personal phone numbers shall be permitted on the Internet. Impersonations are not permitted.
5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or administrator immediately.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network or other technology resources for any illegal activities is prohibited. Illegal activities include: (a) copyright or contract violations, (b) tampering with computer hardware or software, (c) unauthorized entry into computers and files, (d) knowledgeable vandalism or destruction of equipment, and (e) deletion of computer files. Such activity may be 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. Certified personnel or designee should only install software.
9. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
10. 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.
11. Accessing pornographic or obscene materials or using or sending profanity in messages is forbidden.
12. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
13. Email, web access, and other electronic communications should not be considered private. While it is a violation of policy for a user or student to attempt to gain access to information for which they do not have authorization, authorized staff may monitor or examine email, file folders, and communications to maintain system integrity, to ensure users are using the system responsibly, or for any other reasonable purpose.
14. All web pages or electronic publications created by any organization, staff, student, or other person that are housed on the District-funded computer systems shall be subject to treatment as District-sponsored publications. Therefore, the District reserves the right to exercise editorial control over the content of these web pages or publications. Only content that supports the administrative, instructional, or other legitimate mission of the school or department shall be allowed on District or school websites. Content of all District and school websites shall conform to pertinent regulations. Additionally, no web page that represents any school, department, or organization of the Ascension Parish School Board may be published on a web server that is outside of the district's control without written permission of the Director of Information Services and Technology.

**Use of the Internet is a privilege, and any inappropriate use may result in 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 assignment in Behavior Modification Class. This shall apply to all students.**



## **ACCOUNTABILITY**

Students' use of school computers or the School Computer System (SCS) is provided for academic purposes. All students using a school computer or a computer network or computers accessing the Internet shall be accountable for its use. This shall include, but not be 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;
- (h) disregarding established safeguards which align the district's technology systems to the Children's Internet Protection Act;
- (i) using another's password or sharing passwords with others; and
- (j) any action that is deemed inappropriate by supervisory personnel.

Email and 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. The network administrator (or designee) shall assign access codes or passwords if and/or when it is needed. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in a disciplinary action and loss of privileges to use the Internet and/or the SCS. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district's systems may result in one or more of the following consequences:

- (a) temporary or permanent loss of privileges,
- (b) payments for damages and repairs,
- (c) discipline as outlined in the district policy manual,
- (d) suspension, expulsion, and/or
- (e) civil/criminal liability under other applicable laws.

## **UNAUTHORIZED AND ILLEGAL USE**

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

Use of the network for any illegal activities shall also be 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 activities are considered a crime under state and federal law.

The use of personal hardware (such as laptop computers, MP3 players, phones, etc.) and software is not allowed on the APSB Network.

## **PRIVACY AND COPYRIGHTS**

ALL students must adhere to the Copyright Laws of the United States (P.L. 94-533) 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 shall be 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 will assume all liability and responsibility.

However, all messages posted in a public forum such as news groups or list serves may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment or within Board-owned facilities.
2. Unlawful copies of copyrighted materials shall 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.

### **INSTALLING PRANK SOFTWARE**

Students should 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, students shall not import files or programs from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or spreading of computer viruses shall be considered criminal activity under state and federal law. Only certified personnel or designee shall load any software.

### **OBJECTIONABLE MATERIALS**

Ascension Parish School Board, in compliance with the Children's Internet Protection Act, will use its best efforts to prevent access to material reasonably believed to be obscene or child pornography, conducive to the creation of a hostile or dangerous school environment, pervasively vulgar, excessively violent, sexually harassing, or disruptive in the school environment. The Board shall enforce a policy of Internet safety that incorporates the use of computer-related technology, or the use of Internet service provider technology designed to block or filter access for minors and adults to certain visual depictions and materials as mentioned above.

It should be understood that no matter how much supervision and monitoring Ascension Parish Public Schools provides, there would always be the possibility of a user coming into contact with inappropriate material. Profanity or obscenity shall not be tolerated on the network. All persons should use language appropriate for school situations. Offensive or inflammatory speech should be avoided. 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 a user is the victim of a "flame," a harsh, critical, or abusive statement, the user should bring the incident to the attention of the teacher or network systems manager. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS are provided for academic purposes. Conduct that conflicts with the responsibilities as may be outlined in this document shall be subject to disciplinary action. Any stakeholder wishing to report improper, illegal, or illicit conduct using APSB technology can call 225-391-7150.

Special restrictions by the school or District may be implemented in order to meet special needs provided that School Board policy is not violated.

### **WARRANTY OF SERVICE**

The Ascension Parish School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Ascension Parish School District shall not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Ascension Parish School District specifically denies any responsibility for the accuracy or quality of material or information obtained through its service.

## POLICY ON ELECTRONIC DEVICES

No student shall possess, on his person, an electronic telecommunication device throughout the instructional day (between the first and last bell). If a student brings an electronic telecommunication device in any school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.

These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device. (LA R.S. 17:239)

1. PARENTS SHALL NOT CONTACT THEIR CHILD BY CELL PHONE OR OTHER ELECTRONIC DEVICE DURING THE SCHOOL DAY. Parents should call the school to contact their child and, should the need arise, school personnel will contact your son/daughter.
2. **Standardized Testing:** Electronic Devices are strictly prohibited and shall not be in the **possession** of any student, staff, or any other individual in any class or area designated as a testing area during any Standardized Testing session.
3. **School Trips:** Use of electronic devices during school trips, including, but not limited to field trips, athletic events, and conventions, will be at the sole discretion of the attending coach, sponsor, or teacher.
  - a. Use of cameras/camcorders is strictly prohibited in private areas where students and/or staff have a reasonable expectation of privacy, such as locker rooms, washrooms, dressing areas, and offices at any time. **Such use may also be in violation of the criminal code.**
  - b. No student shall use any electronic device during any suspension or detention periods, including Saturday detention and behavior clinics.
  - c. An electronic device shall **not** be used to commit any Disciplinary Offense at any time.
  - d. Any use of an electronic device which is in violation of this Policy considered a "disciplinary offense" subject to "disciplinary action".

### **Risk of Loss, Theft, or Damage:**

Any student who brings electronic devices on campus acknowledges that electronic devices are especially vulnerable to damage, loss, and theft. The Ascension Parish School Board [and all Ascension Parish Schools] shall not be responsible for electronic devices brought onto campus by students.

- a. Students who choose to bring electronic devices assume total responsibility for these devices. Electronic devices which are stolen or damaged are the sole responsibility of the students and their legal custodians.
- b. Students shall take all reasonable steps to protect against the theft or damage of their electronic devices.

- c. The APSB (and its employees) shall not be responsible or liable for any electronic device that has been confiscated, including for any damage, loss or theft of such device.

### **Consequences:**

Any use of any electronic device by any student in violation of this Policy or any use that violates any rule or “Disciplinary Offense”, as defined in the *APSB Student Handbook*, shall subject the student to “Disciplinary Action.” Additionally, such improper use may also be reported to law enforcement/authorities.

Additional Consequences shall include:

1. **Confiscation.** In the event of a violation of this Policy, the electronic devices shall be confiscated by school personnel and turned into the office. The device shall be held or retained by school officials until the parent/legal custodian of the student personally appears to obtain the device. Only the parent/legal custodian shall be permitted to seek return of the cellular phone and shall do so **in person**. The school will determine the days and times when devices may be retrieved.
2. **Processing or Administrative Fee.** A \$10 processing or administrative fee will be assessed when the parent/legal custodian retrieves the device.  
**Note:** The possession and use of the electronic device on school property constitutes an agreement and consent by the student and the parents/legal custodians of the student to the payment of this fee and further constitutes authorization and consent for the APSB to retain the electronic device until the fee is paid in full.
3. Lack of ownership of the electronic device shall not be a defense to disciplinary action or to confiscation. Any student misusing any electronic device shall be deemed the owner thereof for purposes of this policy.
4. Should a student refuse to relinquish a device when requested by school personnel, he/she will be referred to the office for willful disobedience and disciplined accordingly.

*See La. RS 17:239; La. Attorney General Opinion 03-0351.*

## **APSB Student Computing Device Contract**

**(Parent/Student Copy – DO NOT turn in)**

By signing this form, the user and his/her parent(s) or legal custodian (s) agree to follow the guidance outlined in the Ascension Parish Acceptable Use Policy, this APSB one-to-one Contract, and directions described by teachers and staff. The Ascension Parish School Board (APSB) makes no warranties with respect to Internet service or content. The user and his/her legal custodians should be aware that the Ascension Parish School Board does not have control of the information on the Internet, nor can it provide comprehensive barriers to users accessing information. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. (APSB makes a significant effort to filter objectionable content but recommends that parents and legal custodians remain diligent in observing student behavior when using these devices.) While APSB supports the privacy of electronic mail, users must assume that this cannot be guaranteed.

The Ascension Parish School Board believes that the benefits to students from access to this technology and the Internet, in the form of information resources, information organization, modeling, and opportunities for collaboration far exceed any possible disadvantages of access.

APSB offers an Annual Technology Maintenance Subscription for all participants in the one-to-one program. Parents or legal custodians who do not purchase the one-to-one Annual Technology Maintenance Subscription **WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND REPLACEMENTS** that are not covered by the manufacturer's warranty.

It is strongly recommended that all students participate in the Annual Technology Maintenance Subscription. A Device Matrix with a full explanation of what the fee covers can be obtained from the school administrator.

### **Subscription Participation Information** (Please initial your selections below)

\_\_\_\_\_ I elect to pay the Annual Technology Maintenance Subscription. I understand that I am responsible for one of the payment options listed below.

\_\_\_\_\_ I elect NOT TO PARTICIPATE in the Annual Technology Maintenance Subscription. By doing so I accept FULL responsibility for the device(s) should it/they be damaged. Replacement cost would be at the current cost of the device or repair.

**\*NOTE:** Lost or stolen devices are **not** covered under the Annual Technology Maintenance Subscription. A police report must be filed for the student to be issued another device. Neglect or vandalism are not covered under the technology maintenance subscription.

### **Payment Options**

Annual Technology Maintenance Subscription **for Student Device Damage Coverage (Select single device or family)**

#### **ONLINE PAYMENT IS PREFERRED.**

\_\_\_\_\_ One payment of \$10.00 for each device needing coverage up to four students.

Check with your school for payment deadline. In most instances, the subscription cost should be paid by the end of November.

List each student and student/lunch ID requiring coverage. Each student will incur a fee of \$10 for enrollment in the maintenance coverage plan. Enrollment in the maintenance coverage plan requires a fee of \$10 per student up to four students. For example, if three students require coverage, the total cost would be \$30. If five or more student require coverage, the total cost would be \$40.

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## APSB Student Computing Device Contract

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

Any strategy used to circumvent security settings including removing device from the domain is a violation. External removable devices are prohibited, **including USB drives and flash drives unless provided by APSB.**

**USER:** \_\_\_\_\_

I understand and will abide by the Acceptable Use Policy (AUP) for Technology, Internet, and Network Use Policy. I further understand that any violation of this policy constitutes a violation of school discipline policy. Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken.

**Date:** \_\_\_\_\_ **Student Name (print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

### PARENT OR LEGAL CUSTODIAN:

As the parent or legal custodian of this student I have read the Acceptable Use Policy (AUP) for Technology, Internet, and Network Use Policy. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the Ascension Parish School Board to restrict access to controversial materials, and I will not hold them responsible for materials acquired on the Internet. I hereby give my permission for my child to participate in this Internet project.

**Date:** \_\_\_\_\_ **Parent Name (print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

\*Remember, using the school computers and the school network is a privilege, not a right. Failure to comply with the procedures stated in the contract may result in your being denied access to the computers and possible further consequences. For a full acceptable-use policy on using school computers.

### Policies and Procedures

The Ascension Parish School System's vision is to enhance student learning by providing students with the latest tools to make learning relevant to the goals of the work place.

To achieve this vision, it is our **goal** to:

- Develop students' critical literacy skills by using technology as real-world learning tools
- Enable students to become facilitators of their own learning
- Create meaningful, engaging interdisciplinary projects that require problem solving and support individual learning styles

## GENERAL INFORMATION

Ascension Parish Schools is embarking on an endeavor of enriching learning opportunities by having students participate in a one-to-one computer program at participating schools. One-to-one computing means putting a personal computing device (computer or tablet) into the hands of every student. Students will be issued a student computing device with a case. Students will use the computers in all core classes and at home for assignments.

Please read over the following procedures and submit the signed contract (located in the front of the handbook) to school.

## GENERAL SYSTEM

- Follow all rules as stated in the policy for *Technology Use* in the *Ascension Parish Student Handbook Rights and Responsibilities & Discipline Policy*.
- Remember that computer use is not a right. It is a privilege that can be revoked.
- Unacceptable use/activity may result in disciplinary and/or legal action.
- Respect the equipment! Do not damage the computers, computer systems, or networks.
- APSB will use spares to replace damaged or malfunctioning devices for students participating in the Annual Technology Maintenance Subscription program. If the computer is broken or damaged without payment of the subscription, the student MAY be left without a computer until it is repaired, or the subscription is paid.
- PLEASE, no food or drinks near the computers.
- The student and/or the student's parent/legal custodian shall be responsible for compensating the school district for any losses, costs or damages incurred by the district related to the violations of policy.
- Report damages, malfunctions, and theft as soon as possible to the teacher. Ascension Parish School System has installed tracking software on the laptops in the event of theft.
- Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal is strictly prohibited.
- Sharing passwords or using other users' passwords is not permitted. It is the user's responsibility to maintain the confidentiality of passwords which allow access to the district's system and the information which those passwords protect.
- Students should always have possession of their one-to-one device. Any devices left behind or unattended will be taken to the administrative office. Misplaced devices will be required to be picked in the office.
- Students should keep his/her device clean and maintained. Cleaning the device with a slightly damp cloth or with a computer-cleaning towel is recommended on a regular basis to avoid dirt and grime buildup.
- Devices should be charged each night before school. The consequence for not charging the device repeatedly will be up to the school. Loaner devices and chargers will be provided at the discretion of the school.
- Students will be issued a device that can be taken home as long as there is no evidence of intentional abuse and/or neglect. If a student's actions display a trend of or clearly evident abuse no matter the number, the administrator will conduct an investigation and, depending on findings, may choose to only issue the student a device to be used during the school day. Students can lose the privilege to take the device home.
- Parent contacts must be made and documented for all device damages, accidental or intentional, regardless of whether the student has paid the Annual Technology Maintenance Subscription. Anytime that a student is issued a new device due to damage, schools must communicate to the parent that a device has been damaged and the circumstances so that parents are aware this has occurred.

- Students must NOT leave the charger connected to the laptop when placed in the backpack or computer bag in order to protect it from damage. If students are moving outside of class during a lesson, they are expected to close the lid on their device until they reach their destination. Students should at no time walk around with an open computer.
- Kindly note that replacement chargers for student devices must be acquired through the school and should not be purchased from an outside vendor. This policy ensures compatibility and adherence to our technology standards.
- All devices will be housed in a protective case. The device must remain in the case at all times. Like the notebook computer, students are expected to refrain from use while walking from place to place. If the protective case is broken while on the computer, a new case will be provided at no cost. If the protective case has been removed from the device or damaged intentionally the student will be responsible for the replacement cost.
- Students will be subject to the Acceptable Use Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment.
- Students may at no time download material that violates the Acceptable Use Policy.
- Students will have secure access to a variety of communication tools through the Google Suite of Apps. These tools will be used to help prepare students for the 21st century workplace and to provide collaboration opportunities during class assignments. These communication programs will allow students to communicate with other students or staff members within the district. These tools should be used for educational purposes only.
- The teacher is responsible for monitoring computer use and work in progress at school. Parents or legal custodians are responsible for monitoring computer use at home.
- Students are encouraged to use their device at home for assignments or leisure. While sharing the device with family members is permitted, students and parents are still responsible for any damage that may take place to the device when it is at home or any activity that is recorded in the device history or detected in the filters.
- Students who have wireless Internet connections at home are permitted to use the Internet at home. Students who use one-to-one devices at home are still obligated to adhere to the Acceptable Use Policy. Students who violate this agreement may lose Internet capability.
- Students cannot connect their device to a printer at home or install a printer. However, if a student needs to print at home, they may save the item in the Google Suite of Apps content collection or email it to an active account and print from another device.
- Ascension Parish filters for social media will be turned off every day from 5:00 pm until 5:00 am so that teachers can utilize these tools for creative collaboration amongst students. Parents should always monitor students' use of the devices at home. Included in this document are suggested Best Practices for Parents that will help parents to play a role in modeling and teaching Digital Citizenship.

#### **Parent Best Practices for Internet Safety at Home**

- **Keep computers in a central place.**
  - This will make it easier for you to monitor and keep an eye on your child's activities.
  - You can clearly monitor their internet activity.
- **Know when your children go online.**
  - Establish specific times when access to Internet is permitted and keep that schedule.
  - Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.
  - Talk about what kinds of sites that they like to visit and establish what is and isn't appropriate for your family.
  - You can also check where your kids have been by looking at the history in the browser menu.



- **Teach Internet Safety.**
  - It's impossible to monitor your child's online activity all the time.
  - As they get older, they need to know how to use the Internet safely and responsibly.
  - Teach children not to communicate or share any personal information with strangers on the Internet.
- **Use Privacy Settings and Sharing Controls.**
  - Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles.
  - Teach your children to respect the privacy of friends and family by not identifying people by name in profiles and pictures.
- **Protect Passwords.**
  - Remind your children not to give out their passwords to anyone for any reason.
  - Make sure they make a habit of unclicking "Remember Me" settings on their computer.
- **Teach Your Children to Communicate Responsibly.**
  - Instruct your child to talk to you if he or she finds anything on the Internet that makes them feel uncomfortable.
  - Ask about their Internet experiences and what they have learned.
  - Remind them not to text, email, instant message or post any hurtful or inappropriate things on someone's page.
- **View all Content Critically.**
  - Just because you see it online doesn't mean that it is true.
  - Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
  - Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.

# **PROCEDURES AND GUIDELINES ADDRESSING EMPLOYEE ELECTRONIC COMMUNICATION WITH STUDENTS**

## **PURPOSE**

Louisiana Revised Statute 17:81 requires that the Ascension Parish School Board (APSB) develop and implement policies, procedures, and guidelines relative to electronic communications between students and teachers. To implement this law, the Ascension Parish School Board adopted Policy GAMIA.

The Ascension Parish School Board recognizes that the reputations and careers of students and educators have been damaged due to inappropriate electronic communications. Therefore, it is the intent of the Ascension Parish School Board to make all employees and students aware of the expectations and procedures regarding the proper use of all telecommunication devices and computers.

These Procedures and Guidelines establish and ensure that the staff and parents are informed regarding the expectations relative to electronic communication by an employee with a student enrolled at that school and vice versa. They provide a protocol for the management and administration of the components of the Ascension Parish School Board's policy relating to employee electronic communication with students.

These guidelines are not intended to limit or impede the use of technology as a meaningful teaching tool.

## **DEFINITIONS**

1. *Electronic Communication* – includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to internet-based social networks (including, but not limited to, *Facebook*, *MySpace*, *SnapChat*, *YouTube*, and other social networks sites available on the internet). It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. *Educational Services or Educational Purposes*- includes any and all activities related to the school or education including homework assignments, absenteeism, tutoring, extracurricular activities, sports, clubs, school performance, test results, class work, or discipline.
3. *Improper or Inappropriate Communications* – any communication between employee and student, regardless of who initiates the communication, that violates this Policy or that may be viewed as derogatory, sexual, or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

## **VIOLATIONS OF THE POLICY, PROCEDURES, AND GUIDELINES**

The following acts shall be considered to be violations:

1. Failing to report an instance of communication using a non-School System electronic communication system with a student at that school;
2. Utilizing the School System or personal electronic communication system with a student at that school for non-educational services or purposes; and
3. Contacting a student when the parents have opted out in writing of individual communication with employees.
4. Engaging in any improper or inappropriate communications.

## **INVESTIGATIONS OF ALLEGED VIOLATIONS**

1. Any violation of this policy shall be immediately investigated by the employee's supervisor. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
2. The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall cooperate fully with the investigation.
3. All information of the investigation shall be provided to the Superintendent and the Personnel Director by the supervisor.

## **PROTOCOL**

1. All electronic communication by an employee with a student enrolled in that school must be relative to the educational services or purposes provided to the student and shall be made or delivered by means or devices provided by or otherwise made available by the School System for this purpose.
2. School Board employees are **prohibited** from using any electronic communication with a student for a purpose **not** related to educational services or purposes except for communication with the employee's immediate family.
3. School System electronic communication devices or means that are approved include, but are not limited to, any school owned, sponsored, or issued email accounts, internet or web-sites, telephones, cellular phones, 2-way radios, pagers, facsimile machines, or any other school system owned or operated means of communication.
4. Except as provided in Numbers 5 and 6 below, the occurrence of any electronic communication made by an employee with a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using means **other** than ones provided by or made available by the School System or that is not permitted by this Policy shall be reported by the employee using the Reporting Form (Appendix A). Said Reporting Form shall be completed by the end of the next workday following the communication and turned in to the school principal. The Reporting Form shall be maintained by the site administrators for a period of at least one year.
5. Recognizing the value of electronic communications as a teaching aid, this policy and protocol does **not** prohibit an employee from using an electronic communication to communicate related to educational services or purposes for mass or group emails provided to or with more than one student **simultaneously**, such as to a class, team, or club members. Further, it does not prohibit electronic communications where the parent has previously authorized the employee **in writing** to use same (such as for homework assistance or one on one tutoring sessions). A parent may revoke said authorization in writing at any time but shall not be revoked until delivered to the employee. Further, it does not prohibit electronic communications between employees and students who are members of the employee's immediate family. In such events, the employee does not have to report the electronic communication using the Reporting Form.
6. If the school system does not provide School System electronic communication devices or means, then this policy and protocol does **not** apply to electronic communications during school related or sponsored field trips, functions, or events where the electronic communication with students is necessary for coordination, for the safety of students, or for some other reasonable purpose connected therewith. However, in advance of the trip, function or event, the employee (s) must notify the principal of the intent to communicate with students via electronic communication by other means than those provided by the School System.
7. It is the duty of each employee to comply with the Policy and Procedures and Guidelines regarding electronic communication. Failure to comply shall constitute willful neglect of duty and may result in disciplinary action against the employee, including termination.

8. Any suspected violations of this Policy or Procedures and Guidelines should be reported in writing to the School Principal, Supervisor, or Director. Any violation shall be promptly, thoroughly, and fairly investigated.
9. Any alleged violation of the Board's Policy or these Procedures and Guidelines that may also be a violation of state or federal law shall be reported to the proper authorities.
10. All employees and parents of students shall be notified of the Policy and the Procedures and Guidelines regarding electronic communication including the possible consequences for a failure to comply with the Policy.
11. The Policy (GAMIA) and these Procedures and Guidelines shall be posted on the School System website and shall be included in *APSB Student Handbook – Rights & Responsibilities & Discipline Policy* and the School System website.
12. The parents of any student may submit written documentation to the School Principal that their child is not contacted individually through electronic communication from any school employee at the school where their child is enrolled. However, exercise of said option shall not include or prohibit electronic communication made by an employee to group, class or team.
13. Retaliation against one who files a report of an alleged violation by anyone associated with the School System is prohibited.

## **GATHERING EVIDENCE AND INFORMATION INVOLVING DISCIPLINARY OFFENSES**

**Note:** The acceptance and use of school property, lockers 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 school officials.

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

#### **A. Search of Things:**

Any teacher, principal, school security guard, or administrator in any parish or city school system of the state may search any building, desk, locker, or automobile parked on school property for evidence that the law, a school rule, or School Board policy has been violated. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned, and the student shall be subject to disciplinary action.

#### **B. Search of persons and personal effects/belongings:**

The teacher, principal, school security guard, or administrator may search the person or personal effects (including, but not limited to, personal computers, mobile/cell phones, or communication devices) of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Such search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense.

#### **C. Standards for Searches**

Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. Standards regarding procedures for searching students shall include the following:

1. Any search of a student's person should be conducted outside the presence of other students. At least one witness of the same sex as the student shall be present throughout the search.
2. Students should be asked to empty all of their pockets before the physical search of a student is conducted.
3. A "pat-down" search of a student shall be conducted by a teacher, principal, school security guard, or administrator of the same gender if possible; however, the delay in finding a person of the same gender should not create a significant likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.
4. Whenever any search is conducted of the person of any student based on individualized suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved and the circumstances leading to the search and the results of the search. If requested by a parent, information about the search conducted shall be sent to the parents of the student involved.
5. If a student refuses to be searched and/or denies the search of his/her property after school officials have requested to perform the search (based on reasonable suspicion), and the school officials have identified the particular thing or item they are searching for, the student's refusal of the search shall be considered and deemed an admission that the search would reveal or result in the discovery of the

item. Such admission may result in disciplinary proceedings against the student for the item being searched for. For example, if the school official advises the student that there is reasonable suspicion that the student possesses marijuana in the student's book bag and requests permission to search the book bag, and the student refuses the search of the book bag, then the student's refusal to permit the search shall be considered an admission by the student that the book bag contains marijuana. Disciplinary consequences may thereafter follow based on the admission by the student.

6. The APSB will test any vape pen/device, edible, powder, pill, or any other item or paraphernalia found on any school campus or in the possession of any student which is suspected of containing any illegal substance, including, but not limited to, marijuana, fentanyl and fentanyl analogues, THC, CBD, derivatives and synthetics thereof, cannabis compounds, or cannabis products. The test will be performed with a field test kit designed for screening of such substances such as the *SwabTek [tm] Cannabis Test Kit* or the *SwabTek [tm] Fentanyl+ Test Kit*. For purposes of student discipline, the results of the test will be considered conclusive of the substance identified.

## II. Drug Detection Team

For purposes of deterring the use and possession of illicit drugs and contraband in the school system, the School Board has approved the use of the Ascension Parish Sheriff's Office Drug- Detection Team in accordance with the guidelines outlined below.

The Drug Detection Team may consist of a narcotics dog, a narcotics dog handler, and/or any other commissioned deputy authorized by the Ascension Parish Sheriff's Office.

### A. Random School Inspections:

1. The team may be used to make random inspections of the following areas:
  - a. Classroom facilities
  - b. School lockers
  - c. Automobiles
  - d. School buses
  - e. School equipment
  - f. Bathroom facilities
  - g. Any and all other school facilities
  - h. Books
  - i. School-related supplies carried and used by students
  - j. Book sacks or other personal objects when separate from the student
2. Random visitations and searches on school campuses shall be conducted according to the following plan:
  - a. The use of the dog at any particular school campus may be unannounced and without forewarning.
  - b. Before starting the search, the law enforcement official in charge of the Drug Detection Team shall report to the principal's office, identify themselves, and state their purpose prior to any use of the dog upon a campus.
  - c. The School Principal shall have the authority to reject the proposed search. If the principal has reasons for refusing the inspection to be made, the Principal shall inform the Superintendent or the Superintendent's designee. The Superintendent shall then have the exclusive and final authority to permit or refuse the search.

### B. Procedure When Drugs Or Contraband Are Discovered During An Inspection

1. Inspection of School Property

If the dog alerts on a school locker or any other property belonging to the School Board but being used by the student, the principal shall summon the student to such property. The student shall be informed of the dog's alert and asked to consent to the search of such property. If the student refuses to consent, the principal or his designee shall conduct the search. The law enforcement officer in charge of the search shall also be present.

If drugs or other contraband is discovered, it will be confiscated and held as evidence by the Ascension Parish Sheriff's Office representative, and the student's parents will be notified. In accordance with Ascension Parish School Board policy, school personnel will discipline offenders. In addition, the student and his parent/legal custodian shall be referred to the juvenile division of the Ascension Parish Sheriff's Office for further appropriate action. In the event the student in question is seventeen (17) or older, he/she may be placed under arrest immediately or at such time that positive analysis has been made.

2. Inspection of property not belonging to the school but located on School Board Property.

- a. If the dog alerts on an automobile or other property under the student's control but not belonging to the School Board, the principal will summon the student to such property. The student will be informed of the dog's alert and asked to consent to a search of such property.
- b. If the student consents to the search, the principal or his designee will inspect the property. If drugs or contraband is discovered, it will be confiscated, and the student's parents will be notified.
- c. If both the student and the parents refuse to consent to the search of property not belonging to the School Board, the parents, and the student shall be informed that the property will be inspected under one or more of the following conditions:
  1. Pursuant to a search warrant procured by the officer in charge of the inspection team, or
  2. Pursuant to the contractual agreement to agree to searches of any vehicles possessing parking permits for School Board property.
  3. Any student who refuses a search of their vehicle may be denied parking/driving privileges for the remainder of the school year by the exclusive discretion of the principal.

C. Search of Students

1. A student's person shall not be subject to search by the narcotic dog. Any physical search of a student by the Drug Detection Team shall be in accordance with standards that govern any search of an individual.
2. Any student who refuses a search authorized by Board policy shall be subject to disciplinary action, including expulsion.

### III. Statements or Videotaped Statements of Students and Administrators

- A. The administrative staff of any school or of the APSB Central Office shall have the right and responsibility to conduct and perform investigations of any alleged disciplinary offense that occurs at any school or any school function/event. As part of any such investigation, they have the right and responsibility to take any statements (written or verbal) of any student who may have knowledge of any disciplinary offense. Prior parental consent/approval shall not be required to take any such statements.
- B. Except under the following circumstances, statements taken from students should be in the student's handwriting and signed by the student.

However, if a student is only willing to give an *anonymous handwritten statement*, the school official's signature shall constitute certification that the student's statement was given under the condition of anonymity.

If a student will only give an *oral anonymous statement*, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and that the student would only give the statement if he/she could remain anonymous.

Recorded statements may be taken with the student identifying him/herself on the recording. If a student will only give a recorded statement by remaining anonymous, the investigator will so state at the beginning of the recording.

- C. The APSB reserves the right to videotape the statements, confessions, and admissions of students, which right is expressly and exclusively reserved unto the school principal.

### IV. Search of Digital Devices and Systems (APSB)

With the great power and promise of these technologies comes a responsibility to help our students utilize technology to improve our world through collaboration and communication. This includes how to use social media and imaging tools in a responsible manner. In the event that any administrator or teacher reasonably believes or suspects the inappropriate use of technology, including, but not limited to, any attempt to cheat on assessments, the district reserves the right to inspect and check the device and systems being used by the student or students involved.



# DISCIPLINE POLICY

## I. Offenses

### A. General:

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

Every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416).

It is the final authority of the principal or a designee to maintain discipline during the school day and at any school function. Disciplinary offenses shall result in disciplinary action.

- B. Minor and Major Interventions, Disciplinary actions, and Disciplinary measures may be used interchangeably as deemed by the school administration depending on the grade level of the student and disciplinary offense. These include, but are not limited to, the following:

#### **Minor:**

1. Counsel/Warn a student
2. Administer reinforcement work
3. Contact parents/legal custodian
4. Time-out (1 or more periods)
5. Peer Mediation
6. Referral to SBLC
7. Restorative justice practices
8. After-school behavior clinic
9. Before or After-school detention
10. Loss of Privileges, including but not limited to participation in extracurricular activities, parking lot privileges, or driving to school

#### **Major:**

1. Saturday Detention
2. Loss of Privileges, including but not limited to participation in extracurricular activities, parking lot privileges; or driving to school
3. In-school suspension
4. Out-of-school suspension
5. Expulsion
6. Any combination of these disciplinary actions.

- C. " Minor and Major Disciplinary offenses" include, but are not limited to, the following. Minor and Major offenses may vary depending on the grade level of the student and the severity of the offense. Note: An accumulation of minor offenses may result in a major offense.

#### **Minor:**

1. Littering
2. Improper dress (LDOE code 43)
3. Minor Classroom Disruptions
4. Violation of the Tardy Policy
5. Truancy

**Major:**

Note- Numbers 1-50 correspond with LDOE Behavior Report Codes.

1. Willful disobedience
2. Treats an authority with disrespect
3. Makes an unfounded charge against authority
4. Uses profane/and/or obscene language
5. Commits immoral or vicious practices
6. Conduct or habits injurious to his/her associates
7. Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form
8. Uses or possesses electronic vapor products, tobacco, lighter, or matches
9. Uses or possesses alcoholic beverages
10. Disturbs the school or habitually violates any rule
11. Cuts, defaces, or injures any part of public school buildings/vandalism
12. Writes profane and/or obscene language or draws obscene pictures
13. Possesses a weapon(s) - as defined in Section 921 of Title 18 of the U.S. Code  
\*Use of Code 13 requires additional submission of the Weapon Type code.
14. Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length <2 ½ “- refer to code 31).
15. Throws missiles liable to injure others
16. Instigates or participates in fights while under school supervision
17. Violates traffic and safety regulations
18. Leaves school premises or classroom without permission
19. Is habitually tardy and/or absent
20. Takes another's property or possessions without permission
21. Commits any other serious offense
22. Murder
23. Assault and/or Battery
24. Rape and/or Sexual Battery
25. Kidnapping
26. Arson
27. Criminal Damage to Property
28. Burglary
29. Misappropriation with violence to the person
30. Discharge or use of weapon(s) prohibited by federal law
31. Possesses a pocket knife or blade cutter with a blade length <2 ½ “
32. Serious Bodily Injury
33. Use of OTC medication in a manner other than prescribed or authorized
34. Possession of Body Armor
35. Bullying/ Harassment (\* complete Bullying Form and Bullying Investigation Form)
36. Cyberbullying (\*complete Bullying Form and Bullying Investigation Form)
37. False Alarm/Bomb Threat
38. Forgery
39. Gambling
40. Public Indecency
41. Obscene Behavior or Possession of Obscene/Pornographic Material

42. Unauthorized use of Technology
43. Improper Dress
44. Academic Dishonesty
45. Trespassing Violation
46. Failure to Serve Assigned Consequence
47. Misusing Internet/Violates electronic/technology policy
48. Sexual Harassment
49. False Report
50. Crime of Violence (per R.S. 14:2B)
51. Accumulation of Minor Offenses
52. Skipping or Cutting Class
53. Violations of the school "point" system
54. Assault or Battery on a student, administrator, faculty member, or school personnel
55. Threatening (verbally or physically) any student, administrator, faculty member, or school personnel
56. Threatening to harm, injure or damage any person, student, or property (such as bomb threats, written material, drawing, verbal threats)
57. Breaking or entering into school property or private property on school grounds.
58. Computer Hacking & Computer Network Violations. Rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds  
 Note: Network administrators and school personnel may review student e- mail messages at any time or track student navigation of the Internet. Any violation will be dealt with the same as any other infraction of a student rule
59. Disrespect for Authority  
 Note: Each student in grades K-5 when speaking with any public school system employee while on school property or at a school sponsored event, shall address and respond to an employee by using the respectful terms "Yes, Ma'am" and "No Ma'am" or "Yes, Sir" and "No, Sir", as appropriate, or "Yes, Miss, Mrs., or Ms. (Surname)," and "No, Miss, Mrs., or Ms. (Surname)" or "Yes, Mr. (Surname)", as appropriate, each title to be followed by the appropriate surname. Students who fail to use the proper response will be given reminders by school system employees and opportunities to respond correctly. If a student repeatedly refuses to use the correct form of address over time, these actions will constitute "Disrespect for Authority".
60. Making any false or unfounded charge, allegation, or accusation against School Board employee.
61. Extortion or intimidation
62. Fighting
63. Forgery of administrator's, teacher's, or parent's name on a school document or note
64. Selling of any item that is not approved by the administration
65. Inciting or participating in a disturbance on school property
66. Leaving campus without official permission
67. Possession of pornographic materials, including magazines, computer disks, photographs, etc.
68. Possession, consumption, or distribution of alcoholic beverages
69. Possession, distribution, consumption, or being under the influence of alcohol or drugs
70. Possession, use, or distribution of counterfeit money
71. Possession or use of drug paraphernalia (such as roach clips, rolling papers, pipes, and bongs, etc.)

72. Possession, consumption, or distribution of drugs (illegal, synthetic weed, illegal weed, legal weed, blunt, prescription, counterfeit, look-a-like, mislabeled, imitation, over-the-counter, or vapor pen/wax pen/dab pen with THC oil or kratom; natural and synthetic cannabis products and fentanyl)
73. Possession, consumption, or use of electronic cigarettes, vapor pens, e-liquid, cigars, cigarettes, lighters, snuff, chewing tobacco, or any tobacco products, including look-a-likes of any type. Confiscation: In the event of a violation, the electronic devices shall be confiscated by school personnel, ~~and~~ turned into the office, delivered to the Sheriff's Office, or destroyed
74. Possession or use of dangerous weapons (including, but not limited to, air guns, BB guns, mace, or pepper spray)
75. Possession or use of toy guns or toy knives that resemble actual weapons
76. Possession or use of explosive or incendiary devices, bullets, fireworks, or ammunition
77. Possession of inappropriate articles or objects at school, such as trading cards, comic books, belt buckles that depict drugs or weapons, and games, etc.
78. Stealing or theft
79. Trespassing  
Note: While trespassing, any offense committed by a student on another school campus carries the same disposition as if it had been committed on his/her own campus.
80. Vandalism or any other act of property destruction, damage, or defacing while on school property, regardless of time or place.
81. Refusal of Search (see Gathering Evidence and Information Involving Disciplinary Offense)
82. Tampering, falsifying, or destroying any school records, attendance or roll books, report cards or grade sheets, test results, or school property
83. Violating test regulations or cheating, including but not limited to, reproducing tests in any manner or taking photographs of tests.
84. Submitting false or fraudulent documents, such as doctor's excuses, health records, grades from other schools, parking lot tags/permits, handicapped/disabled vehicle tags
85. Excessive discipline referrals
86. Violating "off-limits" areas on any school campus
87. Conspiracy or agreement to participate, assist, or commit any disciplinary offense, even if the conspiracy should originate off of school property
88. Aiding or abetting the commission of any disciplinary offense
89. Actions that occur at extracurricular, school-sponsored off-campus activities, or school-sponsored sporting events, including but not limited to all of the foregoing offenses and:
  - a. Entering restricted areas without proper authorization
  - b. Loitering in entrances, exits, dressing rooms, concession stands, press boxes, etc.
  - c. Fighting
  - d. Throwing objects
  - e. Harassing spectators, participants, and game officials
90. Any conduct that constitutes a disciplinary offense which occurs off school property provided that the school principal reasonably believes that the offense shall have an adverse impact or effect on the school campus or property
91. Assisting or encouraging a non-student to physically enter a school campus for any reason or event without first obtaining permission from the office (for instance, assisting a student from another school to attend homecoming festivities at the offender's school)
92. Molesting of/indecent behavior with students
93. Immodest display of affection, including, but not limited to, groping, kissing, engaging in,

acting out, masturbating, or simulating sexual intercourse (including but not limited to oral sex), or touching or fondling the private body parts of oneself or another

94. Any of the following acts (which may also be considered sexual harassment), including but not limited to:
  - a. Unwelcome staring, leering, sexual flirtations, or propositions
  - b. Unwelcome spreading of sexual rumors
  - c. Unwelcome touching of another's body or clothes in a sexual way
  - d. Unwelcome teasing or sexual remarks about a student
  - e. Conditioning academic or student activity privileges on submission to unwanted sexual conduct from students or staff
  - f. Blocking or cornering of a sexual nature from normal movements
  - g. Unwelcome graphic verbal comments about an individual's body, and/or overly personal conversation, or
  - h. Displaying sexually suggestive objects
95. Sexting – sending (or receiving with the desire or consent to receiving) sexually explicit photos by texting or any other means, including electronically between cell phones. In such cases, the persons sending and receiving the photos and the person[s] photographed shall be subject to discipline unless it is obvious from the photograph that the person who was photographed did not know that they were being photographed or that the person that received the photograph did not receive it voluntarily and knowingly. Immediate deletion and not forwarding or sharing shall constitute a defense for anyone receiving such a photo.
96. Taking, transmitting, posting, publishing, or having possession of any inappropriate photos or video of any campus events or students at a campus event on the Internet without first obtaining permission from the school (for instance - locker rooms, class sessions, bathrooms, stairwells, etc.). See Offense number 93.
97. Bullying, Cyberbullying, or Cyberstalking
98. Huffing - purposefully inhaling any psychoactive inhalants (any substance affecting the mind or mental processes), including but not limited to glue, paint, polish, household cleaners, refrigerants, or any other substance inhaled for the purpose of getting high or altering the mind.
99. Violation of any rule or responsibility identified in that Section of this Student Handbook entitled “Student Rights and Responsibilities”
100. Any action defined by law as a criminal offense
101. Any action which violates any state or federal law, including but not limited to, Revised Statute 17:416, the Drug-Free Zones act, the Gun-Free Zones act
102. Any violation of the Policy on Electronic Devices
103. Violation of any other School Board policy or school rule, including but not limited to, the Technology Policy (Acceptable Use Policy (AUP)) for technology, Internet, and Network Use, Title IX Sexual Harassment Policy (See Appendix A), Medication Policy, Bullying/Cyberbullying, Intimidation, Harassment, and Hazing Policy.
104. Dating Violence-any behavior where one person threatens to use, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating violence warning signs shall be any sign of the foregoing described conduct. Any act of dating violence shall be reported to the Principal of the school where the dating violence occurred.

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

## II. Disciplinary Procedures

### A. Short-term Suspension Procedures (10 days or less)

1. The school principal, or designee, has the right to enforce this disciplinary policy and to apply disciplinary action, including suspension, for the commission of any disciplinary offense. The principal shall investigate all allegations of misconduct.
2. Prior to any suspension, the school principal or designee shall advise the student of the particular misconduct of which the student is accused and the specific reasons/facts for such accusation. The student shall be given an opportunity at that time to explain the student's version of the incident or facts to the school principal or his/her designee.
3. If the principal suspends the student, the principal or designee shall make a reasonable effort to contact the student's parent or legal custodian by telephone to notify them of the suspension, that the student will be or has been removed from class, and that the student will be kept under supervision until the close of the school day or the arrival of the parent or legal custodian. This responsibility shall not be delegated to a student. If the parent or principal or designee so requests, the student will be granted an early dismissal from school to return home.
4. The principal shall provide a written notice of suspension to the parents or legal custodian, providing notice of the offense and the term of the suspension. The principal or a designee may mail (by certified mail) or hand deliver a copy of the suspension form to the parent or legal custodian, which form shall include the specific offense for the suspension and the factual basis of the charge(s). The suspension may also be emailed to the parent or legal custodian with verification that it was received.
5. In the event a student disrupts the orderly operations of the school, the student may be immediately removed from the school premises and placed in the custody of parents, next of kin, or law enforcement, provided that the matter is resolved in a timely manner.
6. If the parent or legal custodian of the suspended student wishes to contest the suspension, the parent or legal custodian shall contact the principal. If the parent or legal custodian wishes to contest the school level decision, a written request should be submitted to the superintendent within three (3) school days after receipt of written notification of the suspension.
7. Upon such request, the Superintendent or designee shall schedule a review hearing at the earliest convenience. The decision of the Superintendent or designee on an appeal of a short-term suspension shall be final, and there shall be no right to appeal such decision to the Board.

### B. Expulsion Procedures

1. The principal **shall** recommend expulsion in certain cases identified elsewhere in this handbook.  
Note: There are some instances in which the principal has no discretion, where expulsion is mandated by Louisiana Revised Statute 17:416 (Drugs, Firearms, or Weapons) and other provisions of Louisiana law, which are not optional, and the principal **shall** recommend expulsion.
2. Additionally, if a principal or designee, after reasonable investigation of an offense, has cause to believe that a student has committed a disciplinary offense that warrants severe disciplinary action, then the principal may recommend that the student be expelled.
3. After a principal or a designee has made a reasonable effort to investigate all aspects of the alleged

discipline offense and is satisfied that the nature and seriousness of the offense might warrant expulsion, the principal **shall** decide whether to recommend expulsion.

4. The principal or a designee **shall** make a reasonable effort to contact the student's parents or legal custodian by telephone to notify them of the proposed expulsion, that the student has been removed from class and that the student will either be kept at school under supervision until the close of the school day or the arrival of the parent, legal custodian or police. This responsibility **shall** not be delegated to a student.
5. The principal or a designee **shall** mail (by certified mail) or hand deliver a copy of the recommendation of expulsion form to the parent or legal custodian, which form shall include 1) the specific offense for the expulsion, 2) the factual basis of the charge(s), 3) the time, the date and the place of the expulsion hearing. The recommendation of the expulsion packet may also be emailed to the parent or legal custodian with verification that it was received.
6. The expulsion hearing shall be held within 15 school days of the recommendation.
7. Pending the expulsion hearing, the student shall be denied normal attendance privileges. Until the expulsion proceedings are complete, the student shall be denied and excluded from any and all access to any APSB school campus and shall be denied and excluded from any APSB school activities, including but not limited to, athletics, sports, or extracurricular groups and programs. The student shall not be on any APSB school campus for any reason. The student shall not attend any APSB school-sponsored event as a participant, spectator, visitor, or otherwise.
8. Unless all of the evidence has been previously provided with the form notifying of the expulsion, prior to the expulsion hearing, the parents have the right to view and copy any evidence to be presented by the school at the hearing. Notice of this right shall be included on the expulsion form.
9. At the expulsion hearing, the specific reason(s) concerning the cause(s) for the proposed expulsion will be presented by the principal or a designee in support of the recommendation. If the basis of the recommendation for expulsion is the accumulation of three [3] suspensions for students in grades 6 through 12 OR four [4] suspensions in grades K through 5, the student shall only be permitted to contest the facts of the third [3<sup>rd</sup>] suspension in grades 6 through 12 and the fourth [4<sup>th</sup>] suspension for student in grades K through 5. At that point in the expulsion process, the prior accumulated suspensions are final as the time period for appealing the basis of the prior accumulated suspensions has expired. The student's prior performance and attendance may be reviewed and discussed.  
**Note:** If the parent or student fails to appear at either the expulsion hearing [or at the appeal hearing hereinafter provided], without providing a written advance notice, with a valid excuse at least 24 hours prior to the meeting, the right to a hearing or appeal shall be considered waived and forfeited, and the student shall be considered expelled. The superintendent or a designee shall provide written notification to the parent of the findings and action taken as soon as is feasible. A student who has waived his right to an expulsion hearing by waiver or failing to appear shall have no right to appeal the merits of the expulsion to the Board.
10. The student or student representative may produce witness(es) or offer evidence on the student's behalf. Due process shall be afforded.
11. After the hearing, the superintendent or designee shall determine whether the student is guilty of the charge(s) and whether the student shall be expelled from school or if other corrective or disciplinary action is imposed.
12. The superintendent or a designee shall deliver the decision and findings by mail (certified, registered, or regular), email (if requested by the parent), or by hand- delivery to the parents (at the address on file

with the school that the student attends) and to the school principal.

13. In the event the superintendent or a designee determines that a student is guilty of the offense and shall be expelled, the parent or legal custodian or the student (if over the age of 18), may request in writing a review of the expulsion decision by the School Board.  
The request for review shall be hand delivered, e-mailed, or mailed to the APSB Superintendent at 1100 Webster, Donaldsonville, Louisiana, within five (5) school days after receipt by the parent of written notification of the expulsion decision. A request for review by the Board which is not received within this time period shall not be processed unless written reasons identifying extenuating circumstances are established.
14. In the event of a timely request for review of an expulsion decision, the superintendent shall list the request as an agenda item for the first or second next regularly scheduled meeting of the Board. If the review request is received after the deadline for completion of the Board meeting agenda (the deadline is Wednesday at noon prior to the regularly scheduled meeting), then the item will be placed on the agenda of the second or third next regularly scheduled meeting.
15. The parent or student shall have the right to determine if the expulsion review is conducted in a public or private session. If the parent/student requests that the appeal hearing be conducted in an open or public session, then the parent acknowledges that the facts of the discipline offense and the identity of the student may be released to the public and further waives all rights to confidentiality.
16. At the review hearing by the Board, no evidence will be taken, and no witnesses will be examined. The School Board will function similarly to an appellate court in reviewing evidence from the expulsion hearing. Each side may present to the Board at least two (2) days prior to the review, a written report stating each side's position with attached documents, which were presented at the hearing. At the review hearing by the Board, only one person will argue for each side. No testimony will be taken, nor will any evidence be presented. Each side shall be allowed no more than 10 minutes to argue the case. Members of the School Board may ask questions of either side or of the Hearing Officer. After hearing each side, the Board may deliberate the case privately if an executive session was requested or openly if an open session was requested. Following deliberation, the Board will meet in open session to affirm, modify or reverse the action taken by the Superintendent or the hearing officer.
17. The superintendent shall notify the parent of the student in writing, by certified mail or hand delivery, of the decision of the School Board. The parent or student may, within ten (10) calendar days of receipt, appeal to the 23rd Judicial District Court an adverse ruling of the School Board upholding the action of the superintendent or the designee.

#### C. Offensive Conduct at the End of the School Year

1. Non-graduating students. Any student who commits a disciplinary offense during the last ten (10) days of school, which results in suspension or expulsion, shall serve such discipline at the end of the current school year and continue through the beginning of the next school year until completed.
2. Graduating students. Any graduating student committing a serious offense warranting suspension may be prohibited from participation in graduation exercises on the recommendation of the principal after a hearing by the Superintendent or his designee/hearing officer, upon which the graduating student shall receive his diploma by mail. A graduating student who commits an expellable offense shall be denied participation in graduation.

#### D. Additional Rules of Expulsion

1. Unless otherwise mandated by law or this Handbook, the minimum term of expulsion for any expellable offense shall be one (1) calendar year.



2. During the expulsion, the student shall be denied and excluded from any and all access to any APSB school campus and shall be denied and excluded from any APSB school activities, including but not limited to, athletics, sports, or extracurricular groups and programs. The student shall not be on **any** APSB school campus for any reason. The student shall not attend **any** APSB school-sponsored event as a participant, spectator, visitor or otherwise.
3. Any student that is expelled may be offered the privilege of attending the Alternative Program. Any student that attends the Alternative Program/School shall follow all rules of the Alternative Program/School.
4. For expelled students that choose to attend the APSB Alternative Program/School as provided below, any student that has been expelled for drugs or firearm offenses shall serve at least 50 percent of the term of expulsion prior to requesting re-admission to the regular school, as provided by state law.
5. In the discretion of the APSB Hearing Officer and in consideration of the severity of the offense and conduct, for expelled students that choose to attend the APSB Alternative Program/School as provided below, any student that has been expelled for a “single incident offense” may be permitted to serve 45 school days of the term of expulsion prior to requesting re-admission to the regular school, as provided by state law or APSB policy. The APSB Hearing Officer shall consider the severity of the conduct in determining whether a student shall receive the benefit of the reduced term of expulsion for “single incident offenses.” A “single incident offense” is defined as any disciplinary offense that does not involve conduct where state law requires mandatory expulsion for a specified period of time.
6. Unless otherwise mandated by law, students that have been expelled due to four [4] or more suspensions shall serve an expulsion period of at least 90 school days.
7. A student’s period of expulsion shall begin on the date that the student is accepted for enrollment at the APSB Alternative Program/School.
8. A student requesting re-admission does not have the right to a hearing or to introduce any evidence. The ability to request re-admission is a privilege, not a right. Re-admission to the regular school is not a right or guarantee but is strictly a discretionary decision of the Board. The Board has the right to consider any and all sources of information in deciding whether to re-admit a student.
9. Any student who has been offered the privilege to attend the Alternative Program/School but who chooses not to attend the Alternative School may attend any accredited school of their choice, including private, military, parochial, or home school. However, said expelled student shall serve the complete term of expulsion and may not exercise the privilege of requesting re-admission prior to the end of the complete term of expulsion. In other words, any student who has been offered the privilege to attend the Alternative School, but refuses shall serve the complete term of the expulsion, without exception.
10. A student may only be granted the privileges provided in Paragraphs 4-5 above only once during that student’s attendance at schools operated and maintained by the APSB.
11. Students that choose to attend the alternative school setting must also accept the revised bus routing procedures for the Alternative School. Bus stop locations for Alternative School bus routes are typically farther from the student’s home of record than the standard distance for a bus stop in their assigned school district. This is necessary to minimize route times in the much larger pick-up areas of the alternative school busses. Transportation between the student’s home and the nearest bus stop location shall be the responsibility of the parents. Parents may also elect to find their own transportation to the alternative school as opposed to riding the bus.

## High School Tardy Policy

The Ascension Parish School Board, in an attempt to reduce the number of student tardies, is extending the Behavior Modification Clinic to the high school level. This will provide an alternative to suspensions and keep those students in school without disrupting the educational process. However, a suspension for tardies is not separate and apart from suspensions for other disciplinary reasons when determining recommendation for expulsion for multiple suspensions.

Behavior Clinics will be held after school hours. Part of the session may include counseling, but students are expected to bring schoolwork with them to the Clinic. The facilitator will utilize the resources provided by the Office of Student Services.

1 <sup>st</sup> Tardy	Record Tardy
2 <sup>nd</sup> Tardy	Record Tardy
3 <sup>rd</sup> Tardy	Record Tardy
4 <sup>th</sup> Tardy	Record Tardy; Parent/Custodian Contact (phone/email)
5 <sup>th</sup> Tardy	Behavior Clinic (if student does not attend clinic, a Saturday Detention will be assigned)
6 <sup>th</sup> Tardy	Record Tardy
7 <sup>th</sup> Tardy	Record Tardy
8 <sup>th</sup> Tardy	Record Tardy
9 <sup>th</sup> Tardy	Record Tardy; Parent/Custodian Contact (phone/email)
10 <sup>th</sup> Tardy	<b>Saturday Detention</b>
11 <sup>th</sup> Tardy	Record Tardy
12 <sup>th</sup> Tardy	Record Tardy
13 <sup>th</sup> Tardy	Record Tardy
14 <sup>th</sup> Tardy	Record Tardy; Parent/Custodian Contact (phone/email)
15 <sup>th</sup> Tardy	<b>Saturday Detention</b>
16 <sup>th</sup> Tardy	Record Tardy
17 <sup>th</sup> Tardy	Record Tardy
18 <sup>th</sup> Tardy	Record Tardy
19 <sup>th</sup> Tardy	Record Tardy; Parent/Custodian Contact (phone/email)
20 <sup>th</sup> Tardy	<b>Suspension</b> ; Parent contact (phone/email) or Office Visit with Parent/Custodian
21 <sup>st</sup> Tardy	Record Tardy
22 <sup>nd</sup> Tardy	Record Tardy
23 <sup>rd</sup> Tardy	Record Tardy
24 <sup>th</sup> Tardy	Record Tardy; Parent/Custodian Contact (phone/email)
25 <sup>th</sup> Tardy	<b>Suspension</b> ; Parent contact (phone/email) or Office Visit with Parent
26 <sup>th</sup> Tardy	Record Tardy
27 <sup>th</sup> Tardy	Record Tardy
28 <sup>th</sup> Tardy	Record Tardy
29 <sup>th</sup> Tardy	Record Tardy; Parent/Custodian Contact (phone/email)
30 <sup>th</sup> Tardy	<b>Suspension</b> ; Parent contact (phone/email) or Office Visit
31 <sup>st</sup> Tardy	Record Tardy
32 <sup>nd</sup> Tardy	Record Tardy
33 <sup>rd</sup> Tardy	Record Tardy
34 <sup>th</sup> Tardy	Record Tardy; Parent/Custodian Contact (phone/email)
35 <sup>th</sup> Tardy	<b>Suspension</b> ; Parent contact (phone/email) or Office Visit

## **Bullying/Cyberbullying, Intimidation, Harassment, and Hazing**

**To report bullying anonymously, call 344-STOP (7867).**

The Ascension Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents or legal custodians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities, or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements, or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

### **BULLYING**

Bullying/Cyberbullying 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 devices.
  - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, at any designated school bus stop, in any other school bus or any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above shall have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or shall be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

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

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

## HAZING

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

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

## NOTICE TO STUDENTS AND PARENTS

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

## REPORTING

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

### Students and Parents

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

### School Personnel

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

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

## False Reports

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

## INVESTIGATION PROCEDURE

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

### 1. Timing

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

### 2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses and shall include obtaining oral, visual, or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and the alleged victim shall not be interviewed together.

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

### 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parent or legal custodian of each involved student no later than the following business or school day. Delivery of notice to the parents or legal custodians 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 custodian 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 custodian of the alleged victim and the parents or legal custodians of the alleged perpetrator shall be in compliance with the following:

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

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

#### 4. Documentation

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

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

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

#### Handling Evidence

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

#### APPEAL

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

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

#### DISCIPLINARY ACTION

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

## PARENTAL RELIEF

If a parent, legal custodian, 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 custodian 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 custodian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the alleged victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal custodian 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 custodian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal custodian. The School Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

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

## FAILURE TO ACT

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

Any school administrator or official who fails to notify a parent or legal custodian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report bullying and the length of suspension issued to the employee who failed to report to the State Department of Education. The report shall be submitted by August 1 annually.

## TRAINING

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

## RETALIATION

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

## CHILD ABUSE

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



## **Student Disciplinary Action – Driving is a Privilege**

Louisiana Revised Statute 32:431 [Act 732 of the 2003 Legislative Session] provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions.

The infractions are as follows; the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

In accordance with R.S. 17:416.1(D), the principal at a public or private school shall notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to disciplinary action as defined in the statute, to request suspensive action in accordance with R.S. 32:431.

The suspension will not exceed the student's eighteenth birthday. The student may appeal this process, and they may also request a hardship license.

Any correspondence directed to the Department of Public Safety and Corrections, Office of Motor Vehicles, must contain the student's name, date of birth, driver's license number, and mailing address.

# IMPORTANT INFORMATION FOR PARENT/CUSTODIAN

## PARENT & FAMILY ENGAGEMENT POLICY

**NOTE:** In support of strengthening student academic achievement, each local educational agency (School District) that receives Title I, Part A funds must: 1) Develop jointly with, 2) Agree on with, and 3) Distribute to, the parents of participating children a written parent and family engagement policy. Please refer to School Board policy.

Ascension is committed to the goal of providing quality education for every child in this district. We want to establish partnerships with parents and with the community. Everyone gains if school and home work together to support high achievement of our children. We can't do this without our parents and family help. Parents and family play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

\* \* \* \* \*

### PART I: GENERAL EXPECTATIONS AND OBJECTIVES

**The Ascension Parish School Board agrees to implement the following statutory requirements:**

- A. **Involve parents and family members** in jointly developing/revising the local educational agency's Title I, Part A plan under section 1112, and the development of school support and improvement plans under section 1111(d).
- B. **Provide the coordination, technical assistance, and other support necessary** to assist and build the capacity of all participating schools within the district in planning and implementing effective parent and family involvement activities. These activities must improve student academic achievement and school performance (i.e. understanding state standards and assessments, how to monitor child's progress, literacy/math training, using technology, and working with the child's teacher to improve the academic success of their child), which also may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.
- C. **Coordinate and integrate** parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs; including preschool programs that would improve student achievement and school performance.
- D. **Conduct**, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part through an online survey at the end of the year, including identifying:
  - Barriers and the needs of parents and family members that keep them from participating in their child's education especially the economically disadvantaged, disabled, HBVL, limited English proficiency or any racial or ethnic minority.
  - The needs of parents and family members to assist with the learning of their children, (virtual and face to face), including engaging with school personnel and teachers.
  - Strategies to support successful school and family interactions.
- E. **Use the findings of such evaluation** to design evidence-based strategies for more effective parental and family engagement, and to revise the parent and family engagement policy as necessary.
- F. **Involve parents in the activities of the schools**, which may include establishing a parent advisory board made up of a sufficient number and representative group of parents or family members served by the district to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.

## **PART II: ADOPTION**

This LEA's Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by meeting notes and sign-in sheets.

This policy was adopted by the Ascension Parish School Board and will be in effect for the period of the 2024-2025 school year. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before September 30, 2024.

## **PARENTAL COMPLAINT PROCEDURES**

Constructive criticism of the schools is welcomed by the Ascension Parish School Board (APSB) whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

The APSB has confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution and the following procedures shall be followed.

The APSB advises that the proper channeling and form of complaints involving a) instruction, b) discipline, or c) learning materials is as follows:

### **LEVELS:**

1. Teacher
2. Principal
3. Director
4. Superintendent or designee
5. APSB - School Board

Any complaint shall be in writing, shall state the specific factual basis of the complaint, and shall be specific in terms of the action desired by the complainant. Complaints shall not be discourteous, personal, vile, or unnecessarily or purposefully hurtful. Any complaint not meeting these standards may be rejected by the staff of the APSB.

The APSB (Level 5) will consider complaints only when the complaint cannot be resolved by the administration through the above Levels.

Appeals of Complaints taken to the APSB (Level 5) shall be in writing, shall state the specific factual basis of the complaint, and shall be specific in terms of the action desired. They shall be hand-delivered or mailed (by certified mail) to the Central Office within 5 days of the written response to the complaint by the Superintendent or designee (Level 4).

The APSB will not consider or act on any complaint that has not been explored at all of the appropriate administrative levels or through the proper channels.

This procedure is not for appeals relative to the expulsion of students. Those types of appeals must meet the requirements and procedures provided in the Handbook.

## **TITLE I**

### **Parental Complaint Procedures**

The parent should file the grievance with the principal at the school site. Proceedings may terminate at any step upon mutual agreement or upon aggrieved party's satisfaction.

#### Informal

A person with a grievance should voice the complaint to the Principal. An oral hearing should be held with the principal within five (5) school days. Within five (5) school days of said hearing, the principal is to render a decision concerning the grievance.

#### Formal

A person should file a written grievance with the principal. The principal will schedule a hearing within five (5) school days from the date of receipt of the grievance.

In the event that the aggrieved person is not satisfied with the disposition of this grievance or if no decision has been rendered, the aggrieved person may appeal to the Supervisor of Federal Programs, Ascension Parish Title I Office, Leblanc Special Services, 611 North Burnside, Gonzales, LA 70737 describing the grievance. A copy should be sent to the Ascension Parish Superintendent of Schools or his/her designee.

Within fifteen (15) days from the receipt of the written referral, the supervisor of Federal Programs shall meet with the "party of interest" for the purpose of arriving at a mutually satisfactory solution grievance problem. A written decision shall be rendered within five (5) days of the meeting.

In the event the aggrieved person is not satisfied with the disposition of his grievance, the grievant may appeal to the Superintendent of Schools. A copy should be sent to the Ascension Parish School Board President.

In the event the aggrieved person is not satisfied with the disposition of the Superintendent or his/her designee, the grievant may request the Superintendent to place the grievance on the agenda for the next regularly scheduled meeting of the Ascension Parish School Board. The portion of the meeting that pertains to the grievance shall be closed meeting if requested. Minutes of the closed meeting shall be kept, and a copy afforded to the aggrieved person.

If the aggrieved person is not satisfied with the decision of the Ascension Parish School Board, he may seek legal action through the appropriate Courts of Appeal and/or Civil Rights Office.

**Complaint Procedures for**  
**The Elementary and Secondary Education Act of 1965,**  
**20 U.S.C. §6301, et seq.**  
as amended by ESSA

§349. Complaint Procedures

- A. These complaint procedures are established for resolving complaints which may be filed against the LDOE or an agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et seq., (ESEA) as amended by ESSA, 2015.
- B. The following definitions apply to this section.
1. An “agency” means a local educational agency, educational service agency, consortium of those agencies, or entity.
  2. An “applicable program” means any of the following ESSA programs for which the LDOE has submitted a consolidated State plan or consolidated State application under the ESSA, which may include:
    - a. Title I, Part A (Improving Basic Programs Operated by Local Educational Agencies);
    - b. Title I, Part C (Education of Migratory Children);
    - c. Title I, Part D (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk);
    - d. Title II, Part A (Supporting Effective Instruction)
    - e. Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement Act, and Immigrant);
    - f. Title IV, Part A, (Student Support and Academic Enrichment Grants)
    - g. Title VI, Part B, Subpart 2 (Rural and Low-Income Schools Program).
    - h. Title IX, Subtitle A (Education of Homeless Children and Youth)
  3. A “covered” program means a federal program not defined as an applicable program for which the LDOE is required to provide a complaint procedure and for which a complaint procedure is not otherwise provided by rule of the LDOE.
- C. This paragraph sets forth the specific procedures for resolving complaints that are filed pursuant to the ESSA.
1. LDOE will receive complaints from individuals or organizations alleging:
    - a. A violation of law in the administration of an applicable program; or
    - b. A violation of a federal statute or regulation that applies to a covered program for which federal law permits the filing of a complaint with the LDOE.
  2. The complaint must be in writing and must include:
    - a. A statement that LDOE or an agency has violated a requirement of a federal statute or regulation that applies to an applicable program or a covered program;
    - b. The facts on which the statement is based, including the name of the agency or agencies, and the specific requirement alleged to have been violated;
    - c. A proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed;

- d. The signature and contact information for the complainant or his or her designated representative; and
  - e. The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received by the LDOE.
- 3. Upon receipt of a complaint against an agency that meets the requirements of § 349.C.2, the LDOE will acknowledge receipt of the complaint in writing and provide written notice to the agency against which the violation has been alleged. LDOE will provide the agency with the opportunity to resolve the complaint without a finding, with the participation and agreement of the complainant.
- 4. If the complaint concerns a violation by the LDOE and meets the applicable requirements of § 349.C.2, the State Superintendent of Education will appoint an impartial person(s) to conduct an investigation and resolve the complaint. The person(s) so appointed will acknowledge receipt of the complaint in writing.
- 5. All complaints must be resolved within 60 days of the date the LDOE receives the complaint. Within that 60-day timeline, the LDOE, or the impartial investigator when a complaint is filed against the LDOE, will
  - a. Carry out an independent on-site investigation, if the LDOE or impartial investigator determines that an investigation is necessary;
  - b. Give the complainant the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint;
  - c. Provide the LDOE or agency with the opportunity to respond to the complaint, including, at the discretion of the agency, a proposal to resolve the complaint;
  - d. Review all relevant information and make an independent determination as to whether the LDOE or agency is violating a requirement of the ESSA; and
  - e. Issue a written decision to the complainant that addresses each allegation in the complaint and contains
    - i. Findings of fact and conclusions;
    - ii. The reasons for the final decision; and
    - iii. A statement of the complainant's right to request the Secretary of the U.S. Department of Education (Secretary) to review the final decision, at the Secretary's discretion.
- 6. Complaints regarding participation by private school children must be appealed to the Secretary no later than thirty (30) days after the decision is issued. An appeal regarding participation by private school children must be accompanied by a copy of the decision and a complete statement of reasons supporting the appeal.
- 7. Written decisions on complaints alleging violations by DOE will be provided to BESE.
- 8. Timelines for LDOE's final decision may be extended if exceptional circumstances exist with respect to a particular complaint.
- 9. The LDOE's final decision must be implemented and include, if needed,
  - a. Technical assistance activities;
  - b. Negotiations; and
  - c. Corrective actions to achieve compliance.
- 10. Nothing herein shall preclude the availability of an informal resolution between the complainant and the LDOE or agency, nor shall anything herein preclude or abrogate the availability of any administrative hearing opportunities as provided for by federal statute or regulation.
- 11. LDOE will implement a process for tracking complaints received by LDOE to facilitate timely investigation and resolution.
- 12. LDOE will maintain a complaint log which includes the following components
  - a. Date of receipt of complaint;
  - b. Name of complainant;
  - c. Name of agency, or LDOE if complaint is against LDOE;
  - d. Resolution, including technical assistance activities and corrective action plan, if needed;

- e. Date of resolution;
  - f. Date of follow-up on technical assistance activities and corrective action plan, if assigned, and the results of that activity.
- D. An agency will disseminate, free of charge, adequate information about the complaint procedures to parents of students, and appropriate private school offices or representatives.

*AUTHORITY NOTE: Promulgated in accordance with 20 U.S.C. § 6320(b)(5)(B); 20 U.S.C. § 6320(c)(2); 20 U.S.C. § 7883(a); 20 U.S.C. § 7844(a)(3)(C); 34 C.F.R. § 106.8(b); 34 C.F.R. §§ 299.11-299.12 (Subpart F).*

## **504 Complaints and Grievances**

The primary purpose of this procedure is to secure, at the most immediate level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings shall be kept confidential at each level of procedure.

### **Grievance Procedures**

**First Level:** Parents with a complaint or grievance shall discuss it first with the principal.

**Second Level:** If as a result of the discussion at the First Level, the matter is not resolved, the grievant shall initiate a grievance in writing or complete a 504 Grievance Form to be submitted to the 504 Coordinator within five (5) school days giving the full details of the grievance. The 504 Coordinator shall communicate the decision to the grievant in writing within five (5) school days following the date of submission. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the grievant shall have no further right with respect to said grievance.

**Third Level:** If the grievance is not resolved, the grievant may no later than five (5) school days after receipt of the 504 Coordinator's decision appeal it to the Superintendent or his/her designee. The appeal must be made in writing and must give details as to why the decision was unsatisfactory. The Superintendent/Designee shall give the decision in writing to the grievant within ten (10) school days. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the grievant shall have no further right with respect to said grievance.

**Fourth Level:** If the grievance is not resolved, the grievant may no later than five (5) school days after receipt of the Superintendent/Designee's decision, request a review by the School Board. The request shall be made in writing through the Superintendent who shall attach all papers relating to the grievance. The grievant's appearance to present his appeal before the School Board shall be scheduled in accordance with regular procedures adopted by the School Board. The grievant may appear alone at this meeting or be accompanied by counsel of his own choice. The School Board shall issue a written decision within thirty (30) days after the meeting with the grievant.



# **STATEMENT OF NON-DISCRIMINATION**

## **EQUAL EDUCATION OPPORTUNITIES**

### **Policy JAA**

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

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

Revised: July 2022

Any complaints or allegations of any violation of this Statement should be immediately directed in writing to:

**Jeremy Muse** (or his designee) APSB Director of Human Resources  
1100 Webster Street  
Donaldsonville, Louisiana 70346  
391-7000/391-7104  
**Jeremy.Muse@apsb.org**

Please note that the following persons have been designated to handle inquiries regarding the non-discrimination policies as of date of adoption of this Handbook:

**Supervisor of SBLC and 504:**  
**Patricia Signorelli**  
1100 Webster Street  
Donaldsonville, Louisiana 70346  
391-7000/391-7104

**Supervisor of Federal Funds:**  
**Latatia Johnson**  
1100 Webster Street  
Donaldsonville, Louisiana 70346  
391-7000/391-7104

## **TITLE IX and Age Discrimination Act Coordinators:**

### **Karen Buratt**

1100 Webster Street  
Donaldsonville, Louisiana 70346  
391-7000/391-7104  
Email: Title9coordinator@apsb.org

### **Michelle Bourque**

1100 Webster Street  
Donaldsonville, Louisiana 70346  
391-7000/391-7104  
Email: Title9coordinator@apsb.org

### **Paisley Morgan**

1100 Webster Street  
Donaldsonville, Louisiana 70346  
391-7000/391-7104  
Email: Title9coordinator@apsb.org

### **Jada Flurry**

1100 Webster Street  
Donaldsonville, Louisiana 70346  
391-7000/391-7104  
Email: Title9coordinator@apsb.org

# **APPENDIX A**

## **TITLE IX SEXUAL HARASSMENT POLICY**

### **AND PROCEDURES**

#### **I. POLICY**

##### **TITLE IX SEXUAL HARASSMENT**

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

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

##### **DEFINITIONS**

As used in this policy:

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

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

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

Notice means whenever any employee: witnesses sexual harassment; hears about sexual harassment or sexual harassment allegations from a complainant (i.e., a person alleged to be the victim) or a third party (e.g., the complainant's parent, friend, or peer); receives a written or verbal complaint about sexual harassment or sexual harassment allegations; or by any other means.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

An employee of the Ascension Parish School Board conditioning the provision of an aid, benefit, or service of the Ascension Parish School Board on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Ascension Parish School Board's education program or activity; or

Sexual assault as defined in 20 USC 1092, dating violence as defined in 34 USC 12291, domestic violence as defined in 34 USC 12291, or "stalking" as defined in 34 USC 12291.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School Board's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School Board shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School Board to provide the supportive measures. The Title IX Coordinator(s) shall be responsible for coordinating the effective implementation of supportive measures.

## COVERAGE

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

## TITLE IX COORDINATOR

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

## RESPONSE TO SEXUAL HARASSMENT

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

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

Nothing shall preclude the School Board from removing a respondent from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines an immediate threat to the physical health or safety of a complainant, student, or other individual arising from the allegations of sexual harassment justifies immediate removal. Neither shall the School Board be precluded from placing a non-student employee respondent on administrative leave during the pendency of the grievance process developed according to this policy. In both such instances the respondent shall be provided with notice and an opportunity to challenge the decision contemporaneously with or immediately following the removal. This provision shall not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.

## TITLE IX RECORDKEEPING

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

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

## NONRETALIATION

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

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

## CONFIDENTIALITY

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

## SUSPECTED CHILD ABUSE

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

New policy: August 18, 2020

## II. PROCEDURES

### A. Definitions

1. Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature by an employee to a co-employee, an employee to a student, a student to another student, a student to an employee, a school board member to an employee or student, or non-employee engaged in business or volunteer work with the school system to an employee or student that takes place under any of the following circumstances:
  - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in school activities or programs
  - b. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances
  - c. When such conduct has the effect of unreasonably interfering with an individual's work
  - d. When such conduct has the effect of creating an intimidating, hostile or offensive work or learning environment
2. Examples of behavior which may constitute sexual harassment include but are not limited to:
  - a. Unwelcome staring, leering, sexual flirtations, or propositions
  - b. Unwelcome spreading of sexual rumors
  - c. Unwelcome sexual jokes, stories, pictures, or gestures
  - d. Unwelcome touching of another's body or clothes in a sexual way
  - e. Unwelcome teasing or sexual remarks about a student
  - f. Conditioning academic or student activity privileges on submission to unwanted sexual conduct from student or staff
  - g. Blocking or cornering of a sexual nature from normal movements
  - h. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation, or
  - i. Displaying sexually suggestive objects in the work or educational environment.

\*Sexual harassment is prohibited against members of the same sex as well as members of the opposite sex.

3. One of the Title IX Coordinators will be responsible for investigation of any complaints alleging noncompliance with this policy. The Title IX Coordinator(s) will be responsible for coordinating the effective implementation of supportive measures, and must serve as the point of contact for the affected students/employees to ensure that supportive measures are effectively implemented. The name(s), office address, and telephone number of said person(s) shall be posted in every facility and printed in every student and employee handbook.

B. Publication of Policy

Each student shall receive a copy of this policy at the beginning of each year and at the time of transfer into the Ascension Parish School System. This policy will be included in each school's Student and Employee Handbook.

C. Complaint Procedures

1. Filing

Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with the appropriate Title IX Coordinator, the principal, a guidance counselor, or a teacher. If the original complaint is received verbally the complaining party shall be asked to put the complaint in writing using the Bullying & Harassment Incident Reporting Form. If a complaint is made to someone other than a principal, the principal must be notified immediately.

A written complaint shall include the following:

- a. The name of the complaining party
- b. The name of the offender(s)
- c. The date of the offense
- d. The location of the offense
- e. A description in as much detail as possible of the incident(s), including any statements made by either party, and
- f. A list of all witnesses

2. Investigation

- a. All administrators and employee designees shall be trained to know how to handle sexual harassment complaints, what constitutes sexual harassment, the importance of taking such complaints seriously, and the procedures involved.
- b. All parties shall be provided the same opportunities to have others present during any grievance proceedings, including the opportunity to be accompanied to any meeting with the advisor of their choice and not limit the choice or presence of advisor for either the complainant or respondent in any meeting. The school district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- c. One of the Title IX Coordinators will work with the administration to ensure due process is given to all parties.
  1. Determine facts from complainant and discuss supportive measures and provide as appropriate.
  2. Initiate investigation immediately upon receipt of complaint - either by Complainant or one of the Title IX Coordinators.
  3. Review of complaint and provide notice to parties (Complainant, Respondent and Witnesses).

4. Provide both parties equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.
- d. Complaints filed pursuant to this policy shall be promptly and thoroughly investigated.
    - Investigation Procedures
      1. Burden of proof to gather evidence will be the responsibility of one of the Title IX Coordinator(s) and appropriate area investigator(s)
      2. Equal opportunity to both parties to present witnesses, evidence, and submit written questions to witnesses and other parties
      3. Restrict discussion of evidence and investigative summaries with 3rd parties (except advisor/attorney)
      4. Restrict redisclosure of information protected by FERPA
      5. Provide copy of all evidence obtained to each party to review and allow up to three (3) working days to respond in writing
      6. After response, create investigative report (Bullying & Harassment Investigation Form) fairly summarizing all relevant evidence and provide to both parties and parties' advisors
      7. Forward to decision-maker
  - e. Making a Determination of Responsibility (Decision-Maker)
    1. Decision maker has the right to pose additional questions or exclude irrelevant information
    2. Applying appropriate standard of evidence, evaluate from perspective of reasonable person standing in shoes of complainant
    3. Written Decisions: Issue written determination to both parties within 5 working days from the response to evidence above, including:
      - Identification of allegations
      - Findings of fact supporting determination
      - Conclusions regarding application of code of conduct to the facts
      - Statement of rationale for result as to each allegation with determination of responsibility
      - Notice of and process for appeal
  - f. All circumstances of the same situation shall be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the totality of the circumstance, including the context in which the alleged incident occurred. Upon completion of the investigation, one of the Title IX Coordinators shall prepare a report including the following:
    1. The date(s)
    2. The name of the complainant
    3. The name of the offender(s)
    4. A summary of the factual allegations that allege sexual harassment
    5. The name of all potential witnesses
    6. A summary of all the steps taken to complete the investigation
    7. A summary of all witness statements (with copies of actual statements attached)
    8. A listing of any physical evidence available
    9. A factual summary of all the evidence that either supports or refutes the allegations of sexual harassment
  - g. The investigation shall be completed within ten (10) working days after the complaint is filed unless there are extenuating circumstances.



### 3. Appeals

- a. Appeals may be made to the Superintendent or his/her designee within fifteen (15) calendar days after receipt of the written decision of the Complaint Review Committee.
- b. Within ten (10) working days of the decision by the Superintendent or his/her designee, an appeal may be made to the Board, which shall render a decision within fifteen (15) calendar days.

### D. Sanctions

1. All students who violate this policy shall be subject to the following sanctions on a case-by-case basis dependent on the severity:
  - a. Immediate notification of parents of the complainant and the accused
  - b. Parent conference
  - c. Warning, counseling, and reprimand
  - d. Time Out
  - e. Suspension
  - f. Expulsion
2. All employees and others who violate this policy shall be subject to the following sanctions:
  - a. Warning, counseling, and reprimand
  - b. Suspension with or without compensation
  - c. Termination
  - d. Banned from school campus and/or school-related events

\*All can be subject to criminal prosecution. Violators of this policy will be prosecuted to the maximum penalty and can also be banned from the school campus and/or school-related events.

### E. Monitoring

1. On an annual basis, students and employees shall be properly informed of the sexual harassment policy and the process for reporting incidents of sexual harassment.
2. Within three months after a complaint is resolved, the complainant shall be interviewed to determine if any additional incidents have occurred and, that the complainant is satisfied with the process involved. A written report will be completed by one of the Title IX Coordinators following this interview.
3. The Superintendent shall report quarterly to the Ascension Parish School Board providing qualitative information relative to the number of complaints, number of investigations, results of hearings, training efforts and policy publication efforts.
4. This policy shall be reviewed every year in accordance with the Ascension Parish School Board's policy review process.

*Revised: January 1997, Revised: September 1997 Revised April 2022*

*Ref: PL 88-352 (42 U.S.C. 2000e et seq.); 29 CFR § 1604.11; La. Rev. Stat. Ann §§ 14:41, 17:81. Board minutes 12-3-96, 8-19-97.*

## **APPENDIX B**

### **TEACHERS' BILL of RIGHTS**

*Source: LSA-R.S. 17:416.18*

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

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
10. A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

## **APPENDIX C**

### **CRISIS PLAN**

The Ascension Parish School Board has implemented a comprehensive district-wide Crisis Plan to deal with emergency situations affecting our schools, students, and staff. As part of this Plan, we practice a variety of drills throughout the year.

In the event of an emergency, the first priority of each school administration will keep students under their care, safe, and out of harm's way.

In accordance with the Crisis Plan and in the interest of safety, please note that no students will be allowed to be checked out of school by a parent or legal custodian, until after the emergency situation has been brought under control and it is safe to resume normal activities.

Please note that during an emergency or drill, parents/ legal custodians/visitors will be locked out of the buildings at any APSB site affected. If a parent/legal custodian/visitor is in an APSB building at the time an emergency or drill commences, you will not be allowed to leave until the matter is under control and we have been given the all clear.

We appreciate your understanding and support of our efforts.

## APPENDIX D

### Notification of Rights Under FERPA for Elementary and Secondary Schools And Notice for Disclosure of Directory Information

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

1. The right to inspect and review the student's education records within 45 days after the day the APSB receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask the School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, virtual school representative, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records re-quest unless it states in its annual notification that it intends to forward records on request.]

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

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

#### Notice for Disclosure of Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that **APSB**, with certain exceptions, obtain parent/custodian's written consent prior to the disclosure of personally identifiable information from your child's education records. If permitted by state law, then the **APSB** may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **APSB** to include this type of information

from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations (including the school resource officer) without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>(1)</sup>

If you do not want **APSB** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days of the official start of the school year.

APSB has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name**
- Address**
- Telephone**
- Electronic mail address**
- Photograph**
- Date and place of birth**
- Major field of study**
- Dates of attendance**
- Grade level**
- Participation in officially recognized activities and sports**
- Weight and height of members of athletic teams**
- Degrees, honors, and awards received**
- The most recent educational agency or institution attended**
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**
- Photographs or videotape of a student participating in school sponsored events such as athletic events or school plays or club activities.**
- Photographs or videotapes of students in public areas (for example, a school bus or school hallway).**

<sup>1</sup>. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

## APPENDIX E

### Notification of Rights Under the *Protection of Pupil Rights Amendment (PPRA)*

The *PPRA* affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**The APSB will/has develop[ed] and adopt[ed]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **The APSB will** directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

The **APSB** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The **APSB** will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- 2) Administration of any protected information survey not funded in whole or in part by ED.

- 3) Any non-emergency, invasive physical examination or screening as described above.  
Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW Washington,  
D.C. 20202



## APPENDIX F

### Notification of Military Recruitment Opportunities of Students

By law, (*20 United States Code § 7908* – access to student recruiting information - see *weblink* below), the U.S. Military branches are allowed to request that schools send to them names and contact information of students. This provides recruiting opportunities. The APSB is required to provide student information upon request.

However, parents and students may request that their information not be provided to the military recruiters. In order that your/your child's information not be provided, you or your child have to submit a written notification that your information NOT be provided.

The notification must be in writing, signed, and dated and be delivered to the school of the student. An email will not suffice or be acceptable.

Any notification not to provide information shall automatically expire at the end of the school year.

Please be advised that, should you fail to provide the notification, your information will be provided to any military recruiter upon request.

See: <https://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/pdf/USCODE-2011-title20-chap70-subchapIX-partE-subpart2-sec7908>.

## APPENDIX G

### STUDENT FEES, FINES AND CHARGES

The Ascension Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or legal custodian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann <http://www.legis.la.gov/legis/law.aspx?d=79759>.

The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal custodian at the beginning of each school year in the manner determined by the School Board.

The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

#### DEFINITIONS

*Fees* shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

*Curricular and co-curricular activities* are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

**Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.**

#### REGULATIONS

1. A school shall not charge or assess a fee unless the fee has been set and included in the School Board's approved *Schedule of Fees*.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the *Schedule of Fees* attached this policy.

#### Economic Hardship Waivers

A student or his/her parent or legal custodian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria relative to the student or his/her family, as listed below:

- Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
- Is in foster care or is caring for children in foster care.
- Is homeless.
- Is serving in, or within the previous year has served in, active military service.

- Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
- Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

All records associated with a fee waiver request due to economic hardship shall not constitute a *public record* but may be audited to ensure compliance with the School Board's policy. A student's *personally identifiable information* associated with such a waiver request shall **not** be made public.

### SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal custodian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

### DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal custodians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or legal custodians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/legal custodians may elect to have students perform school/community service activities, if such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/legal custodian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunity, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal custodians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Revised: October, 2001

Adopted: October 17, 2006

Revised: October, 2019

Approved: November 5, 2019

Ref: 20 USC 1232 (g-i) (*Family Educational Rights and Privacy Act*)

La. Rev. Stat. Ann. §§17.8, 17:81, 17:112, 17:177, 17:178

Board minutes, 10-17-06

# Ascension Parish School Board

## Schedule of Fees

### High School

Classroom supply lists must be approved by the principal and must not be more than \$40.00 total.

Class	Purpose of Fee	Amount	Use of Fee	Collection Method
<b>Instructional Fee</b>	To offset the cost of materials used in communication with students and parents as well as any instructional needs.	\$20	Postage for mail outs including report cards; paper for report cards, parent/student handouts, and student handbooks. This list is not all-inclusive.	SchoolCash Online cash check
<b>AP Courses</b>	To provide interventions/extra practice for students in-class and at home; to enhance hands on activities provided to students; personal copy of text allows student to annotate and use other strategies while reading and to enhance curricular resources	\$0 - \$21	To refill lab supplies for water, soil, and air quality test kits and renewable energy design kits; to purchase workbooks and individual novels for students; lab supplies and web assign licenses. This list is not all-inclusive.	SchoolCash Online cash check
<b>Band/Choir</b>	To provide students with opportunities and resources for enhanced learning, instruction, and to compete at various festivals and district level competitions	\$0 - \$350	Competitions, transportation, outfits, instrumental rental when needed, purchase and replacement of instruments, mouthpieces, sticks, mallets, drumheads, marching show drill, marching show design services, band camp staff, band camp supplies, band camp meals, buses for DCI Show, instrument repairs, props and accessories, uniform cleaning, weekday staff for individual student lessons, buses for away games, food for away games, festival entry fees, buses for festivals, food for festival days, fuel for trailer pullers, Christmas music, Christmas Concert Programs, Christmas Concert venue, concert band music, District Festival entry fees. This list is not all-inclusive.	SchoolCash Online cash check

<b>CTE Electives</b>	To allow students the opportunity to apply their knowledge of coursework in real-world, real-life experiences	\$0 - \$35	Supplies for projects such as posters, markers, glue; groceries for cooking labs, supplies such as dish soap, paper towels, laundry detergent, lumber/metal for take home projects; tool upkeep, planting materials, general supplies like paint brushed, paint, stain, steel, wool; supplies for edible soil lab, consumables such as nails, sandpaper and stain; general shop materials. This list is not all-inclusive.	SchoolCash Online cash check
<b>Electives</b>	Provide research-based ACT strategies; to provide students enrichment activities and practice around their content; and to provide proper uniform for exercise	\$0 - \$35	Educational manipulatives and workbooks, Velcro, dot runners, tape runners, and PE uniforms. This list is not all-inclusive.	SchoolCash Online cash check
<b>English Courses</b>	To provide enrichment activities to students	\$0 - \$10	Upfront & Action magazines for informational texts, replacement novels and supplies. This list is not all-inclusive.	SchoolCash Online cash check
<b>Math Courses</b>	To purchase online software required by the university to complete their dual enrollment math assignments	\$0 - \$15	IXL software; math XL Access Codes good for one calendar year.	SchoolCash Online cash check
<b>Science Courses</b>	To enhance curricular resources and to provide hands-on activities to students	\$0 - \$15	Lab supplies, petri dishes, dissection kits, dissection specimen, software: Web Assign (\$10.50). This list is not all-inclusive.	SchoolCash Online cash check
<b>Replacement ID Badge</b>	To cover the cost of a new badge	\$5	Supplies needed to print badges	SchoolCash Online cash check

## Middle School

Classroom supply lists must be approved by the principal and must not be more than \$40.00 total.

<b>Class</b>	<b>Purpose of Fee</b>	<b>Amount</b>	<b>Use of Fee</b>	<b>Collection Method</b>
<b>Instructional Fee</b>	To provide instructional materials that can be used throughout the school year	\$0 - \$10	Includes agendas, dry erase markers for classrooms, and anything else needed for general use.	SchoolCash Online cash check
<b>Science</b>	To enhance science instruction and hands on activities provided to students	\$0 - \$5	Lab supplies, etc. that are needed for experiments, etc.	SchoolCash Online cash check
<b>PE Uniform</b>	To provide students physical activities and teach certain athletic skill	\$0 - \$30	Physical activity and sports classroom resources that can include balls, brackets, nets, etc.	SchoolCash Online cash check
<b>STEM</b>	To enhance STEM instruction and hands on activities provided to students	\$0 - \$10	Lab supplies, and other minor supplies needed for STEM activities.	SchoolCash Online cash check
<b>FACS</b>	Provides opportunities to develop the knowledge, skills, attitudes, and behaviors that students need to become responsible citizens and leaders	\$0 - \$10	Food and nutrition supplies, mock budgets, etc.	SchoolCash Online cash check
<b>Art</b>	To provide students enrichment activities and practice	\$0 - \$15	Preliminary art supplies that can include shading pencils, art paper, paint brushes, canvas, etc.	SchoolCash Online cash check
<b>Drama</b>	To provide students with opportunities to take part in the performance arts	\$0 - \$10	Props, costumes, etc.; to assist in the scheduling and set up of performances, plays, etc.	SchoolCash Online cash check

## Primary School

Classroom supply lists must be approved by the principal and must not be more than \$60.00 total.

<b>Class</b>	<b>Purpose of Fee</b>	<b>Amount</b>	<b>Use of Fee</b>	<b>Collection Method</b>
<b>Instructional</b>	To ensure communication between parents and teachers is effective and ongoing	\$0 - \$15	To purchase of student agendas, home/school communication, binders, journals, workbooks and digital programs.	SchoolCash Online cash check
<b>Science Lab</b>	To enhance hands on activities provided to students	\$0 - \$15	To replenish consumable lab materials for science experiments and classroom manipulatives.	SchoolCash Online cash check



## GLOSSARY

Note: This is a Student Handbook. Words used and contained in this Handbook shall have their normal and customary meaning and usage. The following definitions are not exhaustive or limited but are only used to illustrate. Any accepted use of any word below shall be applied to conduct to which this Handbook controls or governs. Additionally, the Louisiana Department of Education [LDOE] - *Louisiana Believes* provides definitions of disciplinary offenses, infractions, and disciplinary codes which the APSB incorporates by reference.<sup>1</sup>

1. **ARSON** – The damage to property by the use of an explosive substance or the setting on fire to any school or personal property.
2. **ASSAULT** –
  - A. An attempt to commit a battery or the intentional placing of another person in reasonable apprehension of receiving a battery which is not self-defense.
  - B. Assault of a school teacher is an assault committed when the victim is a school teacher acting in the performance of employment duties.
3. **BATTERY** –
  - A. The use of force or violence upon a person if actual contact is made or the touching another without consent in a forceful manner.
  - B. Battery of a school teacher is the use of force or violence against a school teacher when the teacher is acting in performance of employment duties.
4. **BURGLARY** – The unauthorized entry of property.
5. **COMPUTER HACKING** – The accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof with intent to view, alter, delete, or insert programs or data without authority.
6. **DANGEROUS WEAPON** – any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm.
7. **DISRESPECT FOR AUTHORITY** - Any unprovoked act of aggression, which demonstrates a disregard or interference with authority or supervising personnel.
8. **DRUGS** – Illegal narcotics or any controlled dangerous substances.
9. **DRUG PARAPHERNALIA** - Any equipment that is used to produce, conceal, and consume illicit drugs. It includes but is not limited to items such as bongs, roach clips, miniature spoons, and various types of pipes. Under federal law the term drug paraphernalia means “any equipment, product or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.”
10. **EMERGENCY** – An unexpected situation that requires prompt action.
11. **EXCUSED TARDY** – Acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies or natural disasters.

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<sup>1</sup> As of March 2022, these are the six (6) steps to get to LDOE definitions for disciplinary offenses: 1. Go to the *Louisiana Believes* website; 2. Scroll down to the purple icon titled classroom support toolbox and select that icon; 3. Select the green icon school system report toolbox; 4. Scroll down to the yellow icon titled *Data Systems* and select LDOE Data systems user guide under this icon. Once you select that, the document will begin to download and you have to wait for it to complete the process (normally a couple of seconds); 5. Open the downloaded document and click on *2021-2022 SIS User Guide Version 6*. Once that document is opened, scroll down to page 10 of the *Table of Contents to Appendix E* and select the *Primary Infraction/Reason Code Definition* page 257 and the definitions are there.

12. **EXPLOSIVE DEVICES** – Including fireworks, bullets, bombs, and incendiary devices.
13. **EXTORTION** – The taking of goods or services by threat or intimidation.
14. **FIGHTING** – The exchange of blows between two or more students with the intent of harming one another
15. **GAMBLING** – To play a game of chance where a reward is expected.
16. **FIREARM** – any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.
17. **HABITUAL OFFENDER** – One who has committed several offenses, not necessarily of the same type.
18. **INDECENT BEHAVIOR** – Socially unacceptable behavior, that is morally offensive.
19. **INTIMIDATION** – To make timid or fearful.
20. **LOOK-ALIKE/COUNTERFEIT/RESEMBLES** – Similar to or appear to be.
21. **MOLESTATION** – To make indecent advances in which physical contact is made.
22. **PROBATION** – A condition in which students are temporarily placed to assist them in adjusting to a normal school setting.
23. **PORNOGRAPHY** – Material (Such as books, writing, or photographs) that show erotic behavior and is intended to cause sexual excitement.
24. **PROVOKING A FIGHT** – To purposefully cause or incite either verbally or physically a student or students to fight.
25. **REASONABLE BELIEF** – A suspicion founded upon circumstances sufficiently strong to warrant a belief in a reasonable person that something is true.
26. **ROBBERY** – Taking of anything of value belonging to another by the use of force or intimidation.
27. **SCHOOL DISTURBANCE** –
  - A. Minor Disturbance – An act of misconduct, which is confined to a limited area and which, disrupted the orderly process of education activities in that area.
  - B. Major Disturbance – A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area.
28. **SELF-DEFENSE** –An act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor.
29. **SERIOUS BODILY INJURY** – Impairment of physical condition not limited to the following: loss of consciousness, concussion, bone fracture, impairment of function of bodily member or organs, wound requiring suturing, and serious disfigurement.
30. **SEXUAL HARRASSMENT** – (see **Appendix A**)

31. **TARDY**- When one is not in his or her classroom when the tardy bell rings.
32. **THEFT** – Taking other’s property without permission, by stealing, fraud or trickery.
33. **TRESPASSING** - Unauthorized entry on a school campus other than the one a student normally attends except when the student has been assigned to an alternative program.
34. **TRUANCY/CUTTING/SKIPPING** - One who is absent from school without permission.
35. **VANDALISM** - The defacing, damaging, and/or breaking of others' property through willful misconduct.
36. **WEAPON** - Any object which, under the circumstances, may be used to inflict bodily injury or damage to property.
37. **WILLFUL DISOBEDIENCE** - The refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus.