Rapides Parish School Board Policies Handbook and Student Code of Conduct

2024 2025

Attendance
Bullying
Discipline
R.A.A.A.V.L.
R.A.P.P.S.
RTI
School Calendar
Student Rights and Responsibilities
Substance Abuse
Transfers

Rapides Parish School Board
619 Sixth Street
Alexandria, Louisiana 71301

Dr. Stephen Chapman, President of the School Board
Mr. Jeff Powell, Superintendent of Schools
Mr. Clyde Washington, Executive Assistant Superintendent of Administration
Mrs. Shannon Alford, Executive Assistant Superintendent of Curriculum and Instruction
Dr. LaQuanta Jones, Deputy Assistant Superintendent of Improvement and Collaboration

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RAPIDES PARISH 2024-2025 SCHOOL CALENDAR

JULY

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

AUGUST

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SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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29	30					

OCTOBER

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27	28	29	30	31		

NOVEMBER

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DECEMBER

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

JANUARY

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			1	2	3	4
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FEBRUARY

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MARCH

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23	24	25	26	27	28	29
30	31					

APRIL

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27	28	29	30			

MAY

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4	5	6	7	8 #	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher PD Day
Holiday for Student

* Parent/Teacher Conferences
(extended work day)

School Opens For Students

Holiday for
Teachers/Students

End Nine-Weeks

Holiday for 12 Month
Employees

End Semester
1st Semester Ends January 10, 2024
2nd Semester Ends May 23, 2024

RED Student Attendance Days

Progress Reports Go Home

Report Cards Go Home

171 Student Days
182 Teacher Days

2024-2025 CALENDAR

July 4	Fourth of July Holiday
July	10 mth employees return
August 5	Teachers return to work
August 8	First Day of School
September 2	Labor Day Holiday
September 16	Teacher PD Day (student holiday)
October 9	End of Ql
October 14-16	Parent-Teacher Conferences (ext. work days}
October 17-18	Fall Break
October 21	Teacher PD Day (student holiday)
November 5	Election Day
November 11	Veterans Day
November 25-29	Thanksgiving Holidays
December 20	End of 02/Semester 1
Dec. 23-Jan. 3	Christmas Break
January 6-7	Teacher PD Day (student holiday}
January 20	MLK Holiday
February 10-13	Parent-Teacher Conferences (ext work days]
February 14	Holiday
February 17	Teacher PD Day (student holiday)
March 3-4	Mardi Gras Holiday/Presidents' Day Observation
March 13	End of Q3
March 24-28	Parent-Teacher Conferences (ext. work days)
April 18-25	Easter Break
May 8	Last Day for Seniors
May 22	Last Day for Students • End of Q4/Semester 2
May 23	Teacher Work Day/Last Day
May 26	Memorial Day Holiday
June 19	Juneteenth Holiday

171 Student Days
182 Teacher Days
Ql: 43 Days, Q2: 41 Days, Q3: 43 Days, Q4: 44 Days

The Rapides Parish School System

In appreciation, the Rapides Parish School System extends its gratitude unto

The President and Board Members

Mr. Jeff Powell, Superintendent of Schools

Mr. Clyde Washington, Executive Assistant Superintendent of Administration

Mrs. Shannon Alford, Executive Assistant Superintendent of Curriculum and Instruction

Dr. LaZuanta Jones, Deputy Assistant Superintendent of School Improvement and Collaboration

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Rapides Parish School Board has the right to make changes with Board Policies and Student Code of Conduct. Board approved changes made through-out the current school year will be reflected in this digital handbook.

Rapides Parish Schools

ENGAGE EMPOWER ELEVATE

Dr. Stephen Chapman, District E President

P.O. Box 7117
Alexandria, Louisiana 71306
318-487-0888 • FAX 318-449-3167

Jeff Powell
Superintendent

Rapides Parish Students and Parents,

The Rapides Parish Public School System is relentlessly committed to providing a supportive and innovative educational system that engages our community, empowers individuals, and elevates our people to their maximum potential.

We Believe...

- Our STUDENTS can and will achieve as well as, or better than students across our great state and across our country.
- Our TEACHERS and STAFF can and will help our students achieve at such high levels.
- Our PRINCIPALS can and will lead our teachers and students to these high levels.
- Our PARENTS and COMMUNITY can and will support and celebrate this success,

The start of the 2024-2025 school year is upon us! In order to achieve our vision and values and these extremely high academic goals, we must all work together. As superintendent, I want to assure you that our school and district leaders have been working to provide the safest and most effective educational programming for our students and employees for this upcoming year. We are looking forward to what will be an historic year for Rapides Parish.

Our staff is committed to making sure each student has the opportunity to grow and perform their very best at everything this school year. The policies, procedures and guidelines found in this manual are dedicated to ensuring the safest and most efficient and effective programming possible. We ask that every parent and student read and study these expectations with an attitude of willingness to assist in every endeavor.

During the 2024-2025 school year, let's continue to prove to the world that Rapides Parish truly is #bettertogether!

Sincerely,

Jeff Powell, Superintendent

RAPIDES PARISH SCHOOL BOARD

PURPOSE

The purpose of this booklet is to provide students and parents information regarding their rights and responsibilities in the Rapides Parish School System.

Each student is responsible for complying with policies and procedures in this document. We are requesting that you become thoroughly familiar with its contents.

Students and parents are to read and sign the last page of this document, indicating that they have received a copy of it and return it to their home school. Failure to return the receipt will result in an automatic suspension until the receipt is returned.

DISCIPLINE POLICY
OF THE RAPIDES PARISH SCHOOL BOARD

INTRODUCTION

One major objective of discipline is to teach and motivate students to develop self-discipline. Although the ultimate responsibility for student conduct rests with the student and his/her parent, discipline is a part of the daily responsibility of school personnel and not merely the action at times when a student may deviate from acceptable forms of conduct.

The school has the responsibility to provide an educational environment for students to practice controlling their own behavior, to correct their own mistakes in behavior, and to see examples of responsible behavior by staff and other students.

It should be clearly understood by the student, his parents and all school personnel that the purpose of all disciplinary action is to correct future behavior and to teach the student that education is a right qualified by compliance with reasonable rules and regulations.

"Discipline shall be administered in a uniform, consistent and non-discriminatory manner throughout the school system."

School Resource Officers may be stationed in Rapides Parish Schools in cooperation with the Rapides Parish Sheriff's Office.

This policy is designed to conform to R.S. 17:416. In the event of a policy conflict or omission, the statute controls.

Section I
Discipline and Procedures

PHILOSOPHY OF DISCIPLINE

Rapides Parish School Board endeavors to offer each Student an education which shall be offered in an orderly, healthful atmosphere, physical and emotional, firm and fair in all matters pertaining to school life.

Every child shall comply with all rules and regulations, state and local, having to do with Student behavior. In a democracy, there exist many privileges and freedoms, all of which are dependent on the observance of certain rules and regulations. ANY STUDENT BY HIS/HER OWN FAILURE TO COMPLY WITH SCHOOL REGULATIONS MAY LOSE HIS/HER RIGHT TO A PUBLIC EDUCATION.

All personnel of the Rapides Parish School Board shall strive to provide an environment that will bring about effective learning, thus enabling each student to achieve his or her own potential.

All Board employees, parents or guardians and students shall, to the greatest degree practicable, enjoy the maximum protections fostered by the rules, regulations and laws of the Rapides Parish School Board and the State of Louisiana while in the school environment. Any person initiating a physical attack upon another person while in the school environment will be referred by school personnel to the appropriate authorities for prosecution or disciplinary action and further will be held responsible civilly for any losses for which the Board may be responsible or for damages to school property.

In the event of a physical attack upon any teacher, support personnel, principal, assistant principal, or other Board employees on school property, or at a school-related function, the school principal or designee or other supervisory personnel in charge at the time of the attack shall immediately report the incident to the appropriate law enforcement personnel having jurisdiction of the location of the attack. Additionally, in the event of a physical attack by a non-student on a student or a visitor that results in physical injury or property damage, the appropriate law enforcement authorities shall be notified and a report made of the incident. Additionally, where confrontation between students on school property or at a school related function results in serious physical injury to a student, the appropriate law enforcement officers shall be notified and a report made of the incident. Where a physical attack upon a member of the teaching staff results in sick leave under the provisions of R.S. 17:1201 (C), an incident file containing all reports and investigations of the incident accumulated by the principal or central office staff shall be referred to the Board's legal advisor for initiation of legal action against the perpetrator of the attack and any persons or insurers who might be responsible for possible recovery of losses and damages to the Board caused by the payment of the statutory benefits to the injured employee. An employee who is so injured, shall, on request by the Superintendent's office, execute such subrogation agreements or assignment documents as might be required under the circumstances.

MANDATED PROCEDURES FOR DISSEMINATING MATERIALS IN THE DISCIPLINE POLICY

The following steps will be taken to insure that everyone involved is properly informed of all aspects of the discipline policy:

1. The Central Office staff will conduct an in-service workshop for all principals and assistant principals, prior to the opening of school.
2. Each principal will hold in-service training sessions for the teachers and other personnel in the school.
3. Each student will be given a copy of the discipline policy and be required to return receipt signed by the parent or legal guardian.
4. Classroom teachers will discuss each part of the policy with their students.
5. Each principal will use an assembly period to emphasize the importance of strict observance of the school's rules and the Parish Discipline Policy.
6. Each school staff will provide opportunities for discussion of the policy during Parents' Night activities.
7. "Additionally, each school administration shall require that every student be provided an orientation during the first five days of each school year regarding school disciplinary rules and provisions of the Code of Student Conduct which shall include

general information as to the rights afforded teachers pursuant to R.S. 17:416.18. If a student enrolls after the beginning of the school year, a similar orientation shall be provided during the first five days of enrollment. In no case, however, shall the failure to provide the formal orientation constitute a defense to the imposition of any disciplinary action or other action against the student because each student will receive a copy of this policy handbook and be required to submit the parent or guardian's acknowledgment of receipt of the handbook as a condition of enrollment – a copy of the 'Teacher Bill of Rights' provided by R.S. 17:416.18 is attached as an appendix to this handbook; additionally a copy shall be posted in a prominent place in every school and administrative building operated by the board and posted on the board's web site."

DEFINITION OF DISCIPLINE

Discipline is the combination of a mental attitude and a system of self-control that results in a standard of behavior demonstrated by appropriate conduct in all situations. In education it is a process which strengthens, molds and corrects students through a system of essential rules, a program of teaching and supervisory control and when necessary, just and constructive punishment.

DISCIPLINE PROCEDURES

Each principal shall exercise the proper disciplinary control of the school to which the principal is assigned through the authority granted by the federal government, Louisiana state law and the Rapides Parish School Board. In order to establish and maintain this control, the principal will utilize the following:

Discipline of Students: suspension and expulsion

Every teacher shall endeavor to hold every Student to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school or during intermission or recess or while attending school functions or events.

Each teacher may take disciplinary action to correct a Student who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another Student, who violates school rules, or who interferes with an orderly educational process.

Disciplinary action may include but is not limited to:

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

2024-2025 VIRTUAL
STUDENT CONDUCT EXPECTATIONS

Rapides Parish Schools

ENGAGE EMPOWER ELEVATE

CHILD WELFARE & ATTENDANCE

Mr. Terrence Williams
Director

Mr. Dwayne Taylor
Supervisor

RAPIDES PARISH SCHOOL BOARD
619 6TH STREET
ALEXANDRIA, LOUISIANA
(318) 487-0888

Rapides Parish School Board Virtual
Student Conduct Expectations

Students must maintain virtual settings and behaviors that are conducive for instruction and that minimize distractions.

Virtual Work Settings

1. Students are expected to have a designated work area in their home cleared of everything other than what they need for class. Working stations must be free of foreign objects that are not being utilized for instruction.
2. The recording device being used for instruction must be positioned to allow teachers to observe both the working space and student, especially during testing.
3. Eating and drinking are not allowed during virtual courses. Liquids can potentially damage electronic devices. Eating and drinking during virtual lessons are distractions to the instructional environment.
4. When possible, students are encouraged to work in areas that are isolated from other individuals and pets. If circumstances exist that do not allow complete seclusion, the parent will need to share this information separately with the instructor. Instructors will only require what the parent can reasonably provide.
5. Additional electronic devices should not be kept or used within the visible working area, unless they are being utilized for instruction, or are teacher approved. This includes the use of speakers, phones, earphones and other devices that may provide distractions from teacher lead instruction.
6. Students will follow daily guidance from their teachers regarding best methods of communicating and participating during virtual schooling. Instructions regarding when and how to interact verbally and how to use audio and camera options will be dependent on the design of instruction and direction of the teacher.
7. Students are to remain positively engaged in instruction and participate.
8. Behavior that is disruptive to the virtual schooling setting will be addressed using progressive discipline measures.

Student Dress & Conduct

9. Students are to wear appropriate dress that does not distract from the virtual learning process. Inappropriate attire including but not limited to the following are prohibited: Pajamas or clothing that is transparent or overly revealing, clothing with profanity or provocative pictures; derogatory terms; racial slurs; or sexual content. School uniforms will not be required for virtual schooling.

Discipline for Virtual Learners

All virtual students enrolled in the Rapides Parish School System are expected to conduct themselves in accordance with the rules of the school and Rapides Parish School Board. Students should refrain from engaging in any of the behaviors identified in RPSB Student Code of Conduct while engaged in virtual schooling. The Rapides Parish School District has extended its normal behavior guidelines to the virtual classroom with a few modifications that factor in the home setting.

Behavior that could result in disciplinary actions for online students include but are not limited to: cyberbullying, wearing inappropriate clothing, repeated tardiness, inappropriate use of electronic media, threatening or cursing a student or teacher, and intentional disturbance of an online class.

There are three levels of disciplinary measures/consequences utilized by the school:

1) Conference 2) Out of School Suspension 3) Expulsion

Conference: Students that receive disciplinary conferences will have the conference (via phone or in person) with their parent/guardian(s) and a school administrator. The incident will be referred by the teacher on a disciplinary referral and will be submitted to our data reporting system (PowerSchool). The student will not have a disruption in schooling and will not be removed from the class.

Out of School Suspension: When a student in assigned Out of School Suspension, the student will only have access to power points and or assignments/materials outside of live learning sessions. Students will be suspended from live sessions and interactions with peers during the suspension. The student is not allowed to attend school sponsored programs or activities. The school administrator determines the length of a suspension. The teacher will submit a disciplinary referral and the suspension will be documented in writing on a disciplinary referral and submitted to PowerSchool.

Expulsion: Recommended expulsion will be reserved for serious discipline infractions but none that violate a student's constitutional rights in a home setting. Although constitutional limitations may exist in the home setting during virtual learning sessions, if virtual students exhibit weapons or firearms, replicas or air guns during virtual learning in a manner which reasonably threatens teachers, administrators, other school employees or other students, discipline may be imposed under the general discipline policy for such conduct which reasonably supports a finding of a threat.

When a student is expelled, he or she is separated from the school for an extended period of time for disciplinary reasons. An expulsion will be documented in writing and will be submitted to PowerSchool. Parents of students who are recommended for expulsion but whose penalty is reduced to a suspension after due process, may appeal to the school board and district court in the same manner as an expelled student.

DISCIPLINE FOR STUDENTS WITH DISABILITIES:

If a student with a disability violates the student code of conduct and results in a disciplinary referral being submitted from the teacher to an administrator, he or she will be disciplined according to the discipline measures/consequences described above for up to 10 days. Upon subsequent violations that result in suspensions that exceed 10 days, the school will determine if the behavior manifested from the student's disability. If the school determines that the violation is not a manifestation of the student's disability, the school will apply the discipline procedures to the student in the same manner and for the same duration as the procedures would be applied to student's without disabilities. However, if it is determined that the violation manifested from the student's disability, the school will conduct a functional behavior assessment and develop a behavior plan to address the behavior violation so that it does not reoccur.

** Parents are expected to cooperate with the school staff in helping students maintain appropriate conduct in a virtual learning setting.

Board Approved: December 1, 2020

ACKNOWLEDGMENT

RAPIDES PARISH SCHOOLS
VIRTUAL STUDENT CONDUCT EXPECTATIONS

We hereby acknowledge that we have read and understand the Student Code of Conduct and that we have read and understand this Virtual Discipline Policy.

We understand and agree that_____(name of student) will be held accountable for complying with these discipline rules and may be subject to disciplinary action in accordance with the Student Code of Conduct and the Virtual Discipline Policy for violations thereof.

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

Board Approved: December 1, 2020

WRITTEN PUNISHMENT

Written punishment should be kept to a minimum and should be related to the subject or discussions of an offense. Handwritten reports shall be limited to three (3) handwritten pages or less.

ASSIGNMENT OF CONSEQUENCES

When a Student's behavior prevents the orderly instruction of other Students, or poses an immediate threat to the safety or physical well-being of any Student or teacher, or when a Student exhibits disrespectful behavior toward the teacher such as using foul or abusive language directed at a teacher or threatening a teacher, the teacher shall have the Student immediately removed from the classroom and placed in the custody of the principal or the designee.

> Upon being sent to the principal's office pursuant to the provisions of this subparagraph, the principal or designee shall advise the Student of the particular misconduct on the basis for such accusation, and the Student shall be given an opportunity at that time to explain the Student's version of the facts. The principal or the designee shall then conduct a counseling session with the Student that may be appropriate to establish a course of action consistent with school board policy to identify and correct the behavior for which the Student is being disciplined. A Student in kindergarten through grade six removed from a class pursuant to this subparagraph shall not be permitted to return to the class for at least (30) thirty minutes, unless agreed to by the teacher initiating the disciplinary action. A Student in grades seven through twelve removed from a class pursuant to this subparagraph shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action. Additionally, the Student shall not be readmitted to the class until the principal has implemented one of the following disciplinary measures:

- Refer to MTSS team for intervention
- In-school suspension
- Detention
- Suspension
- Initiation of expulsion proceedings
- Assignment to an alternative school or detention program
- Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee pursuant to law and board policy

When a Student is removed from a classroom pursuant to this subparagraph, the teacher may require that the parent, tutor, or legal guardian of the Student have a conference with the teacher in the presence of the principal or designee before the Student is readmitted.

Upon the third removal from the same classroom pursuant to this subparagraph, the teacher and the principal shall discuss the disruptive behavior patterns of the Student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. If appropriate, a referral of the matter may be made to an appropriate building level committee. In addition, a conference between the teacher or other appropriate school employee and the Student's parent, tutor, or legal guardian shall be required prior to the Student being readmitted.

If the disruptive behavior persists, the teacher may request that the principal transfer the Student into another setting.

Notwithstanding any provision of law to the contrary, whenever a Student is formally accused of violating the provisions of R.S. 14:34.3, or school disciplinary rules or both, by committing a battery or an assault on any school employee, the principal shall suspend the Student from school immediately and the Student shall be removed immediately from the school premises without the benefit of the suspension procedures provided by R.S. 17:416 and this disciplinary handbook; however, the necessary notifications and due process procedures shall follow as soon as practicable. In accordance with 2006 La. Acts 733, 'assault' means an attempt to commit a battery on a school employee or administrator, or the intentional

placing of those persons in reasonable apprehension of receiving a battery by the student, or the student's making statements threatening physical harm to the employee or administrator. 2006 La. Acts 733
NOTE: Notwithstanding any provision of law to the contrary, when there is an incident involving a student and there is also an issue of immediate danger or intent to do harm or harm himself/herself, the student may be referred immediately as appropriate to the Rapides Alternative Positive Program for Students (RAPPS) pending the investigation and the hearing.

Any student committing battery on a school board employee shall be automatically suspended in accordance with R.S. 17:416 A (1) (c) and the principal shall recommend expulsion as provided by school board policy.

For students age ten (10) and under, if appropriate, law enforcement officials may be contacted. For all students over the age of ten (10), the principal shall contact the law enforcement officials.

No Student suspended in accordance with the provisions of the above paragraph shall be considered for readmission to the school in which the school employee allegedly battered by the Student is assigned, until all hearings and appeals associated with the alleged violation have been exhausted.

Except when the school system has no other school of suitable grade level for the Student to attend, no Student found guilty by a court of competent jurisdiction of violating the provisions of R.S. 14:34.3 shall be assigned to attend or shall attend the school in which the school employee battered by the Student is assigned.

Notwithstanding any provision of R.S. 17:158 to the contrary, a school system shall not be required to provide transportation to any Student reassigned to attend a school pursuant to the provisions of the above paragraph if providing such transportation for the Student will result in additional transportation costs to the school system.

REFERRALS

1. The teacher who refers a student to the administrator for disciplinary action will complete the teacher's portion of the Louisiana Department of Education School Behavior Report.

2. The administrator handling the referral will indicate on the referral form the disposition of the case and send a copy of the completed form to the referring teacher.

3. Copies of the completed Behavior Report Form will be kept in the student's permanent discipline file, filed in the administrator's office and a copy mailed to the parent or legal guardian.

4. The referring teacher's name shall be listed on the suspension/expulsion form.

5. A school bus operator referring a student for disciplinary reasons shall complete the Bus Behavior Form attached to this policy.

CORPORAL PUNISHMENT

Corporal punishment is no longer allowed in Rapides Parish Schools.

ARREST OF STUDENTS BY LAW ENFORCEMENT OFFICERS

When law enforcement agents appear at the school site to take students into custody, the officers should be encouraged to wait at the principal's office and the administration should summon the student to the principal's office for whatever action is deemed appropriate by law enforcement officers. If a student is taken into custody by law enforcement officers, the school administration, unless specially instructed in writing to the contrary by a law enforcement agency, should immediately attempt to contact the student's parent or guardian. The decision by law enforcement officers of the manner in which a student is taken into custody or whether to do so at all is solely within the province of law enforcement officers, and school administrators should not attempt to physically restrain or prevent officers from taking a student into custody because to do so may subject the administrator to personal arrest or resisting or interfering with an officer. Administration concerns over the wisdom or manner of taking a student into custody should be addressed in the proper forum, i.e., an inquiry of the officer's supervisor or a court of law, and not through physical resistance at the scene of the detention.

FILE: KB
Cf: CG

PUBLIC INFORMATION PROGRAM

The Superintendent of the Rapides Parish School Board and the administrative staff shall be responsible for the maintenance of all documents, letters or other printed materials collected, assembled and maintained by the school district. All written requests by citizens or outside agencies for information shall be directed to the Superintendent or his/her designee. The Superintendent or his/her designee shall review the request to determine if the information requested is public in nature.
If the information is determined to be public in nature, the Superintendent or his/her designee shall direct that it be released for duplication on the premises during normal business hours. The party requesting the information shall be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information shall be so notified and shall be notified again upon it becoming available.

NOTIFICATION

The School Board shall require each school, at the beginning of each school year, to provide the parent or legal guardian of each student with written information outlining the process and procedures to be followed in order to make a complaint, or request information from the school or School Board. Such information shall include at least, the name, address, phone number and e-mail address of the appropriate person to contact at each step of the process, and shall be updated annually.
Members of the general public should call the School Board office for assistance when requesting information or to make a complaint.

New policy: September, 2008
Ref: La. Rev. Stat. Ann. §§17:172, 17:415, 44:1; Board minutes, 12-2-08.

RAPIDES DISTRICT-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT

School-wide Positive Behavior Intervention Support (SWPBIS), as part of a Multi-Tiered System of Supports (MTSS), is a Rapides Parish initiative, supported by the Louisiana State Department of Education, to build the capacity of schools, families, and communities to promote the social and academic success of all students. This proactive systems approach, designed to create safe and effective learning environments in schools, will ensure that all students have the social/emotional skills needed to increase the likelihood of their success at school and beyond.

OUR MISSION

The mission of the Rapides Parish School System is to build the capacity of our District and School Based Leadership Teams through training, coaching, and technical assistance. The District Team's focus is to provide assistance to schools in developing structures to teach expected behaviors and social skills, create student behavioral and academic support systems, and apply data-based decision making to disciplinary and academic supports.

OUR GOALS

- Increase the consistent use of positive teaching and reinforcement strategies among all school staff at school-wide, classroom and individual student levels throughout the district.
- Reduce the use of reactive disciplinary measures in schools (i.e. office discipline referrals, detentions, suspensions, expulsions) for all students.
- Increase data-based decision making about behavior, academic instruction, and reinforcement across all school settings.
- Implement effective, comprehensive supports/services/interventions for students with the most intensive behavioral/emotional needs.

DISTRICT REQUIREMENTS OF ALL SCHOOLS

All Rapides Parish Schools must:

- Establish a School Leadership Team committed to leading all PBIS efforts.

- Develop and positively state behavior expectations and rules.
- Have a data system used to identify current problems on individual campuses.
  (Data collection system must be able to generate data in a graph format)
- Have lesson plans to teach expectations and rules.
- Develop procedures to encourage expected behaviors.
- Develop procedures for discouraging violations of school-wide expectations and rules.
- Have a plan for monitoring implementation and effectiveness of PBIS process.
- Build capacity to support students at all levels of PBIS
  (Universal- Tier 1, Secondary-Tier 2, Tertiary- Tier 3)
- Submit a "Book of Products" which includes the following information:
  - Description of SWPBIS as part of a Multi-Tiered System of Supports
  - School Mission Statement
  - List of PBIS/MTSS Team Members
  - Referral Process outlined in a flow chart.
  - Definitions of problem behaviors (Majors and minors)
  - Referral forms to report Major/Minor infractions.
  - Expectations/Rules for all school settings.
  - Lesson Plans
  - Description of Reinforcement System

Effective Interventions/Consequences for Rule Violations. (Major and Minor)Ref: La. Rev. Stat. Ann. §§17:172, 17:415, 44:1; Board minutes, 12-2-08.

Section II

Rapides Alternative

(Rapides Alternative Positive Program for Students [R.A.P.P.S.] and Rapides Virtual Program)

RAPIDES ALTERNATIVE POSITIVE PROGRAM FOR STUDENTS (R.A.P.P.S.)

"FLYING ABOVE FAILURE"

2121 Mason Street, Alexandria, Louisiana

Telephone: 318-448-9899 Email: RAPPSAdmin@rpsb.us

Brussell D. Rosenthal, *Principal* • Veronica McDowell, *Lead Teacher* • Sandra Powell, *School Counselor*

Operational Hours:

- Monday-Friday: 7:30 A.M. – 2:30 P.M.
- Students are to arrive at 8:15 A.M. and are dismissed at 1:30 P.M.

Student Arrival Time:

- 8:15 – 8:30 A.M. on the Turregano Street side of the campus. If students arrive after 8:30 A.M., they will be considered tardy and parent/guardian must come into the Main Office (on the Vance Avenue entrance) to sign them in. The Turregano Street entrance closes at 8:30 A.M. Students arriving after 10:00 A.M. will not be admitted unless in possession of an excuse from CWA, the Courts, or a physician.

Upon Arrival:

- As students enter the building, they will undergo metal-detection by two separate devices. Students are subject to pat-down searches. New students will be directed to their homeroom by a faculty member.

Lunch:

- No breakfast is served at R.A.P.P.S.; however, lunch is served. Lunch is free for all students of Rapides Parish.

Pick-up Time:

- 1:30 P.M. (on Turregano Street side of the school)
- Students under the age of eighteen-years-of-age (18) must have parental/guardian-permission to deviate from their normal routine.
- Busing privileges are provided to students by the Rapides Parish School Board.
- Students are not permitted to drive on campus.

THE MISSION OF R.A.P.P.S.

Our mission is to provide students an education with a holistic approach that focuses on academic-interventions, behavioral-supports, mental health needs, restorative-practices, decision-making, and successful post-secondary transitions.

PHILOSOPHY

The Rapides Parish School System is committed to providing an education for all students so that academic, social, and civic potential can be achieved in each student; creating a safe environment that is conducive to learning will be the focus of every school. Each student should develop a degree of self-discipline and mutual respect for themselves and others while at school and in the community. It is recognized that a systematic approach is essential to have a successful plan that continues education services for those students resisting compliance. Therefore, to help maintain a positive educational atmosphere, alternative methods must be implemented that promote acceptable behavior and keep students off the streets.

It is our belief that school personnel, parents, and students must be committed and willing to work toward the overall goal of eventually returning these students to academic and social mainstream of education. It should be emphasized that all policies and procedures of the Rapides Parish School Board and the Rapides Alternative Positive Program for

Students will be strictly enforced. Any student who fails to comply with any policy or procedure is subject to stringent disciplinary actions. Perpetual-offenders are subject to removal from the school system.

DRESS CODE

All components of the Rapides Parish School Board dress code shall be adhered to by students. Additionally, the following standards will also be adhered to:

No jewelry (earrings, watches, rings, chains, wristbands, etc.)
No Piercings.
Hair ribbons can only be solid-colored.
No visible tattoos.
No excessively-long or pointed fingernails (beyond the fingertip).
No Crocs, no slippers, and no sandals.
Both shoes must be the same color.
Socks must be solid-colored.
Belts must be black or brown (no studs or large buckles; no skull and cross bones).
No negative pictures allowed on clothing or shoes (i.e., skull and cross bones, tobacco ads, alcohol ads, etc.)
No jackets, hoodies, or pullovers will be permitted inside the building.
Khaki/Navy bottoms and white or black school shirts only; Polo-style shirts of the enrolled-school's colors are permitted.
All undershirts may be long-sleeved or short-sleeved, but must be a solid color.

TRANSPORTATION PICK-UP / DROP-OFF LOCATION:

Contact the Transportation Department at 318-487-0888 for specific bus information and/or issues.

Personal Vehicles (students):
Students will **not** be allowed to drive personal vehicles to and/or from the alternative program site.

ARRIVAL AND SEARCH PROCEDURES

-Students will enter the building one student at a time, at the direction of R.A.P.P.S. staff.
-Students will be searched daily. Metal detectors may be used, as well as pat-down searches when necessary. Any item in a student's possession will be confiscated. Mobile phones will be confiscated and returned only to the parent/guardian (for students under eighteen years of age) for a fee of $15.00.
-Students will walk on the right side of the hallway with their hands behind their back.
-Students will promptly report to their Homeroom Class at the beginning of each day.

ATTENDANCE / TARDINESS

-Students who are consistently late may be reported to the Child Welfare and Attendance Office for truancy.
-Students who have more than ten unexcused absences may be reported for truancy.
-Students that arrive after 8:30 A.M. will be required to have a parent/guardian sign them in.
-No student will be admitted into the building after 10:00 A.M. without a formal excuse (doctor, CWA hearing, court document, etc.)
-Administration maintains discretion in decisions relative to students checking in and out of school.
-Any student who misses ten (10) consecutive days without an approved excuse must schedule an intake-meeting before being readmitted into the program. The parent/guardian must attend the meeting.
- Students who check out of school early without approved documentation will not have their day counted.

PROGRAM EXPECTATIONS

- All faculty, staff members, and students will be treated with dignity and respect.
- Students will only speak when called upon by the teacher/staff/administration to do so.
- Students must always have their hands behind their backs while walking throughout the building.
- Students will walk and stand on the right side of the red line when in the hallways.
- Students must always remain on the assigned-task and comply with classroom routines and procedures.
- Students must always remain seated, facing forward, both feet on the floor, back against the chair, unless directed to do otherwise by faculty or staff. Students will remain alert and engaged in the learning process.
- If a student has a question regarding the subject matter, he/she is working on, the student will remain facing forward, raise his/her hand and the teacher will answer the student's question when recognized.
- Restroom and water breaks are scheduled each morning after all students have entered the classrooms and after lunch. Any restroom use outside of the schedule must be approved by the teacher/administrator.
- Upon reporting to the assigned workstations, it is the responsibility of each student to report to the teacher immediately any damages, writing, markings, etc. At the end of the day, each teacher will check individual workstations for damage, writing, markings, etc. and students will be held responsible for any and all damages to the workstation assigned to them.
- Supplies are provided in the classroom; therefore, **writing instruments are NOT allowed outside of the classroom unless provided by R.A.P.P.S.**
- Students are to leave all backpacks, purses, or any other type of bag at home.
    - Personal hygiene products will be made available to students and provided by R.A.P.P.S.

INTERVENTIONS AND/OR REPRIMANDS FOR NON-COMPLIANCE

Depending on the severity of the infraction, students may be subject to several consequences or interventions, which may include any of the following, and in no particular order:

-Behavior Counseling/ "When Lightning Strikes" (***intervention***)
-Loss of points (level system) earned for the day which may result in an additional day(s) being added to assigned-time. (***reprimand***)
-Parent/Guardian Conference (***intervention***)
-Confiscation of Prohibited Item(s) (***reprimand***)
-Possible arrest and/or citation LA Rev. Statute § 14:103, LA RS 14:329.5., and any other applicable statute (***reprimand***)
-Referral to F.I.N.S. (***intervention***)
-Extended Out-of-School Suspension for 5-30 days (***reprimand***)
-Additional SafeSchools, Ripple Effects, and/or Drug Free World Assignments (***intervention***)
-Expulsion from R.A.P.P.S. (***The student will return to R.A.P.P.S. following the expulsion to complete their remaining time-assignment***)

If a student's behavior warrants removal from the classroom, as decided by administration and/or School Resource Officer (SRO), an arrest and transportation to the appropriate agency may occur. The SRO and/or principal will contact the custodial parent/guardian if the student is under the age of eighteen years. Upon release from the proper authorities, the student must return and successfully complete the requirements of the program before re-entry into the enrolled-school. If the student's violation results in a trespass from the alternative site, they must seek guidance from the Child Welfare and Attendance Department.

As part of our effort to change unacceptable behavior in students, any student who continually misbehaves and fails to successfully complete his/her day, R.A.P.P.S. may be required to participate in a parent/administrator conference Outside sources, such as F.I.N.S. (Families in Need of Services), or others as needed, may be included in this meeting.

AUTOMATIC EXPULSIONS FOR THE PROGRAM/ PARISH

1. Destruction of property.
2. Gang signs/related materials and/or behaviors.
3. Threats against students, faculty, and/or staff.
4. An incident of the same nature as the student was expelled/suspended for.

5. An incident resulting in action by law enforcement (SRO).
6. Violating the Rapides Parish School Board policy concerning expelled students attending any extracurricular activities such as going on other campuses for ball games, dances, etc. (Trespassing)

a) It is important to note that any student attending R.A.P.P.S. due to a disciplinary infraction is prohibited from all RPSB properties, except the School Board's Central Offices. Any student found trespassing is subject to arrest.

PRIVATE PROPERTY

The Rapides Parish School Board, and all entities therein, shall endeavor to protect the property of others while on School Board property, but does not guarantee the safety of any personal item while on school property. Therefore, the School Board, R.A.P.P.S., and any of its employees, shall not be responsible for the personal items stolen or damaged on school premises or property of any school-sponsored event. R.A.P.P.S. does **not** require students to bring any school supplies and does not permit students to bring telecommunication/mobile devices. If a student's personal property is damaged and/or stolen, R.A.P.P.S. assumes no liability for the casualty. Additionally, students are not permitted to drive to and on campus. Neither R.A.P.P.S., the Rapides Parish School Board, nor its employees assume liability for any casualties incurred by students who breach this policy. If a student breaches the aforementioned driving policy, the vehicle will be towed at the expense of its owner.

CURRICULUM AND INSTRUCTION

Grades 1-8 – Hybrid model that includes both traditional and digital models with Edgenuity, Guidebooks, Readworks, Grammar Skills, Schoology, iReady, and traditional instruction.

Grades 9-12 – Online model that includes Edgenuity, Google Classroom, etc.

ALL students will receive interventions in their Homeroom Class. These interventions include, but are not limited to, Foundations for a Drug Free World, SafeSchools, and Ripple Effects.

Course alignment with the Louisiana State Standards in all core classes

IAPs and IEPs will be amended by the sending-school (as needed) and followed by R.A.P.P.S. staff.

JAG Students will remain in JAG at their enrolled-school. JAG professionals will continue communication and instruction remotely.

Dual Enrollment students will continue to remain assigned to their D.E. coursework.

Principals/counselors from enrolled-schools reserve the right to maintain their students' original schedule and offer distance-learning while the student(s) is physically attending R.A.P.P.S.

ALL students will actively participate in SEL (social-emotional learning) opportunities, as assigned by the teacher.

COMMUNITY SERVICE AND VOLUNTEERING

Once students meet certain criteria for participation, the principal of R.A.P.P.S. may invite them to participate in community service and/or volunteering opportunities. These opportunities may take place on or off campus. If the opportunities take place during the school day, instructions will be given to the student by the principal. These days will be excused. Successful completion in any opportunities may be incentivized by a reduction in a student's assignment to the program. All opportunities must be approved by the principal prior to a student's participation.

R.A.P.P.S. 2024-2025 DAILY SCHEDULE

TIME	ACTIVITY
7:30 – 8:15 A.M.	TEACHER PLANNING PERIOD
8:15 – 8:30 A.M.	MORNING MENTORING/ BELL RINGERS
8:30 – 9:15 A.M.	FIRST PERIOD (Math)
9:15 – 10:00 A.M.	SECOND PERIOD (English)
10:00 – 10:45 A.M.	THIRD PERIOD (Science)
10:45 – 11:30 A.M.	FOURTH PERIOD (Social Studies)
11:30 – 11:45 A.M.	P.E. (If not P.E., extend 4th period)
11:45 – 12:30 P.M.	LUNCH
12:30 – 1:30 P.M.	FIFTH PERIOD (SEL/Electives)
1:30 – 2:30 P.M.	OFFICE HOURS (*P.D., PLCs, I.L.T., DATA-ENTRY, FACULTY MEETINGS, CONFERENCES, PHONE CALLS, ETC.*)

Confiscated items may be picked up by parents between the hours of 2:00 – 2:30 P.M. Daily.

All meetings with administration and/or teachers must be scheduled in advance.

Actual times may be adjusted, as needed, to best meet the needs of our program.

Any student that arrived at 8:30 A.M., or later, must be signed in by an adult.

No student will be permitted to arrive after 10:00 A.M. unless excused by CWA, The Courts, or a physician.

TRANSPORTATION PICK-UP / DROP OFF LOCATIONS

Contact the Transportation Department of the Rapides Parish School Board for specific bus information.

Transportation must be secured prior to a student attending the program.

It is imperative to note that buses are provided as a privilege to all students. Any student that violates rules and/or regulations on a school bus is subject to have the privilege revoked. If bus privileges are revoked, the student will still be required to attend the program. Transportation to and from the program will be the responsibility of the parent/guardian and student.

BUS EXPECTATIONS

Students will sit in seats assigned by the bus operator.

Students will follow all rules and regulations set forth by the district and bus operator.

Parents/guardians are to contact the bus operator prior to their student attending R.A.P.P.S.

If the student is scheduled to miss school for the day, the parent/guardian should contact the bus operator.

Students who ride the bus inconsistently may be removed from the route and have their riding-privilege revoked.

TELECOMMUNICATION DEVICES

NO CELL PHONES

Mobile telephones, cell phones, pagers, and any other telecommunication devices ***ARE NOT ALLOWED*** at R.A.P.P.S. by students. If a student is found in possession of a device, it will be confiscated and the policy for confiscated phones will be enforced (JCDAE).

1st Offense – Confiscate, label phone, and document. Student will be responsible to inform parent to pick up phone from school personnel at the designated date/time. Parents to pay $15.00 administrative fee for each offense and sign a written receipt acknowledging receipt of the device.

2nd Offense – Confiscate; Parent to pay a $15.00 administrative fee for offense and sign a written receipt acknowledging receipt of the device. Suspension/expulsion from the program may occur.

Any student that refuses to forfeit a telecommunication device will be expelled from the program.

Phones are never returned to a student. A parent or guardian must pick up the phone unless the student is emancipated or eighteen (18) years old.

Private property: The School Board/school shall endeavor to protect the property of others while on School Board property but does not guarantee the safety of any personal item while on school property. Therefore, the School Board, R.A.P.P.S., and any of its employees, shall not be responsible for the personal items stolen or damaged on school premises or property of any school-sponsored event.

PROCEDURES FOR TRANSITIONING TO THE RAPIDES ALTERNATIVE POSITIVE PROGRAM FOR STUDENTS

1. The sending-school is to call the Rapides Alternative Positive Program for Students (R.A.P.P.S.) at 318-448-9899 and schedule an intake-meeting date and time.

2. Complete the Student Transition Form and issue a copy to the parent/guardian and student. Students **must** have the form to be admitted to an intake meeting.

3. The sending-school must send a copy of the expulsion packet to both R.A.P.P.S. and CWA. Additionally, packets must be sent to J.B. Lafargue (Sp. Ed.) or the District 504 Coordinator, Becky Vines, (504) for applicable students. The suspension/expulsion form **must** be signed by the principal.

4. 504 and Special Education Students **must** have a copy of the Manifestation Determination Review (MDR) in the expulsion packet. An intake-meeting date will not be scheduled before the MDR is conducted.

5. Sending-schools must provide a Chromebook/laptop to students in grades 6-12 prior to their enrollment into R.A.P.P.S. It is the responsibility of the student to return the device to the sending-school following their enrollment at R.A.P.P.S.

All forms/documents may be sent via email to RAPPSAdmin@rpsb.us.

CHECKLIST OF SENDING-SCHOOLS

(This checklist is a tool for schools to use to ensure that all necessary documents are sent. The checklist is not required to be sent with the suspension/expulsion packet)

All Students – (Child Welfare and Attendance) Fax: 318-484-3953 and (Rapides Alternative Positive Program for Students) Email: RAPPSAdmin@rpsb.us:

_____Grades
_____Current Schedule
_____Attendance Information
_____Expulsion/Suspension Form (Signed by the Principal)
_____Informal Due Process
_____Student Transition Form

Special Education – (J.B. Lafargue) Fax: 318-473-0356:

_____Special Education Red and/or Blue Confidential Folders
_____Manifestation Determination Review (within ten (10) days of recommendation)
_____Functional Behavior Assessment
_____Behavior Intervention Plan
_____IEP

504 Students – 318-487-0888 – Executive Assistant Superintendent of Curriculum and Instruction:

_____IAP

_____Manifestation Determination Review (within ten (10) days of recommendation)

The original transition form must be placed in the behavior folder for a special education student and a copy sent with the student information to the Rapides Alternative Positive Program for Students. A copy must also be given to the parent/guardian.

Students' schedules will be modified/dropped/edited after intake meetings are scheduled. Students will be scheduled (pulled) by R.A.P.P.S. Upon return to the sending school, the sending school will be responsible for both re-enrolling the student and dropping the R.A.P.P.S. courses.

RAPIDES ALTERNATIVE POSITIVE PROGRAM FOR STUDENTS TRANSITION FORM (GRADES 1 - 12)

REGULAR EDUCATION STUDENTS/STUDENTS WITH DISABILITIES/504 STUDENTS
(*Most Recent Version Available on Google Drive for Administrators*)

RAPIDES ALTERNATIVE POSITIVE PROGRAM FOR STUDENTS

2121 Mason Street, Alexandria, Louisiana 71301 • Telephone: (318) 448-9899

STUDENT TRANSITION FORM

Date: _____

To the parents/guardians of *(Student)* _____:

Your student has been recommended for suspension/expulsion from their enrolled-school in accordance with R.S. 17:416 due to disciplinary issues. Upon receipt of this form, your child is to report to the Rapides Alternative Positive Program for Students (R.A.P.P.S.) for an intake-meeting at the scheduled date and time:

Intake-Meeting Date: _____ **Intake-Meeting Time:** _____

The purpose of this intake-meeting is to review the rules and procedures of the program, discuss the infraction, address transportation concerns, ensure that R.A.P.P.S. has all necessary paperwork/information, and to ensure that R.A.P.P.S. has accurate student/parent information. Please be advised of the following protocols regarding the intake-meeting:

1. **Students are to wear their school uniforms to the intake-meeting.**
2. **Parents/guardians are to dress appropriately when attending the meeting.**
3. **If the student is under the age of eighteen (18), the student <u>must</u> be accompanied by a parent/guardian.**
4. **When entering the building, report to the Front Office with this form.**

If you cannot attend the intake-meeting at the assigned date/time, please call R.A.P.P.S. to reschedule.

Administrators, please provide the information below:

Sending-School: _____ Principal: _____

Classification *(Sp. Ed., 504, or Reg. Ed.)*: _____ Grade Level: _____

Primary Infraction: _____

Has the student attended R.A.P.P.S. before? _____

DISCIPLINE OF STUDENTS ASSIGNED TO THE ALTERNATIVE SCHOOL WHO COMMIT ADDITIONAL INFRACTIONS AND/OR VIOLATE PROBATIONARY AGREEMENTS

Should a student assigned to an alternative school as a result of expulsion or suspension commit an act which constitutes a violation of the Board's discipline policy, or of the probationary agreement permitting the student's attendance at the alternative school, the student may be immediately removed from the school premises without the benefit of any hearing or other procedure applicable to suspension and expulsions provided that the verbal and written notice of the principal of the removal determination and the reasons therefore shall be furnished to the superintendent, or designee, and the student's parent or guardian pursuant to R.S. 17:416(C)(2)(d)(i). A student removed from the alternative program under these circumstances shall not be permitted to return to the alternative educational program or to the enrolled-school until the period of expulsion has ended as provided by R.S. 17:416.2(F).

PROBATIONARY AGREEMENTS

Students may be issued probationary agreements by the Superintendent of Schools or his designee pursuant to L.A. R.S. 17:416. A principal may recommend revocation of that contract if the student commits any serious offense. The process for revocation is as follows:

1. Email a narrative/description of the incident that led to the recommendation for revocation to the Director of Child Welfare and Attendance.

2. If approved by the Director of Child Welfare and Attendance, contact R.A.P.P.S. to schedule an intake for the student. If the student is a 504 student, the student must remain on “stay put” status until an MDR is conducted. If the student is a Special Education student, the student must remain on “stay put” status and Pupil Appraisal must be contacted to conduct an MDR.

3. If approved by the Director of Child Welfare and Attendance and MDR (if applicable), the sending-school shall contact R.A.P.P.S. to schedule an intake meeting. The suspension/expulsion form (signed by the principal), email chain, Student Transition Form, and MDR (if applicable) should be emailed to R.A.P.P.S.

4. Please note that students returning to R.A.P.P.S. due to contract revocations will be responsible for completing the remaining days of their original disposition. The days attended at their schools on contract will count towards completion of their assignment.

COUNSELING

Counseling is offered as an intervention to students identified as Tier II and Tier III students by Behavior Strategists. Counseling sessions will address drug addiction, cessation, and behavior. These sessions are at no cost to parents/students. Sessions are also limited to the availability of Rapides Parish personnel. Any student that receives counseling through an outside entity will have their absences excused if sessions take place during school hours. Outside counselors must be cleared by Central Office before being permitted to visit students on campus.

DRUG TESTING

All students are subject to random drug testing by the Rapides Parish School Board. Students attending the program for an incident involving drugs, vapes, or any other tobacco products may have specific stipulations written within their dispositions from Child Welfare and Attendance. Drug Test results are kept on file. Specific questions regarding drug testing policies should be addressed by the Coordinator of Safe and Drug Free Schools, Mrs. Shewanda Butler.

The policies and procedures denoted in this section are subject to change throughout the school year. Please contact the program for the most-recent version of its operating procedures.

INTERIM TRANSITIONAL PLACEMENTS THROUGH THE ALTERNATIVE PROGRAM

TRANSITIONAL PLACEMENT IS NOT A DISCIPLINE, CONSEQUENCE, OR PUNISHMENT

Purpose

1. It allows the student to make a successful transition back into a school setting with a more structured environment:
2. Fewer students at the school
3. Fewer distractions
4. Ability to evaluate records (attendance, academic, and discipline) and make a sound decision with the placement
5. Gives the student a chance to earn some academic grades prior to enrolling in a base school

Eligibility for Entry

Students coming into the parish from another Alternative Education Site.
CWA Placement
Administrative Placement (*Must be approved by either Exec. Assistant Supt. of Admin., Curr. & Instr., or the Supt.*)
Board Placement (*Requires vote by the School Board*)

Review by CWA Director or Designee

-The decision to send students for transitional placement is at the discretion of the Director of Child Welfare and Attendance, or designee.
-The transitional-placement may require up to twenty (20) school days prior to the student's entry into their enrolled school.

RAPIDES VIRTUAL PROGRAM

(R.V.P.)

2121 Mason Street, Alexandria, Louisiana

Telephone: 318-448-9899 Email: RVP@rpsb.us

Brussell D. Rosenthal, *Principal*

Veronica McDowell, *Lead Teacher* Sandra D. Powell, *School Counselor*

Operational Hours:

- Monday-Friday: 7:30 A.M. – 2:30 P.M.

Visitors' Hours:

- Monday-Friday: 8:00 A.M. – 2:00 P.M.
- All visitors must have an appointment *before* visiting campus.
- Contact the teacher or administrator that you wish to meet to schedule a visit.

Instructional Hours:

- Instructional Hours are set by each teacher, respective to their course(s).

THE MISSION OF R.V.P.

Our mission is to provide students a quality educational experience to students remotely, while maintaining the integrity of curriculum, interventional-support, State Standards, and credentialing. The Rapides Virtual Program (R.V.P.) is an innovative educational program offered by the Rapides Parish School Board. The Virtual Program has been developed to provide remote/distant learning opportunities to students whose circumstances make traditional educational a hardship.

DISCIPLINE AT R.V.P.

Students must maintain appropriate behavior in virtual settings, and behaviors that are conducive for instruction and that minimize distractions.

1. Students are expected to have a designated work area in their home cleared of everything, other than what is necessary of instruction. Student work stations must be free of objects that are not being utilized for instruction.

2. The recording device being used for instruction must be positioned to allow teachers to observe both the work space and the student This is **mandatory** during testing.

3. Eating and drinking are not allowed during virtual courses. Liquids can potentially damage electronic devices. Eating and drinking during virtual lessons are distractions to the instructional environment. If a medical condition requires exception to this rule, a physician's statement needs to be submitted to the principal for approval.

4. When possible, students are encouraged to work in areas that are isolated from other individuals and pets. If circumstances exist that do not allow complete seclusion, the parent will need to share this information separately with the instructor and principal. Instructors will only require what the parent can reasonably provide.

5. Additional electronic devices should not be kept or used within the visible working area (i.e. mobile phones, games, etc.), unless they are being utilized for instruction, or are teacher-approved.

6. Students will follow daily guidance from their teachers regarding best methods of communicating and participating during virtual schooling. Instructions regarding when and how to interact verbally and how to use audio and camera options will be dependent on the design of instruction and direction of the teacher.

7. Students are to remain positively engaged in instruction and must effectively participate.

8. Behavior that is disruptive to the virtual setting will be addressed with appropriate disciplinary measures.

ADMISSION

1. The parent/guardian must meet with the principal of their student to discuss their desire to enter the virtual program.
2. R.V.P. will not accept truant students. Students must be in good standing at the time of referral to the program.
3. If approved by the principal, the school will complete an online referral form to the Rapides Virtual Program.
4. If approved by RVP, the program will instruct the parent/student further.
5. If not approved, the parent may appeal the decision to the Director of Secondary Education.

GENERAL RULES AND PROCEDURES

● Students participating in the Virtual Program are enrolled at their assigned school and are allowed full participation in all extracurricular activities offered by their school.

● The Rapides Virtual Program operates in concert with the district calendar.

● Middle school students will log on daily through Google Chat for video instruction. High school students may work at their leisure; however, assignments will be graded weekly. Edgenuity monitors session activity. Students who are not logging in consistently and/or completing assignments successfully will be subject to removal from the program.

SPECIAL POPULATIONS:

The Virtual Program provides services to special populations using online tools and resources. Parents/guardians must indicate during the enrollment process if their student has a current Individualized Education Plan (IEP). The student's IEP will be reviewed with staff from the Rapides Parish School District Special Education Department (JB Lafargue) in order to determine the best way to accommodate the student's needs. If a student receives accommodations under Section 504 of the Rehabilitation Act of 1973, the accommodations will be reviewed by the IAP/IEP team to determine what accommodations can be provided to the student.

RESPONSIBILITIES OF THE STUDENT AND PARENT/GUARDIAN:

Once enrolled in the program students and Parents/Guardians agree to the following requirements and understand that failing to comply with these requirements may result in the student's probation and/or removal from the Virtual Program.

● The student will comply with district attendance policies. Failure to login daily and remain active in the Learning Management System (LMS) is considered an absence. Failure to attend any meeting is considered an absence.

● Attend all mandatory video sessions and scheduled class times.

● Students must remain on camera at all times.

SUMMER PROGRAMMING

The Rapides Virtual Program offers courses each summer to students in and out of parish. The cost for each course is determined and announced at the beginning of each summer session. The cost of courses is the responsibility of each student. Fees must be paid by the announced deadline in order to be accepted. Students wishing to enroll must visit their school's guidance department to be signed-up.

Device Cost of Replacement

Please see Section XVI of this Handbook

The policies and procedures denoted in this section are subject to change throughout the school year. Please contact the program for the most-recent version of its operating procedures.

Section III
Suspensions
Expulsions

MANDATORY SUSPENSIONS/EXPULSIONS
Suspension ~ (1-3 days)

OFFENSE		PRINCIPAL'S RECOMMENDATIONS
1.	Using, attempting to use, or possessing any tool or instrument with the intent to do or threaten bodily harm, including but not limited to BB guns, soft pellet guns or air rifles.	Suspension or Expulsion
2.	Possessing or using fire-works on school campus, at school-sponsored events, or on a school bus	Suspension or Expulsion
3.	Threatening or cursing a student, teacher, principal, superintendent, employee, or member of the Board	Suspension or Expulsion
4.	Possessing or using drugs or alcohol on school property or on any school bus or at any school function	Expulsion (drugs) or 30 school days Suspension for Alcohol
5.	Possessing counterfeit or look-alike drugs	30 school days Suspension
6.	Willfully initiating false fire alarms	Suspension or Expulsion
7.	Creating or instigating a disturbance at any school and all extracurricular activities or school functions	Suspension or Expulsion
8.	Willfully defacing, theft of or destruction of school or personal property on school grounds, school buses or school-related activities. If expelled, the student and/or his legal guardian will be required to pay cost of repair or replacement before re-admission.	Suspension or Expulsion
9.	Using forged official documents	Suspension or Expulsion
10.	Leaving campus without permission	Suspension or Expulsion
11.	Using vulgar, obscene or profane language, either spoken, written or implied	Suspension or Expulsion
12.	Committing act(s) of extortion	Suspension or Expulsion
13.	Using a self-defense aerosol spray such as mace, pepper spray or any other aerosol spray when dispensed results in a disruption or cause health issues.	Suspension or Expulsion
14.	Possession or use of any tobacco product, or any smoking object/device, including but not limited to electronic cigarettes, advance personal vaporizers, vape pens, vape mods, or similar devices on school grounds, school buses and/or during any school sponsored events.	(Recommended School Action) As outlined in Matrix by grade level

Note: Prior to imposing a consequence, school administrators are to consider the following Critical Disciplinary Considerations:

a. The precipitating events, if applicable
b. The child's intentions
c. The personality and temperament of the child
d. What actually happened
e. The damage or hurt caused by the misbehavior or rule violation

2024-2025

Policy "JCDAA" Smoking/Use of Tobacco

Grades 1 - 3

Violation

Any student grades 1-3 who is found guilty of possessing, using, or distributing any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices on School Board property or during any school-approved function, shall be subject to the following consequences for such violations.

Recommended School Action

Possessing:

1st Offense

- ***Confiscate;*** *investigate to determine the reasoning for having the item in possession; invite parent(s) in for conference; issue warning; sign contract that indicates consequences and makes reference to only bring school supplies; reminder of 100% tobacco/drug free zones*

2nd Offense

- ***Confiscate;*** *investigate to determine the reasoning for (2x) offense; parent conference; contract violation-* ***2-day detention/ISS;*** *Provide instructions on the harmful effects of using such products (Ripple Effects/SafeSchools); student may be referred to cessation counseling if investigation leads the administrator to believe the student is using nicotine products in or outside of school.*

3rd Offense

- ***Confiscate;*** *investigate to determine the reasoning for (3x) offense; parent conference; contract violation* ***– 3-day detention/ISS;*** *Provide instructions on the harmful effects of using such products (Ripple Effects/SafeSchools); Refer to FINS.*

4th Offense

- ***Confiscate;*** *investigate to determine the reasoning for (4x) offense; parent conference; contract violation;* ***3-day OSS;*** *student will be referred to FINS.*

Using

1st Offense

- ***Confiscate;*** *Investigate to determine the reason for being in possession and using the product/device; make contact with parents to inform and gather additional information;* ***3-day detention/ ISS,*** *within the feeder system if available****;*** *place on a contract that indicates the next consequence and that makes reference to bringing only those supplies necessary for school purposes; student will be referred to cessation counseling services and enrolled in Ripple Effects or some other therapeutic intervention.*

2nd Offense

- ***Confiscate;*** *Investigate…; make contact with parents to inform and gather additional information; contract violation;* ***2-day 0SS;*** *student will be referred to cessation counseling services and FINS.*

3rd Offense

- ***Confiscate;*** *investigate…****;*** *contract violation****; 15 school days suspension to alternative site;*** *student will be referred to cessation counseling services.*

4th Offense

- ***Confiscate****; investigate…****;*** *contract violation****; 30 school days suspension to alternative site;*** *student will be referred to cessation counseling services and FINS.*

2024-2025

Policy "JCDAA" Smoking/Use of Tobacco

Grades 4-5

Violation

Any student grades 4-5 who is found guilty of possessing, using, or distributing any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices on School Board property or during any school-approved function, shall be subject to the following consequences for such violations.

Recommended School Action

Possessing:

1st Offense

- ***Confiscate;*** *Investigate to determine the reasoning for having the item in possession; Make contact with parents to inform and gather additional information;* ***Two (2-day) detention/ISS****; Provide instructions on the harmful effects of using such products (Ripple Effects/SafeSchools); Place on contract that indicates the next consequence and firm reminder to only bring school supplies; Reminder of 100% tobacco/drug free zones.*

2nd Offense

- ***Confiscate;*** *Investigate to determine the reasoning for having the item in (2x) possession; Contact parents; contract violation****; three (3-day) detention/ISS;*** *Provide instructions on the harmful effects of using such products (Ripple Effects/SafeSchools); student will be referred to FINS.*

3rd Offense

- ***Confiscate;*** *Investigate to determine the reasoning for having the item in (3X) possession****; Contact parents; contract violation****; one (1) day OSS***

4th Offense

- ***Confiscate;*** *Investigate****; Make contact with parents to inform; contract violation;*** ***3-day OSS****; student will be referred to FINS.*

Using

1st Offense

- ***Confiscate;*** *Investigate to determine the reason for being in possession and using the product/device; make contact with parents to inform and gather additional information;* ***3-day detention/ ISS; ;*** *Provide instructions on the harmful effects of using such products (Ripple Effects/SafeSchools); place on a contract that indicates the next consequence and that makes reference to bringing only those supplies necessary for school purposes; student will be referred to cessation counseling services and FINS.*

2nd Offense

- ***Confiscate;*** *Investigate to determine the reason for being in possession and using the product/device; make contact with parents to inform and gather additional information; contract violation****; 3-day OSS;*** *student will be referred to cessation counseling services and referred to FINS.*

3rd Offense

- ***Confiscate;*** *investigate****; 15 school days suspension to alternative site;*** *student will be referred to cessation counseling services and FINS.*

4th Offense

- ***Confiscate; Recommended for expulsion (01) for one semester (86 days) with a review for early release;*** *student must meet criteria for release (Token Reinforcement Level System--to include good attendance, good grades and no disciplinary infractions); Released and placed on probationary contract; student will be referred to cessation counseling services and FINS.*

2024-2025
Policy "JCDAA" Smoking/Use of Tobacco and Vaping
Grades 6-12

Violation	Recommended School Action
Any student grades 6-12 who is found guilty of possessing, using, or distributing any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices on School Board property or during any school-approved function, shall be subject to the following consequences for such violations. (Confiscated items will not be returned)	**6th - 8th** ***1st Offense*** ● ***Confiscate; i****nvestigate the incident****; confer with parents; 3-day*** *detention/ISS (****Focus on instructions relating to harmful effects*** *that incorporate cessation strategies that can guide students towards quitting tobacco use while remaining fully engaged in their education-Ripple Effects/SafeSchools); Student may be referred to cessation counseling services.* ***2nd Offense*** ● ***Confiscate; i****nvestigate****; confer with parents; 3-day OSS****; Student will be referred to cessation counseling services and to FINS.* ***3rd Offense*** ● ***Confiscate; i****nvestigate****; confer with parents; 30 school days*** *suspension to alternative site; Drug tested upon arrival to the alternative site; Student will be referred to cessation counseling services and to FINS.* ***4th Offense*** ● ***Confiscate; i****nvestigate****; confer with parents;*** *recommended for expulsion (****01****) for* ***one semester*** *with a review for early release and placed on probationary contract; Student will be referred to cessation counseling services and to FINS; Drug tested upon arrival to the alternative site.* ***9th- 12th*** ***1st Offense*** ● ***Confiscate;*** *investigate;* ***confer with parents; 3-day*** *detention/ ISS* ***(Focus on instructions relating to harmful effects*** *that incorporate cessation strategies that can guide students towards quitting tobacco use while remaining fully engaged in their education-Ripple Effects/SafeSchools); Student may be referred to cessation counseling services.* ***2nd Offense*** ● ***Confiscate; i****nvestigate****; confer with parents; 3-day OSS****; Student will be referred to cessation counseling services and to FINS.* ***3rd Offense*** ● ***Confiscate;*** *investigate;* ***30 school days*** *suspension to alternative site and drug tested upon arrival; Student will be referred to cessation counseling services and to FINS.* ***4th Offense*** ● ***Confiscate;*** *investigate****; confer with parents;*** *recommended for expulsion (****01****) for* ***one complete semester;*** *no early release option; Student will be referred to cessation counseling services and FINS; Drug tested upon arrival to site.*

Online Resources:

www.heart.org/antivaping.

You're The Cure: Tobacco Endgame

www.healthiergenerations.org

www.catchmybreath.org.

References

http://med.stanford.edu/tobaccopreventiontoolkit/parents-and-school-policy.html.

Okonofua JA, Eberhardt JL. Two strikes: race and the disciplining of young students. Psychol Sci. 2015;26(5):617-624. doi:10.1177/0956797615570365.

Rosenbaum JE. Educational and criminal justice outcomes 12 years after school suspension. Youth Soc. 2020;52(4):515-54. doi:10.1177/0044118X17752208.

U.S. Department of Education, Office for Civil Rights, Civil Rights Data Collection, 2015–16. (2019) https://www2.ed.gov/about/offices/list/ocr/docs/school-climate-and-safety.pdf4.

RECUSAL FOR DISCIPLINE OF IMMEDIATE FAMILY

Any public school administrator or designee shall recuse himself or herself from participating in any investigation or disciplinary matter whenever a member of the administrator's or designee's family is involved. If recusal occurs then the Superintendent or Superintendent's designee shall cover the investigation and disciplinary action.

Immediate family is defined as the individual's children, brothers, sisters, parents and spouse and the children, brothers, sisters and parents of the spouse.

Reasonable Suspicion Testing Process

The administrator's documentation of observations, not a test, are sometimes the key elements in proving the case that a student was impaired. The administrator must be able to testify, in detail, what they saw, heard and/or smelled that indicated that the student was under the influence. An administrator that testifies that the student “seemed high or erratic" merely states a conclusion which is unsupported by any factual evidence. The administrator must be able to testify in concrete terms, such as "the student was staggering and had slurred speech or had a strong odor of alcohol on their breath or marijuana on their body and clothes." Administrators should contact additional school personnel to serve as a witness and to assist with documentation of these observations.

Documentation of the incident in which the student exhibited drunken or drugged behavior is critical to protecting the credibility of the administrator. If the student’s guardian challenges any disciplinary action taken, the administrator may be called upon to testify months after the incident occurred. The administrator can avoid having to recall the incident from memory if he/she writes down an account of the incident immediately after it occurs. This documentation should be recorded using the Reasonable Suspicion Checklist. A copy of this checklist should be maintained by the administrator and the Superintendent or his/her authorized designee(s).

Any time a school administrator or other employee observes behavior that indicates a student may be under the influence of alcohol or drugs, the following steps should be followed.

1. The administrator will assess the situation. If there is an immediate threat of personal harm to the individual in question, to others, or the potential for damage to Rapides Parish School Board property, the administrator will notify the local law enforcement agency or appropriate medical personnel. If an immediate threat or medical emergency is not present, proceed to Steps 2 through 8.

2. You should have a general conversation with the student. You may ask how their day is, how they’re feeling. While speaking with the student look for indicators that the student may be under the influence of alcohol or drug (examples of indicators are found on the Reasonable Suspicion Checklist). Do not touch the student. Do not leave the student alone. If you believe the student is under the influence contact another school administrator to act as a witness and to later assist with documentation.

3. Following interaction with the student, if the administrator and the witness believe that the student may be in violation of the Rapides Parish School Board Policies Handbook and Student Code of Conduct Policy, the student should be escorted to an area where a conversation with the student may take place in private. All interaction with the student should be handled discreetly and any information obtained should only be shared with those that need to know. At this time the administrator will inform the student of all the observations that have been noted on the Reasonable Suspicion Checklist.

4. The administrator will then contact /consult with the Safe and Drug Free Schools Coordinator to determine if there is sufficient evidence to visit the school to continue further consultation.

5. The school administrator will then notify the student that he/she may be in violation of the Rapides Parish School Board Policies Handbook and Student Code of Conduct Policy based on observations from the Reasonable Suspicion Checklist and that the Safe and Drug Free School Coordinator has been contacted to provide further consultation.

6. Upon arrival at the school location, the Safe and Drug Free Schools Coordinator will review the Reasonable Suspicion Checklist completed by the school administrator. After a determination to proceed has been made by the Safe and Drug Free School Coordinator, the student will be explained the Specific Procedures for Reasonable Suspicion Illegal Drug and/or Alcohol Use Testing.

7. The school administrator will then advise the student that his/her refusal to consent for testing may subject the student to disciplinary action up to and including being recommended for expulsion. After reasonable suspicion has been established by the Safe and Drug Free Schools Coordinator, a student’s refusal to submit to drug testing may result in the administration’s proceeding as if the test were positive. If a parent or guardian refuses to allow any drug testing to be administered to his/her child, disciplinary action may be taken as if the test were positive.

8. The Safe and Drug Free Schools Coordinator will then proceed with executing the Specific Procedures for Reasonable Suspicion Drug and Alcohol Testing and complete the sample collection process.

WEAPONS

1. Notwithstanding the provisions of R.S. 17:416, any student in Grades 6 through 12, found guilty of being in possession of a firearm on school property, on a school bus or in actual possession at a school sponsored event shall be expelled from school for a minimum period of four complete school semesters. The superintendent or designee may modify in writing the minimum length of expulsion requirement on a case by case basis. If the student is in kindergarten through grade 5, the school principal or designee will contact the Director of Child Welfare and Attendance for consideration of appropriate disciplinary measures.

   Expulsion – Attend R.A.P.P.S. for students in grades 6th - 12th

   Students in grades K-5: Reviewed by the Superintendent to modify length of expulsion

2. Notwithstanding the provisions of R.S. 17:416, any student in Grades 6 through 12, who is found guilty of being in possession of a knife with a blade > 2.5 inches on school property, on a school bus at a school sponsored event shall be expelled from school for a minimum period of four complete school semesters. The superintendent or designee may modify in writing the minimum length of expulsion requirement on a case by case basis. If the student is in kindergarten through grade 5, the school principal or designee will contact the Director of Child Welfare and Attendance for consideration of appropriate disciplinary measures.

   Expulsion – Attend R.A.P.P.S. for students in grades 6th - 12th

   Students in grades K-5: Reviewed by the Superintendent to modify length of expulsion

TOBACCO USE OR POSSESSION

The use or possession of tobacco or tobacco products in any form on school property, school buses, or at school events is prohibited. Such products include but are not limited to cigarettes, cigars, snuff, or chewing tobacco. Additionally, Act 581 of2014 prohibits smoking within 200 feet of the entrance, exit, or outdoor area of any public or secondary school. Violation of the Act is a criminal offense. Possession or use of tobacco by a student at school, on buses, or at a school sponsored event or student violation of Act 581 are also disciplinary offenses.

CONTROLLED SUBSTANCES

1. Notwithstanding the provisions of R.S. 17:416(B), any student in grades 6 through 12 found guilty of possession of any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event, pursuant to a hearing as provided for by R.S. 17:416 (c) (1) shall be expelled from school for a minimum period of four complete semesters.

   Expulsion – attend the R.A.P.P.S. pending final Board action

2. Any student in Kindergarten through grade 5 who is found guilty of possession of any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a School event, pursuant to a hearing as provided for by R.S. 17:416 (c) (1) shall be referred to the Director of Child Welfare and Attendance for consideration of appropriate disciplinary measures.

   Expulsion – attend the R.A.P.P.S. pending final Board action

	Under the Influence	Revised Action
3.	Any student, 6th grade and above, who is enrolled in Rapides Parish Schools and who is found guilty of being **under the influence** of illegal narcotics, drugs or other controlled substance on school property, on a school bus or at a school event, pursuant to a hearing as provide by R.S. 17:416 (c) (1) shall be recommended for expulsion from school to attend the R.A.P.P.S. program under the revised actions pending final Board action	Recommended for expulsion and assigned a 30-day review period. Enroll and participate in the mandated drug program while enrolled at the alternative site. Participate in random testing while in program; positive test will result in additional 30 days added to the initial assignment. Meet criteria for release (Token Reinforcement Level System-to include good attendance, good grades and no disciplinary infractions). Prior to release for the initial assigned days, must test negative. Released and placed on probationary contract to include being subject to random testing for the remainder of the assigned year.
4.	Any case involving a student in kindergarten through grade five found guilty of possession of, or knowledge of and intention distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at school event, pursuant to a hearing provided for by R.S. 17:416 (c) (1) shall be referred to the local school board where the student attends school through a recommendation for action from the Superintendent	K-5 grades attend the R.A.P.P.S. pending Superintendent's recommendation
5.	Appearance at school, a school related event, or a school bus, or traveling to or from school after having consumed or ingested a drug as demonstrated by objective manifestations such as speech alterations, bizarre behavior, unsteadiness of gait or posture, chemical tests or admission of the student where the drug was not specifically and legally prescribed to the student by a licensed physician or authorized prescriber.	Recommendation: Expulsion-attend the RAPPS pending final Board action.

NOTE: Students expelled for knife, firearm and drug related offenses shall provide documentation that he or she has participated in a rehabilitation or counseling program related to the offense leading to the expulsion prior to readmission in the regular school setting, which rehabilitation or counseling program shall be approved by the Ninth Judicial District Juvenile Court or by the Rapides Parish school system, provided that the program shall be at no additional cost to the school system, all as required by S.B. 265 of 2007. Parents/guardians are also allowed to participate in counseling/rehabilitating activities. Documentation shall be presented prior to student's return to school.

ACT 861 – BULLYING

- NOTICE – ACT 861 of 2012 enacts numerous provisions regarding bullying of students. Students, parents, guardians and school personnel are notified of the passage of this Legislation. Some provisions do not become effective until January 1, 2013 and require the passage of policies by the local Board and the State Board. All interested persons are notified that bullying behavior can be punished by disciplinary procedures including expulsion of student's drivers licenses. The recipients of bullying behavior may be entitled to transfers or other relief. Further information will be disseminated by written notice and by verbal conferences in accordance with the ACT.

ACT 506 –TEEN VIOLENCE

- Dating violence in public schools can be defined as a student's reasonable apprehension of receiving physical or sexual abuse or extreme mental abuse from a partner in a social dating relationship administered in an effort to control the relationship. Early warning signs of Teen Dating Violence are discussed below. If you are experiencing physical or sexual violence or threats of abuse, consult your local law enforcement agency, your school counselor, your parents, or call the National Teen Dating Abuse Helpline at 866-331-9474 or the National Domestic Violence Hotline at 800-799-SAFE.

  The governing authority of each public school enrolling students in grades seven through twelve shall;

a) At the beginning of each school year, provide instruction to all school employees having contact in such grades relative to the definition of dating violence, dating violence warning signs and how to properly address suspected or reported dating violence involving students, including but not limited to counseling and notification of law enforcement and provide informative relative to dating violence to the parents of students in such grades.
b) Collect data relative to the number of incidents of dating violence reported to school employees and the actions taken by school employees to assist victims of dating violence.
c) In the spring of each school year, each local superintendent shall make an oral report at a meeting of the school governing authority that shall include but need not be limited to the compliance of each school with the requirements of this Section, aggregate data relative to dating violence and any recommendations for reducing dating violence among students.

Threats of Violence or Terrorism – ACT 716 of 2018

Threats of Violence or Terrorism: Act 716 of 2018 defines communications which constitute threats of violence or terrorism. Persons including students communicating in any manner threats as defined by that act are required to undergo a threat assessment after investigation by school personnel and the possible immediate report of the threat to law enforcement. If a threat is reported to a law enforcement agency pursuant to that and if the threat is made by a student, the student "shall not be permitted to return to school until undergoing a formal mental health evaluation and the law enforcement agency shall file a petition with the appropriate judicial district court for medical, psychological and psychiatric evaluation as outlined in the act." Non-students reported to local law enforcement pursuant to R.S. 17:409.3A shall not be permitted to be within five hundred (500 ft) feet of any school until the formal medical or mental health evaluation has occurred and the person has been deemed by a health care professional to not be dangerous to himself or others.

Threats of Violence/Terrorism Amended via ACT 209 of 2019

"Prescribe[s] a 7-day time limit on the district attorney's authority to file a petition for the examination of a student who makes a threat and add[s] a requirement that the student be allowed to return to school if the district attorney decides not to file a petition or does not do so within that time period."

"Requires[s] instead of authorize[s] the school administration to allow a student who is the subject of an investigation to return to school if the threat is determined not to be credible…[via further investigation by the school or other authorized entity]."

"Define[s] what makes a threat 'credible and imminent'."

Threats of Violence/Terrorism Amended via ACT 164

Further amends Act 716 to require immediate reports of all threats of violence or terrorism to law enforcement while the school and district administrator conduct their threat assessment. Clarifies that no student accused of assault or battery on a teacher may return to school until all legal proceedings have been completed, regardless of whether the precipitating threat was deemed credible or imminent.)

POLICY JDD

The Rapides Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a pupil for a specified period of time in accordance with statutory provisions.

In each case of suspension, the school principal, or his or her designee, shall, prior to any suspension, advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil. Notice shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card, or by sending a certified letter to the address shown on the pupil's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

Students suspended for more than ten (10) days shall remain under the supervision of the school system using an alternative education program designed to continue the educational process in an alternative educational placement. The student shall be placed in an alternative school or an alternative education program and shall be required to attend and participate in such school, program, or educational services.

No suspended pupil shall be allowed to leave the school premises during the school day until parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, tutor, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the pupil. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Any student, after being suspended on three (3) occasions for committing drugs or weapons offenses during the same school year, shall, upon committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the pupil's reinstatement shall be subject to the review and approval of the School Board.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts to the Superintendent or concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

Appeal

Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of suspension.

The parent or tutor of a pupil who has been recommended for expulsion, including if the recommendation is reduced to a suspension, shall have the right to request review by the School Board of such recommendation, or appeal to the parish district court, as appropriate, in accordance with La. Rev. Stat. Ann. §17:416.

MANDATORY SUSPENSION

Mandatory suspension shall be imposed for the following offenses:

1. Using or attempting to use any tool or instrument to do bodily harm.
2. Possessing or using fireworks or other explosives on school campus, at school-sponsored events, or on a school bus.
3. Threatening a teacher or any other school personnel.
4. Possessing or using alcohol on any school campus or on any school bus.
5. Initiating a fight and participating in that fight.
6. Willfully initiating false fire alarms.
7. Striking a teacher or any other school personnel during school or at any school sponsored activity.
8. Cursing a teacher or any other school personnel.
9. Creating a disturbance or fight at school or at any extracurricular activities sponsored by any school in the parish or on a school bus.
10. A student found carrying or possessing a knife with a blade less than two and a half (2 1/2) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in in-school suspension.

DISCRETIONARY SUSPENSIONS

Discretionary suspension may be imposed for the following offenses:

1. Wearing of inappropriate clothing or any other unacceptable grooming that violates the parish dress code.
2. Willful defacing of, the theft of, or the destroying of school or personal property. The student and/or his/her legal guardian shall be required to pay the cost of repairs or replacement.
3. Using forged notes or forged official forms.
4. Refusing to comply with any reasonable request of any teacher or any other school personnel while he/she is performing his/her official responsibilities.
5. Committing an act of defiance of authority in language or action in the classroom, or any school campus, or on any school bus.
6. Leaving class and/or school campus, or any school bus, without permission.
7. Instigating or participating in a fight while under school supervision
8. Using vulgar and/or obscene language, either spoken or written.
9. Extortion.
10. Violating any publicized rule unique to the individual school, provided the school rule is not in conflict with the policies of the School Board and the laws of Louisiana.

11. Excessive tardiness.

12. Any student in Kindergarten through grade 5 who is found with a small knife in his/her possession in school facilities, on school grounds, or on school buses may be sent for a minimum of two (2) days to the Elementary Detention Center at the discretion of the principal.

13. School officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

14. Possession or utilization of a laser light or device.

15. Possessing a lighter on school property, on a bus, or at any school function.

16. Committing any other serious offense not requiring a mandatory suspension

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.

2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

DRESS CODE VIOLATIONS

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

CREDIT FOR SCHOOL WORK MISSED

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student’s teacher.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

SUSPENSION OF STUDENTS WITH DISABILITIES

Suspension of students with disabilities shall be in accordance with applicable statutes or federal law and regulations.

FILE: JCDAE
Cf: GAMH

ELECTRONIC COMMUNICATION DEVICES

No student, unless specifically authorized by the school principal or designee, shall use or operate any electronic telecommunication device, including facsimile systems, radio paging device, mobile telephone service, Bluetooth devices, air pods, earbuds, etc., intercom or electromechanical paging system and Global Positioning System (GPS) in any school building or on the grounds thereof during regular school hours, except in the event of an emergency which is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage, all as provided by La. Rev. Stat. Ann. §17:239. Under Act 318, students who have use of an electronic communication device listed as a necessary accommodation to their educational services through their IEP are exempted from this prohibition. Operation of such a device by the student for recording, taking pictures, creating videos during regular school hours and/or violating testing procedures shall be a serious disciplinary infraction punishable by expulsion or out-of- school suspension. Such devices used in any manner that violates this or other Rapides Parish Policy shall be confiscated and may be retrieved only by a parent or guardian at the principal's office upon paying a $15 administrative fee for each offense and signing a written receipt acknowledging receipt of the device. Pick-up time is at the discretion of the principal as is disciplinary action for repeated offenses. Any unclaimed devices will be forfeited and disposed of one week following the close of school.

"Use or operation" is defined as the device being powered on or seen or heard during regular school hours.

Revised: August, 2003
Revised: June, 2011

"LASER LIGHTS OR DEVICES"

Lights, pointers, or devices emitting a beam of concentrated light commonly, referred to as lasers shall not be possessed or utilized by students on school campuses, buses, or at school-sponsored events. Violation of this prohibition shall result in confiscation of the device and disciplinary action against the student as provided by the Student Discipline Rules, after an investigation and determining the child's intentions Laser use or possession under faculty supervision for scientific or educational purposes is permitted. *Laser lights are prohibited on school grounds and school functions.

ALTERNATIVE INTERVENTIONS

Except for mandatory suspension or expulsion, the principal may use alternative intervention excluding mandatory suspension and expulsion for monitoring the consistency and the execution of suspension and expulsion policies as mandated in R.S.17:416. Alternative interventions that may be used, but are not limited to:

Counseling
Conflict Resolution
Social and Family Responsibility
Peer Mediation, Stress or Anger Management
Behavior Intervention Plan
Assignment of "Ripple Effects" Curriculum

FILE: GAMHA
Cf: EFA, GAMC, GAMH
Cf: IFBGA, JCDAE

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Rapides Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school related or is acceptable to both student and parent.
All electronic communication, including electronic mail, by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any inappropriate electronic communication as defined below between Rapides Parish school employees and Rapides Parish students is prohibited. School employees shall report to the Office of the Superintendent the sending or receipt of any such inappropriate electronic communication to the Office of the Superintendent immediately. Records of any such reported communication shall be maintained by the Superintendent's Office for a period of at least one (1) year.

The Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received written permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

DEFINITIONS

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. *Electronic mail* - the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. *Computers* - pertains to any and all computers.
4. *Social networks*- locations on the Internet where users may interact with other users - examples are Facebook, MySpace, YouTube and other social networks sites available on the internet.

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

NOTIFICATION

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.
The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Rapides Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

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

VIOLATIONS

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

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

New policy: September, 2009
Ref: La. Rev. Stat. Ann. §§14:40.3, 17:81, 17:239; Board minutes 10-6-09.

Alternative Education programs shall be designed to offer variations to traditional instructional programs.
A tracking system based on rewards for school performance and good behavior will provide an opportunity for students recommended for expulsion to return to the zoned school(s).

INFRACTIONS IN THE ELEMENTARY SCHOOL

For discretionary suspensions, it is suggested that the first time a student commits one of the following offenses, a conference shall be held with the parents. Elementary principals shall follow the guidelines for mandatory expulsions and suspensions in this policy.

1. Disrespect for authority
2. Disobedience
3. Vulgarity - spoken, written or implied
4. Vandalism
5. Stealing
6. Extortion
7. Fighting/Horse playing

SECOND SUSPENSION

NOTE: When a pupil is suspended for a second time within one school year, the principal and designated staff will review the student's behavior to determine whether a referral for behavioral health services is warranted. If so, the designated staff will schedule a conference with the parent to assist in connecting the family with a community provider. The Principal should also refer him/her to the MTSS team to consider positive, proactive behavior supports to address deficits contributing to discipline concerns.

EXPULSIONS

According to Louisiana Revised Statute 17:416, a student may be expelled for any of the following reasons:

1. Any student, after being suspended for committing any of the offenses for which the law permits suspension, may be expelled upon recommendation by the principal.

2. Any student after being suspended on three occasions for committing any of the offenses in this handbook or in R.S. 17:416 during the same school year, shall, upon committing a fourth (4th) offense under this policy or under R.S. 17:416, be expelled from all of the public schools of the parish until at least the beginning of the next regular school year and may not be readmitted to the Rapides Parish school system without a review and resolution of approval by the school board.

3. If a student is convicted of a felony or incarcerated in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, he shall be expelled for a period of time determined by the Board; such expulsion shall require the vote of two-thirds of the elected members of the school board.

4. Notwithstanding any other provisions of this policy, the principal shall immediately suspend a student in grades 6 through 12 under the jurisdiction of the school who is found possessing a firearm or knife > 2.5 inches, or a dangerous instrument, or who possesses, distributes, sells, gives, or loans any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law in any form and shall immediately recommend the student's expulsion. The principal should recommend that the student temporarily attend the RAPPS, pending administrative review of the recommended expulsion. **Any student expelled for weapons or drugs under R.S. 17:416(C) shall not be readmitted to the student's regular school prior to the completion of the minimum periods of expulsion provided in Subsection (C) unless: (1) the student produces written documentation that he/she and his parent or legal guardian have enrolled and participated in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion and (2) the student executed a probationary agreement stipulating to the student's assignment to an alternative school setting agreed in writing by the student and the student's parents or other person responsible for the student's attendance and approved by the superintendent or designee (Act 745).**

5. A student who is found carrying or possessing a knife with a blade less than two and a half inches in length may be suspended by the school principal as provided in Paragraph (A)(3) of R.S. 17:416; however, in appropriate cases such student, at a minimum, shall be placed in in-school suspension. **However, as per ACT 473 of 2021 Legislative Session increases the minimum length of a knife from two inches to two and one-half inches. Exempts students receiving virtual instruction at home from mandatory recommendations for expulsions.**

6. The principal shall immediately suspend a student who is found carrying or possessing a knife with a blade that equals or exceeds two and a half inches in length. He/She also shall immediately recommend the student's expulsion in accordance with Subsection C of this Section, except that, in the case of a student less than eleven years of age in pre-kindergarten through grade five, the principal may, but shall not be required to, recommend the student's expulsion in accordance with Subsection C of this Section. (H.B.-458). If a student is found to have violated the provisions of this policy relating to firearms, he shall be expelled in accordance with R.S. 17:416 (c).

7. Any student committing battery on a school board employee shall be automatically suspended in accordance with R.S. 17:416 A (1) (c) and the principal shall recommend expulsion as provided by this policy.

8. Fighting Policy

   a. School principals may call the appropriate law enforcement authorities for every fight involving students who are 11 years of age or older when the student is unable or unwilling to deescalate and continues to present a physical threat to peers or adults. Revised March, 2022

   b. Appropriate law enforcement authorities include assigned School Resource Officers.

   c. If there are no assigned School Resource Officers, the local law enforcement authorities will be called:

      - ➢ Alexandria Police Department (within Alexandria city limits)
      - ➢ Pineville Police Department (within Pineville city limits)
      - ➢ Rapides Parish Sheriff's Department (outlying areas)

   d. Students involved in a fight at school may be subject to suspension or expulsion as stated in this handbook.

      - ➢ The act of "**slap boxing**" between students is not acceptable at any Public School in Rapides Parish. This includes: students walking to and from school, bussing students to and from school and all other school related activities (events).

   e. This prohibition of Fighting is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities. It is also the student's responsibility to alert a principal, teacher, coach, or other school employee etc. to any hostile attempt directed to him or her.

   f. Principals and their designees shall exercise appropriate judgment and discretion, especially with younger students, in determining whether a student is involved in a "fight" as defined by this policy. Administrators may consider in this determination the following among other factors:

      - Whether closed fists, objects or weapons were utilized;
      - Whether the participants were shouting, threatening or cursing prior to or during the incident;
      - Whether any participant, bystander or school employee was physically injured or whether clothing or other property was damaged or destroyed;
      - Whether the activity ceased immediately upon instructions to stop given by uninvolved students, teachers, administrators, school resource officers or other school employees;
      - Whether the incident is related to earlier events or the student has a pattern of fighting with, bullying or intimidating others;
      - Any other fact or circumstance relative to an appropriate determination.

   g. Before any suspension is assigned or recommendation for expulsion is made, the principal or their designee shall conduct a thorough investigation to determine the aggressor.

A student who uses reasonable force to prevent a forcible offense against that student should not be disciplined under this provision, provided that the force used must be reasonable and apparently necessary to prevent such offense and further that the student may not claim the right of self-defense if the student is the aggressor or brings on or precipitates a difficulty by taunting, fighting words, challenges or any other verbal or physical activity which contributes to the initiation of the physical incident. Additionally, a student who continues an affray after being urged to stop may not claim self-defense.

9. Upon the principal's recommendation, a student may be expelled for committing any other serious offense.

No student who has been expelled from any public or non-public school within or out of the state of Louisiana, for committing any of the offenses enumerated in Louisiana R.S. 17:416 shall be admitted to the Rapides Parish School System, except upon the review and approval of the Rapides Parish School Board.

BOMB OR ARSON THREATS

Planning bomb or arson threats, committing or perpetrating real or false threats of arson, bomb manufacture or placement, or threat of serious bodily harm to students or school personnel are serious criminal offenses. Students or non-students participating in these or similar activities, shall be reported to law enforcement and students shall be immediately suspended and recommended for expulsion under general provisions of the discipline policy and R.S. 17:416.

STUDENT THREATS

Severe disciplinary measures may be imposed against a student who threatens bodily harm to another person in a school setting or threatens to damage property of another person. Administrators must also consider whether threats fall under ACT 716 assessment/investigation requirements for threats of violence or terrorism and follow the prescribed protocol if so.

The principal shall recommend expulsion or suspension for any student who threatens harm to another person or property damage to the property of another person; in making the recommendation, the principal shall consider the age of the student, the nature and character of the threat(s), the circumstances under which they are made, and the effect on the threatened persons(s).

HAZING

Hazing is prohibited in all Rapides Parish Schools. Hazing means 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.
Students participating in hazing, soliciting another to engage in hazing, or aiding and abetting another person to engage in hazing are subject to expulsion, suspension or other discipline under this policy. Consent of a hazing victim is not a defense to discipline. All students, teachers and other school employees shall take reasonable measures within the scope of their individual authority to discourage or prevent violations of this policy.

Students, teachers and other school employees, or victims of hazing, are directed to report violations of this policy to the school principal or assistant principal who, after investigation, shall, if appropriate, recommend discipline under Section IV of this handbook. If hazing as defined by this policy results in (1) physical injury to a student or (2) threats of bodily harm or property damage which constitute a violation of criminal law, the incident shall be reported to the appropriate law enforcement agency. Persons violating this policy are subject to disciplinary measures up to and including expulsion from the Rapides Parish School System in accordance with R.S. 17:416.

SUSPENSION OF STUDENT DRIVER'S LICENSE IN ACCORDANCE WITH ACTS 732 OF 2003 AND ACT 688 OF 2008.

Any student between the ages of 14 and 18 who has been subjected to disciplinary action as defined below shall be reported to the Louisiana Department of Public Safety & Corrections by the principal or the principal's designee so that the Department may suspend any driver's license or learner's permit for a period of one year in accordance with Act 732. "Disciplinary action" which will result in suspension of driving privileges is an expulsion or suspension from school for ten or more consecutive school days or an assignment to an alternative educational setting for ten or more consecutive school days for infractions involving 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.

The principal or designee shall complete the appropriate driver's license suspension form and shall forward the form to the director of child welfare and attendance with the packet of material on the disciplinary referral. The director shall forward the form to the Department of Public Safety upon affirmation of the disciplinary action at the superintendent or board level (if appealed to the board).

ATTENDANCE REPORTS FOR STUDENT DRIVERS

In accordance with state law, students are obligated to attend school regularly, and be in attendance a minimum number of days during the school year. In order for a minor to obtain or renew a driver's license or learner's permit for the operation of a motor vehicle, the minor shall present evidence to the *Office of Motor Vehicles* that the minor is enrolled and is attending school or a recognized program or has completed the required minimum units of credit for graduation. Such documentation shall be verified by the principal on forms provided by the Louisiana Department of Education.
A student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. It is the policy of the Rapides Parish School Board to provide written notification of a minor student who has been determined by the principal to be a dropout or habitually absent or tardy to the Louisiana *Office of Motor Vehicles* for denial or suspension of driving privileges.

In addition, a minor student's driver's license or permit may also be suspended when written notification is received by the *Office of Motor Vehicles* from the principal that the minor student has been expelled or suspended from school or assigned to an alternative educational setting for ten (10) or more consecutive school days. Such disciplinary action shall be limited to expulsions, suspensions, or alternative educational assignments for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery of a member of the school faculty or staff.

The School Board, through the principal, shall provide written notification to any minor whom the principal has determined to be a dropout or habitually absent\or tardy and his/her parent or guardian that the principal intends to subject the minor to driver's license denial or suspension. The written notification shall advise the minor of his/her right to seek a hearing of the School Board of such determination or to make a request of the School Board to obtain a hardship waiver within fifteen (15) days of the mailing of the notification. The principal shall send a copy of the notification to the School Board.

If the School Board is notified of a request for a hearing or a request for a hardship license within fifteen (15) days after the date of mailing the written notification, the Board shall hold a hearing to make a determination upon such request. If no such request is received by the Board, or if the Board determines after a hearing that such student is a dropout or is habitually absent or tardy and is not entitled to a hardship waiver, then the School Board shall provide written notification to the *Office of Motor Vehicles* that the minor's license should be suspended or denied.

Rapides Parish School Board

HARDSHIP WAIVER

The School Board may waive the attendance requirements for any minor for whom a personal family, *or* economic hardship requires the minor to have a driver's license for his/her own, or his/her family's employment or medical care as provided in La. Rev. Stat. Ann. §17:226. The minor or his/her parent or legal guardian may present other evidence that indicates compliance with attendance requirements outlined in state law at the waiver hearing.
The School Board shall notify the *Office of Motor Vehicles* of the outcome of the minor's hardship waiver hearing within twenty-four (24) hours after conducting the hearing.

DEFINITIONS

Dropout means a person fifteen (15) years of age or older but less than eighteen (18) years old, who was enrolled in a school and withdrew or who was enrolled at the end of the previous school year and is not enrolled on October first of the following schoolyear or who has more than ten (10) consecutive days of unexcused absences from school or fifteen (15) days total unexcused absences during a single semester.

Dropout does not mean a person who:

a. is temporarily absent due to illness, suspension, or expulsion;

b. is attending or has graduated or completed another educational program approved by the Louisiana Board of Elementary and Secondary Education;

c. transferred to a nonpublic school, a correctional institution, or an approved home school program or moved out of state.

Habitually absent or tardy is when either condition continues to exist after all reasonable efforts by a principal or other appropriate authority have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any month or if a pattern of five (5) absences a month is established or as otherwise provided in La. Rev. Stat. Ann. §17:233.

Minor means an un-emancipated child who is at least fifteen (15) years of age but less than eighteen (18) years of age.
New policy: June, 2010
Ref: La. Rev. Stat. Ann. §§17:81, 17:221, 17:226, 17:233, 17:416, 32:414, 32:431, 32:431.1. Rapides Parish School Board

In accordance with Act 688 of 2008, the State Department of Public Safety may suspend the driver's license of any student under the age of 18 years who refuses to present appropriate documentation that the student has complied with R.S. 32:431.1 regarding mandatory school attendance or if the Department receives written notification pursuant to that provision that the person is a dropout or is habitually absent or tardy.

BODY ARMOR

Wearing or possessing body armor by a student or nonstudent on school property, at school sponsored functions, in firearm free zones or on school transportation is a violation of R.S. 14:95.9 which may be punished by criminal prosecution. Additionally, any student who violates that provision is subject to disciplinary action up to and including expulsion.

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev Stat. Ann. §14: 95.9. School-sponsored functions shall include, but not be limited to athletic competitions, dances, parties, or any extracurricular activities firearm-free zone means any area within one thousand feet of any school campus and within a school bus.

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

The School Board shall post permanent notices of such prohibition at each major point of entry to the school.

DRUG-FREE ZONES

The area within 2,000 feet of any property used for school purposes by any school, or on a school bus, shall be designated as *Drug-Free Zones.* It is unlawful for anyone to use, distribute, be under the influence of, manufacture *or* possess any controlled substances as determined by statute in a *Drug-Free Zone.* The Rapides Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug-Free Zones* which surround all schools and school property.

SURVEILLANCE CAMERAS ON SCHOOL CAMPUS

In order to assist in the protection and safety of employees and students, the Rapides Parish School Board shall authorize the installation of surveillance cameras at various locations on school campuses, but shall not allow placement in bathrooms and/or dressing rooms. Students or employees viewed violating school rules and regulations shall be disciplined, in accordance with Board regulations, up to and including expulsion/termination. Action may be taken against visitors viewed breaking regulations, including notification of law enforcement officials.

THREATS OF VIOLENCE OR TERRORISM - ACT 716 OF 2018
https://www.legis.la.gov/legis/ViewDocument.aspx?d=1103844

Section IV
Recusal and Due Process

RECUSAL FOR DISCIPLINE OF IMMEDIATE FAMILY

Any public school administrator or designee shall recuse himself or herself from participating in any disciplinary matter whenever a member of the administrator's or designee's family is involved in a disciplinary matter. If recusal occurs then the Superintendent or Superintendent's designee shall cover the disciplinary action.

Immediate family is defined as the individual's children, brothers, sisters, parents and spouse and the children, brothers, sisters and parents of the spouse.

PROVISIONS FOR DUE PROCESS

Suspension

Prior to any suspension, the school principal, or his/her designee, shall advise the Student in question of the particular misconduct of which the student is accused as well as the basis for such accusation, and the Student shall be given an opportunity at that time to explain his/her version of the facts to the principal or designee. In each case of suspension or expulsion the principal, or designee, shall contact by telephone or send a certified letter at the address shown on the Student's registration card to the parent, tutor, or legal guardian of the Student in question giving notice of suspension, the reason therefore, establishing a date and time for a conference with the principal or designee as a requirement for readmitting the Student. In case of an expulsion, the contact with parent or guardian shall include a certified letter. If the parent, tutor, or legal guardian fails to attend the required conference within five school days of mailing the certified letter or another contact with the parent, the truancy laws shall become effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the Student is in the best interest of the student. On any subsequent occasion in the same year, the Student shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representatives respond. A Student whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process, shall be immediately removed from the school premises without the benefit of the procedure described herein above; however, the necessary procedure shall follow as soon as it is practicable: "If a student violates the code of conduct or exhibits other disruptive, dangerous or unruly behavior, the teacher may have the student removed from the classroom and placed in the custody of the principal; the student may receive partial or full credit for classwork satisfactorily completed while in custody upon the recommendation of the principal or designee and the concurrence or the teacher. The principal or designee shall attempt to provide oral or written notification to the parent or guardian of the student's removal from the recommended if such action is known at the time the notice is given."

In any case where a teacher, principal, or other school employee is authorized in this Section to require the parent, tutor, or legal guardian of a Student who is under the age of eighteen and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the Student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731. The principal may file a complaint pursuant to Children's Code Article 730(1) or any other applicable ground when, in his judgment, doing so is in the best interests of the Student. The principal, assistant principal, or child attendance and welfare supervisor or his/her assistant shall be a representative of an agency having the responsibility or ability to supply services to a family as that phrase is used in Children's Code Article 731(A).

1. No child under the age of seventeen will be sent home during the school day without a parent or guardian being notified. When necessary to determine responsibility for alleged misconduct, the principal at his/her discretion may remove a student from school for a period of not more than one day in addition to the date of removal. The removal of a student under this provision shall not be recorded as a suspension unless the student is found at fault and the principal imposes an official suspension.

2. Notice in writing of all suspensions or other disciplinary action and the reasons therefore shall be given to the parent(s) or guardian(s) of the Student suspended. The principal shall also give personal notice by telephone to the parent if possible. In case of expulsion, the contact with the parent or guardian shall include a certified letter.

PRINCIPAL'S REPORT OF DISCIPLINARY ACTION

All principals shall immediately transmit to the Central Office copies of any recommendation for expulsion or suspension of Students.

APPEALS FROM SUSPENSION

1. The student, his parents, or the party responsible for the student shall have the right to appeal the suspension to the Superintendent by contacting the Supervisor of Child Welfare and Attendance within five (5) school days of the student's receipt of the principal's order of suspension.

2. The Superintendent or designee shall conduct a hearing on the merits of the suspension. The Superintendent or designee shall have the right to remit any portion of the time of suspensions. The decision of the Superintendent or designee on the merits as well as the term of suspension shall be final and no appeal to the Board shall be granted.

SUPERINTENDENT'S HEARING ON EXPULSION

If expulsion is recommended by the principal, the following procedures shall be observed:

1. The student shall be immediately suspended and removed from the school by the principal and recommended for temporary placement at the Rapides Alternative Positive Program for Students (RAPPS)

2. The Superintendent or designee will schedule the hearing date/time with the legal guardian. If the legal guardian declines the due process hearing, the Superintendent or designee will provide the legal guardian with the RPSB Waiver of Expulsion and Appeal Hearing Letter for signature. If the parent or guardian refuses to sign the verification letter declining further due process hearing and immediately return the document to the Superintendent or designee, the verbal declination of further due process shall be ignored and the Superintendent or designee shall schedule the appropriate hearing and notify the parent or guardian.

3. A hearing shall be conducted by the Superintendent or designee in accordance with R.S. 17:416 (C).

4. Upon conclusion of the hearing, the Superintendent or designee shall determine whether such student shall be expelled from the school system or other corrective or disciplinary action shall be taken.

5. At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent. The student may be represented by a person of his choice. The concerned teacher shall be permitted to attend the hearing and may present information the teacher believes is relevant to the hearing.

6. Until the hearing takes place, the student shall remain suspended from school, and temporarily placed in accordance with #1 above.

APPEALS FROM ORDER OF EXPULSION

1. After the Superintendent's decision, the parent or guardian may within five days request the School Board review the findings of the Superintendent or designee. A request to appeal shall be in writing and received by the Superintendent's office within five working days.

2. The discipline review committee of the Board meets every last Thursday of each month.

3. The School Board may affirm, modify or reverse the action previously taken at its next regular meeting.

4. The testimony may be transcribed at the option of any party at their cost.

5. In the event the Rapides Parish School Board affirms the action of the Superintendent or designee, the parent or guardian may, within ten (10) days, appeal the decision to the District Court for Rapides Parish.

6. At any stage of the appeal's process, the election of the student and/or guardian to accept a recommendation of attendance at an alternative school operated by the Rapides Parish School Board in lieu of expulsion shall constitute a waiver of all parties rights of appeal and the party shall execute a written alternative school attendance agreement.

DURATION OF EXPULSIONS

An expulsion based upon three suspensions shall be, at a minimum, for the remainder of the school year. Additionally, firearm, knives > 2.5 inches in length, and drug expulsions, in accordance with S.B. 265 of 2007, shall be for four complete semesters for students in grades 6 through 12 as specified in that by Act 337. A complete semester is defined as that period established by resolution of the board adopting the school calendar for the next and subsequent calendar years. For purposes of computation of the minimum expulsion period established by R.S. 17:416, any time remaining in the semester during which the offense is committed shall not be credited or counted toward the minimum semester expulsion period as provided by S.B. 265 of 2007. Accordingly, unless the period of expulsion is shortened by board resolution, the computation of expulsion period shall include only complete semesters as defined herein and no credit for expulsion time for partial semesters shall be given.

AVOIDANCE OF DISCIPLINE BY TEMPORARY ATTENDING AT PRIVATE SCHOOL OR BY HOME SCHOOLING

The Rapides Parish School Board does not recognize either home schooling or private school attendance as a substitute or alternative to expulsion from public school or to attend a board-operated alternative school. Expelled students who transfer to private school or who are home schooled during the period of expulsion shall not be readmitted nor receive credit for home schooling or private school attendance during the period of expulsion without the affirmative approval of the School Board.

SUSPENSION AND EXPULSION OF STUDENTS NEAR THE END OF THE SCHOOL YEAR

All suspensions given for mandatory offenses will be served in their entirety, even if the suspension extends into the next school year. Expulsions shall be for a minimum of ONE SEMESTER excluding knives, controlled dangerous substances, weapons and battery on a school employee, which are governed by special provisions.

PROBATIONARY AGREEMENT

A probationary agreement is a contract between the Rapides Parish School Board, student and parent concerning conditions of a student's re-admission or remaining in school. Regardless of the time of year a student comes before the Board for an appeal, the parent and student shall execute a probationary agreement within (5) five days of the Board's decision. No expelled student shall be permitted to re-enter the Rapides Parish School System until the probationary agreement has been signed by the parent and student. If the student is recommended for expulsion, expelled, or suspended, other than an in-school suspension, then the student is not permitted to return to the home school campus nor to participate or attend school-sponsored activities including graduation ceremonies during the period of suspension or expulsion.

PROBATIONARY READMISSION AGREEMENT

The following probationary readmission agreement is entered into by and between RAPIDES PARISH SCHOOL BOARD, represented herein by its superintendent, and *«Name»* a minor student appearing herein personally and through his/her undersigned parent and/or guardian:

«Name>> referred to herein as "the student", was recommended for *expulsion* by the principal of *<<School>>* and, following a due process bearing by the designee of the superintendent in accordance with R.S. 17:416, an expulsion from the Rapides Parish schools was upheld. Thereafter, a further appeal was made to the Rapides Parish School Board in accordance with law, and after a due process hearing and pursuant to a vote of the Rap ides Parish School Board, the student was readmitted to the Rap ides Parish school system on the following probationary terms and conditions:

1. «Motion»
2. During the student's readmission to any school in Rapides Parish and continuing through the remainder of the 2012-2013 school term or until the student's resignation from school, the student shall refrain from any activity or action listed as a cause for suspension in the Rapides Parish School Board policies or R.S. 17:416(A), and shall be prompt in attendance, shall avoid unnecessary or unexcused absences and/or truancy, and shall perform such academic studies, homework assignments and classroom activities as to show academic progress and diligent application of effort to school subjects and studies.
3. In accordance with the provisions of R.S. 17:416(C) (2) (d) (i), upon determination by the chief administrator of the Rapides Alternative Positive Program for Students (RAPPS) and/or Elementary Alternative Center or by the principal of any school being attended by the student or by the superintendent of schools that the student has violated any term or condition agreed to herein, the student shall be immediately removed from any school in which he/she is currently enrolled and ipso facto expelled without the benefit of any hearing or other procedure applicable to student suspensions and expulsions, provided that the principal or the principal's designee shall provide verbal notice to the superintendent of any such determination and a similar verbal notice to the student's parent(s)/guardian, and thereafter a written notice of the determination and the general reasons therefore to the superintendent with a copy to the student's parent/guardian, and such subsequent expulsion shall be non-reviewable, non-appealable and final.
4. The student shall possess no weapons, whether knives, firearms or otherwise, going to or from school on a school bus, on school property or at any school function. Upon reasonable suspicion, the student's person, taken from the student by school personnel forming the basis of the present disciplinary action are forfeited by the student and parent/guardian.

This agreement is executed in duplicate originals after a due reading and understanding of the whole, and the terms and conditions thereof, including particularly but without limitation the immediate expulsion provisions of Paragraph 3 hereinabove. By execution of this probationary agreement, the student and parent(s) agree they will file no further appeal to the Ninth Judicial Court as provided by R.S. 17:416, accepting the Board's reduction in penalty as a consideration for the student-parents' forfeiture of further appeal rights. The student and the undersigned parent/guardian bind themselves to the terms and conditions hereof: which terms and conditions are contractual in nature and not mere recitals. If any student violates any term or condition of the Readmission Agreement, he or she shall be immediately removed from any school in which he or she is currently enrolled upon the recommendation of the principal. The Readmission Agreement does not apply to Special Education students.

SIGNED this_____day of_____, 20__.

RAPIDES PARISH SCHOOL BOARD

_____
TERRENCE WILLIAMS – DIRECTOR
CHILD WELFARE AND ATTENDANCE

_____
ASSISTANT SUPERINTENDENT
MR. CLYDE WASHINGTON
FOR SUPERINTENDENT
MR. JEFF POWELL

_____
STUDENT

_____
PARENT OR GUARDIAN

GRADUATING SENIORS

Where a senior who has otherwise fulfilled all academic and other requirements for graduation is expelled or suspended and the period of expulsion or suspension extends through the date of anticipated graduation, the student will not be allowed to participate in graduation exercises or any other school sponsored function associated therewith. Provided the student complies with all suspension or alternative school requirements imposed in lieu of expulsion and satisfactorily completes all academic and other regular requirements for graduation, the student will receive a diploma from the student's home school. The diploma may be obtained from the home school principal after graduation exercises are completed and the principal has verified that all disciplinary, suspension, expulsion and other requirements have been met.

Requirements for Seniors to Participate in Graduation Activities (Regular High School Diploma)

1. Only students who are currently in good standing, and have met all requirements for graduation are allowed the privilege of participating in graduation activities.
2. Principals are not authorized to make any exceptions to these requirements.
   a. All requests for exceptions for these requirements must be referred to the Superintendent's office for disposition in accordance with Board established criteria.
   b. Principals are directed not to allow anyone to participate in graduation activities unless they have received written authorization from the Superintendent's office for the specific individual who does not meet all requirements.

GRADUATION REQUIREMENTS

The Rapides Parish School Board, in accordance with the regulations set forth by the Louisiana Board of Elementary and Secondary Education (BESE), shall require students, in order to be eligible for graduation, to successfully complete at a minimum the requirements mandated by BESE and outlined in the *Louisiana Handbook for School Administrators*, Bulletin 741. The school Board may impose additional requirements as it deems appropriate.

GRADUATION EXIT EXAMINATION

In addition to completing the minimum Carnegie Units of credit, the students shall also be required to pass certain components of the Graduation Exit Examination as required by the BESE. Remediation and retake opportunities shall be provided for students who do not pass the test.

Each student and his/her parent or guardian shall be notified of the requirement of passing the Graduation Exit Examination prior to or upon the student entering the 10th grade, or upon entering the system when transferring to any high school within the system.

Revised: April, 2008

GRADUATION EXIT REQUIREMENTS

In addition to state-required Carnegie Unit requirements, students must take state-mandated Online End-of-Course (EOC) tests for the following courses and pass at least 1of each pair of subjects:

- Algebra I *or* Geometry
- English II o*r* English III
- Biology *or* American History

All students enrolled in any of the 6 courses for which an EOC test has been developed, must take the EOC test for that course and, according to a grade correlation prepared by the state, that score will count as the final exam for that course on the student report card.

June 2011.

FILE: IKDB
Cf: IHF

GRADUATION EXERCISES

Students will be allowed to participate in commencement exercises upon successful completion of all graduation requirements as prescribed by the Louisiana Board of Elementary and Secondary Education (BESE) and the Rapides Parish Pupil Progression Plan prior to the school's designated graduation practice.

GRADUATION REGULATIONS

1. Senior Privileges
   A. Are to be scheduled within the last ten (10) days of the school session.
   B. Final examinations shall be scheduled the five (5) school days preceding senior privileges in schools.
   C. Graduation exercises may be scheduled any time after the administration of the last Advanced Placement exam.
2. Addresses on the program may be made by students, faculty, or guests as determined by the school principal.
3. Special education high school students who successfully complete the required curriculum will be allowed to participate in the regular commencement activities of their high school.

RAPIDES ALTERNATIVE POSITIVE PROGRAM FOR STUDENTS (RAPPS)

Students who are enrolled at RAPPS at the time of graduation will not be allowed to participate in the graduation ceremonies at their home school.

Revised: June, 2014
July, 2016

Ref: La. Rev. Stat. Ann. '17:81, 17:2115; Board minutes, 5-14-98, 3-4-97, 6-17-02, 6-3-03, 11-5-14, 7-5-16.

Rapides Parish School Board

Section V
Suspension and Expulsion of Special Populations

STUDENTS WITH DISABILITIES (SWD)

DISCIPLINE PROCEDURES

DISCIPLINE under the INDIVIDUALS with DISABILITIES EDUCATION ACT (IDEA)

[34 C.F.R. Sec. 300.530-536]

IDEA assures "that all children with disabilities have available to them ... a free appropriate public education which emphasizes special education and related services designed to meet their needs."20U.S.C.1400(c)(FAPE). Students are to be given procedural safeguards which are the formal requirements of IDEA that are "designed to afford parents or guardians of Students with Disabilities (SWD) meaningful involvement in the education placement of their children." The procedural safeguards are:

1. The same safeguards afforded regular education students regarding out of school removals are afforded special education students.
2. Stay Put- "During the pendency of any proceedings conducted pursuant to this section, unless the state or local educational agency and the parents or guardian otherwise agree, the child shall remain in the then current educational placement of such child until all such proceedings have been completed." 20 U.S.C. 1415 (e) (3): IDEA 615 U). Student's current placement is defined in the last IEP.
3. A Manifestation Determination Review (MDR) is conducted if the student is recommended for an out of school placement for more than 10 days (including OSS cumulative days) in the same school year.
4. The Individualized Educational Plan (IEP) determines services and placement.

<u>Out of School Suspension (OSS)</u>

Procedures for students removed for a short term out-of-school placement of less than 10 days are: A SWD may be removed from the school setting for no more than 10 cumulative or consecutive days in a school year (at the Principal's discretion) for violating a code of student conduct without an MDR.

The local school administration is required to follow the District due process procedures and complete the following information:

1. **La. Department of Ed. School Behavior Referral Form** listing the behavior subject to disciplinary action.
2. **Informal Due Process Form**: Prior to any suspension or expulsion, SWD must be provided due process of law. The minimum due process procedure must be followed and documented for each suspension by completing the Informal Due Process Form. The due process procedure must be completed as follows:
   - The student must be given notice of the recommended action.
   - The student must be informed of what he/she is accused.
   - The student must be allowed to give his/her version of the incident.
   - The student must sign the due process form. Refusal to sign must be documented.
3. **Input description of incident and prescribed consequence into PowerSchool:** The principal or designee must contact the parent/guardian to inform of the incident and prescribed consequence and enter into PowerSchool within 24 hours of an incident.
4. **Functional Behavior Assessment (FBA):** Students exhibiting a pattern of problem behavior that places him or her at risk of out of school placement may require a Functional Behavior Assessment. It is the school's responsibility through the SBLC/MTSS committee to initiate data collection and contact the School Psychologist, Social Worker and/or Behavior Strategist. Procedures are as follows:
   a. When a student presents a pattern of at-risk behavior, a functional behavior assessment is initiated through the SBLC committee by collecting data and contacting the School Psychologist and/or Social Worker. Data is collected to establish a baseline.
   b. After data is collected and the FBA is completed, a Behavior Intervention Plan (BIP) is formulated and implemented. Training of staff and the student is conducted. A copy of the BIP must be maintained by J. B. Lafargue behavior staff for tracking and progress monitoring purposes.
   c. Referrals to outside services should be made by the behavior team if needed.

NOTE: Any exceptional student who is classified as having an Emotional Disturbance (for externalizing / problematic behaviors) must have a Behavior Intervention Plan in place at the beginning of the school year.

Disciplinary Removals for SWD Beyond "Day 10"

When a student is recommended for removal from his/her current educational placement for more than 10 days in the same school year, the student must "STAY PUT" in his current school setting until a Manifestation Determination Review (MDR) may be conducted by the LEA, parent and relevant members of the IEP team (including the School Psychologist, Social Worker and Behavior Strategist) within 10 school days of the administrator's recommendation. The exception to "Stay Put" is: If the student commits serious bodily injury, drug possession or brings weapons to school (see legal definitions on pages 51-52) - student may be placed immediately at the alternative program and the MDR is conducted within 10 school days of the principal's expulsion recommendation.

A. The School Administration is required to complete the following prior to consideration for alternative educational placement of a SWD:

1. **La. Department of Ed. School Behavior Referral Form** listing the behavior subject to disciplinary action.
2. Informal Due Process Form-Prior to an expulsion, all students must be provided due process of law. The due process procedure must include the following steps:
   - The student must be given notice of the recommended action.
   - The student must be informed of what he/she is accused.
   - The student must be allowed to give his/her version of the incident.
   - The student must sign the due process form. Refusal to sign must be documented.
3. **Principal's Investigative Report** - must be completed prior to the meeting and available for the MDR committee.
4. **Input description of incident and prescribed consequence into PowerSchool:** The principal or designee must contact the parent/guardian to inform of the incident and prescribed consequence and enter into PowerSchool on the date administration recommends a removal that constitutes a change of placement (e.g., extended suspension or expulsion).

* * Note : A copy of these completed forms must be sent to the Director of Special Education (or designee) and the Director of Student Welfare and Attendance within 1-2 days of the administration's recommendation to expel a SWD.

B. Manifestation Determination Review (MDR) and IEP process:

1. Contact the MDR Committee PRIOR TO scheduling the meeting.
2. The MDR committee is comprised of:
   - The district representatives for the behavior team including the School Psychologist, Social Worker and Behavior Strategist
   - The parent and relevant members of the IEP team as determined by the parent and the district
   - The disciplinary administrator recommending the removal from school should not attend the MDR
3. Schedule the MDR with the parent(s) utilizing the attached MDR Prior Notice Letter and have them sign in person or send via registered mail. If the parent does not attend, a second written attempt to schedule the meeting must be made as soon as possible for an alternative date and time. The MDR is to be completed at the second attempt even if the parent does not attend. Verbal consent is acceptable after the second attempt. Verbal consent must be documented on a contact log and copies of the MDR are sent to the parent/ guardian.
4. Provide a Louisiana's Educational Rights of Exceptional Children Booklet for the parent/guardian.
5. An MDR must take place within 10 school days of the principal's recommendation for expulsion (or any other removal beyond 10 cumulative days due to a violation of the student code of conduct). The MDR committee will base the review on a "yes" or "no" answer to the following two questions:
   - If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
   - If the conduct in question was the direct result of the LEA's failure to implement the IEP (Sec. 300.530 (e)(l)-(2)]
6. If there is a disagreement between committee members, the Dissent Statement Form is completed by that party (J. B. Lafargue staff will bring this form to the meeting).
   - If the disagreement is between the parent and the school and behavior team, the parent is provided a Right's Booklet and the dissent form is completed. The student will attend the alternative program.
   - If the disagreement is between the school and the behavior team and parent, the Superintendent will determine the final outcome. The student will "Stay Put" at school until the final determination is made.

7. A Functional Behavior Assessment (FBA) must be completed if the conduct in question is found by the MDR committee to be a manifestation of the student's disability. Documented interventions and data collection are required to complete the FBA. (Exception: one time incident)

C. IEP

Following the completion of the MDR, The IEP committee discusses the behavior in question, reviews the Behavior Intervention Plan (BIP) if already preexisting and makes recommendations for updated behavior support services.

- If the results of the MDR are that the conduct **is not** a manifestation of the student's disability and school administration recommends placement at the alternative education site (RAPPS), a re- evaluation for significant change of placement and full IEP are required to reflect this change in service provision.
- If the results of the MDR are that the conduct **is** a manifestation of the disability, the student is to return to his former placement and the IEP amended to reflect the results of the MDR (and any additional behavior supports added) **unless** the parent and LEA agree to a change of placement that is considered to be an *appropriate* and *supportive* setting as part of the updated BIP

D. Exception to OSS/Expulsion of SWD

If the "When Lightning Strikes" crisis policy is implemented, do not suspend or expel the student. If assistance is needed, contact a School Counselor, Behavioral Strategist, Social Worker or School Psychologist to assist in the referral. Refer to the "When Lightning Strikes" procedures on the Rapides Parish School Board website at www.rpsb.us under the Child Welfare and Attendance website portal. Exceptions are subject to Superintendent's approval only.

E. Review by J.B. Lafargue

An administrative review of the MDR and IEP shall be completed by J.B. Lafargue Administrative Staff and duly recorded. All findings will be presented to the Rapides Parish Hearing Officer with the Child Welfare and Attendance Office and the school principal.

TRANSITION TO THE ALTERNATIVE PROGRAM

It is the responsibility of the sending school to ensure that the student, the parent/guardian and the alternative site receive the appropriate notification when a student with disabilities is transitioned to the alternative education program. The sending school is responsible for scheduling the student's intake date at RAPPS. **The SWD is to continue "Stay Put" status at his/her home school until the date of scheduled enrollment at the alternative site.** An IEP meeting will be reconvened in 45 days to discuss student progress.

HOMEBOUND SERVICES

Homebound placement may be considered as an alternative educational program if deemed appropriate by the IEP team as a *short duration* service provision option. The Pupil Appraisal staff must be contacted and an evaluation initiated in these cases to determine if/what further steps may be taken by the LEA to educate the student in a less restrictive environment prior to consideration for Homebound.

DEFINITIONS

1. ***Free and Appropriate Public Education*** (***FAPE***): The term *free appropriate public education* means special education and related services that are provided at public expense, under public supervisionand direction, and without charge.
2. ***10 Days***: School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement for not more than 10 days in the same school year.
3. ***Stay Put***: IDEA states that a child shall remain in [his or her] then current educational placement" pending completion of a Manifestation Determination Review and IEP review, unless the parents, state or local educational agencies otherwise agree.
4. ***Alternative Program***: An interim alternative setting where a student with disabilities with a long-term exclusion of greater than ten (10) days may receive educational services as recommended by the IEP team.
5. ***Due Process***: The act of advising the pupil in question of the particular misconduct of which he/she is accused as well as the basis for such accusation. It also allows the opportunity for the pupil to explain his/her version of the facts to the principal or designee. This must be done prior to an out-of-school disciplinary action.

6. ***Functional Behavioral Assessment*** (***FBA***): A comprehensive evaluative process which searches for the cause(s) of inappropriate behavior.

7. ***Behavior Intervention Plan*** (***BIP***): A plan designed to address problem behavior through use of interventions which will hopefully result in positive change(s) in behavior.

8. ***"When Lightning Strikes"***: A crisis intervention process for students who demonstrate psychological (or mental health) problems at school.

9. ***In-School Suspension Program***: A disciplinary program at the school level that includes those special education services as written on the IEP. Removal of a student from his/her class into this program shall not be considered exclusion from the general education population and curriculum if the IEP is followed.

10. ***Individualized Education Program*** (***IEP***): A written plan designed to address identified educational and/or social needs of a Student with Disabilities.

11. ***Letter of Meeting Notification***: A four-part letter sent to the parents inviting them to a meeting for their child to discuss the IEP as well as disciplinary actions. A return receipt is required for documentation.

12. ***LEA***: Local Educational Agency. In this case, the Rapides Parish School District

13. ***Manifestation Determination Review*** (***MDR***): A review to determine:

    a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or

    b. If the conduct in question was the direct result of the LEA's failure to implement the IEP (Sec. 300.530 (e)(1)-(2).

14. ***Manifestation Determination Review Committee***: A group comprised of a district representative, the behavior strategist or school psychologist, the parent, and relevant members of the IEP team as determined by the parent and the LEA. Presence of parent/guardian is required. The school disciplinarian is discouraged from attending the Manifestation Determination Review; however, he/she may serve as a resource for information.

15. ***Site Determination***: The school where the student will receive his/her special education services.
16. ***Student with Disabilities***: A student determined to have exceptionality according to the guidelines of Bulletin 1508.

17. ***Special Circumstances***: School personnel may remove a student immediately to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:

    A. Carries a weapon to or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the LDE or an LEA; Dangerous Weapon-the meaning given the term "dangerous weapon" under paragraph 2 of the first subsection (g) of section 930 of title 18, United States Code.

       AUTHORITY NOTE: Promulgated in accordance with R.S.17:1941 et seq.
       HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 34:2076 (October 2008) knife blade is 2 $^{1/2}$" or longer.

    B. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises or at a school function under the jurisdiction of the LDE or an LEA (follow parish policy for general education students);

       1. <u>Controlled Substance</u> - a drug or other substance identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act 21 U.S.C.812 (c).

       2. <u>Illegal Drugs</u> - a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.

    C. Inflicts serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the state or an LEA.

       1. <u>Serious Bodily Injury</u> - For purposes of Title 14 of the LA. Revised Statutes, defined as “unconsciousness; extreme physical pain; protracted and obvious disfigurement; protracted loss or impairment of the function of a bodily member, organ, or mental faculty; or a substantial risk of death.

RECOMMENDING EXPULSION: Special Education Students

Is the student regular (unidentified), Section 504, or Special Education?

Unidentified: Follow Standard RPSB Disciplinary policy.

SPECIAL EDUCATION

504: Follow MDR procedures as outlined in Section 504 Handbook.

Contact Child Welfare and Attendance to inform of recommendation to expel and schedule an expedited hearing. Contact JBL to inform of need to schedule updated IEP and MDR (pending results of hearing). CWA/JBL may request the following information, if not provided:

- *History of prior disciplinary action*
- *Is the recommended offense a "Big 3" (Weapons, Drugs, Serious Bodily Injury)?*
  - *If not, student is to remain "Stay Put" until placement determined following hearing/MDR.*
- *Does the student have an up-to-date Functional Behavior Assessment (FBA), Behavior Intervention Plan (BIP), and/or Crisis Plan?*
- *Have the student's teachers been trained concerning strategies outlined in the BIP (including classroom-based interventions, supervision, social skills training, counseling, etc.) and have these strategies been followed?*

Complete and email the following forms to expulsions@rpsb.us:

- *Principal's Investigation report - signed by Principal*
- *Suspension / Expulsion Printout from PowerSchool*
- *Informal Due Process*
- *LA Department of Education School Behavior Form*

Mandatory participants of IEP/MDR following CWA expulsion hearing include:

- *Parent Notification of Manifestation Determination Review Meeting (letter informing parent of MDR and purpose of meeting)*
  - *Have parent sign in person or send via certified mail prior to MDR to notify of the meeting date/time and due process rights.*
- *J. B. Lafargue behavior support team:* ***School Psychologist***, ***Social Worker***, ***Behavior Strategist***
- *Other relevant members of the IEP team as determined by the parent and the district: Minimum of* ***ODR***, ***Parent***, ***Student***, *and* ***Special Education teacher*** *assigned to student.*
  - *The administrator who completed the disciplinary forms* ***should not*** *attend as ODR.*

Manifestation Determination Review if expulsion upheld by CWA

- *J. B. Lafargue staff will bring to the meeting: MDR and Dissenting Opinion forms and* ***Louisiana's Educational Rights of Children with Exceptionalities in Public Schools.***
- *The MDR participants will be answering two questions based on all relevant information concerning the student:*
  - *Was the conduct in question caused by, or had a direct and substantial relationship to the student's disability?*
  - *Was the conduct in question a direct result of the LEA's failure to implement the IEP?*
- *If the answer to either question is "Yes," it is determined that the conduct was a manifestation of the student's disability. A new FBA and BIP must be implemented (or updated if already in place) and the student's IEP amended to reflect these changes.*
- *If the answer to both questions is "No," it is determined that the conduct in question was not a manifestation of the student's disability and he/she may be disciplined in the same manner as a regular education student. If the agreement is placement at RAPPS, a re-evaluation for significant change of placement and* ***new*** *(full) IEP must be conducted (will coordinate with updated FBA/BIP).*
- *Participants who disagree with the determination will complete and sign the Dissenting Opinion form. Parents will receive the* ***Louisiana Educational Rights of Children with Exceptionalities in Public Schools*** *booklet and be informed of the procedures for appeal.*

Section 504 Manifestation Determination Guidelines:

For Section 504, manifestation determination is used to mean the evaluation of the relationship between a student's identified 504 disability and the act of misconduct that has resulted in the school's or district's proposed disciplinary action.

If a single proposed suspension or removal from the student's current placement is for ten (10) days or less, the Office of Civil Rights {OCR} has made it clear that a manifestation determination is not required. However, a manifestation determination is required for a change in placement for more than 10 consecutive days. A series of short-term suspensions, each lasting 10 days or less, may be deemed a significant change in placement. This would also require that a manifestation determination decision be held. For these purposes in Rapides Parish Public Schools, the following Section 504 Manifestation Determination Form will be used to reach the decision regarding relatedness of the student's misconduct to the identified 504 disability. If the school Manifestation Determination Committee, after following the guidelines of this form, determines that the misconduct was not related to the student's disability, the disciplinary action can be imposed if it is the same as would be imposed under the same circumstances for a nondisabled student. If the results of the manifestation determination indicate that the conduct was related to the student's disability, the district may not discontinue the educational services to the student. It then needs to reevaluate the student to determine if the current supports are appropriate or should be altered.

When a 504 student is having repeated problems with misconduct, a behavior review should be conducted and interventions suggested for use until a behavior intervention plan can be completed. A behavior intervention plan should be developed and documented as part of the 504 IAP. This would require a 504 IAP meeting to make appropriate changes. The parent/guardian should be offered the opportunity to participate in this meeting. Documentation of notification to the parent/guardian must be maintained. Staff at the school must be in-serviced on the use of this plan along with the student's parent/guardian. This plan must be followed and results documented. If the plan is not successful, the 504 committee, along with the school behavior strategist and parents should reconvene to make adjustments in the plan. The school counselor/behavior strategist should help complete a functional behavior assessment and develop a behavior intervention plan. (Located under Behavior/Special Education/RPSB web page)

A copy of the Section 504 Manifestation Determination should be attached to the suspension/expulsion form(s) that are provided to the R.P.S.B. Discipline Review Committee and a copy also sent to the district 504 Coordinator. This form should also be kept with the student's 504 and discipline records.

Mrs. Emily Walker, 504 Coordinator: (318) 449-3118

Source of information: *The Answer Book on Section 504* Third Edition, John W. Norlin, Esq. LRP Publications, 2008, page 8 and 9

RAPIDES PARISH SCHOOL BOARD
SECTION 504 MANIFESTATION DETERMINATION

Student Name _____

Date of Birth_____Grade _____

RPSB/School_____Teacher _____

Disability _____

A. Sources of Information

- ☐ Psychological Evaluation
- ☐ Physician's Report
- ☐ Report Card (Required)
- ☐ Plan
- ☐ Scholastic Record
- ☐ State Test Results
- ☐ Parent information
- ☐ Work Samples
- ☐ Other _____

B. Does the student have a history of disciplinary actions: ☐Yes ☐No If yes:

1. # of incidents_____ Dates of infractions _____
2. # of out-of school suspensions_____ Total Days Suspended _____
3. # of in-school suspensions_____ Total Days Suspended _____
4. Longest single suspension_____days.

C. Describe the student's history of behavioral interventions:

1. ☐Yes ☐No Does the student have a behavior intervention support plan based on a functional behavioral assessment? If no, explain:

   _____

2. ☐Yes ☐No Were interventions effective? If no, explain the revisions made to the plan:

   _____

3. ☐Yes ☐No Has there been a change in behavior patterns over time(e.g., increase in frequency or intensity)?

D. Describe the violation of the school code of conduct (include an explanation of what led up to the violation).

_____

_____

E. Does the proposed suspension constitute a change of placement, i.e. less than 10 days or a series of short-term suspensions that constitute a change of placement?

1. ☐ No Proceed with the suspension
2. ☐ yes If yes, answer the following:

Describe the characteristics and severity of the student's disability:

- To what degree does the student's disability prevent an understanding of the impact and consequences of the code of conduct violation?

_____

_____

- To what extent does the disability restrict the student's ability to control the behavior at issue?

  ☐Yes ☐No Has this behavior (or similar behaviors) associated with the disability been exhibited in the past?

  If yes, explain:

_____

RAPIDES PARISH SCHOOL BOARD
SECTION 504 MANIFESTATION DETERMINATION (continued)

Student Name_____Date_____

☐Yes ☐No Has there been a pattern of behaviors? If yes, please explain:

_____

☐Yes ☐No Is there a report from staff members who observed the code of conduct violation when it occurred? If yes, attach the report.

- What evaluation or diagnostic information, including information from parents, is being considered? Is the current IAP being implemented?

_____

☐Yes ☐No Were the consequences of violations of the school code of conduct explained to the student? If no explain:

_____

Other information that was considered:

_____

_____

BASED ON THE INFORMATION NOTED ABOVE, THE VIOLATION OF THE SCHOOL CODE OF CONDUCT IS/IS NOT A MANIFESTATION OF THE STUDENT'S DISABILITY:

☐No The student may be disciplined using procedures applicable to nondisabled students. A new BIP should be Completed or revised.

☐Yes Reevaluate to IAP for appropriateness, including the current placement. Write a revised BIP. The student may not be suspended.

……

TEAM SIGNATURES

TITLE	SIGNATURE	DATE	AGREE	DISAGREE

Provide the Parents with a Notice of Section 504 Rights

*Explanation of disagreement is attached.

*Attach to discipline packet for Director of Child Welfare and attendance. Send a copy to the 504 coordinator.

Section VI
Vandalism

OFF-CAMPUS THREATS OR VANDALISM OF PROPERTY OF TEACHERS, ADMINISTRATORS AND OTHER SCHOOL BOARD EMPLOYEES

Students enrolled in the Rapides Parish School System who commit intentional acts of vandalism of the property of teachers, school bus operators, school administrators or other school board employees or other students including, but not limited to, homes, automobiles, mail boxes or any other real or personal property, and whether the acts of vandalism occur during the school term or during vacation or holiday time, or whether the acts of vandalism occur on school property or on private property shall be subject to mandatory suspension/expulsion under this policy, and the Rapides Parish School Board declares said acts of vandalism to be a substantial violation pursuant to R.S. 17:416 (A) (3) (a) (ii) and (v) and (xvii). Additionally, students who threaten, assault, batter, terrorize or otherwise treat with extreme disrespect, any teacher, school bus operator, administrator or other persons employed by the Rapides Parish School Board, whether said activities are conducted on or off school property, during the school day or before or after school, or during holiday or vacation time, shall be deemed to have committed a serious disciplinary offense in violation of R.S. 17:416 (A) (3) (a) (ii) and (v) and (xvii). In the event a student commits an offense described in this paragraph against the person or property of school personnel, it shall be presumed that the student's activity was related to the student's status as a student in the Rapides Parish School System and the student's attendance therein, unless the student proves by clear and convincing evidence that the activity was wholly and completely unrelated to the student's status and attendance in the Rapides Parish School System.

DAMAGE TO PROPERTY

Pursuant to La. R.S. 17:416 a Student suspended or expelled for damaging any property shall not be readmitted until payment in full has been made for such damage, or until directed by the superintendent of schools as provided above per policy JDD. If the property damaged is a school bus owned by the board or owned by a bus operator who is employed by the Board, a Student suspended or expelled for such damage shall not be permitted to enter or ride <u>any</u> school bus until payment in full has been made for such damage or until directed by the superintendent of schools.

REMOVAL OF STUDENTS AGE 17 OR OLDER

Notwithstanding the provisions of R.S. 17:224 B to the contrary, <u>any student who exhibits disruptive behavior</u>, an incorrigible attitude or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if such student is:

1. Seventeen years of age or older with less than <u>five</u> units of credit toward graduation;

2. Eighteen years of age or older with less than <u>ten</u> units of credit toward graduation; or

1. Nineteen years of age or older with less than <u>fifteen</u> units toward graduation.

Section VII
Attendance

ATTENDANCE

REQUIREMENTS

Parents and guardians are required by State Law to send their children to school who have attained the age of seven until their eighteenth birthday.

Any child below the age of seven, who legally enrolls in school, shall be subject to compulsory attendance laws (R.S. 17:221). Certain exceptions apply and the Office of Child Welfare and Attendance should be contacted for additional information.

MINIMUM ATTENDANCE REQUIREMENTS APPROVED BY BESE

LENGTH OF SCHOOL DAY AND YEAR

The minimum school day for grades one through twelve shall consist of three hundred eighty (380) minutes of instructional time, exclusive of all recesses. The minimum school year shall consist of one hundred seventy-one (171) days of instruction. However, in order to provide teacher training, provide for the safety and well-being of students, or implement other educational reform efforts, the Rapides Parish School Board may authorize some or all of its schools to modify the total number of instructional minutes per day and instructional days per year as long as the minimum total number of instructional minutes per year is no less than 63,720 instructional minutes.

Revised: May, 2013

ACT 166 of HB 95, Regular Session, 2011

Provides that a child at least 17 years of age who obtains a GED shall be considered exited from high school and is therefore not subject to the compulsory attendance law.

ACT 666

This act adds certain sanctions to students under 18 years of age who withdraw from school prior to graduating providing those students are declared by the juvenile court to be truants as defined in the Louisiana Children's Code.

Students under the age of 18 who withdraw from school prior to graduating may be required to re-enroll in school, in a high school equivalency program or to enlist in the National Guard or U.S. Armed Forces if those students have been proved to be truant by an order of the juvenile court.

Pursuant to R.S. 17:221.4, a parent or guardian of more than one child born at the same birth event (twins) may request that such children be initially placed in the same classroom or in separate classrooms if the children are enrolled in the same grade level at the same public elementary school subject to review by the administration as provided in said statute, and further subject to the requirement that such requests are valid only through the enrollment of the children in the 2nd grade or below.

FILE: JB
Cf: JBD, JD

ATTENDANCE

The Rapides Parish School Board believes 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 each class throughout the day.

Elementary and secondary students shall be present the minimum number of days as required by the Louisiana Board of Elementary and Secondary Education and enumerated in the *Louisiana Handbook for School Administrators*, Bulletin 741, to receive credit for courses taken. Exception can be made only in the event of extended personal illness verified by a physician's, dentist's, or nurse practitioner's statement or if other extenuating circumstances exist and are approved by the Supervisor of Child Welfare and Attendance in consultation with the school principal.
Note: The maximum number of student days is **171 days** equivalent to **64,980 instructional minutes** and equal to **380 minutes per day**.

The first semester dates are: August 8, 2024 - December 20, 2024
The second semester dates are: January 7, 2025 – May 22, 2025

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

When a child has been absent from school for **three (3)** consecutive school days or in excess a total of **five (5)** nonconsecutive days the school shall attempt to provide verbal notification and, if such verbal notification cannot be provided, then shall provide written notification to a child's parent or legal guardian.

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

PERFECT ATTENDANCE

Perfect attendance requires a student to not be absent from school. If a student is absent for at least one-half (.5) day, he/she shall not have perfect attendance for the school year.

FILE: JBD
Cf: JB. JBA, JGFC

STUDENT ABSENCES AND EXCUSES

The Rapides Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-authorized field trips or other school approved activities.

- Half-day attendance - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- Whole-day attendance - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

FILE: JBD
Cf: JB, JBA
Cf: JDD, JGFC

STUDENT ABSENCES AND EXCUSES

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *third* unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.
No public elementary or secondary school Student shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the Student's school attendance of any such prohibited absence by a Student.

TYPES OF ABSENCES

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

A. ***Non-exempted*** *excused absences* are absences of two (2) or fewer consecutive school days/incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

B. ***Exempted*** *excused absences* are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed and receive credit for a course and/or school year completed.

C. ***Unexcused absences*** are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.

D. ***Suspensions*** are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

Only the following shall be considered extenuating circumstances under which absences shall be exempt from provisions of compulsory attendance laws as verified by the Supervisor of Child Welfare and Attendance, the school principal or designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction as required to receive credit:

1. Extended personal physical or emotional illness as verified by a physician, licensed mental / behavioral health provider, or nurse practitioner licensed in the state;
2. Extended hospital stay in which a student is absent as verified by a physician or dentist;
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state;
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials; or
6. Observance of special and recognized holidays of the student's own faith;
7. As provided by Act 142 of 2008, a child whose parent is a member of the Armed Forces or National Guard and whose parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting shall be granted not more than five school days per school year to visit with the parent prior to the parent's deployment or during the parent's leave and upon returning to school the student shall be permitted to complete all class assignments and tests missed during the absence. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system. Students who are verified as meeting extenuating circumstances and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course;

8. Absences as verified by the principal or his/her designee as stated below:
   a) Prior school system approved travel for education;
   b) Death in the immediate family (not to exceed one week);
   c) Natural catastrophe and/or disaster
9. Mandated court appearance as verified by a Court Official (Board approval)
10. For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the process procedures established by the LEA.

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentists', licensed mental / behavioral health provider, or nurse practitioner's written statement of student's incapacity to attend school is acceptable. All excuses for a student's absence, including medical verification of extended personal illness must be presented within three (3) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make-up work missed. After three (3) school days, no documentation shall be accepted. All make-up work should be completed and handed in within a reasonable time.

PARENTAL NOTES

Two parental notes per year or one parental note per semester. Each parental note covers two (2) days of absence, totaling four (4) days per year.

FILE: JB
Cf: JBA, JBD
Cf: JBE, JD

JURISDICTION

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

REPORTING ABSENCES

The attendance of all school Students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall after written notice to the parent or tutor of a child or a personal visit of notification, report any such child as habitually absents himself from school or as is habitually tardy to the family court judge of the parish as a delinquent child, there to be dealt with in such manner as the court may determine.

CALCULATING ABSENCES

The instructional day for Rapides Parish Schools is equal to **380 minutes**.

Kindergarten through non-departmentalized 6th grades shall use the following percentages of the instructional day to determine attendance.

25% or less (**95 minutes or less**) of a student's instructional day is equal to 0 day attendance.

More than 25% but not more than 50% (**95 -190 minutes**) of a student's instructional day is equal to 50% day attendance.

More than 50% (**190-380 minutes**) of a student's instructional day is equal to 1 day attendance.

Departmentalized 6th through 12th grades shall be kept by periods as follows:

- Attendance for 1 period or less is equal to 0 day attendance.
- Attendance for 2-3 periods is equal to **50% day attendance**.
- Attendance for 4-7 periods is equal to 1 day attendance.

NOTE: For schools counting attendance by periods, a student shall be present for more than 50% of a period to be counted as being in attendance for that period.

In some instances 100% of a student's instructional day may be less than half a school day. This can occur if a high school student is enrolled in only three (3) courses per day. If he/she attends one period, then he/she has been in attendance for one-half day.

APPEAL OF ABSENCES

All absences shall count toward the total number of absences accumulated by a student, whether the absence is excused or unexcused. When the student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardiness on the part of students shall not be tolerated.

Students who are tardy for class shall be Subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be late for class after appropriate disciplinary action shall be notified for a conference with the principal, and the student may be subject to suspension from school. All regulations concerning tardiness of students shall be strictly followed, unless the principal determines otherwise.

Revised: February, 2001
Revised: April, 2008
Approved: June, 2008
Revised: September, 2008
Revised: August, 2010
Revised: May, 2011

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:230, 17:232; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 12-8-92, 10-6-98,6-3-08.

ACT 644

This act requires the school principal or designee to notify the parent or guardian in writing on or before a student's third unexcused absence or tardy, and requires that the principal or designee shall hold a conference with the student's parent or guardian. The written notification shall include information relative to the guardian's responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy.

"On or before the student's third unexcused absence or unexcused occurrence of being tardy, the principal shall notify the parent or legal guardian in writing and hold a conference with that person. The written notification shall provide notice of the criminal penalties as described above and the fact that under R.S. 17:233 and other laws, school personnel are required to refer to the juvenile court students who are habitually absent or habitually tardy, and further that upon such designation a student under the age of 18 may have driver's license and driving privileges suspended by the Department of Public Safety pursuant to R.S. 17:233(C) and other laws, and further may be denied promotion in school in accordance with state law and board policy." The written notice form which the principal or designee must give the parent should provide as follows:

NOTICE TO PARENT OR GUARDIAN OF_____, A STUDENT ATTENDING_____, RAPIDES PARISH SCHOOL

DEAR_____:
Parent/guardian

UNDER STATE LAW, I, THE PRINCIPAL OR DESIGNEE OF THE SCHOOL NAMED ABOVE, HEREBY NOTIFY YOU THAT THE STUDENT NAMED ABOVE HAS ACCUMULATED THREE UNEXCUSED ABSENCES __ OR THREE UNEXCUSED TARDIES_. AT OUR CONFERENCE HELD ON THIS _____ DAY OF __, 20 __, AT_ A.M./P.M. AT THE PRINCIPAL'S OFFICE OF THE SCHOOL NAMED ABOVE, I PROVIDED YOU THIS NOTIFICATION IN ACCORDANCE WITH R.S. 17:233(B)(1)(C) AND HAVE WARNED YOU OF THE CONSEQUENCES OF THE STUDENT'S BEING DECLARED TO BE HABITUALLY TARDY OR HABITUALLY ABSENT, INCLUDING THE POSSIBILITY OF YOU, AS A PARENT OR GUARDIAN, MAY BE SUBJECT TO CRIMINAL PROSECUTION AND IMPOSITION OF FINES AND JAIL SENTENCES UNDER R.S. 17:233 AND R.S. 14:92.2. ADDITIONALLY, IF THIS OCCURS, CIVIL CONSEQUENCES MAY OCCUR FROM THIS DESIGNATION, INCLUDING SUSPENSION OF THE STUDENT'S DRIVER'S LICENSE AND DRIVING PRIVILEGES BY THE LOUISIANA DEPARTMENT OF PUBLIC SAFETY UNDER R.S. 17:233(C), DENIAL OF THE STUDENT'S PROMOTION IN ACCORDANCE WITH THE BOARD'S ATTENDANCE POLICY AND STATE LAW, AND REFERRAL OF THE STUDENT AND PARENTS/GUARDIANS TO JUVENILE COURT FOR PROCEEDINGS UNDER THE LOUISIANA CHILDRENS CODE.

PLEASE SIGN A DUPLICATE OF THIS NOTICE AS REQUIRED BY STATE LAW INDICATING THAT YOU HAVE RECEIVED THIS WARNING AND NOTIFICATION.

_____
Signature of Principal or Designee

RECEIVED AND SIGNED THIS_____DAY OF_____, 20___.

_____

"PARENTAL RESPONSIBILITY FOR HABITUAL TARDINESS OR ABSENCE OF STUDENTS:

Parents and legal guardians are advised that if they intentionally or through criminal negligence permit a minor child to be habitually absent or tardy to school, they are subject to criminal prosecution and the imposition of fines and jail sentences under R.S. 17:233 and R.S. 14:92.2." 7/09

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:230, 17:232; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 12-8-92, 10-6-98,6-3-08.

R.S. 17:233 CASES OF HABITUAL ABSENCE AND/OR TARDINESS REFERRED TO JUVENILE OR FAMILY COURT

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 or Title VII of the Louisiana Children's Code relative to Families in Need in Services, there to be dealt with in such manner as the court may determine either by placing the truant in a home or in a public or private institution where school may provide for the child, or otherwise.

B. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth tardy within any school semester

LATE ARRIVAL AND PARISH TARDY POLICIES

LATE ARRIVAL POLICY

Grades 6-12

A "Late Arrival to School" is any student that arrives at school and reports to class more than five minutes after the school's tardy bell sounds at the beginning of the school day. "Late Arrivals to School" may be detained until the start of the next class period. The student may be given an un-excused absence for all class time missed and the following disciplinary actions will be administered.

1st offense - Detention (in accordance with the individual school's policy for detention)

2nd offense – Detention

3rd offense - Parent Contact and Detention

4th offense – Suspension

- Any student coming to school five (5) minutes after the tardy bell shall check with the attendance clerk to receive admittance to class.
- Late arrivals may be excused according to Rapides Parish Excused Attendance Policy.
- Disciplinary actions will be repeated for all subsequent offenses.

Note: Students late for the start of school by no more than five minutes after the tardy bell will be considered tardy and the school's tardy policy will be enforced.

TARDY POLICY

Grades K-5/6

Rapides Parish School Board Policy states that after five minutes, the student is considered truant or absent from school.

1. The school day is 380 minutes. All students must be in the classroom when the tardy bell sounds to start the school day.
2. Students will be considered tardy to school if they are not in their classes and seats before the tardy bell rings. The tardy bell will ring five minutes after the sound of the bell that starts the school day.
3. Students arriving after the tardy bell must report to the office with a parent or guardian to be signed in. A reason must be given at that time and a Tardy Slip is issued to the student and kept on file by the teacher.
4. Un-excused habitual tardiness, whether caused by the student or parent, is counterproductive to the educational process. Habitual tardiness will be dealt within the following manner:
   a. On the first tardy, parents shall be contacted in person or by telephone.
   b. On the second and third tardy, the student, principal and counselor will have a conference to determine if a problem exists. A letter will be sent to the parents.
   c. On the fourth tardy, the parents must have a conference at school with the principal and counselor.
   d. On the fifth and all subsequent tardies, the matter will be turned over to one or more of the following agencies: The Child Welfare and Attendance Office or the Families in Need of Services (FINS).
5. Children should not be checked out of school early, unless it is for an appointment or another absolutely necessary reason. Checking your child out early not only causes them to miss valuable instruction, but can cause an interruption in the instruction of other students.
6. Tardies and early check-outs will be excused for doctor or dentist appointments with a note, attendance at a funeral of an immediate family member, and other extenuating circumstances approved by the principal.

Grades 6-12

Rapides Parish School Board Policy states that students who are tardy to school or class less than five minutes should be treated as a discipline problem. After five minutes, the student is considered truant or absent from school or class. The tardy bell will ring five minutes after the sound of the bell that starts the school day.

Students will be considered tardy if they are not in their classes and seats before the tardy bell rings.

Tardies will be dealt with by each grading period. Tardiness causes classroom disruptions and time may not be available to allow students to make up missed work. Therefore, grades may suffer.

CASES OF HABITUAL ABSENCE OR HABITUAL TARDINESS

A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or unexcused tardiness within any school semester. It is the responsibility of the parent or legal guardian of the student to enforce the attendance of the student at the school to which the student is assigned, and the principal of the school or designee shall notify the parent or legal guardian in writing upon a student's third unexcused absence or unexcused tardy and shall hold a conference with such parent or guardian and the parent or guardian shall sign a receipt for the notification. **The parent or legal guardian of any student in kindergarten through grade 8 who is considered habitually absent or habitually tardy shall be in violation of the school attendance law and may be punished by criminal prosecution.** The term 'tardy' shall include, but not limited to, leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day, but shall not include reporting late to class when transferring from one class to another during the day.

EXCUSED TARDY

1. Doctor appointments (doctor's excuse submitted at time of arrival)
2. Attending funerals of immediate family members (parent note submitted upon return)
3. Extenuating circumstances (approved by principal on an individual basis)

All other tardies will be considered un-excused and will be dealt with in the following manner:

A. First Offense – Detention

B. Second Offense – Detention

C. Third Offense – Detention Contact of parent by principal/assistant principal either by phone/letter.

D. Fourth Offense - Student will serve one School-based Detention with Louisiana Behavioral Report being completed and filed. (Failure to serve assigned School-based Detention shall result in an out of school suspension being assigned)

E. Fifth and subsequent Offenses - Student will serve a one day out of school suspension at the appropriate detention center and the following agencies will be notified: Child Welfare and Attendance Office, State Child Protection Office, Families in Need of Services (FINS) and the appropriate Juvenile Court.

TRUANCY

Any student who has missed five (5) or more unexcused days from school shall be referred to the Family in Need of Service (FINS) for assistance. All truancy referrals shall be referred to the Juvenile Court by the Director of Child Welfare and Attendance.

THE AMENDMENT TO THE SCHOOL COMPULSORY ATTENDANCE LAW

In accordance with Act 59 of the 2003 legislature, 16 year olds may be exempted from the attendance requirement with the superintendent's permission.

CHECK OUT POLICY

Children should not be checked out of school early, unless it is for an appointment or another absolutely necessary reason. Checking your child out early not only causes them to miss valuable instruction, but can also cause an interruption in the instruction of other students. Early checkouts will be excused for doctor or dentist appointments with a note, attendance at a funeral of an immediate family member, and other extenuating circumstances approved by the principal. Except in cases of extreme personal emergencies, during the last 30 minutes of the school day, no student will be allowed to check out of school.

Grades 6-12

Unexcused checkouts during the school day will be dealt with in the following manner:

1st offense:	Detention (in accordance with the individual school's policy for detention)
2nd offense:	Detention
3rd offense:	Parent Contact and Detention
4th offense:	Suspension

Disciplinary actions will be repeated for all subsequent offenses.

Grades K-5/6

Unexcused checkouts during the school day will be dealt with in the following manner:

1st offense:	Parents shall be contacted in person or by telephone
2nd offense:	Letter to parent
3rd offense:	Conference at school with principal, counselor, student and parent
4th offense:	The matter will be turned over to one or more of the following agencies:

The Child Welfare and Attendance Office or the Families in Need Services (FINS) R.S. 17:226.1 as ACT No. 147 in the 2005 Regular Session of the Legislature "In addition to the exemptions contained in R.S. 17:226, any minor employed to perform or render artistic or creative services under a subject to Chapter 32 of Title 51 of the Louisiana Revised Statutes of 1950, shall be exempt from the provisions of this Subpart for those days during which the minor is engaged in rendering artistic or creative services to such contract and for which instruction is required pursuant to R.S. 51:21:2134".

CREDIT RECOVERY

The Rapides Parish School Board shall conduct a credit recovery program designed to allow students an opportunity to earn high school credit for courses they have failed in the past. The program shall be intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate.

Credit recovery courses shall be aligned with Louisiana Board of Elementary and Secondary Education (BESE) approved statewide course content standards for required subjects. Credit recovery courses taught in a classroom setting using computer software programs designed for credit recovery must be facilitated by a certified teacher. Additional instruction to cover standards and grade-level expectations not included in the software programs shall be provided by a teacher properly certified in the content area.

Students earning Carnegie credit in a credit recovery course must have previously taken and failed the course. Students shall not be required to meet minimum attendance requirements for credit recovery courses, provided students have met attendance requirements when they took the course previously or the students' combined attendance during the previous course and the credit recovery course meet the necessary attendance requirements.

New policy: May, 2013

2024 Regular Session - HB NO. 629 - ACT No. 386

AN ACT to amend and reenact R.S. 17:233(B)(1)(b), relative to truancy; to provide for parental and school responsibilities with respect to truant students; to provide for criminal penalties; and to provide for related matters. Be it enacted by the Legislature of Louisiana: Section 1. R.S. 17:233(B)(1)(b) is hereby amended and reenacted to read as follows: §233. Cases of habitual absence or tardiness referred to juvenile or family court; denial or suspension of driving privileges; parental responsibilities. B.(1) (b)(i) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the school board until the students has caught up with his school work. The parent shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his missed school work and any assistance fair conducted by the school district that provides information on supports available to families. Failure to comply with the provisions of this Item may subject a parent to the penalties provided in R.S. 14:92.2. (ii) The principal of each school or his designee shall note any concerns that school personnel have relative to a child's school attendance on the back of any Supplemental Security Income form that the school receives relative to that child.

Section VIII
Transfers

STUDENT TRANSFER AND WITHDRAWAL

TRANSFER

Students shall be required to attend the school in the attendance zone in which their residence is located as provided for in the student attendance zone maps unless a transfer for extraordinary circumstance or academic reasons is granted by the Superintendent's Office.

OPEN ENROLLMENT

Open Enrollment Transfers are for students in grades 9-12. These transfers are done through application and are approved or denied after submission to the Rapides Parish School Board Office. To be considered for an Open Enrollment Transfer, a student must be in good standing. Good standing means that a student has had no more than one out-of-school suspension in the school year during which the application is made. Parents must provide transportation for Open Enrollment students.

Approval of the application requires a FULL YEAR OF ENROLLMENT at the requested school. The decision is irrevocable for the year, unless the superintendent authorizes a change. The student and parent must understand that PARENT OR STUDENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL. If the family changes home location within the year, the parent will continue providing transportation to the requested school and enroll the student in the school where the parish transportation is provided.

MAGNET TRANSFER POLICY

It shall be the policy of the Rapides Parish School Board to grant magnet transfers for students who have applied and met the acceptance requirements and student selection procedures set forth by the Rapides Parish School Board. A race-neutral student selection process will be used to select a diverse student population in all magnet schools. The process will ensure diversity by selecting students from different socioeconomic backgrounds and career/academic interests.

Students attending a magnet school outside their attendance zone will be granted absolute priority to continue attending that magnet school as long as they meet the published requirements for remaining in the program.

Once a student reaches the highest grade level of the magnet program, he/she must apply for the next grade level magnet program or return to his/her attendance zone school.

Each year, district officials will use a race-neutral student selection process to fill vacancies from an applicant pool that is designed to promote diversity among student populations in magnet schools.

STUDENT SELECTION PROCEDURES

Peabody Montessori School and Rosenthal Montessori School and Mabel Brasher Montessori School

There are no academic eligibility requirements for Peabody Montessori School, Rosenthal Montessori School or Mabel Brasher Montessori School.

Using the Montessori program capacity for each school's grade level and/or program, the number of vacancies will be determined. The following priorities will be used to select students:

Priority #1 - Siblings of students currently enrolled in the magnet program

Priority #2 - Students who do not qualify for free/reduced lunch

Priority #3 - Students who qualify free/reduced lunch

Fifty percent of the vacancies remaining after Priority #1 students have been selected will be used to fill seats available for Priority #2. A random selection process will be used to determine which applicants are selected from each priority.

Phoenix Magnet Elementary School

To be considered for acceptance to Phoenix Elementary Magnet School a student must meet the following academic eligibility requirements.

- Kindergarten:

  Achieving a score of 80% on Admission Test.

- 1st Grade:

  Showing mastery on Reading Readiness test and end-of-year math test (84% combined score) and successfully passing the kindergarten checklist if from a Rapides Parish School.

- 2nd-4th Grade:

  Must have a minimum of 2.5 G.P.A. on final report card for appropriate age/grade level and 2nd, 3rd, and 4th grade applicants should have a minimum of 50% on the core total on IOWA or compatible standardized test with strengths in reading and math.

- 5th Grade:

  Entering 5th grade students must have a minimum of 2.5 G.P.A. on final report for appropriate age/grade level and a minimum of Basic on language arts, math, science, and social studies on LEAP exams.

Upon meeting these eligibility requirements, students will be selected according to the following selection priorities.

Using the school's capacity for each grade level, the number of vacancies will be determined. The following priorities will be used to select students:

Priority #1 - Siblings of students currently enrolled in the magnet program;

Priority #2 - Students who do not qualify for free/reduced lunch;

Priority #3 - Students who qualify free/reduced lunch.

Fifty percent of the vacancies remaining after Priority #1 students have been selected will be used to fill seats available for Priority #2. A random selection process will be used to determine which applicants are selected from eachpriority.

Alexandria Middle Magnet School and Arthur F. Smith Middle Magnet School

Applicants must have maintained a minimum 2.5 grade point average during the two previous semesters.

Upon meeting this eligibility requirement, students will be selected according to the following selection priorities.

Using the school's capacity for each grade level, the number of vacancies will be determined. The following priorities will be used to select students:

Priority #1 - Siblings of students currently enrolled in a magnet program;

Priority #2 - Students who have successfully completed a magnet school program during the previous school year. This priority includes transition grades which involve moving to a new school (5th to 6th; 8th to 9th);

Priority #3 - Students who do not qualify for free/reduced lunch;

Priority #4 - Students who qualify for free/reduced lunch.

Fifty percent of the vacancies remaining after Priority #2 students have been selected will be used to fill seats available for Priority #3. A random selection process will be used to determine which applicants are selected from each priority.

Peabody Magnet High School

Applicants for the 9th grade must have passed the spring semester 8th grade LEAP test in Math and Language Arts.

Applicants for the 11th grade must have passed the parts of the Graduate Exit Exam administered in the 10th grade.
No 12th grade applications will be accepted.

Applicants must have maintained a minimum 2.5 grade point average during the two previous semesters.

Upon meeting these eligibility requirements, students will be selected according to the following selection priorities:

Priority #1 - Siblings of students currently enrolled in a magnet program;

Priority #2 - Students who have successfully completed a magnet school program during the previous school year. This priority includes transition grades which involve moving to a new school (5th to 6th; 8th to 9th);

Priority #3 - Students who do not qualify for free/reduced lunch;

Priority #4 - Students who qualify for free/reduced lunch.

Fifty percent of the vacancies remaining after Priority #2 students have been selected will be used to fill seats available for Priority #3.
A random selection process will be used to determine which applicants are selected from each priority.

Pineville High School Creative and Performing Arts Program

To be considered for acceptance to Pineville High School's Creative & Performing Arts Program a student must audition for placement using the following criteria:

Phoenix Magnet Elementary School

1. Maintain a 2.5 GPA
2. Meet behavioral expectations

Alexandria Middle Magnet School and Arthur F. Smith Middle Magnet School

1. Maintain a positive discipline record
2. Maintain good attendance
3. Maintain a 2.5 grade point average in academic core and magnet elective subjects.

Peabody Magnet High School

1. Maintain a positive discipline record
2. Maintain good attendance
3. Maintain a 2.5 grade point average in academic core and magnet elective subjects
4. Complete Community Service Project requirement
5. Take the ACT during the school year
6. Pass the Graduate Exit Exam in the 10th and 11th grades

Pineville High School Creative and Performing Arts Program

A student must maintain a 2.5 GPA in all academic core and creative and performing arts classes for the first semester of enrollment in the program during the school year. A student will be placed on probation for the following semester if his/her fall semester average is less than 2.5. If the GPA requirements have not been met; at the end of the probationary period then the student will be removed from the program.

GENERAL PROVISION RELATIVE TO OUT-OF-ATTENDANCE ZONE ENROLLMENTS

No school shall accept a student not residing in that school's attendance zone unless the student has an approved transfer request on file.

Student Check-Out System

No student in the Rapides Parish School System shall be allowed to enroll in another parish school without presenting to the principal or his/her designee the parish-wide transfer report K-12 from the transfer school.

Report Cards

The school at which the Student is registered at the time attendance and report cards are sent to the Media Center shall be responsible for making the reports. Application for free or reduced lunch shall be transferred with the student's Cumulative Records.

Transfer of Cumulative Records

1. The computer center shall print out a list of all students retained in grades K-8. The list shall include each student's name, race, sex, date of birth, social security number, grade level, and retention code. This list shall be sent to all schools in June along with grade tabs.
2. Schools that make retention changes after this list is printed shall notify receiving school(s) immediately by letter.
3. At the close of summer school, the summer school principal shall notify students' home-based school(s) in writing of all grades received. The home-based principal shall make necessary changes and additions immediately on the student's gum label and report such changes to receiving school in writing should the student be leaving his/her school.
4. Students who illegally promote themselves shall be moved back to the correct grade level immediately.

WITHDRAWAL

Students shall be required to attend school in accordance with statutory provisions. Students may be permitted to withdraw from school however, if approved by the Superintendent and Board. Such withdrawal must be in accordance with such rules and regulations as may be prescribed by the Board.

A child between the ages of seventeen (17) and eighteen (18) may withdraw from school prior to graduation with the written consent of his/her parent, tutor or legal guardian and attend an exit conference with the parent, tutor or legal guardian.

"TRANSFER OF ACADEMIC RECORDS TO OUT-OF-PARISH OR OUT-OF-STATE SCHOOLS"

The Principal shall provide for transfer of educational records of any current or former student upon request by any authorized person on behalf of another school, public or private, within or outside the state where the student is seeking enrollment or is enrolled and the records so transferred shall include the dates of any suspension or expulsion of the student and the reasons for that action. HB 545 of 2009

Section IX Responsibilities

RESPONSIBILITIES OF PRINCIPAL, TEACHER STUDENT AND PARENT

Knowledge of and adherence to the regulations contained in this document and the individual school policy should create an atmosphere in which discipline problems can be eliminated or solved with a minimum of disruption of school routine. However, the successful implementation of these regulations requires that each person involved - principal, teacher, student, and parent recognize and carry out certain responsibilities.

1. RESPONSIBILITIES OF THE PRINCIPAL

   a. To inform all teachers, students, and other employees of the discipline policies and procedures adopted by the Rapides Parish School Board.

   b. To plan effective in-service training to help teachers and other employees understand Louisiana school laws and their relationships to the position of the teacher.

   c. To use his/her professional skills and understanding to prevent incidents from becoming major problems.

   NOTICE – ACT 845 of 2012 requires that teachers schedule at least two parent – teacher conferences during the first semester each school year and at least one parent or guardian of a student shall attend or participate in at least one of the scheduled conferences; A parent or guardian's failure to comply with the ACT shall trigger the consequences provided by the policy enacted by the Board as directed by the ACT.

2. RESPONSIBILITIES OF THE TEACHER

   a. To organize his/her work in a manner that will encourage student interest and involvement for the full period of instruction.

   b. To use his/her professional skills and understanding to prevent classroom incidents from becoming major problems.

   c. To be loyal to the Rapides Parish School Board, the principal and the school to which he/she has been assigned.

   d. To be present and responsible for starting and ending classes on time.

   e. To be responsible for the supervision of all students under his/her surveillance.

   f. To call, without hesitation, for assistance from supervisors or other teachers if the situation requires it.

   g. To enforce uniformly, the school rules and regulations concerning conduct.

   h. To be directly responsible to the principal for the performance of duties in the classroom, on the school premises and at school-related activities.

3. RESPONSIBILITIES OF THE STUDENT

   a. To be aware of and comply with all policies of the Rapides Parish School Board and Louisiana Statutes and Laws governing the conduct of Students.

   b. To recognize the authority of the principal, all teachers and other school personnel.

   c. To comply with rules and regulations of the School Board while attending any activities sponsored by the school.

4. SUGGESTIONS FOR THE PARENTS AND GUARDIAN

   a. Recognize and understand that the teacher assumes the authority of the parent while the child is in school.

   b. Teach the child to have respect for the law, for authority, for the rights of others, and for private and public property.

   c. Talk to the child about school activities and share with him and his/her teachers an active interest in his progress.

d. Insure prompt and regular school attendance and comply with the attendance rules and procedures.

e. Look after the child's physical and mental health with periodic health examinations.

f. Arrange for parent-teacher conferences as needed.

g. Show an interest in school by attending school functions and taking part in other school-related organizations.

h. Arrange time for study at home and work with the school in carrying out recommendations made in the best interest of the child.

I. Help the child to be tolerant of a teacher or a classmate whose mode of life is different from his. Encourage and guide wholesome friendships, interests and activities.

j. Stress the importance of being prepared for school work by keeping up with materials, books, and other things necessary for good school work.

k. Understand school rules, urges the child to obey the rules, and cooperate with the school when disciplinary action is necessary.

PARENT ORIENTATION

Each school shall conduct a parent orientation not less than three hours in duration.
Each school shall provide each attending parent or guardian a certificate of completion.
Each school shall schedule three orientations during the school year and at various times during the day, in order to facilitate attendance with as little inconvenience to the parent as possible.

FILE: IHAD Cf: JBE, JD
Cf: JDD, JOE

PARENT CONFERENCES

The Rapides Parish School Board realizes that communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for better communication.

ACADEMIC CONFERENCES

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises. If a middle school or high school student has more than one teacher, the parent or guardian may participate in the conference by conference call. The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or guardian to attend at least one (1) of the scheduled parent teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/guardians not attending the required parent-teacher conference.
The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

KINDERGARTEN PARENT CONFERENCES

Reporting of kindergarten students' progress to parents is to be accomplished through conferences.

1. There shall be a fall conference period beginning the middle of October and ending around the middle of November.
2. A spring conference period shall begin around the middle of April.
3. Conferences are to be scheduled with parents before or after the school day.
4. The periodic evaluation of the kindergarten students shall be discussed with the parents at these conferences.

PARENT-TEACHER CONFERENCES CONCERNING GRADES

The parent may request a parent-teacher conference through the principal's office. After notification by a parent requesting a parent-teacher conference, the principal or his/her designee shall schedule the conference as soon as possible.

Conferences shall be scheduled during the teacher's planning period and may not exceed that time period. The principal shall be available to participate in a parent teacher conference upon request by a parent, teacher or both.

PARENT CONFERENCE PRECAUTIONS

1. Parents who want to meet with a teacher concerning grades or discipline shall report to the office and not be allowed to go directly to the teacher's room. This meeting should take place in the principal's office or the guidance counselor's office.
2. If a teacher and parent have had disagreements in the past, the principal should be made aware of this before another meeting is held.
3. If the teacher feels the situation is getting out of control, he/she should seek help or let the volatile situation cool.
4. If a teacher is threatened or attacked, he/she shall report this to the principal immediately.
5. If a teacher is injured as a result of an attack by a parent, the principal shall notify the police and have a warrant filed.

DISCIPLINARY CONFERENCES

Parents may be required to attend a conference with their student's teacher/principal/ guidance counselor under the following circumstances:

1. When a pupil is removed from a classroom by the teacher, the teacher may require that the parent, tutor, or legal guardian of the pupil have a conference with the teacher in the presence of the principal or his/her designee before the pupil is readmitted to the classroom.
2. Upon the third removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor, or legal guardian shall be required prior to the pupil being readmitted to the classroom.
3. In any case where a teacher, principal, or other school employee requires the parent, tutor, or legal guardian of a pupil under eighteen (18) to attend a conference or meeting regarding the pupil's behavior, and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.
4. Subsequent to the suspension or recommendation for expulsion of a student, a conference shall be scheduled with the student's parent, tutor, or legal guardian and the principal, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, or in certain cases, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the student. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds.
5. When a pupil is suspended a second time within one school year, the principal and designated staff will review the student’s behavior to determine whether a referral for behavioral health services are warranted. If so, the designated staff will schedule a conference with the parent to assist in connecting the family with a community provider.
6. Upon a student's third unexcused absence or unexcused tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. The parent or legal guardian shall sign a receipt acknowledging notification. Tardy, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: September, 2008
Revised: November, 2012

Ref: La. Rev. Stat. Ann. §§17:233, 17:406.7, 17:416; La. Children's Code, '730, '731; Board minutes, 5-4-76, 7-2-79, 12-08-92, 6-17-02, 12-2-08, 2-5-13

Section X
Students' Rights and Responsibilities

STUDENTS' RIGHTS AND RESPONSIBILITIES

INTRODUCTION

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. While students' rights in most cases are specific, students' responsibilities are implied. The word "responsibility" in this context refers mainly to the individual's obligation to others within his society, because, in order for an individual to preserve his/her rights, each must take upon himself/herself a sense of responsibility toward the preservation of the rights of others. Parents, teachers, and administrators have a responsibility, indeed a duty to protect the rights of students while maintaining an educational atmosphere conductive to the teaching, learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. Responsibilities then become the foundation upon which individual rights become meaningful and effective.

If one were to enumerate the various responsibilities incumbent upon students, the list would be endless. However, within a school setting and in society, there are certain special responsibilities required of a citizen, who is a student in school that are of vital significance.

Each student has the responsibility to:

1. Become informed of and adhere to reasonable rules and regulations established by the local School Board and implemented by administrators and teachers.
2. Respect the human dignity and worth of every other individual.
3. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. Study diligently and maintain the best possible level of academic achievement.
5. Be punctual and present in the regular school program to the best of his/her ability.
6. Dress and groom in a manner that meets reasonable standards: health, cleanliness, safety, and the dress code.
7. Help maintain and improve the school environment; reserve school property and exercise the utmost care while using school facilities.
8. Refrain from gross disobedience, misconduct or behavior that disrupts the educational process.
9. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
10. Continue to become actively involved in one's education, understanding of people and preparation for adult life.

Rapides Parish School Board is committed to providing the best education possible for every student in Rapides Parish regardless of race, sex, religion, handicap or national origin. In order to meet its commitment to guard and maintain for all students the right to equal opportunity in education and to assure an atmosphere conductive to learning while protecting the United States Constitution and its Amendments. The Rapides Parish School Board has adopted this "Statement of Policy" concerning student rights and responsibilities.

Every school in itself is a community made up of students, teachers, principals, and other school service staff. The school, as a community, exists and operates subject to policies and laws which guide the conduct of its members. The function of policies and laws is to assure the community membership that individual rights, privileges and freedoms will not be abridged by disruptive behavior of individuals or groups.

The primary goal of the school is to provide a quality education for all of its students. The rights and responsibilities contained in this booklet have been adopted by the Rapides Parish School Board to achieve this goal. It is the responsibility of everyone in the school community to respect and accept student rights, recognize and support student responsibilities, and utilize administrative policies for the betterment of the educational process in the school system.

RIGHT TO PUBLIC EDUCATION

A. RIGHT

Students have the right to a quality education at public expense where equal opportunities shall be provided for all students.

(Section 504 of the Rehabilitation Act of 1973)

B. POLICY STATEMENT

It is the policy of the Rapides Parish School Board to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate services.

The following is a description of the right granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students.
6. Have your child receive special education and related service if he or she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-746) or Section 504 of the Rehabilitation Act.
7. Have an evaluation, educational, and placement decisions made based upon a variety of the information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in non-academic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to Section 504 Coordinator, Rapides Parish School Board, P. O. Box 1230, Alexandria, Louisiana 71309.

15. Ask for payment of reasonable attorney fees if you are successful on your claim.

16. File a local grievance:

The person in this district who is responsible for assuring that the district complies with Section 504 is Mrs. Emily Walker - 504 Coordinator telephone number is (318) 449-3118. The Student Appraisal Manager is Ms. Jane Roshto – (318) 442-0085 (J.B. Lafargue Special Education Center)

C. RESPONSIBILITY

In order to attain quality education, students must attend class daily, be on time to all classes and follow all school and School Board policies and regulations.

ENTRANCE REQUIREMENTS FOR KINDERGARTEN AND FIRST GRADE

A. RIGHT R.S. 17:151.3

This law provides that the age at which a child may enter the first grade of any Public School at the beginning of the Public School session shall be six years on or before September 30 of the calendar year in which the school year begins. The youngest age at which a child may enter Kindergarten shall be one year younger than the age required for that child to enter the first grade.

B. RESPONSIBILITY

Children entering in the Rapides Parish School System for the first time are required to present evidence of being or having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis and measles. All immunizations shall be completed within five months before the date of entering school.

Children entering in the Rapides Parish School System for the first time shall be required to present a copy of their official birth certificate and social security card to the school principal. Children born in Louisiana will be given (15) fifteen days grace period to secure a copy of their birth record. Children born out of this state will be given (30) thirty days grace period in which to produce a copy of their birth record. In cases where birth certificate and/or birth verification forms cannot be obtained, the principal may accept whatever positive proof of age, race and parentage is available.

In accordance with R.S. 17:170.3, as a condition of entry into the 6th grade or as such a condition of entry into any grade other than the 6th grade if the student is 11 years old or older and such evidence has not been previously provided to the board, a student shall provide satisfactory evidence of current immunization against meningococcal disease commencing with the 2009-2010 school year and continuing thereafter.

Additionally, in accordance with ACT 152 of 2008, beginning with the 2009-10 school year and thereafter, each person entering the 6th grade shall present satisfactory evidence of immunity to or immunization against preventable diseases according to a schedule approved by the Department of Health & Hospitals or shall present evidence of an immunization program in present progress.

C. KINDERGARTEN

The Rapides Parish School Board shall offer full-day kindergarten instruction to each eligible child and require every child entering kindergarten for the first time be given a valid and reliable readiness assessment. The results of this assessment shall be used for measuring student readiness for kindergarten and for planning instruction.

Each child entering kindergarten for the first time shall be assessed at the beginning of the school year. The parent or guardian of each child shall be advised of the child's level of readiness. New policy: August. 2011

Section XI
Transportation

TRANSPORTATION

An undisciplined school bus is a hazardous bus. Student misbehavior can lead to accidents. The school bus operator must concentrate on the driving task at hand and cannot be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules as a minimum:

1. Cooperate with the school bus operator because your safety depends on it.
2. Be on time because the bus will not wait.
3. Cross the road cautiously when waiting for and leaving the bus.
4. Follow school bus operator's instructions when loading and unloading.
5. Remain quiet enough so as not to distract the school bus operator.
6. Have a written permission form and be authorized by the principal to get off at a stop other than your own.
7. Be courteous and safety-conscious to protect your riding privilege.
8. Do not stand when a seat is available and the bus is in motion.
9. Do not extend arms, head or other objects out of windows and doors.
10. Do not throw objects in the bus nor out of windows or doors.
11. Do not use the emergency door except for emergencies.
12. Do not eat or drink on the bus.
13. Do not damage the bus in any way.

BUS CONDUCT RULES AND REGULATIONS

1. Students must be on time at the designated stop.
2. Students must obey the school bus operator promptly and without argument.
3. Students must help to keep the bus clean and sanitary. Anyone who damages the bus will be required to pay the damages.
4. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of the windows.
5. There should be no moving around while the bus is in motion. If assigned to a seat by the school bus operator, stay in that seat.
6. Loud talking will not be tolerated.
7. Students must obtain permission from the school bus operator before opening a window when it is cold or raining. The middle aisle shall be kept open at all times.
8. No student will be allowed to ride another bus or be discharged at a different stop unless he has written permission from his parents, approved by the Principal or the Supervisor of Transportation.
9. School bus operators are permitted to make reasonable rules for the safety of children and the proper operation of buses. The school bus is an extension of the classroom and all students are

expected to abide by all rules of the Rapides Parish School Board. Any violation of the above rules and regulations shall result in disciplinary action in the form of a suspension or an expulsion.

10. The middle aisle shall be kept open at all times.

- Parents should understand their responsibility of working with the school bus operator and the school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on school bus operator transporting their children.

Responsibilities of parents are as follows:

1. Have children ready and at their designated pickup points on the route.

2. Cooperate with school and bus school bus operator in teaching children safety precautions, good manners and habits.

3. Assist when there are disciplinary problems.

4. Sign all documents required by the local system to acquire transportation for their students.

TRAINING FOR SCHOOL BUS OPERATORS

As a means of reducing the number of disciplinary problems encountered by bus school bus operators, a yearly in-service training program is required for all school bus operators.

TRANSPORTATION

DISCIPLINE ON THE BUS

STUDENTS SHALL BE DISCIPLINED FOR INAPPROPRIATE BEHAVIOR ON THE SCHOOL BUS.

If a student behaves inappropriately on the bus, the school bus operator shall provide a bus referral to the school principal and the principal may suspend the student for one (1) to five (5) days from the bus. If the behavior warrants an expulsion from the bus, the principal may expel the student from the bus. There may be situations in which the behavior may warrant either a suspension or expulsion from school or School Board Policy may require a suspension or a recommendation for an expulsion from school. In the case of the student being suspended or recommended for an expulsion from school, procedures for suspension or recommendation for expulsion from school shall be followed.

NOTE: A suspension or expulsion from the bus only is not a suspension or expulsion from school or a suspension or expulsion of record. The student continues to attend school.

Ref. ACT 335 – HB 243 – School Bus Operator, 2017

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BUS BEHAVIOR REPORT

FORM "SB"

In accordance with R.S. 17:416, the purpose of this report is to inform parents/guardians of a behavioral incident on the school bus, at a bus stop or in the bus loading zone at the school, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety or well-being of the named student, the school bus driver or other persons, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences. Students and parents are reminded that bus riding privileges may be revoked at any time deemed necessary for the safety of school bus passengers or other citizens.

Name of Student_____Phone_____Grade_____

Name of Bus Driver/Staff_____School_____Bus Number Name

of Principal _____

Check one: Regular Education 504 Special Education Date of Incident_____Time_____Location _____

Time Code:_____	04 During School Activity Trip, 05 To/From School, 06 At Bus Stop or Transfer Station
Location Code: _____	06 School Bus, 07 At Bus Stop or Transfer Station, 99 Other

INFRACTION / REASON CODES (Check all that apply)

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
8. Uses or possesses 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
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
35. Bullying (complete Bullying Behavior Checklist)
36. Cyber Bullying (complete Bullying Behavior Checklist)
38. Forgery
39. Gambling
42. Unauthorized use of Technology
43. Improper dress
49. False Report

REMARKS/DESCRIPTION OFINCIDENT: _____

ACTION(S) TAKEN BY SCHOOL BUS DRIVER

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other cumulative behavioral referral(s).
I have taken the following action(s): _____

011 Referred to Office
175 Participated in Conference with School Administrator
120 Discussed Behavior with Student
999 Other:
173 Discussed Behavior with Parent or Guardian

Date of Referral:_____Date of Contact:_____Time:_____Phone Call_____Letter_____Other (Describe): _____

Response of Parent/Guardian: _____

_____Date of Conference:

_____Describe:

_____

Signature of Bus Driver:_____Date:

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's behavioral referral(s). 1st 2nd 3rd 4th 5th (circle one) or other cumulative

000 No Action— only use if no reportable action was taken
012 Referred to Counselor
043 After School Detention from to
004 Suspension In School from to
017 Enforcement Referral (Arrest Resulted V N)
080 Assigned Remedial Work
140 Student Reprimand
175 Conference w/ Principal on:
160 Loss of Privileges/Bus Suspension from
014 Referred to School Building Level Committee (SBLC)
045 Weekend Detention from to
006 Suspension Alternative Site from to
016 Court Referral Date to
999 Other Action(s):
120 Student Conference Date:
180 Corporal Punishment *(if checked, complete "Corporal Punishment" Incidence Checklist)*
020 TOR (Time Out Room)
040 In School Detention from to
002 Suspension Out Of School from_____to_____
001 Expulsion Recommendation
013 Referral to Social Worker
030 Restorative Practices Implemented
173 Conference w/ Parents or Guardians on: _____

Circle Yes or No: **Perpetrator**: Serious Bodily Injury Y N Medical Treatment Y N Victim: Serious Bodily Injury Y N Medical Treatment Y N

Y N Contact Parent/Guardian Date: Time: Phone Call Letter Conference Date:_____ Time: _____

SIS Primary Infraction/Reason Code Entered:_____Signature of Principal:_____Current Date:_____

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN:

_____

Signature of Student:_____Signature of Parent/Guardian:_____ Current Date: _____

Check appropriate blocks as copies of the document are supplied: Parent/Guardian School's Pupil File Employee Filing this Report Principal

*** NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

**Attachments: Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral.

REVISED 9/5/2014)

Section XII
The Right to Express and Dress

FREEDOM OF SPEECH

A. RIGHT

Students have the right to express their opinions verbally or in writing and under reasonable restraints, to distribute written material on school grounds or in buildings as long as this expression in no way interferes with the orderly process of the school. Prior approval of the principal is required for the distribution of written materials.

B. RESPONSIBILITY

Students should take care to express their opinions and ideas in a respectful manner so as not to offend or slander others. Freedom of expression does not extend to profane, vulgar, pornographic or racist material or communications advocating violence or criminal acts.

DRESS AND APPEARANCE FOR ALL STUDENTS

A. RIGHT

Students have a right to dress in comfortable fashions.

B. RESPONSIBILITY

Students should take care to express their opinions and ideas in a respectful manner so as not to offend or slander others. Freedom of expression does not extend to profane, vulgar, pornographic or racist material or communications advocating violence or criminal acts.

C. RAPIDES PARISH SCHOOL BOARD DRESS CODE

The school has the power to regulate student dress for school-sponsored extra-curricular activities, as well as that on the school campus.

Members of the dance line, boosters, and cheerleaders will be allowed to wear their uniforms on a game day at the discretion of the Principal.

Obscene, profane language or provocative pictures on clothing, backpacks, jewelry and accessories are prohibited.

Satanic, cult, or gang-related symbolism in any form is prohibited on school campuses.

Drug-related symbols in any form including advertisements or promotions of alcohol or tobacco are prohibited on school campuses.

Tattoos that are vulgar, obscene, gang-related or otherwise disruptive to the school environment are not permitted.

Student's hair must be groomed in such a manner that it will not draw undue attention. All natural, protective, cultural hairstyles shall be allowed to include but not limited to: afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or cultural significance.

The activity of hair braiding shall not be allowed during the school day.

No picks or combs are to be worn in the hair during school hours.

Extreme Mohawk hairstyles and hair carving/art are unacceptable. Feathers are not allowed to be worn in hair except for cultural purpose with approval from the principal.

Sunglasses are not to be worn in the school building. Shoes are to be worn at all times.

Except finger rings, no rings, studs, or pins are to be worn on the body. Earrings, however, for girls are permitted and studs for boys.

The waistline of pants, jeans and shorts are not to be worn below the top of the hipline.

Faces must be kept neat, both in the case of boys with facial hair or girls with excessive make-up. Facial hair must be kept neat and well groomed.

Students are prohibited from the following:

- Wearing tennis shoes with skates to school.
- Bringing electronic scooters to school.

Out of dress day attire will be at the discretion of the principal.

STUDENT DRESS CODE

SCHOOL UNIFORM POLICY

Students in Pre-K thru 12th Grade

BOYS:

Navy or khaki pants or shorts (no cargo pants/no cargo shorts or sweatpants).

Solid white and solid black, knit shirts with collar or cotton/cotton blend button front shirts with long or short sleeves - school logo(s) are optional.

GIRLS:

Navy or khaki pants, Capri pants, shorts, skirts, skorts or jumpers (no cargo pants/no cargo shorts or sweatpants). Leggings may be worn only under approved bottoms.

Solid white and solid black, knit shirts with collar or cotton/cotton blend button front shirts with long or short sleeves - school logo(s) are optional.

In each school, a committee shall choose no more than two (2) colored knit shirts with collars and spirit shirts. These shirts may have a school logo.

Shirts must be long enough to tuck in and remain tucked in at all times.

Only solid white, black, or grey undershirts or camisoles shall be worn under the school uniform shirt.

Jeans may be worn in any color only on approved jean days. Jeans are not part of the uniform.

Belts may be worn and must be buckled at all times. If worn, no part of the belt may be left hanging at any time and must be threaded through the loops.

Students may wear any jacket when weather dictates except for trench coats, dusters, knee length.

Sweatshirts/Pullovers

- Shall be solid white, solid black or a designated school color. These sweatshirts/pullovers may have school logo.
- Hoods are prohibited in the building.
- Sweatshirts/pullovers of any kind may not be worn in any way that creates a distraction.

Hats and hoods are prohibited in the building.

Uniform length: skirts, skorts, jumpers and shorts (boys and girls) must be no shorter than four inches above the knee as measured from the back crease of the knee. The knee-length requirement has been waived for all students in grades Pre-K – 3.

Shoes must be worn at all times. No rubber or foam swim footwear, flip-flops, beach or pool sandals, house shoes (slippers) or crocs will be allowed.

There will be no mutilation including tearing, ripping or cutting of hems, cuffs, sleeves or body of the coordinates. NO OVER SIZING! The uniform must be in the correct size to avoid any sagging.

The principal will have the authority to designate out of uniform days with or without pay.

Revised: February, 2001
Revised: January, 2002
Revised: July: 2006
Revised: June, 2007

Ref: Scott v. Board of Education, 304 N.Y.S. 2d 601 (1969); Darr v. Schmidt, 460 F.2d 609 (1972); La Rev. Stat. Ann. §17:416.7; Board minutes, 6-29-98, 11-23-98, 8-30-99, 12-3-99, 2-28-00, 3-27-00, 6-12-01, 8-7-01, 7-6-06, 6-5-07.

PROCEDURES APPLICABLE TO VIOLATIONS OF DRESS AND APPEARANCE REGULATIONS

1) Upon being advised of a student not being in compliance with the dress or appearance policy, the school principal or designee should confer with the student in an office setting and advise the student of the nature of the dress or appearance infraction and obtain the student's response. A written record should be made of the conference and the student should be encouraged to remedy the violation voluntarily to eliminate the necessity of any disciplinary action. An attempt should be made to contact by telephone, the parent(s) or guardian(s) of students under age 18 in an attempt made to remedy the violation without the necessity of formal discipline.

2) From the time of the initial conference with the school administrator, the student should be removed from class or the student population until either the end of the school day or the correction of the dress or appearance violation on that day.

3) Should the student return to school the next school day in violation of the dress or appearance regulations, the school principal or designee should confer with the student to determine whether the violation is willful, persistent or deliberate. A written record of the conference and the determination of whether the violation is willful, deliberate or persistent should be made. A second attempt to contact the student's parent(s) or guardian(s) and advise the parent(s) or guardian(s) of the situation should be made and the administration should make a brief note of the response of the parent(s) or guardian(s). The student should again be removed from the classroom setting but remain in school until the end of the school day or a remediation of the violation, whichever occurs first.

4) If the principal or designee, upon conferring with the student or parent, determines that the violation is deliberate or persistent and is unlikely to be resolved without the imposition of formal discipline, the school administrator shall initiate and follow the formal due process provisions for suspension and/or, in an extreme case, expulsion of the student presently found in *Section IV* of the *Rapides Parish School Board Policies Handbook and Student Code of Conduct*. A student enrolled in grades pre-kindergarten through 5 shall not be given an out-of-school suspension or expulsion or suspended from riding the bus for a uniform or appearance violation unless a determination is first made by the principal that the uniform violation is tied to a willful disregard to school policies by the student. (This last sentence should be included only if SB54 of 2015 passes and becomes law.)

STUDENT TRANSFERS FROM OUT OF THE PARISH

Students who move into Rapides parish from another parish or state will have five school days to be in compliance with the dress code.

DISCRIMINATION

There shall be no discrimination in regard to race, sex, religion, handicap, or natural origin in the Rapides Parish School System.

SEXUAL HARASSMENT

The Rapides Parish School Board recognizes that sexual harassment can be a violation of state and federal law. The Board, therefore, shall not tolerate sexual harassment on the part of any employee towards another employee or a student within the workplace. Conduct in violation of this prohibition shall result in disciplinary measures, up to and including dismissal.

DEFINITION

Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of any individual's employment/education.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/education decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work/education or creating an intimidating, hostile, or offensive working/educational environment. Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. Individuals who experience sexual harassment from coworkers or others should make it clear that such behavior is offensive to them.
4. Additionally R.S. 17:81Q prohibits electronic communication by school employees with students except under limited circumstances as defined by board policies. Such prohibited communications constitute harassment or intimidation and may subject the employee to discipline, dismissal or criminal prosecution as determined by applicable policies and statutes.

REPORTING PROCEDURES

In the event that an individual believes such instances require a remedy or that there is a basis for a complaint, the individual shall first discuss the issue with the individual's principal or immediate supervisor. Should no resolution occur to the satisfaction of the individual after five (5) days, a formal complaint may be filed. If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of "abuse" as defined by the Board's policy on child abuse (Policy JGCE), then all school employees with knowledge are mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and the Board policy on child abuse. Such reporting must be made in addition to any procedures under this sexual harassment policy. If the victim of the sexual harassment is a student and the accused perpetrator is another student or is an individual not employed by the School Board, the victim shall report the incident(s) to the school guidance counselor, assistant principal, or principal as soon as practicable. If, after investigation, the allegations are determined to be well founded, the offending student shall be subject to suspension or expulsion under the Board's normal student disciplinary policies. Additionally, Board employees who become aware of such allegations should report them to child protection or to law enforcement agencies in accordance with the Board's mandatory reporting policies and state law if the offending conduct rises to the level of child abuse or neglect as therein defined. Failure of the victim to promptly report acts of sexual harassment shall not standing alone constitute a defense to discipline or dismissal and shall only be one factor in evaluating the validity of the allegations under this policy.

STEP 1 EMPLOYEE

If any employee has concerns or a complaint about the nature of any conduct or physical contact by another employee of the school district, the individual should file a formal written complaint with the Personnel Department or with the Superintendent. The receiving office will be charged with investigating the complaint and attempt to remedy it to the mutual satisfaction of all parties involved within five (5) working days of the date of receipt of the complaint. The investigating office shall indicate its disposition of the complaint in writing and shall furnish copies to all concerned parties.

STEP 1 STUDENT

If a student has concerns or a complaint about the nature of any conduct or physical contact by an employee of the Rapides Parish School Board, the student should contact either the school administrator or the school counselor. The school administrator will report the alleged incident to the Superintendent or his/her designee. The school administrator and the Superintendent or his/her designee will be charged with investigating the complaint and attempt to remedy it informally to the mutual satisfaction of all parties involved within five (5) working days of the date of receipt of the complaint. The investigating office shall indicate its disposition of the complaint in writing and shall furnish copies to all concerned parties. If the complaint constitutes a moral offense against a student as defined by Board policy, the procedures of that policy shall be invoked in lieu of any procedures under this sexual harassment policy.

STEP 2 - (EMPLOYEE AND/OR STUDENT)

In the event any of the concerned parties are not satisfied with the disposition of the complaint at Step One (1) or if no disposition has been made, then the concerned party may appeal to the Sexual Harassment Panel. The Sexual Harassment Panel shall include a chairperson, three males and three females selected by the Superintendent.
The Sexual Harassment Panel has seven (7) working days to schedule a hearing. If harassment is found, the panel may exercise one of the following options:

1. The panel may require an appropriate remedy which seeks to redress the wrong. Noncompliance with the remedy will result in disciplinary action.
2. The panel may recommend to the Superintendent that documentation be placed in one's evaluation folder, short or long term suspension with or without pay, or dismissal. The Sexual Harassment Panel shall give written disposition of the complaint within five (5) days of such hearing and shall furnish copies to the appropriate parties and to the Superintendent.

STEP 3 - (EMPLOYEE AND/OR STUDENT) Revised 10/2007

In the event the parties concerned are not satisfied with the disposition of Step Two (2) or if no disposition has been made within five (5) days of such meeting, the parties concerned may appeal to the Superintendent. The appeal shall be in writing and set forth the same information as in Step Two (2). The Superintendent within thirty (30) days shall meet with the appropriate parties. Disposition shall be made no later than five (5) days after the meeting. A copy of such disposition shall be furnished to the appropriate parties.

STEP 4 - (EMPLOYEE AND/OR STUDENT)

In the event the parties concerned are not satisfied with the disposition of the appeal at Step Three (3), or if no disposition has been made in Step Three (3), the concerned parties may appeal to the Rapides Parish School Board. The appeal shall be in writing and shall request that the Superintendent place the concern on the agenda of the next regularly scheduled Board meeting. Such written request must include copies of all decisions previously rendered in connection with the complaint.

Any employee who becomes aware of any allegation of possible harassment shall report such allegations to the Superintendent or designee. All reports received shall be properly and adequately investigated. Appropriate disciplinary action shall be taken when violations of this policy have been determined. The Board shall prohibit retaliation against an employee or student for a complaint made or for participating in an investigation of alleged harassment, unless, after investigation, it is found that the accuser has made a willfully false accusation in which case the accusing employee or student shall be subject to discipline or dismissal under the Board's standard due process provisions.

Nothing contained in this policy and/or procedure shall restrict or diminish the authority of the Superintendent to suspend or terminate any employee in accordance with the policies of the Rapides Parish School Board, state law and applicable statutes.

Failure to meet any procedural deadline imposed herein shall not be cause for dismissal of proceedings absent the demonstration of material prejudice by the affected person.

STUDENT HARASSMENT OR INTIMIDATION

It is the policy of the Rapides Parish School District to provide and maintain a learning environment that is free from harassment and/or intimidation because of a student's gender, race, color, national origin, ethnicity, or disability.

To this end, the school district prohibits any and all forms of harassment and for intimidation because of a student's gender, race, color, national origin, ethnicity, or disability.

It shall be a violation of the school district's Student Harassment or Intimidation policy for any teacher, administrator, or other school personnel of this school district to tolerate racial harassment or intimidation or harassment or intimidation based on a student's gender, color, national origin, ethnicity, or disability, by any student, teacher, administrator, or other school personnel, or by any third person or parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the school district or any of its schools.

For the purposes of this policy, other school personnel means non-instructional support staff employees or other persons subject to the control and/or supervision of the school district.

The school district shall act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment and/or intimidation because of a student's gender, race, color, national origin, ethnicity, or disability; to promptly take appropriate action to protect students from further harassment and/or intimidation; and, if it determines that prohibited harassment or intimidation has occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the harassment and/or intimidation.

This policy shall be reproduced in the school district's employees' handbook and in its student's handbook.

DEFINITIONS

A. Harassment and/or Intimidation based on a student's race or color for purposes of this policy racial harassment and/or intimidation of a student based on race or color shall consist of verbal or physical conduct, or actions displays or depictions, relating to an student's race or color, by a student, teacher administrator or other school personnel when

   1. the harassing conduct is sufficiently severe persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an Intimidating, threatening or abusive educational environment;
   2. the harassing or intimidating conduct otherwise adversely affects or hinders or restrains a student's participation in a student activity or an extra-curricular activity; or
   3. the harassing or intimidating conduct adversely affects a student's learning opportunities.

   Examples of conduct which may constitute harassment and/or intimidation of a student because of race or color (regardless of whether the individual is white, black, Hispanic, Asian, Native American or other racial grouping) include, but are not limited to, the following:

   - graffiti containing racially offensive language,
   - racially offensive name calling jokes and humor,
   - racially offensive notes, drawings and cartoons,
   - threatening or intimidating conduct directed at another because of the other's race or color,
   - racial slurs, racially negative and/or offensive stereotypes, and hostile acts which are based upon another's race or color,
   - written or graphic material containing racial comments or stereotypes which is posted or circulated and which are aimed at degrading students on account of race or color,
   - threats and physical acts of aggression or assault upon another because of, or in a manner reasonably related to, race or color,
   - other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color considerations,
   - possession and display or showing of racial hate materials and publications of groups or organizations which espouse racial intolerance or hatred, or which espouse the inferiority of a race or color where not used and approved by a teacher in connection with an authorized class, and/or

- display of Confederate flags or banners, display of black power symbols, or the display of any flag, banner or symbol of a group or organization which espouses racial intolerance or hatred, or which espouses the inferiority of a race or color where not used and approved by a teacher in connection with an authorized class.

B. Harassment and/or Intimidation based on a student's national origin or ethnicity

For purposes of this policy, ethnic or national origin harassment and/or intimidation of a student consists of verbal or physical conduct relating to a student's ethnicity or country of origin or the country of origin of the student's parents, family members or ancestors, by a student, teacher, administrator, or other school personnel when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. The harassing or intimidating conduct has the purpose or effect of substantially or unreasonably interfering with a student's work or academic performance, or hinders or restrains a student's participation in a student activity or extra-curricular activity; or
3. The harassing or intimidating conduct otherwise adversely affects a student's learning opportunities.

Examples of conduct which may constitute harassment and/or intimidation of a student because of national origin or ethnicity include, but are not limited to, the following:

- graffiti containing offensive language which is derogatory to others because of their national ongoing or ethnicity,
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity,
- ethnic jokes, name calling, or rumors based upon a student's national origin or ethnicity, or that of members of his/her family or ancestors,
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity,
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which are aimed at degrading students, members or descendants of a foreign nation of origin, or ethnicity,
- threats or physical acts of aggression or assault upon another because of, or in a manner reasonably related to ethnicity or national origin,
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity, and/or
- possession and display or showing of ethnic hate materials and publications of groups or organizations which espouse ethnic intolerance or hatred, or which espouse the inferiority of an ethnic group where not used and approved by a teacher in connection with an authorized class.

C. Harassment and/or Intimidation based on a student's disability for purposes of this policy, physical or mental disability harassment and/or intimidation of a student consists of verbal or physical conduct relating to a student's physical or mental impairment by a student, teacher, administrator, or other school personnel when

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program, activity or extra-curricular activity or creates an intimidating, threatening or abusive educational environment;
2. the harassing or intimidating conduct has the purpose or effect of substantially or unreasonably interfering with a student's work or academic performance; or
3. the harassing or intimidating conduct which otherwise adversely affects a student's learning opportunities.

Examples of conduct which may constitute harassment and/or intimidation because of a physical or mental disability include, but are not limited to, the following:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability,
- threatening or intimidating conduct directed at another because of the other's physical or mental disability,
- jokes, rumors or name calling based upon an individual's physical or mental disability,
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability,

- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals with a physical or mental disability,
- physical acts of aggression or assault upon another because of or in a manner reasonably related to, an individual's physical or mental disability, or
- other kinds of aggressive conduct such as theft or damage to properly which is motivated by an individual's physical or mental disability.

DUTIES OF PRINCIPALS TO DISSEMINATE REVIEW AND EXPLAIN THIS POLICY

A. The principal of each school within the school system shall review and explain this policy to each teacher, administrator, and other school personnel assigned to, or otherwise authorized to be upon the campus of the school and shall have each such parson sign a form stating that the policy has been reviewed and explained to him or her and that he or she will abide by the policy. The form shall be provided by the school district coordinator for complaints of harassment and/or intimidation, and may be a form attached to the employee handbook. The original, fully executed form shall be retained by the principal and a copy of the form shall be sent to the school district coordinator for complaints of harassment and/or intimidation.

B. The principal of each school shall assure that this policy is reviewed and explained to all students enrolled in the school In a manner designed to adequately communicate to the students, based upon their age and general levels of understanding, the contents of this policy and reporting procedures for complaints of harassment and/or intimidation based on gender, race, color, national origin, ethnicity, or physical or mental disability. The principal shall also assure, in such a manner as not to deter meritorious complaints by students, the seriousness of this policy and the need to avoid the making unfounded complaints.

The principal may design a program or plan and designate teachers, guidance counselors and/or other administrators to review and explain this policy to students. At the elementary level, each parson designated to review and explain this policy shall execute a statement attesting they have reviewed and explained this policy to each student, and that all questions raised by students were handled and adequately answered. At the middle and high school grade levels, including the sixth grade, each student shall be required to sign a form attesting that this policy has been reviewed with, and explained to, them and that they understand this policy and will abide by it.

At the elementary level, the principal, to the extent practicable, also shall review and explain this policy to the parents/tutors/guardians of students enrolled in the school. This may be done at parent/teacher organization meeting or other appropriate assemblies of parents/tutors/guardians conducted on school property.

Each principal of each school, regardless of the grade levels served by the school, shall also assure that a copy of this policy is forwarded to each student's parents/tutors/guardians with a communication advising them that should they have questions regarding this policy, the same should be communicated to him or her for answer. This may be done by sending home with each student a copy of the *Rapides Parish School Board Policies Handbook and Student Code of Conduct* to each student's parents/tutors/guardians where the parent/tutor/guardian executes and returns to the school the *Receipt and Statements of Compliance Form* attached to each such handbook.

A copy of this policy shall be at all times conspicuously posted in each school in a location accessible to students, faculty, administrators and other school personnel. The posted copy of this policy shall contain a) the name, mailing address (Which may be that of the school) and work and home telephone numbers of the parson designated as the school's school-based coordinator for complaints of harassment and/or intimidation, b) the name, mailing address and work and home telephone number of the school district coordinator for complaints of harassment and/or intimidation, and. c) with respect to complaints of harassment and/or intimidation based on race or color. the name of the school district's monitor and the attorney employed by the United States Department of Justice with monitoring responsibility for the implementation of the Consent Judgment of December 7, 2000.

REPORTING PROCEDURES FOR COMPLAINTS OF HARASSMENT AND/OR INTIMIDATION

Any student who believes he or she has been the victim of harassment and/or intimidation because of his or her gender, race, color, national origin, ethnicity, or physical or mental disability by a student, teacher, administrator, or other school personnel, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the school district or an Individual school, is encouraged to immediately report the alleged conduct or act to the person at his or her school designated as the school-based coordinator for complaints of harassment and/or intimidation, or to the principal, a guidance counselor, a teacher or other employee of the school system, including the school district coordinator for complaints of harassment and/or intimidation, and/or the Superintendent or other central office official. The school district

encourages the reporting party or complainant to use the report form available from the principal of each school or from the school district's central office, but oral reports shall be considered as complaints as well. Use of formal reporting forms is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent.

A. In each school, the principal, an assistant principal or a guidance counselor shall be designated by the principal as the school-based coordinator for complaints of harassment and/or intimidation.

B. Any teacher, administrator, or other school personnel who has knowledge or a belief, a reason to know, or receives notice that a student has or may have been the victim of harassment and/or intimidation, because of gender, race, color, national origin, ethnicity, or physical or mental disability shall immediately inform the school-based and school district coordinators for complaints of harassment and/or intimidation. Failure to immediately inform the school-based and school district coordinators for complaints of harassment and/or intimidation shall result in disciplinary action against the teacher, administrator, or other school personnel.

C. Any parent, tutor, guardian or other person who has knowledge or a belief, a reason to know, or receives notice that a student has or may have been the victim of harassment and/or intimidation because of gender, race, color, national origin, ethnicity, or physical or mental disability is encouraged to inform the school-based and school district coordinators for complaints of such harassment and/or intimidation, or the Superintendent or other school district or school-based official.

D. Upon receipt of a written report of harassment and/or intimidation, the school-based coordinator for complaints of harassment and/or intimidation shall immediately inform the school district coordinator for complaints of harassment and/or intimidation without prior screening or investigation of the report. A written statement of the alleged facts must be forwarded to the school district's coordinator for complaints of harassment and/or intimidation as soon thereafter as possible. Where an oral complaint or report is received by the school-based coordinator for complaints of harassment and/or intimidation, it shall be reduced to writing on a report form and the school district's coordinator for complaints of harassment and/or intimidation shall be immediately informed of the complaint prior to screening or investigation of the oral complaint. A written statement of the alleged facts must be forwarded to the school district coordinator for complaints of harassment and/or intimidation as soon thereafter as possible. Failure by a school-based coordinator for complaints of harassment and/or intimidation to forward a report or an oral complaint and the required written statement in timely fashion shall result in disciplinary action against the school-based coordinator for complaints of harassment and/or intimidation.

E. The school district has designated the Title IX Coordinator as its school district coordinator for complaints of harassment and/or intimidation.

1. He/she shall receive complaints or reports and written statements of harassment and/or intimidation because of gender, race, color, national origin, ethnicity, or physical or mental disability.

2. He/she shall oversee the investigative process.

3. He/she shall be responsible for assessing the training needs of the school district's staff and students in connection with the dissemination, comprehension, and compliance with this policy.

4. He/she shall arrange for the training required in Paragraph 34 of the Consent Judgment of December 7, 2000.

5. He/she shall ensure that any investigation into an alleged act or conduct involving harassment and/or intimidation because of a student’s gender, race, color, national origin, ethnicity, or physical or mental disability is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify harassment prohibited by this policy and any unlawful harassment or conduct, recommend appropriate discipline when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited act or conduct, including recommendations for interim measures which may be deemed necessary for the protection of the victim during the course of the investigation.

   In each instance in which harassment is found to have occurred because of an act or conduct of a student, the school district coordinator for complaints of harassment and/or intimidation schedule and conduct, or direct the school-based coordinator for complaints of harassment and/or intimidation and principal to schedule and conduct a conference with the parent(s), Mores) or guardian(s) of the child found to have committed an act or engaged in conduct prohibited by this policy.

In each instance in which harassment is found to have occurred because of an act or conduct of a teacher, administrator, or other school personnel of the school district, appropriate disciplinary actions shall be taken. In each instance in which harassment is found to have occurred because of an act or conduct of a third party, such person shall be banned from school activities under the auspices of the school district or any school within the school system.

In each instance in which the harassment alleged may, if found to have actually occurred, constitute a crime under either the laws of this state or of the United States, the school district coordinator for complaints of harassment and/or intimidation shall notify in writing the district attorney or the United States Attorney having jurisdiction over the matter. (This requirement may be satisfied by the school district coordinator for complaints of harassment and/or intimidation by consulting with the member of the district attorney's office designated to provide general counsel services to the school district or by consulting with the school district's general counsel should one be appointed to deliver general legal services for the school district. Compliance with the legal advice received through such consultation shall serve to discharge the responsibility imposed herein on the school district coordinator for complaints of harassment and/or intimidation.) In the event the district attorney or the United States Attorney elects to investigate the report or oral complaint of harassment and/or intimidation, a school district investigation into the matter shell, nevertheless proceed, unless enjoined by a court of proper jurisdiction.

6. The school district shall respect the privacy of the complainant, the individuals against whom the report or oral complaint is made against, and all witnesses as much as possible, consistent with the school district's obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATIONS

A. Upon receipt of a written statement from a school-based coordinator for complaints of harassment and/or intimidation or upon receipt of a report or oral complaint from a third person, as the case may be, the school district coordinator for complaints of harassment and/or intimidation shall undertake or authorize an investigation. The investigation may be conducted by a school district official or a person designated to conduct such investigations. The investigator must be impartial and have received such training as provided for hereinabove.

B. The investigation shall consist of a personal interview with the complainant, and may include interviews with the complainant parent(s), tutor(s) or guardian(s), the individual(s) against whom the complaint is made and his/her parent(s), tutor(s) or guardian(s) where the alleged perpetrator is a student and others who have knowledge of the alleged act or conduct or circumstances giving rise to the complaint the investigation may also consist of an evaluation of any other information or documents which may shed light on the alleged act or conduct.

C. In determining whether a violation of this policy has occurred, the investigator shall consider

1. The nature and severity of the act or conduct,
2. How often the act or conduct occurred,
3. Whether the act or conduct was part of a continuing pattern of behavior, or whether past incidents of similar behavior have been found to have occurred,
4. The relationship between the parties,
5. The gender, race, color, national origin, physical and mental capacity, and age of the victim and perpetrator,
6. Whether the perpetrator was in a position of power, or whether because of his/her status the student had reason to believe the perpetrator, was in a position of power over the student subjected to the harassment and/or intimidation,
7. The number of alleged persons involved in the harassment and/or intimidation,
8. Where the harassment occurred,
9. Whether there have been other incidents of the same or similar behavior at the school involving the same or other students,
10. Whether the act or conduct adversely affected the student's education, educational environment, or participation in extra-curricular activities, and
11. The context in which the alleged act or conduct occurred.

D. Upon completion of an investigation, the investigator shall make a written report to the school district coordinator of complaints of harassment and/or intimidation, where the investigation is conducted by another person, and the Superintendent. The investigation shall be completed in as expeditious an amount of time as practicable under the

circumstances, but in no event shall an investigation take longer to complete than one month from the date of its commencement, except where enjoined by a court of proper jurisdiction. The written report of the investigator shall contain a recommendation with respect to disciplinary action and shall be filed with the School Board, and a copy thereof shall be furnished to the school district monitor and, in cases involving harassment based on race or color, the attorney employed by the United States Department of Justice with monitoring responsibility for the implementation of the Consent Judgment of December 7, 2000.

STUDENT DISCIPLINE FOR VIOLATIONS OF THIS POLICY

A. The Superintendent shall be responsible for seeing to it that the disciplinary action recommended by the investigator is carried out, unless he/she provides written reasons as to why the recommended disciplinary action is overly severe or insufficient, based upon the investigative findings, in the written report. A copy of any such written reasons shall be filed with the School Board and a copy thereof shall be furnished the school district's monitor and, in cases involving harassment based on race or color, the attorney employed by the United States Department of Justice with monitoring responsibility for the Implementation of the Consent Judgment of December 7, 2000.

B. The discipline administered a student may include any discipline provided for in the discipline policies of the Rapides Parish School Board. In addition to the actions provided for in the said School district's discipline policies, a mandatory student/parent/tutor/guardian conference shall be conducted by the school district coordinator for complaints of harassment and/or Intimidation or the School-based coordinator for complaints of harassment and/or intimidation and the principal of the school.

   With the exception of disciplinary action consisting of a suspension or expulsion which must be considered by the School Board, the investigators procedures contained in this policy shall supersede and take precedence over those contained in the discipline policies of the Rapides Parish School Board and the recommended discipline contained in the investigative report, as accepted or modified by the Superintendent, shall serve in lieu of any recommendation of a teacher or action by a principal.

   In cases involving possible suspension or expulsion, the recommended discipline contained in the investigative report, as accepted or modified by the Superintendent, shall serve in lieu of any recommendation of a principal.

DISCIPLINE OF TEACHERS ADMINISTRATORS AND OTHER SCHOOL PERSONNEL

Teachers, administrators and other School personnel shall be disciplined by the School Board in accordance with applicable law and/or School Board policy.

Where the safety or welfare of a child may be at issue, the Superintendent is authorized to suspend a teacher, administrator or other school personnel with pay and benefits pending completion of an investigation and/or School Board disciplinary action.

REPRISAL

A. Submission of a good faith report or compliant of harassment and/or intimidation based on gender, race, color, national origin, ethnicity, or physical or mental disability shall not affect the complainant or reporter's future employment, grades, learning or working environment, participation in extra-curricular activities, or work assignments.

B. Any student teacher, administrator, or other school employee who retaliates against any person who complains or reports an act or conduct constituting or which may constitute harassment and/or intimidation because of gender, race, color, national origin, ethnicity, or physical or mental disability shall be disciplined by the school district. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

Ref: 29 U.S.C. 791 at. seq.; 42 U.S.C. 2000d; 42 U.S.C. 12131-12134; Consent Judgment, Virgie Lee valley et. al, y. Rapides Parish School Board, 12-7-00; La Rev. Stat. Ann. §§14:41 et seq., 17:81. Board minutes 2-06-02, 3-06-07.

EMPLOYEE TOBACCO USE

Board members and Board employees are prohibited from smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, or possessing any lighted tobacco product or any other lighted combustible plant material in any elementary or secondary school building, on the campus of any elementary or secondary school, in any building on the campus, on any school bus, or in the building or on the grounds of any other facility on property owned by or leased to the Board, including but not limited to the media center, the central office, the maintenance buildings or the grounds of those buildings.

Board members and Board employees are prohibited from chewing or otherwise consuming any tobacco or tobacco product on or in any buildings, grounds or buses mentioned in the foregoing paragraph.

Additionally, during the loading, unloading or transport of students, or during any school sponsored activity where students are present, no cigarettes, cigars, smoking paraphernalia or other tobacco products, whether chewing tobacco, snuff or otherwise, shall be displayed or placed so that those products are observable by any student during the participation by students in school or school related activities or transportation for those purposes.

The prohibitions mentioned above shall not apply to forested lands owned by the Board where no buildings or improvements are constructed such as 16''' Section swamp lands open to the public for recreational use unless students are present on a school sponsored or school related activity, in which case the prohibitions shall apply.

Revised: September, 2006
Revised: February, 2007

Ref: 20 USC 7183 (No Child Left Behind Act of 2001); La. Rev. Stat. Ann. §§17:240, 40:1300.251, 40:1300.252, 40:1300.253, 40:1300.255, 40:1300.261; Board minutes, 3-D7-Q6, 3-Q6-Q7.

STUDENT HARASSMENT OR INTIMIDATION NOT CAUSED BY A STUDENT'S RACE, COLOR, NATIONAL ORIGIN, ETHNICITY, SEX, SEXUAL ORIENTATION OR DISABILITY

It is the policy of the Rapides Parish School Board that harassment, intimidation, cyberbullying, and bullying of a student by another student is prohibited. Any student participating in such activities is subject to discipline including suspension or expulsion as provided by the general discipline procedures in the Student Code of Conduct.

For purposes of this Subsection the terms “harassment,” “intimidation,” and bullying shall mean any intentional gesture or written, verbal, or physical act that:

1. A reasonable person under the circumstances should know what will have the effect of harming a student mental or physical or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property;
2. Is so severe, persistent, or pervasive that it creates an intimidating threatening or abusive educational environment for a student: and
3. Any student, school employee, or school volunteer who in good faith reports an incident of harassment, intimidation, cyberbullying or bullying to the appropriate school official in accordance with the procedures established by local board policy shall be immune from a right of action for damages arising from any failure to remedy the reported incident.

ACT 755

This act requires the board to review the student handbook and code of conduct and amend it to “assure that the policy prohibiting harassment, intimidation and bullying of a student by another student specifically addresses the nature, extent, causes and consequences of cyberbullying. The act requires the review and amendment not later than January 1, 2011, and requires that the board, within ten days of school enrollment by each student, inform each student of the prohibition against harassment, etc.

Section XIII
Searches

SEARCHES

INTRODUCTION

Students have a right to be free from unreasonable searches of their persons. However, Act No. 658, Section 416.3 of Title XVII of the Louisiana Revised Statutes of 1950 makes the following provisions relative to the search of students' persons, desks, lockers, and other school areas when searching for contraband, illegal drugs or weapons.

A. (1) The parish and city school systems of the state are the exclusive owners of all public school buildings and all desks and lockers within the building assigned to any student and any other area of any public school building or grounds set aside specifically for the personal use of the students. Any teacher, principal, school security guard, or administrator in any parish or city school system of the state may search any building, desk, locker, area, or grounds for evidence that the law, a school rule, or parish or city school board policy has been violated.

(2) The teacher, principal, school security guard, or administrator may search the person of a student of his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonable related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

B. If any teacher, principal, school security guard, or administrator in the public school system is sued for damages by any student, the parent of any student, or other person qualified to bring suit on behalf of the student, based upon a search of that student's person, desk, locker, or any other area of a school building or grounds set aside specifically for that student's personal use, when the teacher, principal, school security guard, or administrator reasonably believed that the student had weapons, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of the parish or city school board policy on his person, or had reasonable belief that such desk, locker, or other area contained such items, or based upon a search using a metal detector, it shall be the responsibility of the school board employing such teacher, principal, school security guard, or administrator to provide the defendant with legal defense, including reasonable attorney's fees, investigatory costs, and other related expenses.

C. Lockers shall be opened in the student's presence when administratively feasible.

D. A student not present shall be informed of the search.

E. Items which are specifically prohibited by law, Board policy or school regulation shall be impounded. The principal or designee shall report the discovery or confiscation of the following items or materials to the law enforcement officials:

1. Any firearms, explosives, bombs, knives or other implements which can be used as weapons or the careless use of which might inflict harm or injury.

2. Any controlled dangerous substance as defined in R.S.40:961 (7).

Any implement or material required to be reported to law enforcement officials as provided above shall be retained and secured by the administrator in such a manner as to prevent the destruction, alteration or disappearance of the item or material until such time as the law enforcement authority either takes custody of the implement or material, or provides notice to the school principal or administrator that it need no longer be retained. If law enforcement advises that the material or implement need not be retained, the administrator shall forward the material to the office of the superintendent, and the superintendent or designee may confiscate the item or material and have it destroyed or donated to appropriate law enforcement agencies, or may return it to the parent or guardian of the student as the superintendent in his or her discretion may deem appropriate.

F. The student shall be given a receipt for any items impounded by school administrators and parent or guardians shall be notified of any items impounded.

G. A written record shall be made, thereof, by the person conducting the search and shall include the name of the person involved, the circumstances leading to the search and results of the search.

H. Any search of a student's person shall be done privately by a teacher or an administrator of the same sex as the student to be searched.

I. When a search of a student's person is conducted, at least one witness, who is an administrator or teacher also of the same sex as the student, shall be present throughout the search.

J. Violation of this policy by a teacher, administrator or other school board employee shall be referred to the superintendent for appropriate disciplinary action as provided by board policies and applicable state law.

SEARCH OF NON-STUDENTS ENTERING PUBLIC SCHOOL BUILDINGS OR GROUNDS

Any school principal, administrator or school security guard may search the person, handbag, briefcase, backpack, purse or other objects in possession of any person who is not a student enrolled at the school or a school employee while said person is in any school building or on the school grounds, either by conducting a random search with a metal detector or by a reasonable physical search of the person's clothing or other possessions, when there is a reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods or other materials or objects, the possession of which is a violation of the school board's policy or state law. Said search shall be conducted in a manner that is reasonable related to the purpose of the search and, if a search of the clothing or person of the party is conducted, it shall be conducted by a school employee or administrator of the same sex as the person to be searched. Except, when circumstances make it impracticable, the search of a non-student's person or clothing which is worn on the body should be conducted in a room or other private area and should be witnessed by an additional school employee of the same sex as the person to be searched. Any contraband or other illegal items, the possession of which violates state law or school board policy, which are found as a result of the search shall be impounded by the school board employee or administrator and the appropriate law enforcement agency notified.

METAL DETECTORS

Random searches with a metal detector of students of their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

GUIDELINES FOR USE OF METAL DETECTORS RAPIDES PARISH SCHOOLS PURSUANT TO R.S. 17:81 (L)

POLICY:

The Rapides Parish School Board, to help ensure the safety of its students and employees, has approved the use of metal detectors in schools. Strict guidelines will be followed to ensure that searches conducted with a metal detector are lawful, unbiased, and respectful of the right of privacy.

PURPOSE:

School systems in Louisiana are faced with ever-increasing violence and the use of weapons on or adjacent to school campuses and at after-school social functions. In this connection, it is generally believed that a so-called wand metal detector could prove useful as a deterrent when utilized in a publicized random search program. The purpose of these guidelines is to deter students from bringing weapons onto school property, thus reducing the potential for violent incidents.

NOTIFICATION:

(1) Signs shall be posted outside the entrances to School Board facilities in order to provide notice to all persons that they are subject to search as a condition of entry.

(2) The parents or guardians are hereby notified that random searches will be conducted.

RANDOM SEARCHES

(1). Search students at random as they enter school, enter the cafeteria and leave school; search all of every third, fourth, or fifth student.

(2). Select at random an entire class to search upon entering, and/or upon leaving the classroom.

DETECTOR SEARCH PROCEDURE

When conducting a detector search of a student or individual, the administrator shall request that all metal objects be removed from pockets and placed on a tray, along with any bags or parcels being carried. If the detector activates on the individual, the administrator conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual should be taken to a private area and personally searched by a search team member of the same sex. A witness of the same sex should be present during this portion of the procedure. Strip searches are prohibited. Once the object causing the metal detector to activate has been removed, the individual shall be searched again with the metal detector, and the search will continue only if the detector activates again. A physical exam will be made of all bags and parcels belonging to the individual.

DISCOVERY OF CONTRABAND

Should an individual be found in possession of contraband (such as weapons, illegal drugs, or other prohibited objects), the search team member shall notify the appropriate school official and/or law enforcement officer. The law enforcement officer shall take custody of all weapons and illegal drugs. The administrator should attempt to notify parents of a student when a discovery of contraband has been made.

In the event concealed contraband is detected or suspected and the student refuses to produce the object the law enforcement officials shall be called to conduct a search.

RETURN OF PROPERTY

All property removed from an individual that is not prohibited by law or School Board policy and is appropriately possessed shall be returned to the individual.

SCHOOL GROUNDS

Following completion of a search of students, the search team should conduct a perimeter search of the school grounds for weapons or other contraband.

STUDENT ACCESS TO AUTOMOBILES

During the school day, students shall not enter automobiles on or near campus without permission from the teacher or principal. This will reduce student access to weapons or contraband.

Section XIV
Access to Records

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Review and dissemination of any student information shall be conducted under strict statutory precautions. Student records are defined to be all official records, files, documents, and other materials directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude, and psychological tests, and health data.

ANNUAL NOTIFICATION

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

DIRECTORY INFORMATION

Information classified as "directory information" may be publicly disclosed from a student's record without the consent of the parent or eligible student where the release of the information is appropriately interconnected to school activities, athletic participation and the like. Directory information is hereby designated by the Rapides Parish School Board to include the following:

1. Student's name and grade level
2. Student's major field of study
3. Student's participation in officially recognized activities and sports
4. Student's weight and height as members of athletic teams
5. School attended by student and degrees and awards received by student
6. Photographs or videos of student taken in connection with the activities, awards, etc. mentioned above

A parent or adult student may refuse to allow release of directory information described above, thus prohibiting that release regarding the student to the public. The board's student handbook shall contain a brief statement notifying parents or adult students that they have thirty days in which to notify the school board of their refusal to allow release of directory information concerning the student as described above. The notice shall be in writing and delivered to the office of the principal of the school which the student will attend during the upcoming school year, with a copy simultaneously mailed or delivered to the office of the Rapides Parish Superintendent, P.O. Box 1230, Alexandria, LA, 71309. If the described notice is not so delivered, then the RPSB, its central office and school personnel may release directory information concerning the student as described above.

Collection and Disclosure of Information Related to Postsecondary Education

Upon obtaining the written consent (via the Release of Student Information consent form) from a parent, or student who has reached the age of majority or legal guardian of a student, the Board shall collect the following information from each student in grades eight through twelve:
(a) Full name.
(b) Date of birth.
(c) Social security number.
(d) Student cumulative transcript data.
(e) Race and ethnicity data.
The consent authorizes the Board to provide such information to Louisiana post-secondary institutions, LOSFA (Louisiana Office of Student Financial Assistance) and Board of Regents – full name, date of birth, social security number, race, ethnicity, and transcript data. The data will be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements, for state and federal financial aid, for required grant program reporting, for providing reports to the school's governing authority on the postsecondary education remediation needs, retention rates, and graduation rates, for each high school under its jurisdiction, and for evaluating comparative postsecondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement**. Failure to provide written consent for the collection and disclosure of the student's information will result in delays or may prevent successful application for admission to a post-secondary educational institution and for state and federal student financial aid.** Once obtained such written consent shall continue year to year until withdrawn by the parent, eligible student or legal guardian. If a parent, eligible student or legal guardian wishes to deny consent for release of information related to postsecondary education, except as provided by law, he or she must contact the school office and complete a "Release 10 Clarification Form". Such termination does not apply to information generated/released

prior to the receipt of consent termination. Access by the Louisiana Department of Education LRS 17:3914 provides limitations on the access to student personally identifiable information by the Louisiana Department of Education. (a) Provide a student's identification number as provided by law, and aggregate data to the local school board, the state Department of Education, or the State Board of Elementary and Secondary Education solely for the purpose of satisfying state and federal reporting requirements. (b) Provide to the state Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. No official or employee of the state Department of Education shall share such information with any person or public or private entity located outside of Louisiana, other than for purposes of academic analysis of assessments. (c) Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided by law. (d) Provide for the transfer of student information pursuant to the provisions of R.S. 17:112 **RELEASE OF STUDENT INFORMATION CONSENT FORM on page 186**

In accordance with the No Child Left Behind Act of 2001, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents or the adult student have specified that such information not be released to recruiters, with the parental or student notification having been delivered in duplicate in the manner described above relating to general directory information.

ACCESS TO RECORDS – ACT 547 of 2018

1. The parent or legal guardian of a minor student shall be provided access to student records upon within ten (10) business days of submitting a written request either electronically or on paper, no charge is made for records transmitted electronically. Paper copies of records shall be in accordance with the schedule adopted by the Board. Such records shall include academic records including but not limited to results of interim or benchmark assessments, records of discipline, records of attendance, records associated with a child's screening for learning challenges, exceptionalities, plans for an individualized education program or individual accommodation plan or any other student-specific file, document or material maintained by the school. If the student is eighteen (18) years or older, only the student has the right to determine who, outside the school system, has access to his/her records. The parent, legal guardian or student, if the student is 18 or over, will, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the normal appeal procedures established by School Board policy will be followed. Student records may only be examined in the presence of a school official competent to interpret student records information.
2. School personnel having access to those data are defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.
3. Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent (La. Rev. Stat. Ann. §9:351).

RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

1. To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is eighteen (18) years or over, must be notified of the transfer and the kinds of information being released. They shall receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that record as described above. Those data may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.
2. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or the student if he/she is 18 or older. Such consent form shall state which records shall be released, to whom they shall be released and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires.
3. The principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records. If applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment.

Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.

4. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.
5. All authorizations for release of information shall be filed in the student cumulative folder.
6. The School Board and employees may disclose education records or information from education records, without the consent of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:
   A. Disclosure of education records or information from education records shall only be made to state or local law enforcement officials or to other officials within the juvenile justice system Verification of the official's position may need to be made before the disclosure of records or information.
   B. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.
   C. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.
   D. Any other provisions necessary to comply with federal law or rules.

REVIEW OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians. Parents and students shall be given notification of their right to review the student records.
2. A parent or guardian who desires to review his/her child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, not to exceed one month. The disclosure record shall be completed at the time of the conference. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
3. The record shall be examined by the parent in the presence of the principal or a designated professional person. The principal or a designated professional person shall provide the parent an opportunity to raise questions regarding information on the records A record of the review shall be made on the disclosure record.
4. If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and a hearing scheduled for a date not less than three (3) working days or more than two (2) weeks from the date of the requests.
   A. The hearing shall be held with the principal and the parent or guardian at the scheduled time.
   B. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to the Superintendent or designee(s).
   C. The parent or guardian shall request the appeal in writing to the Superintendent. Upon receipt of said request, the Superintendent shall schedule a hearing within ten (10) working days following receipt of the parent's request. The date, time and place of the review hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.
5. At the review hearing:
   A. The Superintendent or designee shall preside;
   B. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official;
   C. The decision of the hearing shall be communicated to the school and parent or guardian in writing within ten (10) working days;
   D. The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student's cumulative folder.

Revised: October, 2001 Revised: February, 2003 Revised: December, 2009 Revised: May, 2013
Ref: 20 USC 1232 (g-i) (Family Educational Rights and Privacy Act), 20 USC 7908 (Armed Forces Recruiter Access to Student Information), 34 CFR 99. i -99 67 {Family Educational Rights and Privacy - Federal Regulations}; La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17221.d._ +7-c~ 44:4 44:4.1 44:31 44:32, La. Civil Code, Art. 131, 134, 250; Board minutes 5-4-10.

STUDENTS' RECORDS

Schools must gather and maintain certain information about students for administrative purposes and for guiding students' proper education and career goals. The cumulative folder contains the official student record and will follow the student through school.

A. Contents of the cumulative records and permanent discipline folder may be examined only in the presence of the school official who is competent to interpret student's records.

B. Students, parents, guardians, or school officials may examine the contents of the cumulative records at all reasonable times. Exception: If students are eighteen years of age or older, they may deny access to their records by parents or other parties by a written notice on file.

C. Students eighteen years of age or older may examine the contents of the cumulative record at any reasonable time.

D. Other school personnel who have a proper educational purpose for examining the information may have access to the cumulative records.

- In accordance with state law (R.S. 71:81), student records or information may be disclosed to Law Enforcement & Juvenile Justice System officials without the consent of the parents subject to a confidentiality requirement by those agencies.

E. Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent (R.S. 9:351).

F. Legally, students' records cannot be withheld for non-payment of fees or debts.

Student records should be transferred within ten (10) business days to another school or education facility upon receipt of a written request for those records from the other education facility. (R.S. 17:112)

G. Any school fees owed by the student must be paid before the student can participate in commencement ceremonies from a public high school in Rapides Parish.

H. Student names, addresses and telephone numbers are not public records accessible upon request by the general public (R.S. 44:4(29) (a).

DIRECTORY INFORMATION - FERPA

In order to give parents notice as required by the policy, when the student handbook is prepared for the 2013-14 school year, a paragraph should be inserted in the "Student Records" section of the handbook to provide as follows:

Parents/guardians of students and students eighteen years of age or older are hereby notified of their rights to restrict the public release of certain information concerning the student in accordance with the Family Educational Rights & Privacy Act of 1974 (FERPA) and the No Child Left Behind Act of 2001. Should a parent /guardian or adult student wish to restrict the public release of certain information concerning the student in connection with athletic or academic honors received, participation in certain school activities, or access to records by military recruiters, the parents/guardians or adult students must notify the principal of the school which the student will attend in the upcoming year in writing, with a copy of notice being delivered or mailed to the office of the superintendent, P.O. Box 1230, Alexandria, LA, 71309, in accordance with the provisions of Rapides Parish School Board Policy JR. Failure to file the appropriate written notice within thirty days from dissemination of this handbook shall permit the student's school or the central office to publicly release general directory information concerning the student in connection with the student's participation in or receipt of honors or awards for athletic activities, academic endeavors, honors and degrees, etc., all as specifically provided by RPSB Policy JR.

CONSENT FOR RELEASE OF RECORDS CONTAINING PERSONALLY IDENTIFYING INFORMATION OF STUDENTS INCLUDING GRADE TRANSCRIPTS AND RECORDS FOR STUDENTS IN GRADES 8-12 REQUIRED FOR COLLEGE ADMISSION APPLICATIONS

Recent changes to State law (R.S. 17:3913-3914 and Act 228 of 2015) require that parental/guardian consent be obtained before schools or school personnel can release information, including a student's full name, which might be used to identify a particular student. A detailed consent form is found at the end of this Handbook and in order to permit schools to release traditional information regarding club and athletic participation, graduation programs, school yearbooks and more importantly, student grade transcripts to colleges to which a student is applying for admission, the parent/guardian must sign the written permission document and return it to the school's admitting office for filing. In compliance with recent state enactments, the document is detailed and provides that if consent is given it may be revoked by a written revocation signed by the parent/guardian and delivered to the school with a copy to the Rapides Superintendent of schools. Whether the consent is signed or not personally identifying student information will be released or provided by school personnel only in accordance with Federal or State law or Board policies applicable to providing this type of information to various agencies or, in the case of student accomplishments or participation in school activities, to media.

FREEDOM OF RELIGION

Students' religious beliefs are their own and should be respected; therefore, nothing shall permit the imposition of another's religious beliefs or teaching of any students.

SPECIAL EDUCATION AND TRAINING

Louisiana law provides for educational training abilities and opportunities for the handicapped. It is the responsibility of the public school system of Louisiana, both from the local and state levels, to offer the best available educational, learning, and training facilities, services, classes and opportunities to all children of school age within their respective boundaries. Parish school boards must provide transportation for special education students when such transportation is necessary.

No student however, may be excluded from regular classes because of mental or physical disability or handicap unless this is the placement decision of the Student IEP Committee.

A personal consultation with the parent or guardian must be provided. The parent or guardian shall have the right to have the child retested by the other competent public or private authorities, and if the retesting justifies, to determine the correct evaluation in the district court or juvenile court of the parish where the student lives. A student may be excluded from regular classes or from special education classes for disciplinary reasons. In keeping with the special education discipline policy, no child who is handicapped, including emotionally disturbed shall be assigned to a class for the handicapped because of disciplinary reasons.

TITLE IX

A. GENERAL

In June 1972, the Congress passed Title IX of the Education Amendment, a law which affects virtually every educational institution in the country. The law prohibits discrimination by sex in educational programs that receive federal funds. The law states in part that, "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance." Male and female students must be eligible for benefits, services, and financial aid without discrimination on the basis of sex.

B. MARRIAGE AND PREGNANCY

Any school or education program or activity receiving federal assistance shall not apply any rules concerning a student's actual or potential family, or marital status which treats students differently on the basis of sex.

A student shall not be discriminated against, nor excluded from the education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, termination of pregnancy or recovery

there from, unless the student requests voluntarily to participate in a separate portion of the education program or activity of the school. A school may require such a student to obtain the certification of a doctor that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a doctor. Instructional programs (outside or away from the regular school setting) for pregnant students must be comparable to that offered to non-pregnant students. Pregnancy must be treated in the same manner as any other temporary disability. At the conclusion of the disability, the student shall be reinstated to the status held before. **Federal Register, Wednesday, June 4, 1975, Volume 40, Number 108, Part II**

EXPECTANT AND PARENTING STUDENTS FILE: JQE Cf: IDDC

The Rapides Parish School Board is cognizant of the problems of marriage, pregnancy and parenthood among students prior to their graduation from high school. The School Board authorizes the Superintendent to assure that such students have the opportunity to earn the education which they deserve. It is recommended that a pupil who becomes pregnant shall notify the principal or guidance counselor in writing immediately upon knowledge of the condition. Pregnant pupils will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. A physician's statement shall be submitted stating the pupil's medical condition, approval for continued attendance, and activities in which the pupil may not participate. The student shall keep the school administration continually apprised of her progress. The school shall not be held responsible for any medical problems that may arise with a pregnant pupil while she is in school. Should the student need to be absent from school for a prolonged period of time, the student may enroll in the School Board's homebound instruction program until released by her physician to return to regular classes. Any student who is not able to return to regular classes shall be encouraged to enroll in an appropriate alternative education program. Marital, maternal, or paternal status shall not affect the rights and privileges of pupils to receive a public education nor to take part in any extracurricular activity offered by the schools. After delivery, the student shall be permitted to return to school as soon as she is physically able, upon certification by her physician.

In regard to each expectant and parenting student, each school and the Rapides Parish School Board shall:

1. Maintain confidentiality in regard to the student;
2. Ensure a safe and supportive learning environment for the student;
3. Promote academic success for the student;
4. Utilize sensible attendance policies, taking into account all necessary factors; and,
5. Provide a supportive school environment that promotes high school graduation.

Revised: March 7, 2017

Ref: US Constitution, Amend. XIV, ' 1, 20 USC ' 1681 et seq. *(Discrimination Based on* Sex *or Blindness);* La. Rev. Stat. Ann. §17:221.7; Cleveland Board of Education v . LaFleur, 94 S.Ct. 791 (1974); Davis v. Meeks, 344 F.Supp. 298 (N.D. Ohio 1972); Holt v. Shelton, 371 F.Supp. 821 (M.D. Tenn. 1972); Board minutes, 3-7-17. Rapides Parish School Board

GRIEVANCE PROCEDURES

An aggrieved party is student, parent or concerned citizen with grievance to be filed with principal concerning unlawful practices at school site. Proceedings may terminate at any step upon mutual agreement or upon aggrieved party's satisfaction.

INFORMAL

Oral notification to principal
Oral hearing with principal (5 days)
Disposition of grievance (5 days)

FORMAL

With grievance filed with principal
Hearing scheduled by principal (5 days)
Disposition by principal (5 days)
Appeal to the Superintendent (5 days)
Copy to Board President
Hearing scheduled by Superintendent (15 days)
Disposition by Superintendent (5 days)
Filing appeal to the Board by the Superintendent (5 days)
Hearing scheduled by the Board (15 days)
Disposition by the Board in Executive Session (5 days)
Appeal to Courts and/or Civil Rights Office

Section XV
Alcohol and Drugs

SUBSTANCE ABUSE POLICY

PHILOSOPHY

The Rapides Parish Public School Board recognizes that "the use of illicit drugs and the people using alcohol and controlled dangerous substances are not making the intellectual gains that they should and are not developing the coping skills that they need.

(Federal Register - 86.200)

Therefore, it is in the best interest of the community and the youth we serve that we take steps to promote, enhance and maintain an alcohol and drug free student body for the total school system. Along with parents and other segments of the community, we have a role to play in helping students remain alcohol and drug free.

As a result of La. R.S. 14:403.l, each school in the Rapides Parish School System shall include a program on substance abuse prevention, intervention and aftercare, to include informational and support strategies.

DUTY OF EMPLOYEES

All employees shall immediately notify the home school principal of any student whom they have reasonable cause to believe is in violation of the substance abuse policy and the principal shall conduct such investigation as the principal deems appropriate, and then promptly conduct an informal hearing with the student. If the principal decides the student has violated the policy, he shall then promptly:

1. Notify the proper law enforcement agency of the incident and when the law enforcement officer arrives, present to him any drugs or alcohol seized from the student and obtain a receipt of the same from the law enforcement officer. The law officer shall decide whether or not the student shall be arrested by the officer. The principal shall not at any time retain any drugs or alcohol seized from students on campus.

2. Every reasonable attempt shall be made to notify parents or guardians of the involved student.

3. Notify the superintendent or designee by telephone of the incident. This shall be followed promptly by a written "Substance Abuse Suspension Report" sent to the Superintendent and the Drug Free School Coordinator.

CONSENT FOR ALCOHOL OR DRUG TESTING

Attendance at school or a school function or entrance on school bus or other means of school related transportation by a student exhibiting behavior or activities or symptoms which reasonable support a suspicion that the student is using or possessing alcohol or drugs shall constitute student and parental consent for alcohol or drug testing of the student and permission to the testing agency to release the test results to the principal or the superintendent or designee.

REFERRAL FOR ALCOHOL OR DRUG TESTING

a. WHERE THE OFFICER DECIDES TO ARREST THE STUDENT for intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substances ON SCHOOL PROPERTY, shall be referred by the school principal or his designee, as soon as possible, but in no case later than five days

after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances. The principalshall call the Coordinator of Drug Free and Safe Schools for the name and address of the appropriate testing professional.

b. When the Coordinator's office (318) 449-3147 is notified of the test results, if evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional chosen by the student's parent or guardian. If the student is found by the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment, as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's case. The school board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action. (R.S. 17:416 (3) (a) (b) Students refusing to take a drug test is considered as a positive test result. Where the officer decides not to arrest the student when Drug or Alcohol possession or use is suspected, the principal may request that the student be taken to a physician, hospital or medical laboratory for the testing of blood or urine for the presence of any illegal drug. This test shall be performed with the written consent of the parent/guardian and in the presence of the principal/designee and the parent /guardian. Rapides Parish School Board will be responsible for the reasonable cost of the test. Parent/guardian will give Rapides Parish School System access to the results of the test.

EXPULSION PROCEDURE FOR DRUGS OR CONTROLLED SUBSTANCES -- (Refer to Section III of this policy)

In recognition of *RS 40:961*, Part X. UNIFORM CONTROLLED DANGEROUS SUBSTANCE definitions will be defined and applied as outlined. This also includes compliance and adherence to *ACT 344*, enrolled during the 2020 Regular Session.

SUSPENSION PROCEDURE FOR ALCOHOL RELATED OFFENSES (First Offense Only)

The student shall immediately be suspended from school, school activities or events and be instructed by the principal not to return until after a due process hearing or completion of the suspension requirements.

Upon suspension for violation of the policy, the student may elect a due process hearing under the same procedure and guidelines as provided by the Rapides Parish Discipline Policy. If the student fails to request a hearing or after a hearing, receives an unfavorable decision the student must select Policy "A" or "B" as follows:

Policy A - First Offense Only

1. A student shall be suspended from the home school for thirty (30) school days. The student shall attend and successfully complete a state and School Board approved Substance Abuse Program. It will be the student's responsibility to keep up with required school work and upon the successful completion of the Substance Abuse Program may appeal to the Superintendent for a special dispensation and if granted will receive credit for school work completed. The parents shall participate in the treatment program. Cost of treatment shall be at the expense of the parent or guardian.

2. Upon discharge from the treatment center, the student is eligible for readmission to his/her home school upon providing verification of and successful completion of the aftercare recommendation of his/her substance abuse counselor to the home school principal.

3. The principal shall then assign the student to a school level employee responsible for "at risk" students for follow-up counseling.

4. The principal shall then promptly notify the Drug Free School Coordinator of the student's readmission and the recommendations of the student's substance abuse counselor so that the student's aftercare can be monitored.

5. Failure to complete the 30 day treatment, and/or failure to comply with the recommendations of the substance abuse counselor, the employee responsible for "at risk" students, the Drug Free School Coordinator, or the home school principal shall result in expulsion of the student from the School System.

POLICY B
(First Offense Only)

1. The student shall be suspended from his home school for 30 school days. The student shall attend the alternative school for 30 school days and all substance abuse counseling that is requested by the substance abuse counselor at this school.

2. Transportation shall be provided by the student or parent/guardian to the alternative school and all counseling sessions.

3. After the 30 day period, the student is eligible for readmission to the home school and shall provide certification of attendance at the alternative center and the aftercare recommendations of the substance abuse counselor to the principal as deemed necessary.

4. The principal shall assign the student to the school level employee responsible for "at risk" students. The principal shall then promptly notify the Drug Free School Coordinator of the student's readmission and the recommendations of the student's substance abuse counselor.

5. Failure to complete the 30 day attendance at the alternative school or failure to comply with the recommendations of the substance abuse counselor, the school level employee responsible for "at risk" students, the Drug Free School Coordinator or the home school principal shall result in expulsion of thestudent.

6. This 30 day suspension will be shown as a suspension on the student's record. These days are not recorded as absences. The student will be given credit for all school work successfully completed.

7. The 30 day suspension period in Policy "A" or Policy "B" (and all requirements provided by either Policy) shall be completed before readmission, regardless of the days remaining in the school term. For example, if an offense is committed on May 15 and the term ends on May 30, the student shall comply with Policy A/B for the last 15 days of the present term and the first 15 days of the next term.

POSSESSION OF ALCOHOL
(2nd Offense)

Any student who violates the substance abuse policy by possession of alcohol twice in one school year shall be recommended for expulsion as provided for in this policy and will not receive grades or credits for that school year.

*A suspension for possession of alcohol, 1st or 2nd offense is not subject to reduction or modification by any school board employee.

POLICY FOR USE OF DRUG DOG

School officials are authorized by state law to conduct searches of public school property at any time. These searches shall not be announced by any school employee to the student body and will be coordinated through the central office and/or the school principal to ensure minimum interruption of school activities.

A room shall be cleared before any detection dog enters. The dog is not to enter any room or vehicle that is occupied by a student other than for demonstration.

When the dog "alerts" to the presence of drugs, the principal or his designee will conduct a physical search of the locker, premises or vehicle and follow due process.

All suspected illegal drugs discovered during the search shall be confiscated and turned over to law enforcement for custody. Receipts for illegal drugs shall be given to the principal.

COUNTERFEIT, LOOK ALIKE DRUGS OR ALCOHOL

Possession by students of substances believed by or falsely represented by students to be drugs, controlled dangerous substances or alcohol are prohibited. Possession of substances believed by or represented by the student to be a drug or alcohol prohibited by this policy but which substances are actually not prohibited drugs or alcohol shall be disciplined, suspended or expelled under the general discipline policy or the substance abuse policy.

APPEARING AT SCHOOL OR RELATED ACTIVITES AFTER HAVING CONSUMED OR INGESTED ALCOHOL

A student who appears at school or a school-sponsored event or upon school property or on a school bus or in route to or from school after having consumed or ingested alcohol as demonstrated by objective manifestations such as breath odor, speech alterations, unsteadiness of gait or posture, chemical tests, admission of the student or like objective symptoms of alcohol consumption shall be subjected to the same penalties and policies as though the student had physically possessed alcohol under the same circumstances.

SENIORS VIOLATING SUBSTANCE ABUSE POLICY

If a senior is in violation of the Substance Abuse Policy for alcohol and insufficient school days remain to complete policy "A" or "B", then the student shall be assigned to the Rapides Alternative Positive Program for Students for the remainder of the regular school year. The graduating senior shall not be allowed to walk with his/her classmates at graduation nor participate in other school sponsored activities. However, upon completion of the regular school year and compliance with the terms of assignment to the Alternative Education Site, the student shall receive the diploma in private from the principal of the home school.

SUBSTANCE ABUSE COUNSELING

Counseling sessions are required for students in violation of the alcohol or substance abuse policy. The time for sessions shall be scheduled by the administration.

Section XVI
Miscellaneous

PERFUMES AND COLOGNES

Students shall not be allowed to wear perfumes or cologne to the extent that the odor or aroma becomes offensive or detrimental to the health of students, teachers, and other school personnel.

FLOWERS AND GIFTS

Flowers and other gifts are not to be delivered to students during school hours. School sponsored activities are exempted from this rule.

RE-SEALABLE OR DISPENSING CONTAINERS

Students may not bring to school or a school function re-sealable containers such as water bottles, coke bottles and thermos bottles.

FILE: IFB

COMPUTER AND INTERNET USE

Rapides Parish School Board Student Acceptable Use Guidelines for Technology

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment.

Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair. Damages and cost estimates are as follows:

Damage	Description	Cost Range
Screen Replacement	Cracked or damaged screen	Estimated cost: ~$115, depending on the severity of the damage and the availability of compatible replacement screens.
Individual Keycap Replacement	If only a few keys are missing or damaged, it may be possible to replace individual keycaps	Estimated cost: ~$10 per keycap, depending on the model and availability of replacement parts
Keyboard Replacement	Malfunctioning or damaged keyboard.	Estimated cost: ~$50, depending on the complexity of the keyboard and the availability of replacement parts.

Charging Port Repair	Repair or replacement of a damaged charging port.	Estimated cost: ~$50, depending on the extent of the damage and the availability of replacement parts.
Housing/Casing Replacement	Replacement of the housing or casing due to damage.	Estimated cost: ~$50, depending on the availability of replacement parts and the complexity of the repair.
Water Damage Repair	Repair of internal components affected by water damage.	Estimated cost: ~$150 or more, depending on the severity of the damage and the components affected.

Chromebook depreciation estimates will be taken into account should damaged device(s) be determined non-cost efficient for repairs. The number of years is determined by the AUE (Auto Update Expiration) - (minus) the Enrollment time as reported in the google admin console.

Example:

Model	Enrollment Date	AUE (End of Life)	
Chromebook 14-db0	**2019-11**	**2029-06**	
Calculation for Depreciated Amount	**$300/10**	**$30.00**	
YEAR	**COST**	**Depreciation Amount**	**Depreciated Cost**
2019	**$300.00**	**-$30.00**	**$270.00**
2020	**$270.00**	**-$30.00**	**$240.00**
2021	**$240.00**	**-$30.00**	**$210.00**
2022	**$210.00**	**-$30.00**	**$180.00**
2023	**$180.00**	**-$30.00**	**$150.00**
2024	**$150.00**	**-$30.00**	**$120.00**
2025	**$120.00**	**-$30.00**	**$90.00**
2026	**$90.00**	**-$30.00**	**$60.00**
2027	**$60.00**	**-$30.00**	**$30.00**
2028	**$30.00**	**-$30.00**	**$0.00**

*Year - as determined by the enrollmentTime data provided by the google admin console.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.

Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy.

Students are NOT permitted to use their own computing devices to access the Internet via personal Internet access accounts or by any manner other than connecting through the wireless connection provided by the school system.

Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

<u>Examples of prohibited conduct include but are not limited to the following</u>:

A. Accessing, sending, creating or posting materials or communications that are:

1. Damaging to another person's reputation,
2. Abusive,
3. Obscene,
4. Sexually oriented,
5. Threatening or demeaning to another person,
6. Contrary to the school's policy on harassment,
7. Harassing, or
8. Illegal

B. Using the network for financial gain or advertising.

C. Posting or plagiarizing work created by another person without their consent.

D. Posting anonymous or forging electronic mail messages.

E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.

F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.

G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.

H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.

I. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.

J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.

K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.

L. Using the school's computers or network while access privileges have been suspended.

M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.

N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.

O. Attempting to vandalize, disconnect or disassemble any network or computer component.

P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.

Q. Providing another student with user account information or passwords.

R. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.

T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.

U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.

V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.

W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger without specific teacher permission and direction.

X. Using privately-owned, personal technology devices to access the Internet through any means other than the district-provided wireless network.

Warranty - Rapides Parish School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rapides Parish School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non- deliveries, missed deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Rapides Parish School District specifically denies any responsibility for the accuracy or quality of material or information obtained through its services.

STUDENT:

I understand and will abide by the above guidelines. I further understand that any violation of the regulations/guidelines above is unethical and may constitute criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action, including suspension and/or expulsion, may be taken, and/or appropriate legal action may be taken.

_____

User's Full Name (please print):

_____

User's Signature: Date: _____

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read this document in its entirety. I understand that technology access is designed for educational purposes. I recognize it is impossible for the Rapides Parish School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired by the student on the network or from another student using the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to have access and certify that the information contained on this form is correct.

_____

Parent/Guardian's Name (please print):

_____

Parent/Guardian's Signature: Date: _____

INTERNET SAFETY AND TECHNOLOGY

SCOPE OF THIS POLICY

This policy is in addition to any other Rapides Parish School Board policies currently in place. It does not take the place of or wholly supersede any previous policy. Portions of this policy that conflict with previous policies, supersede only the conflicting portion of the previous policy.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical and legal utilization of network resources. All users, including students, employees or any other users of School Board computers, hardware and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

INTERNET PROTECTION MEASURE

A technology protection measure is a hardware and/or software technology that restricts or filters access to specific areas or sites on the Internet. It provides a measure of protection against access by minors or adults to Internet resources that are obscene, contain child pornography, contain material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment. Rapides Parish School District has had an Internet protection measure in place since 1999. The District uses a product by 8e6 Technologies, which utilizes blocking technology whereby specific Internet sites are included in a list of blocked sites and access to these sites is blocked. At the minimum, the blocked site list is updated weekly via a subscription service with the publisher. All Internet access in the District comes through the 8e6 device and is filtered. While the filter is very effective in blocking inappropriate content, the Internet is a rapidly expanding resource and no filtering or blocking technology is 100% effective. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

As a matter of policy, all Internet access from within Rapides Parish School District will be filtered. There is no exception to this policy. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. For access by adults, the filtering mechanism may, but is not required to be, disabled only to enable bona fide research. Filtering levels for faculty/staff may be set to a more permissive level than the level forstudents.

If a person feels an Internet site has been blocked in error, a written request from the school or central office department head must be submitted to the Director of Technology who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Director of Technology will make a recommendation to the Superintendent for a final decision.

ACCESS BY MINORS TO INAPPROPRIATE MATERIAL IN THE INTERNET AND WORLD WIDE WEB

The Internet is a vast and invaluable educational resource. However, in a worldwide network, there exists a small amount of information that is not appropriate for minors or an educational setting. Active measures such as filtering Internet access have been taken to minimize the chance of access by minors to these inappropriate materials. Additionally, as in other school matters, student use of the Internet will be supervised by school staff to reduce the chance a student will access inappropriate material. In order to educate students on appropriate use of the District system and the Internet, personnel who are responsible for supervising student access to the District's system will provide age and grade appropriate information to students regarding Internet and cell phones, emphasizing ethical and appropriate use of these resources. This includes, but is not limited to, information regarding appropriate online behavior, including cyber bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms, as well as areas of concern as authorized in state and federal law.

SAFETY AND SECURITY OF MINORS WHEN USING ELECTRONIC MAIL, CHAT OR OTHER DIRECT COMMUNICATIONS

Due to the problems involved with providing adequate superv1s1on of electronic communications, Rapides Parish School Board will not issue student email accounts except for specific educational purposes. Additionally, two-way, real-time electronic communication technologies such as Internet-based instant messaging and Internet chat will not be allowed within the District except for specific educational purposes. Furthermore, the participation by students in asynchronous electronic forums, social networking sites, or bulletin boards that are not exclusively of educational nature is prohibited. The exception to this is pre-approved, temporary access to such technologies for a specific educational need. Such usage must have prior written approval from the Director of Technology and will be granted on a temporary basis. Written request for access to these technologies from the school principal or central office department head must be submitted to the Director of Technology for written approval. If there is a question about

the appropriateness of the access, the Director of Technology will make a recommendation to the Superintendent for a final decision.

HACKING, VANDALISM, AND UNAUTHORIZED ACCESS

Malicious attempt to harm, deface, degrade, or destroy District equipment, software, or data or the data of another user or system to which the District network is connected is strictly prohibited. Such action includes but is not limited to intentionally uploading or creating computer viruses, "hacking" of websites, or intentionally degrading or disrupting system performance. Additionally, attempting to log on to the system by using another person's password or attempting to access District resources, or those resources connected to the District network, for which the user does not have permissions or rights is prohibited. These actions will be viewed as violations of District guidelines and policy and, possibly, as criminal activity under applicable state and federal laws. Sharing any user account information with others is prohibited.

UNAUTHORIZED DISCLOSURE OF PERSONAL INFORMATION

Unauthorized disclosure, use, and dissemination of confidential personal identification information regarding minors are prohibited. Requests for account usernames and password will never be requested via email and any such requests should be regarded as unauthorized and should be immediately reported to the school principal or department head. Requests for confidential personal information regarding students or staff should not be honored via email. Such requests should always occur by means of personal contact. All Board policies, state, and federal laws should be followed when a request for personal information of any sort is made.

MEASURES RESTRICTING ACCESS BY MINORS TO INAPPROPRIATE MATERIALS

The safety and protection of students while using the Internet or District network resources is of primary importance. Therefore, active measures will be taken to restrict, to the maximum extent reasonably possible, students' access to inappropriate material on the Internet and District network. The first of these measures is the filtering of all Internet access in the District as described above. As noted before, no filtering system is perfect and cannot substitute for staff supervision of student Internet use. Therefore, students are allowed to use computers attached to the District network only when supervised or granted permission by a staff member responsible for their supervision. To assist in the supervision process, computers that are attached to the network will, to the extent allowed by the individual room, be place to maximize staff supervision of students using the system. As noted above, forms of electronic direct, real-time communication such as instant messaging and Internet chat are very difficult to supervise and the instant nature of the communication increases the danger that inappropriate messages will be sent or received.
Because of the difficulty in supervising this type of communication, it is prohibited as outlined above.

EMAIL AND GENERAL TECHNOLOGY GUIDELINES

- 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.
- The hardware, software, and networks that the Rapides Parish School District email system operates on have been purchased with public funds. For this reason, it should not be considered a private, personal form of communication. Although authorized staff does not actively monitor email or other electronic communications, contents of any communication of this type are governed by applicable public records law.
- District computers, software, networks, and Internet access are provided to support the administrative and instructional functions of Rapides Parish School District. These resources are to be used primarily for school and district-related purposes. Incidental personal use of district technology resources or equipment must not interfere with the employee's job performance or student learning. Additionally, such use must not violate this or any other Board policy, must not damage the district's hardware, software, or networks, or significantly degrade the quality of service of the District's technology resources.
- Confidential personal information on any staff member or student shall not be released by email without appropriate, approved encryption of any such messages.
- All users must follow existing copyright laws and restrictions regarding computer software and must not use District computer systems to violate any software license agreement, or any applicable federal, state, or local laws.
- All web pages or electronic publications created by any organization, staff, student, or other person that are housed on the District's computer systems will 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 will be allowed on District web sites. Content of all District web sites must conform to the Student Web Policy. Additionally, no web page that represents any school, department, organization, or person of the Rapides Parish School Board may be published on a web server that is outside of the District network without written permission of the Director of Technology.

- District web pages or publications are not considered to be open, public forums. No such public forum may be created on any district web site to receive input from the public on any issue, educational or otherwise. District web sites shall be considered closed forums and shall be used only to transmit information to the public unless specifically approved in writing by the Superintendent.
- District sponsored web sites may contain links to web sites that are outside of the District site. While district personnel will make every reasonable effort to research links for appropriateness, these third party sites are not under the control of the District and Rapides Parish School District is not responsible for the contents of any linked site, any link contained within the linked site, or any changes or update to the linked site that may change its appropriateness. These links are provided as a convenience to users and their inclusion does not imply endorsement of these sites by Rapides Parish School Board.
- Students, faculty, staff, or other individuals bringing, obscene, vulgar, pornographic, racist, gang-related, hate, or other inappropriate material into the District's electronic environment are subject to applicable District policies and federal, state, or local laws. Appropriate disciplinary action or criminal charges may be applied to such actions. Staff members who knowingly bring obscene, vulgar, pornographic, racist, gang-related, hate or other inappropriate material into the District's electronic environment will be subject to disciplinary action or charges in accordance with District policies or federal, state, and local laws.
- State law (La. Rev. Stat. Ann. Rev. §17:810) and Board policy GAMHA, Electronic Communications Between Employees and Students, prohibit electronic communications between Board employees and students unless those communications are related to educational services provided to the student. Electronic communications between Board employees and students regardless who initiates the communications are prohibited when those communications may be viewed as derogatory, sexual, lewd in content, threatening, harassing, discriminatory, simple fraternization, or suggestive in nature. Violation of law or policy may result in discipline to the student or employee, including dismissal.
- Games and other software that are not of specific educational or administrative nature should not be placed on any District computer. All software that is installed on District computers must be for a specific educational or administrative purpose. The educational purpose must be documented by teacher lesson plans. Educational software must address a benchmark, standard, or lesson plan. Excluded from this are programs that are packaged with computer operating systems, utility programs such as anti-virus software, or utility software that enhances access to a computer's resources such as multimedia utility software. If there is a question about the appropriateness of particular software title, a request in writing should be made to the Director of Technology.

VIOLATION OF POLICY

In the case of students, the violation of any policy may result in the cancellation of user privileges and/or disciplinary action including expulsion or suspension. In the case of staff, the violation of any policy may result in the cancellation of user privileges and/or disciplinary action in accordance with tenure laws and due process provisions. Such acts may also result in criminal prosecution under applicable state and federal laws. In the case where such actions result in the District incurring costs to restore the network system, hardware, software, or data, the Board will require restitution for restoration costs.

Revised: November, 2001
Revised: September, 2005
Revised: May, 2009
Revised: August, 2012
Revised: November, 2012

Ref: La. Rev. Stat. Ann. §17:81, 17:100.6; Board minutes, 4-7-98, 6-17-02, 8-2-05, 5- 05-09, 8-7-12.

Rapides Parish School Board B.Y.O.T (Bring Your Own Technology)
Responsible Use Guidelines

Introduction

Rapides Parish School Board recognizes that our information-based world is becoming increasingly complex and students who are skilled in creativity, critical thinking, communication, collaboration, and information technologies are better prepared to be successful citizens in the global community. Just as new technologies are changing the world in which we live, they are providing new and positive educational benefits that help students develop these skills. RPSB also recognizes that it does not have the resources to provide these technologies to every student.

In an effort to bring more technology tools into our classroom and to leverage student- owned technology, Rapides Parish School Board will allow personal technology devices to be brought on district campuses and onto our network. Students bringing such personal devices to school must follow all Louisiana law, RPSB policies, the Acceptable Use Policy and the guidelines set forth in this document. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

Rapides Parish School Board currently provides technology that is appropriate and relevant to support instructional purposes. Therefore, the use of personal devices by students is optional. Students who do not participate in B.Y.O.T. will not be penalized, and alternative modes of participation will be available. However, if particular classes are designated as technology-based, personal or district-provided technology may be required.

Definition of Personal Technology Device

A personal technology device (PTD) is any privately-owned technology device that includes, but is not limited to: laptops, cell phones, smart phones, eReaders, iPads, iPods, tablets devices, PDAs or other current or emerging devices that can be used for word processing, wireless or wired Internet access, recording of images/sound, email, etc. ***Cell phone or other electronic communication devices must be used in accordance with applicable Louisiana Statute and Rapides Parish School Board Policy.***

Responsibility, Security and Damages

Responsibility to keep the PTD secure rests with the individual owner. RPSB is not liable for any device stolen, infected, or damaged on campus, at school functions, or on the school bus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) or other custom identification be used to physically identify your device from others. Additionally, protective cases for technology are encouraged. RPSB will not be responsible for any device charges to your account that may be incurred by using the PTD, whether or not the use is during approved, school- related use as outlined in this document.

It is a privilege rather than a right for a student to bring personal technology devices to school. When the policies are followed, our learning environment will be enhanced. However, when policies are abused, the privileges may be taken away and confiscation and/or disciplinary action may occur.

Guidelines

Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board policies, particularly Internet Acceptable Use. Student takes full responsibility for the PTD at all times. The school is not responsible for storing or keeping the PTD secure at any time. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and for use during specific projects.

Approved devices must be in silent mode while on school campuses, unless otherwise allowed by a teacher. Devices must be in silent mode while on the school bus. Devices may not be used to cheat on assignments or tests or for non- instructional purposes (such as making personal phone calls and personal text/instant messaging). Students may not use devices to record, transmit, or post photographic images, sound, or video of a person or persons on campus during school activities and/or hours, unless otherwise directed by a teacher for specific educational purpose. Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices

such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside Internet sources at any time.

Student acknowledges that the school's network filters will be applied to one's connection to the Internet and student will not attempt to bypass them. Devices may only be used to access files on computer or Internet sites that are relevant to the classroom curriculum. Games are not permitted, unless otherwise allowed by a teacher. Student must comply with all teacher requests regarding technology, such as shutting down, closing screen, storing, etc.

Student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of RPSB policy and may result in disciplinary actions. Student realizes that activities or unauthorized access of information related to "hacking", altering, or bypassing security policies is in violation of the RPSB policy and will result in disciplinary actions.

The school district has the right to collect and examine any device that is suspected of causing problems or being the source of an attack or virus infection. Printing from personal laptops or devices will not be possible at school. Personal devices should be charged prior to school and run on battery power while at school. RPSB will not be responsible for providing charging stations/facilities.

RPSB will not provide repair or software installation services to any PTD.

I/we understand and will abide by the above policy and guidelines. I/we further understand that any violation is unethical and may result in the loss of B.Y.O.T. privileges as well as other disciplinary action.

_____ _____

Signature of Student Date

_____ _____

Signature of Parent/Guardian Date

ADMINISTRATION OF MEDICATION

It is the policy of the Rapides 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 must include all prescription and non-prescription drugs.

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

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

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

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

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

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 required in 2.-F below.

   C. Except in life-threatening situations, unlicensed but trained, 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 medications which can be administered during school hours or school activities.

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 or resources

6. PARENT/LEGAL GUARDIAN

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

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

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

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

3) A prescription for all medications to be administered at school including medications that might ordinarily be available over-the-counter. Only the physician/dentist/other authorized prescriber or his/her staff may write on the Medication Order form. This form must be signed by the physician/dentist/other authorized prescriber.
4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

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

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

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

E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:
1) Cooperate in counting the medication with the designated school personnel who receives it and sign the Drug Receipt form.
2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
3) Assist in the development of the emergency plan for each student.
4) Comply with written and verbal communication regarding school policies.
5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug free zone shall also be met if possible.

Asthma or the Use of Auto-Injectable Epinephrine

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

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

B. Written certification from a licensed medical physician or other authorized prescriber that the student:
1) has asthma 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 or anaphylaxis

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

D. Any other documentation required by the School Board.

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

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

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

Upon obtaining permission to self-administer asthma 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.

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

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

Other Permitted Medications

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

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

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

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

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

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

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

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

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

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medications which must be administered during the school day. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

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

B. Severe allergic reactions - must have specific written instructions from a physician.

C. Anticonvulsive medication.

D. Medication for asthma.

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.

9. 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. A student's diabetes management and treatment plan shall contain:

A. An 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, the student's parent or legal guardian, and the physician responsible for the student's diabetes treatment. The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal of the school where the student is enrolled. 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.

The school nurse or a trained, unlicensed diabetes care assistant shall provide care to a student with diabetes, or assist a student with his/her self-care of diabetes, in accordance with the student's diabetes management and treatment plan. The principal shall be responsible for having adequate school staff to provide appropriate diabetes care in accordance with the student's diabetes management and treatment plan. A trained, unlicensed diabetes care assistant may only provide diabetes care if the student's parent or legal guardian has signed an agreement authorizing such care and the agreement is on file with the school. An unlicensed diabetes care assistant means a school employee who volunteers to be trained in accordance with state law.

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care. With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRACURRICULAR ACTIVITIES

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

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

    In the event that a trained, unlicensed School Board employee, the parent/legal guardian, a non-School Board employee designated by the parent/legal guardian, or a child-specific school nurse is not available to attend the field trip, the school nurse shall be contacted for other possible alternatives.

11. 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 may be administered by properly trained personnel.

12. STUDENT CONFIDENTIALITY

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

Revised: June, 2008
Revised: September, 2009
Revised: December, 2012
Ref: La. Rev. Stat. Ann. I I 17:81, 17:436.1, 17:436.3; Louisiana Handbook for School Administrators, Bulletin 7 41, Louisiana Department of Education; Board minutes, 10-6-09, 2-5-13.

RAPIDES PARISH MEDICATION POLICY

Medications shall include all drugs, whether the medication be purchased over the counter or be prescribed by a licensed Louisiana physician or dentist. The school system shall adhere to all components of ACT 87 and the joint policy of SBN and SBESE.

The principal shall designate at least two or more persons to be trained as he/she deems necessary to assure the safe administration of medications and to reduce the occurrence of medication errors.

*Personnel administering medication(s) shall have no conflicting duties during that time.

Prescription Medications must be ordered by an authorized prescriber as provided by R.S. 17:436.1H.

No teacher shall be required to administer medication unless he/she volunteers to provide for his/her student(s).

Only trained personnel may administer medications at school. Once medication has been duly approved and received at a school, the principal and his trained personnel are responsible for the storage and dispensing of medication in accordance to the policy.

All medication must be stored in a LOCKED AREA, DRAWER or BOX accessible to trained personnel only.

Parents may pick up their child's medication only when:

A. The prescribed medication or dosage has been changed or discontinued as documented by doctor's orders.

B. The current school year has ended.

If not retrieved by parent, all medication will be destroyed by the school nurse two weeks after school lets out for the summer, following the notification of the parent.

All medication errors must be reported to Nursing Services. The school nurse will complete a medication error report to be filed in Nursing Services.

Only registered nurses are allowed to take verbal orders from a physician or dentist. All verbal orders must be followed with written orders within three days.

Faxed orders from a physician or dentist may be accepted by the school.

School trained personnel shall be responsible for giving medication(s) on a field trip during school hours. Trained personnel shall only administer medications to students for which they have had child specific training.

Parents may request, in writing, that a responsible adult (not an employee of the school system) administer medication to their child.

Parents are responsible for arranging for their child to receive medication(s) on field trips that exceed school hours, and for trips out of parish.

Trained personnel are responsible for recording the exact time medication is given and initialing the medication log at the time the medication is given.

Nursing services shall offer training for non-medical personnel once a year if necessary.

Only oral, inhalant, topical ointment for diaper rash and emergency medication (Glucagon, Epi Pen) may be administered by trained unlicensed personnel.

Medications given at school are limited to medications which cannot be administered before or after school hours.
A prescription from a physician or dentist is required for all medication to be administered or self-administered at school. All orders must be renewed each year.

The parents are required to complete a Parental Consent Form for their child to receive medication(s) at the school, cooperate in counting the medication with the designated school personnel and sign his/her child's medication log.

Medications may not be transported to or from any school on a school bus.

a. The first time a parent sends medication with his/her child on a school bus it will be considered an infraction of ACT 87 and the joint policy of SBN and SBESE.

b. The parent is hereby notified that it is against the law for students to transport medication(s) on a school bus.

c. The second time a parent sends medication with her child on a school bus it will be considered an infraction of the Student Substance Abuse Policy.

The parent shall provide no more than a twenty day supply of medication(s) to be kept at school.

Doctors' orders from the three states bordering Louisiana (Texas, Arkansas & Mississippi) are acceptable.

In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication which based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In this case the parent/guardian and licensed prescriber are notified by the school nurse and the reason for refusal explained.

- NOTICE – ACT 858 of 2012 requires that students with diabetes submit a management and treatment plan to the school where care for the condition while at school or participating in a school related activity may be required. Parents or guardians of diabetic students must contact the school nurse or RPSB Central Office for the details and requirements for the diabetic treatment plan.
- NOTICE – ACT 624 of 2012 requires that a school nurse or trained school employee who in good faith believes that a student is having an anaphylactic reaction to administer to said student an auto-injectable epinephrine if the school employee determines such injection is appropriate. Upon adoption of a Board policy, regarding administration of epinephrine, the policy shall be posted of the Board's website and a copy provided to supplement this manual. Additionally, parents who notify their student's school in writing that the school has an allergy or other condition putting the student at risk for anaphylactic shall also be furnished with a copy of this policy.

PARENTAL CONSENT FOR EMERGENCY MEDICAL, OR HOSPITAL TREATMENT OF STUDENTS

In the event of serious and objective injury to a student, or a student's demonstration of a patently observable serious medical condition either of which requires emergency medical treatment at a hospital emergency room or other emergency care provider, school personnel shall make reasonable efforts to notify a parent or guardian of the situation so that those persons can arrange for and give consent to emergency medical care; in the event that a parent or guardian cannot be contacted and emergency medical treatment is recommended by a medical professional, school personnel have the authority to authorize emergency medical treatment in the interim until parents or guardians can be contacted. The school personnel and/or the Rapides Parish School Board shall incur no financial responsibility for any such emergency treatment by merely authorizing recommended emergency treatment of a student; the parent or guardian's receipt of the Student Handbook shall confirm the school's right to authorize emergency medical treatment of a student under the limited circumstances described by this paragraph.

PEDICULOSIS (Head Lice) Policy

1. Any student found to have positive evidence of head lice or nits (eggs) will be excluded from school.

2. The student will be excluded from school until he/she has been effectively treated and ALL NITS are removed from the hair.

3. Parents are responsible for the treatment of their child and the recommended cleaning of household items. Parent will be given written instructions for treatment.

4. All students must be accompanied by his/her parent or guardian in order to re-enter school.

5. Trained personnel at school will be responsible for checking students to be sure hair is free of all nits before admitting them back into school.

6. School personnel will be responsible for teaching lice prevention at least twice yearly and when there is an outbreak at the school.

7. Parents are responsible for checking their children each weekend (Sunday night). If lice or nits are found in hair, do not send child to school on Monday. Notify school principal.

8. The principal is responsible for making sure the child is checked before admitting back to school.

R.S. 17.236.1 HOME STUDY PROGRAM

Applications and guidelines for Home Study may be obtained from the Office of Child Welfare and Attendance. (449-3113, 449-3114, 449-3137)

HOME STUDY PROGRAM

Students of the Rapides Parish School District may be permitted to have their educational skills developed through a home study program, or in an in-home private school program, if such a program offers a sustained curriculum of quality at least equal to that offered by public schools at the same grade level. The parent or legal guardian shall submit an application to the Louisiana Department of Education for approval together with a copy of the child's birth certificate. An initial application shall be made within fifteen (15) days after commencement of the home study program. A renewal application shall be submitted to the Louisiana Department of Education by October 1 of the school year, or within twelve (12) months of approval of the initial application, whichever is later.

Any child eligible by law to attend elementary or secondary school shall be eligible to participate in a home study program.

Secondary students who are home schooled shall not earn a regular high school diploma unless they return to an approved school and meet all the necessary credits and requirements needed for high school graduation. Home study students shall be eligible to take the *General Education Development* (GED) test upon completion of the home study program, upon proper application.

TEXTBOOKS

The School Board may supply textbooks to home study students who have been approved by the Louisiana Department of Education, if extra copies are available. A deposit equal to one hundred percent (100%) of the replacement costs shall be required. Such deposit shall be returned when the books are returned. No refunds shall be made for lost or damaged textbooks. If books are not returned or paid for, the parent or legal guardian shall not be eligible to continue participation in the textbook rental program until all textbook debts have been cleared.

Textbooks should be issued from the school of the student's assigned attendance zone for no longer than the length of the current school term. Principals may require periodic inspection of the textbooks.

ADMISSION AND READMISSION TO SCHOOL

Students seeking admission or readmission to the Rapides Parish public schools shall be required to fulfill such screening and evaluation requirements as the Board of Elementary and Secondary Education (SESE) and/or the School Board may establish, including the taking of tests and diagnostic instruments used to determine appropriate grade levels or Carnegie units. The requirements and procedures for admission or readmission shall be made a part of the Board's *Student Progression Plan*. In addition, students in grades 5 and 9 transferring to the public school system shall be required to take the 4th and 8th grade LEAP 21 tests in order to determine the appropriate grade levels.

A parent or guardian may apply to the Board for transfer of a student if the student's present or anticipated school received a school performance letter grade of "D or F" in the most recent school year and may request that the student be enrolled in a school which received a performance grade of “A, B, or C" in the most recent school year providing the receiving school has sufficient capacity at the appropriate grade level. The school system shall not be required to provide transportation to the new school. The transfers shall be in accordance with a policy to be adopted by the school board under Act 853 of 2014.

Act 411 of 2014 governs admission to school of students who are nineteen (19) years old are pregnant, are parents, or are married. Consult the Guidance Counselor or the Student Welfare and Attendance office of the school board concerning the provisions of this Act.

RESPONSE TO INTERVENTIONS

Response to Interventions (RTI) is a general education process within a Multi-Tiered System of Supports that provides students with research-based instruction and interventions that are matched to the student's specific academic and/or behavioral needs. All K - 8th grade Rapides Parish Schools' schedules include a daily 30 minute RTI period. Decisions to determine the appropriate setting to implement the instructional plan and/or behavioral support necessary for a student to achieve academic success are data driven.

ACHIEVEMENT TESTING

A parent of a child in home study may request the Superintendent to permit the child to be administered the LEAP 21 tests. Such tests shall occur on the date of the test as determined by the Superintendent. The examination shall be administered with the same restrictions and under similar conditions as provided to students enrolled in public schools with a certified teacher administering the test. The parent shall be provided the student's score and whether the student passed the examination and met the state performance standards.

A testing fee of up to thirty-five dollars ($35) may be charged to cover actual costs of administering, scoring, and reporting the results of the tests.

Revised: April,2008

Ref: La. Rev. Stat. Ann. §§17:236, 17:236.1, 17:236.2, 17:351; *Louisiana Handbook for School Administrators,* Bulletin 741, *State Textbook Adoption Policy and Procedure Manual.* Bulletin 1794, Louisiana Department of Education; Board minutes, 6-17-02, 6-3-08.

LOUISIANA MINOR LABOR LAWS

1. WORK PERMITS OR EMPLOYMENT CERTIFICATES
   a. All minors under the age of 18 MUST obtain an Employment Certificate before beginning employment.
   b. Intent to Employ form MUST be completed by the prospective employer, signed by the parent or guardian and presented to the authorized issuing officer of the parish in the Department of Child Welfare and Attendance.
   c. Proof of Age required obtaining a Work Permit or Employment Certificate:
      - Birth Certificate
      - Passport or certificate of arrival in to the United States
      - Current valid Louisiana Driver's License
      - State Identification Card
2. HOURS OF EMPLOYMENT
   a. Number of hours and days per week to be worked (14 and 15 year olds)

   MAY NOT WORK:
   - No more than 3 hours per day on a day when school Is in session
   - No more than 18 hours per week during a week school Is in session
   - No more than 6 consecutive days in any one week
   - No more than 8 hours in any day
   - No more than 40 hours in any week
   - Not before 7:00 a.m.
   - Not after 7:00 p.m. OR a day prior to a day during which school is in session (except from June through Labor Day between the hours of 7:00 a.m. and 9:00 p.m.)
   - Not after 9:00 p.m. on a day prior to a day which school is not in session

NOTE: Work week shall be determined by the school calendar or public school calendar for the district in which the minor is enrolled.

NOTE: If the Intent to Employ form indicates that the minor will work past 7:00 p.m., the employment certificate should not be issued unless the employer confirms in writing that the minor will only work days prior to a day during which school is not in session.

b. There an no limits on the number of hours 16 & 17 year olds may work daily or weekly, however, the following restrictions apply to how late they may work:

MINORS 16 YEARS OF AGE, WHO HAVE NOT GRADUATED FROM HIGH SCHOOL MAY NOT: Work between the hours of 11:00 p.m. and 5:00 a.m. prior to the start of any school day

MINORS 17 YEARS OF AGE WHO HAVE NOT GRADUATED FROM HIGH SCHOOL MAY NOT: Work between the hours of 12:00 a.m. and 5:00 a.m. prior to the start of any school day

NOTE: If the Intent to Employ form indicates that the minor will work past 11:00 p.m., the employment certificate should not be issued unless the employer confirms in writing that the minor will only work days prior to a day during which school is not in session.

NOTE: Employment Certificates, after termination of minor's employment, employers are required to maintain certificate on file for a period of fourteen days and are not required to return to the issuing officer.

ALL MINORS SHALL RECEIVE AN EIGHT HOUR REST BREAK AT THE END OF EACH WORK DAY, BEFORE THE COMMENCEMENT OF THE NEXT DAY OF WORK.

BREAK REQUIREMENTS:
ALL MINORS MUST have a 30 minute uninterrupted meal break period within every 5 hours of employment

NOTE: If the break is at least 20 minutes long, the difference shall be considered de minimis and not a violation. Breaks shall be documented and, if the minor fails to clock in or out and an edit is necessary, that the edit be documented in writing by the minor and the manager.

3. ISSUANCE OF WORK PERMITS

Work permits are issued Monday through Friday from 3:00-4:00 p.m. during the school year except on holidays. Work permits are issued Monday through Thursday from 3:00-4:00 p.m. during the summer months.

Revised July, 2011

R.S. 17:238 EDUCATION OF CHILDREN HAVING NO PERMANENT ADDRESS AND CERTAIN ABANDONED CHILDREN

A. Notwithstanding any provision of law or regulation to the contrary, each city and parish school board shall establish a policy to provide for the placement in school and for the education of any child temporarily residing within the jurisdiction of the board who has no permanent address or who has been abandoned by his parents.

B. No school board shall deny enrollment in school to any child solely because the child has no permanent address or because the child has been abandoned by his parents; however, nothing in this section shall require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary actions.

Added by Acts 1989, No. 251 & 1. Amended by Acts 1995, No. 139, & 1.

R.S. 17:416.12 ADDRESSING ADMINISTRATORS AND TEACHERS WITH RESPECT

This statute requires students in grades (K-5) beginning with the 1999-2000 school year to address and respond to teachers and administrators using "yes, ma'am" and "no, ma'am" or courtesy titles as Mr., Mrs., and Miss. Each year, another grade shall be added until all grades are affected by this ACT.

Failure of a student to comply with the provisions of this Act will result in the student receiving before or after school detention or other disciplinary measures less than suspension or expulsion. Failure or refusal of a student to comply with disciplinary sanctions may be punished by suspension or expulsion as appropriate.

INFORMATION ON THE TOPS PROGRAM

In the event the legislature or BESE Board changes, the policy is deemed automatically amended to comply with the new regulations.

Information on the Graduate Exit Exam - GEE 21

Graduate Exit Exam (GEE 21) High Stakes Testing Policy (High School)

The GEE 21 is divided into four tests:

(1) Students in the 10th grade for the first time will take and must pass the English Language Arts and mathematics tests with a score of Approaching Basic or above on both components.

(2) Students in 11th grade will take and must pass either the science or the social studies test with a score of Approaching Basic or above on either component.

GEE 21 General Administrative Rules for Transfer Students: TESTING ELIGIBILITY

Transfer Students (Louisiana residents who attend out-of-state schools, nonpublic schools, or are enrolled in an approved home study program);

(1) Requirements for students who have never been in membership† in a Louisiana public school and are transferring from out-of-state schools, from Louisiana nonpublic schools, or from an approved home study are as follows:
   (a) A student who entered the 9th grade during the 99-00 school year and thereafter and who transferred to a Louisiana public school at or below the 9th grade shall take and pass the ELA and Mathematics sections and either the Science or the Social Studies test of GEE 21.*
   (b) A student who entered the 9th grade in 99-00 and thereafter and who is classified by the local school system as a 10th grade student shall take and pass the ELA and Mathematics sections and either the Science or the Social Studies test of GEE 21.*
   (c) A student who entered the 9th grade in 99-00 and thereafter and who is classified by the local school system as an 11th grade student shall take and pass either the Science or the Social Studies test of the GEE 21.*
   (d) A student who entered the 9th grade in 99-00 and thereafter and who is classified by the local school system as a 12th grade student shall not be required to take any part of the GEE 21.

(2) Requirements for students who were in membership in a Louisiana public school(s), the transferred out and subsequently returned are as follows:

   (a) A student who was in initial membership in Louisiana public schools as a student in grades K-6 shall adhere to the following policy:

      - A student who returns in the 7th and/or 8th grade for a period in membership of 160 days total‡ shall take and pass both the ELA and Mathematics tests and either the science or the Social Studies test of the GEE 21*.
      - A student who returns in the 9th grade shall take and pass both the ELA and Mathematics tests and either the science or the Social Studies test of the GEE 21*.
      - A student who returns and is classified as a 10th grade student shall take and pass both the ELA and Mathematics tests and either the science or the Social Studies test of the GEE 21*.
      - A student who returns and is classified as an 11th grade student shall take and pass either the science or the Social Studies test of the GEE 21*.
      - A student who returns and is classified as a 12th grade student shall not be required to take any part of the GEE 21*.

   (b) A student who was in initial membership in Louisiana public schools in the 7th and/or 8th grade for a period of 160 total,§ then transferred out and subsequently returned at any grade level shall take and pass both the ELA and Mathematics tests and either the Science or Social Studies test of the GEE 21.*

(c) A student who was in initial membership in Louisiana public schools as a 9th grade student, then transferred out and subsequently returned at any grade level shall take and pass both the ELA and Mathematics tests and either the Science or Social Studies test of the GEE 21.*

(d) A student who was in initial membership in Louisiana public schools as a 10th grade student, then transferred out and subsequently returned at any grade level shall take and pass both the ELA and Mathematics tests and either the Science or Social Studies test of the GEE 21.*

(e) A student who was in initial membership in Louisiana public schools as an 11th grade student, then transferred out and subsequently returned at the 11th- or 12th- grade level shall take and pass either the Science or Social Studies test of the GEE 21.*

(f) A student who was in initial membership in Louisiana public schools as a 12th grade student, then transferred out and subsequently returned as a 12th grader shall not be required to take any part of the GEE 21.

† Student membership is determined when an enrolled student is identified with the following minimum required identification elements: state identification number, full legal name, date of birth, gender, race, district and school code, entry date, and grade placement. (adapted from Sec. 10, 10.1, Student Information System User's Guide, Louisiana Department of Education)

* Students who were first-time 10th graders in 00-01 are required to take and pass the ELA and Mathematics tests of the GEE 21 but are not required to pass the Science or Social Studies tests.

‡ A student must be in membership in a Louisiana public school(s) for 160 days per year or 80 days per semester in order to be eligible to receive grades (Standard No. 2.055.03, Bulletin 741, Louisiana Department of Education)

§ A student must be in membership in a Louisiana public school(s) for 160 days per year or 80 days per semester in order to be eligible to receive grades (Standard No. 2.055.03, Bulletin 741, Louisiana Department of Education)

TOPS Core Curriculum

For the Opportunity, Performance, and Honors Awards
For High School graduates of 2011, 2012 and 2013

UNITS	COURSES
4	English I, II, III, & IV
1	Algebra I, Integrated Mathematics I, Algebra I - Parts 1 & 2 (two unit), Applied Algebra 1A & 1B (two units), or Applied Mathematics I & II (two units)
1	Algebra II or Integrated Mathematics II
1	Geometry, Advanced Math- Pre Calculus, Advanced Math- Functions & Statistics, Calculus, Pre-Calculus, Probability and Statistics, Discrete Mathematics, Algebra III, Applied Mathematics III, Integrated Mathematics III, or AP Calculus
1	Biology I or II
1	Chemistry I or II, or Chemistry Com
1	Earth Science, Physical Science, Environmental Science, Biology II, Chemistry II, Physics, Physics II, Physics for Technology, AP Physics, or Agriscience I & II (two units)
1	Additional Math or Science: Geometry, Calculus, Advanced Math - Pre-Calculus, Advanced Math – Functions & Statistics, Pre-Calculus, Probability and Statistics, Discrete Mathematics, Algebra III, Applied Mathematics III, Integrated Mathematics III, AP Calculus, Biology II, Chemistry II, Physics, Physics II, or AP Physics
1	American History
1	Civics and Free Enterprise (1 unit combined), Civics, or AP American Government
1	World History, Western Civilization, World Geography, or European History
2	Foreign Language (2 units in the same language}, or American Sign Language I & II
1	Fine Arts Survey or 2 units of performance courses in music, dance, or theater *(can only substitute Fine* Arts *Survey)* or 2 units of studio art *(can only substitute Fine* Arts *Survey)* or 2 units of visual art *(can only substitute Fine* Arts *Survey)* or Speech III & IV (two units) *(can only substitute Fine* Arts *Survey)* or 1 unit of an elective from among the other subjects listed in this core curriculum
½	Computer Science I or II, Business Computer Applications, Computer Technology Literacy, Introduction to Business Computer Applications, or Computer Science Elective Or substitute *(The following* courses *can only be used to substitute for the Computer Science requirement)* Word Processing, Computer Multimedia Presentations, Desktop Publishing, Web Design, Telecommunications, Computer Applications, Computer Architecture, Computer Systems/Networking I, Digital Graphics and Animation, Multimedia Productions, Webmastering, Independent Study In Technology Applications, AP Computer Science A, AP Computer Science AB, Database Design and Programming, Java Programming, Database Programming with PLISQL Training, Digital Media I or II, Advanced Technical Drafting, or Computer Electronics I or II or ½ unit of an elective from among the other subjects listed in this core curriculum
Total: 17.5 units	

This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statute and those determined to be equivalent by the La. Board of Regents and BESE

(800) 259-5626, Ext. 1012custserv@osfa.la.gov www.osfa.la.gov
P.O. Box 91202, Baton Rouge, LA 70821-9202 Updated: 8/20/2010

TOPS Core Curriculum

For the Opportunity, Performance, and Honors Awards
For High School graduates of 2014 and thereafter

Units	Course [1]
ENGLISH = 4 Units	
(1 Unit)	English I
(1 Unit)	English II
(1 Unit)	English III
(1 Unit)	English IV
MATH = 4 Units	
(1 Unit)	Algebra I (1 unit) or Integrated Mathematics I or Applied Algebra or Applied Algebra 1A and 1B (2 units) or Algebra I - Part I and Algebra 1 - Part 2 (2 units} or Applied Mathematics I and Applied Mathematics (2 Units)
(1 Unit)	Algebra II or Integrated Mathematics II
(2 Units)	Geometry or Calculus or Applied Geometry or Integrated Mathematics III or Applied Mathematics III or Advanced Math-Pre-Calculus or Advanced Math-Functions and Statistics or Pre-Calculus or Probability and Statistics or Discrete Mathematics or Algebra III
SCIENCE = 4 Units	
(1 Unit)	Biology I or Biology II
(1 Unit)	Chemistry I or Chemistry Com or Chemistry II
(2 Units)	Earth Science or Environmental Science or Integrated Science or Physical Science or Biology II or Chemistry II or Physics or Physics II or Physics for Technology I or Physics for Technology II or Agriscience I and II (both for 1 unit)
SOCIAL STUDIES = 4 Units	
(1 Unit)	American History
(2 Units)	World History, Western Civilization or World Geography or European History
(1 Unit)	Civics and Free Enterprise (one unit combined) or Civics (one unit) or AP American Government (one unit)
FINE ARTS = 1 Unit	
(1 Unit)	Fine Arts Survey; (or substitute 2 units performance courses in music, dance, or theater; or 2 units of studio art or 2 units of visual art; or 1 elective from among the other subjects listed in this core curriculum) or Speech III and Speech IV (both units)
FOREIGN LANGUAGE = 2 Units	
(2 Units)	Foreign Language, both units in the same language
TOTAL= 19 Units	

[1] Advanced Placement (AP) courses with the same name as a course listed in the TOPS Core Curriculum may be substituted.

This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statute and those determined to be equivalent by the La. Board of Regents and BESE

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March 22, 2001 Contact: John R. Kemp

REGENTS APPROVE NEW ADMISSION STANDARDS FOR STATE UNIVERSITIES

BATON ROUGE-- The Louisiana Board of Regents for postsecondary education approved today (March 22) a new master plan for all public postsecondary education in Louisiana that will include an admissions standards framework for all state four-year universities. Louisiana Commissioner of Higher Education Joseph Savoie described the Regents' actions in approving the new plan as "bold" and "unprecedented." The Board of Regents is the state's policy-making and coordinating body for all public postsecondary education in Louisiana. "The new master plan consists of four parts," said Commissioner of Higher Education Joseph Savoie. "It creates an admissions criteria framework for all four-year public universities and clearly defines the role, scope and mission of each college and university. It also revises the funding formula for colleges and universities, and sets specific goals, objectives and targets for all public postsecondary education in the state." The admissions criteria framework stresses, among other factors, a strong college- preparatory high school core curriculum now based on the TOPS core curriculum. The admissions framework also provides institutions, depending upon their mission responsibilities, a combination of other admissions elements including ACT scores, grade-point-average and high school class rank. The Regents expect many institutions and their faculties, with the endorsement of their respective systems boards, to set even higher standards. "This unprecedented effort to establish a statewide admissions criteria framework has never been done before in Louisiana," Savoie said. "This is about providing greater access through student success. This is not a plan designed to lock students out of the system, instead a concerted effort is being made to set clear expectations early on and to ensure students have the resources to meet their full potential. It is about access for success. "The commissioner said the driving element in this plan is the high school college- preparatory core curriculum. The recent 1999-2000 Louisiana *Department of Education Progress Report* shows that high school students who completed a core curriculum had, on average, ACT scores 3.5 points higher than students who did not complete the core curriculum. A 1999 *U.S. Department of Education* study found that a core curriculum in high school is a chief factor in preparing for college. Academic resources (courses, tests and grades) double the odds that a student will graduate from college. According to the *American College Testing Service,* high school graduates who took the core course work are less likely to require remedial courses and it takes them less time to graduate. "The Regents' framework," Savoie said, "reflects educational realities in our state, which include one of the highest percentages of illiterate adults in the nation, a shortage of certified teachers, inadequate work skills for today's technological economy, an undercapitalized postsecondary education system, and one of the lowest test scores in the nation for 8th and 9th grade students in math and science. In just five years, these same students will be expected to be at nationally competitive levels just to be admitted into a four-year university." In addition, Savoie said discussions are underway with Board of Elementary and Secondary Education to develop aggressive outreach efforts focused on eighth and ninth grade students to provide assistance to those who need additional academic support. These efforts also will identify advanced students who may be ready to begin taking college courses while enrolled in high school. "Our goal," Savoie said, "is to create an environment that will help students be more successful once they reach college and to focus the resources of our colleges and universities on their primary missions." Savoie said the Regents took this action now to give schools, school boards and next year's high school freshmen adequate time to prepare for the new admission standards. The admissions framework creates four selective criteria categories:

Selective I-- high school grade point average (GPA) greater than or equal to 3.0 and completion of TOPS high school core curriculum or an ACT composite score greater than or equal to 25, completion of TOPS core curriculum and a minimum 2.0 GPA.

Selective II-- high school GPA greater than or equal to 2.5 and completion of the TOPS high school core curriculum or an ACT composite score greater than or equal to 23, completion of TOPS core curriculum and a minimum 2.0 GPA.

Selective III-- high school GPA greater than or equal to 2.0 and completion of the TOPS high school core curriculum or an ACT composite score greater than or equal to 20 and completion of TOPS core curriculum.

Open Admissions--*Two* year community colleges and technical college campuses. In addition, the 1994 Louisiana "Desegregation Settlement Agreement" between the U.S. District Court and the state requires Southern University-New Orleans and Grambling to maintain their open admissions status until 2006. The Settlement Agreement, as it is generally called, also states "each institution with admissions criteria shall have 15 percent of its entering class set aside for admissions exceptions. Ten percent shall be used for admitting other race students. The remaining 5 percent is available for other institutional interest students such as athletes, students with other talents, and children of alumni. "Students not meeting these requirements could attend the state's open-admissions community and technical college campuses for associate degrees, work-skills training, and college remedial education or to prepare themselves to enter a four-year institution at a later date. The commissioner also emphasized that if this plan is to be successful, the state must continue to expand the new community and technical college system. "If the master plan is to work," he said, "community college services must be expanded into areas of the state now under served. They will be the first point of access for many students who do not meet admissions standards or who might prefer to obtain associate degrees. The Board of Regents is working diligently to provide community college services with existing assets through partnerships among our universities, community and technical colleges while minimizing state financial obligations."

1. Applicable to students who are U. S. citizens or minors who are eligible and apply for citizenship within 60 days of their 18th birthday and who graduate from Louisiana public and approved non-public high schools and who are the dependent of a parent(s) who is resident of Louisiana for at least two (2) years prior to the month of the dependent's high school graduation or a dependent of a member of the Armed Forces who claims Louisiana as his legal residence and has filed Louisiana tax returns, or who is stationed in Louisiana and completes a DD Form 2058 to become a legal resident within 60 days of reporting to Louisiana or is an independent student who has been a resident for at least two (2) years prior to the month of high school graduation.

2. Core units may be waived if not offered at the high school attended through the graduating class of 2003. Individual courses may be waived for students with exceptionalities or disabilities which prevent enrollment or completion.

3. A qualifying score must be achieved on a National, International or Special Act or Scholastic Aptitude Test (SAT) no later than the April national ACT test date in the year of high school graduation. Penalties may apply if tested after this date. Scores acquired on tests taken after June of the graduating year will not be considered. For an SAT score to be considered, the student must have SAT send the score to LOSFA by entering code 9019 on the SAT registration form.

4. A qualified student who enlists in the Armed Forces within one (1) year of graduation from high school must enroll in an eligible college within five (5) years of the date of graduation or within one (1) year of separation from active duty, whichever is earlier. The veteran must still be a first-time freshman and must not have been discharged with an undesirable, bad conduct or dishonorable discharge. A student, who meets these requirements and did not previously apply, must file a FAFSA within one (1) year of separation from active duty.

5. Exceptions for "first-time freshman" and/or "continuous full-time enrollment" may be granted for justifiable cause. Apply to LOSFA.

6. Institutions that are members of the Louisiana Association of Independent Colleges and Universities (LAICU).

7. Applicable to students who complete a La. Board of Elementary and Secondary Education (BESE) approved home-study program or graduate from an approved out-of- state high school and who are the dependents of a parent (s) who is a resident of Louisiana for at least two (2) years prior to the month the student graduated from high school. Students who graduate from an approved high school located outside of the United States or who complete a BESE-approved home study program while residing out of country may qualify for a TOPS Tech Award with an ACT score of 20 or higher provided a parent (s) of the dependent student was actively engaged in work or other activity on behalf of a Louisiana employer or sponsor, and actually lived in Louisiana for at least the 24-months preceding the date of the work or activity outside the United States began, and must have remained a Louisiana resident through the date of the student's graduation from high school or completion of a BESE-approved home study program.

8. Unless the recipient of an award is ineligible for federal grant aid, a FAFSA must be filed annually to be received by the state deadline of July 1st.

9. Provided that the period of ineligibility did not extend for more than one (1) year.

10. Other courses may be acceptable as a substitute for courses in the core curricula. Contact LOSFA for more information on acceptable substitute courses.

NOTE: Effective June 4, 2021 Act 95 makes changes to TOPS eligibility which avoid semester penalties if a student was prevented from taking the ACT test due to issues with test administration in April.

HANDLE WITH CARE INFORMATION SHEET

These procedures specifically address the statutory requirements of Ln. R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public school. This document provides guidance for the use, reporting, documentation and oversight of seclusion and restraint in the Rapides Parish School Board (RPSB) following issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education.

l. Handle With Care (HWC) methods include a continuum of techniques that range from de-escalation to physical restraint.

2. Training in the HWC Management System:
   a. Initial training and annual recertification in the HWC Management System will be available to designated Rapides Parish School Board Employees
   b. Current training (within 1 year) on HWC is required prior to the administration of any physical restraint techniques.
   c. The Director of Special Education or his/her designee will maintain documentation of training.

3. Seclusion-The use of seclusion in Rap ides Parish schools may only be used as a last resort and is limited to extreme isolated cases in which the student is in imminent danger of hurting himself or others.

4. Physical Restraint is permitted only under the following conditions:
   a. If the student's behavior presents a threat of imminent risk of harm to self or others.
   b. Physical restraint must be administered exactly as demonstrated in the HWC training.

5. Monitoring and Documentation:
   Physical Restraint requires monitoring, documentation and analysis of data collected:
   a. Continuous monitoring
      i. Documentation every 15 minutes.
      ii. Student is released/removed as soon as the reason for the action has subsided.
      iii. Parent or guardian notified as soon as possible.
      iv. Parent or guardian notified in writing within 24 hours of EACH incident of physical restraint. The school shall document all efforts, including conversations, phone calls, electronic communications and home visits to notify parent/guardian of a student physically restrained.
      v. School employee who used physical restraint shall complete the "'HWC Incident Reporting Form" for each incident of restraint.
      vi. School employee shall submit "HWC Incident Reporting Form" to the School Principal no later than the school day immediately following the day of the restraint.

6. Principal or his/her designee shall submit copy of the “HWC Incident Reporting Form" to student's parent or guardian by the school day immediately following the day of the restraint.

7. When a student is involved in <u>5 incidents of restraint</u> in a single school year, convene the IEP team to review and revise the student's behavior intervention plan to include any appropriate and necessary behavioral supports.

BULLYING AND HAZING

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

1. A pattern of any one or more of the following:
   A. Gestures, including but not limited to obscene gestures and making faces.
   B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
   C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
   D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

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

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

NOTICE TO STUDENTS AND PARENTS

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

REPORTING

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

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying Report form, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

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

School Personnel

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

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

False Reports

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

INVESTIGATION PROCEDURE

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

1. Timing

   The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed no later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation

   An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together. The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice. Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

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

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

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

4. Documentation

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

A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.

B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.

C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.

D. Maintain reports/complaints and investigative reports for three (3) years.

E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

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

APPEAL

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

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

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take 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 interferes 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.

ACT 635 of 2018

Act 635 of 2018 provides for criminal penalties for persons convicted of hazing. Additionally, persons found responsible for hazing in any form or the use of any method of initiation into any school organization which is likely to cause bodily danger or physical punishment to any student or other person attending school is prohibited and any violation of that prohibition by a student requires expulsion or suspension from school for at least one semester as provided by the amendment to R.S. 17:1801.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.
Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

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

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

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

RETALIATION

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

CHILD ABUSE

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

Revised: August, 2010
Revised: November, 2012
Ref: 20 USC 1232(g-i) (Family Educational Rights and Privacy Act); La. Rev. Stat. Ann. "14:40.3, 14:40.7, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1991); Board minutes, 10-5-10, 12-4-12.

ONLINE STUDENT HOMEWORK ASSISTANCE

Afterschool online homework assistance services and programs are available through the State Library of Louisiana and the local parish library. These services may assist students and parents/guardians who help students in the completion or preparation of homework assignments from their schools. The link to the homework services provided by the State Library of Louisiana is www.homeworkla.org and the link to the Rapides Parish Library is www.rpl.org. Also note that Act 239 requires that each school post the same information "in a prominent location visible to all students on a daily basis."

FILE: JCEC

DEMONSTRATIONS BY STUDENTS

It is recognized that individual students or groups of students may, from time to time, feel the need to assert their collective sentiments in matters of public opinion. Students have a right to express their opinions, in a proper manner, and to exercise the opportunity to discuss any problem with their teachers and principal. It is the duty of the principal to always keep lines of communication open with his/her students, and to listen to the complaints in a fair and sincere manner.

In the expression of opinion, students shall be expected to conduct themselves in an orderly and controlled manner. Boisterous, unrestrained behavior by students shall not be tolerated. Disorderly demonstrations, sit-ins, lock-ins, or damages to school grounds, school plants, or school records shall not be permitted. Any type of demonstration that prevents the orderly progress of a school day, that prevents normal class functions, or that prevents nonparticipating students from their usual class activity, shall be considered unacceptable behavior and shall result in appropriate disciplinary action being taken by the principal. Students participating in such demonstrations shall be immediately suspended and removed from the campus by force if necessary. Students suspended shall not be allowed to return to the campus until the suspension is terminated by the Superintendent. Standard disciplinary due process procedures applicable to suspension or expulsion of students shall be initiated following suspension of a student under this paragraph.

DISRUPTIONS IN SCHOOLS

The Rapides Parish School Board shall not tolerate disruptive acts or influence from any student or person at the schools. All school personnel are directed to immediately take action against any student or person who attempts to interrupt, interfere with, or obstruct the educational processes of the schools, and to report the name of any instigator or offender to the police and to the District Attorney's office. Violators, if students, shall be suspended and shall not be permitted to return to school without the written consent and permission of the Superintendent. Standard disciplinary due process procedures applicable to suspension or expulsion of students shall be initiated following suspension of a student under this paragraph.

When and if needed, local police officers and sheriffs' deputies may be stationed at each school to ensure the safety of school personnel and students and to permit the schools to operate normally.

New Policy: May, 2014

Ref: Jenkins v. Louisiana State Board of Education, 506 F 2d 992 (CA. 5th 1975); La. Rev. Stat. Ann. "17:81, 17:416, 17:416.1; Board minutes, 2-3-15.

SPINNERS

1) Spinners or any like devices that distract from the learning environment will not be allowed during school hours or on school buses. The device shall be confiscated and returned to the parent only upon request.
2) At school sponsored events, any device that causes a disruption during the sponsored event will not be allowed. The device shall be confiscated and returned to the parent only upon request.
3) Devices not returned within a two week period will be destroyed or disposed. July, 2017

STUDENT AUTOMOBILE USE

FILE: JGFF
CF: JCAB

Students who drive to school shall be required to obtain the proper operator's license, liability insurance, and register such vehicle with a designated member of the faculty at each school. Registration of the vehicle with school officials shall constitute permission by the owner to consent to a search of the vehicle by school officials or other properly authorized individuals when circumstances warrant, in accordance with Rapides Parish School Board policy.

All vehicles shall be parked in parking spaces designated by the principal and may not be moved during the school day without permission of the principal. The arrival and departure of vehicles on the school campus shall be regulated by the principal.

Students shall not sit in parked cars at any time after their arrival at school.

New Policy: May, 2014 Ref: La. Rev. Stat. Ann. 17:81, 17:416, 17:416.1; Board minutes, 1-6-15.

Section XVII
School Admission

SCHOOL ADMISSION

The Rapides Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.

2. Meets the eligibility requirements for school entrance pursuant to statutory provisions

3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one
(1) school year of admission or readmission.

4. Has not received a high school diploma or its equivalent.

5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.

2. The person is pregnant.

3. The person is a parent.

4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.

2. Present to school officials satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.

3. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.

4. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.

5. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

ADMISSION OF TRANSFER STUDENTS FROM UNAPPROVED SCHOOLS

The principal of any approved school receiving a student from a non-approved school, in or out of state, shall investigate the composition of the non-approved school and its instructional program.

1. The principal and/or Superintendent shall require the student seeking entrance to take a proficiency examination in each course for which he/she is claiming credit.

2. The school shall grant a Carnegie unit for a high school course if the student earns a minimum score of seventy percent (70%) on the proficiency examination developed and/or approved by the parish or the state for that specific course.

3. The percent scored shall be recorded as a letter grade on the student's transcript, following the Rapides Parish grading policy for regular classes.

4. The school issuing the high school graduation diploma to the student shall account for all Carnegie units required for graduation, and its records shall indicate when and where these units were earned.

TITLE I PRESCHOOL CLASSES

In the event a Title I class is not full (according to square footage allotments) at any given time during the year, children should be added as soon as possible with preference being given to children who are on a waiting list at the school. The waiting list at a Head Start Center may be used when a school's list is exhausted. Students may also be recruited within the school zone.

The children must reside in the school's attendance zone and be four (4) years old by September 30 of the school term. Children who are already enrolled and attending Head Start shall not be eligible to transfer. The preschool coordinator shall be contacted to help make arrangements with the CCAC (Cenla Community Action Council).

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other Rapides Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Students.*

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Neither the School Board nor any public school shall require the parent or legal guardian of any student to disclose the student's medical information or special education needs prior to enrolling the student in a public school, unless otherwise specifically required by law.
Nothing herein shall prohibit a public school from providing an enrollment preference to a student with special needs when the student's parent or legal guardian has voluntarily provided the school with information regarding such needs.

Revised: June 3, 2008
Revised: October 5, 2010 Revised:
September, 2014 Revised: March 7, 2017

Ref: 42 USC 11431 et seq. *(Stewart B. McKinney Homeless Assistance Act);* La. Rev. Stat. Ann. §§ 17 :151.3, 17:167, 17:221 , 17:221 .2, 17:222, 17:235.1 , 17:238, 17:416, 17:3914; Singleton v. Jackson Municipal Separate School District, 419F. 2d 1211 (5th Cir., 1970); *Louisiana Handbook for School Administrators,* Bulletin 741 , Louisiana Department of Education; Board minutes, 6-1-82, 10-10-83, 9-4-90, 2-3-98, 6-3-08, 10-5-10, 12-2-14, 3-7-17.

- NOTICE – ACT 249 of 2012 regulates the admission of children in the custody of the Department of Children and Family Services and the transportation from the child's foster home to the appropriate school. Persons requiring information on this subject should contact the admissions office of the school board.

SCHOOLS CHOICE

HB 211 - Wright - SCHOOLS/CHOICE: Legislation requires the Board of Elementary and Secondary Education (BESE) to consider requests for review from parents or guardians who request an intradistrict transfer for a student and are denied. If BESE determines that the school's policy was not followed, schools must reconsider the transfer request. Provides that BESE shall not approve any transfer request that would exceed the enrollment capacity of a school or classroom. School districts must notify parents or guardians of students enrolled in schools that received a "D" or "F" performance letter in the most recent school year of their ability to request a transfer. Requires that each school governing authority's policy to govern student transfers be posted to each of the governing authorities' websites by Jan. 1, 2022, and reported to the state Dept. of Education by Jan. 30, 2022. Requires such policy to include an annual transfer request period. Requires public school governing authorities to notify parents and legal guardians of the policy; the provisions of R.S. 17:4035.1; "A", "B", and "C" schools under its jurisdiction; and where to find school performance letter grades on the department's website. Effective on 8/1/21. (Amends R.S.17:4035.1(C) through (E); Adds R.S.17:4035.1(F),(G), and (H)).

HB 280 - Edmonds - SCHOOLS/CHOICE: Amends statute relative to schools participating in the Student Scholarships for Educational Excellence Program (SSEEP). Requires the LA Department of Education (LDE) to conduct site visits each year at schools that fail to meet minimum standards for academic performance as determined by the accountability system provided for in state board policy or that are otherwise not in good standing with respect to the program in order to observe the learning environment. Removes the 20% cap on enrollment for participating schools that have been approved, provisionally approved, or probationally approved for less than two years. Provides that provisionally accredited approved schools shall be removed from the program if they do not receive accreditation within four years. Provides that beginning in the 2021-2022 school year, participating schools which fail for three consecutive years to meet minimum standards for academic performance shall be ineligible to participate in the program. Effective 8/1/21. (Amends R.S. 17:4021(A}; Adds R.S.17:4015(10), 4021(D), and 4021.1).

Regular Session 2008

ENROLLED

HOUSE BILL NO 672

ACT NO 155

BY REPRESENTATIVES TRAHAN, ABRAMSON, ANDERS, ARMES, ARNOLD, AUBERT, AUSTIN BADON, BOBBY BADON, BALDONE, BARRAS, BILLIOT, BURFORD, HENRY BURNS, TIM BURNS, CARMODY, CHAMPAGNE, CHANDLER, CHANEY, CROMER, DIXON, DOWNS, EDWARDS, ELLINGTON, FRANKLIN, GALLOT, GISCLAIR, GREENE, HARRISON, HENRY, HINES, HOFFMANN, HONEY, HOWARD, HUTTER, KATZ, LABRUZZO, LAMBERT, LIGI, LITTLE, LOPINTO, LORUSSO, MILLS, MONICA, MORRELL, MORRIS, NOWLIN, PEARSON, PETERSON, RI CHARD, RICHARDSON, RITCHIE, ROY, SCHRODER, SMILEY, GARY SMITH, PATRICIA SMITH, ST. GERMAIN, TALBOT, TEMPLET, TUCKER, WADDELL, WHITE, WILLIAMS, WILLMOTT, AND WOOTON AND SENATORS CASSIDY, DONAHUE, DUPLESSIS, LAFLEUR, LONG, AND NEVERS

AN ACT

To amend and reenact R.S. 17:416.18, relative to the rights of teachers; to rename the list of provisions providing for the rights of teachers; to provide for the immunity and legal defense of teachers; to provide for the rights of beginning teachers; to provide for the distribution of such list of rights to schools and to parents and legal guardians and for the posting of same on school and school system websites; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 17:416.18 is hereby amended and enacted to read as follows:

§416.18. ~~Educators' Right to Teach; disciplinary actions~~ Teacher Bill of Rights

A. 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

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indemnification by the employing school board, pursuant to R.S. 14:416.1 (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 ~~R.S. 17:~~ 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.

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(7) A teacher has the right to communicate with and ~~involve~~ 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 become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school

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1 board also shall post a copy of the rights provided in this Section in a prominent
2 place in everyschool and administrative building it operates and provide such a copy
3 to parents or legal guardians of all children attending such schools in a form and
4 manner approved by the school board. Each city, parish, or other local public school
5 board and every school under its jurisdiction that maintains an Internet website shall
6 post on such website a copy of the Teacher Bill of Rights required by this Section.
7 Section 2. This Act shall become effective upon signature by the governor or, if not
8 signed by the governor, upon expiration of the time for bills to become law without signature
9 by the governor, as provided by Article III, Section 18 of the Constitution of Louisiana. If
10 vetoed by the governor and subsequently approved by the legislature, this Act shall become
11 effective on the day following such approval.

PRESIDENT OF THE SENATE

SPEAKER OF THE HOUSE OF REPRESENTATIVES

GOVERNOR OF THE STATE OF LOUISIANA

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Regular Session 2014 **ENROLLED**

HOUSE BILL NO 312 **ACT NO 699**

BY SENATOR CROWE AND REPRESENTATIVES BROADWATER, HENRY BURNS, TIM BURNS, CONNICK, COX, DAN AHA Y, GUILLORY, HENRY, HODGES, HOLLIS, HOWARD, POPE, REYNOLDS AND PATRICK WILLIAMS

AN ACT

To enact R.S. 17:406.9, relative to the rights of parents of public school children; to establish the "Parents' Bill of Rights for Public Schools"; to provide for legislative intent; to provide for the disclosure of certain student records to parents; to provide for the disclosure of curriculum and instructional materials; to provide for parental notification; to restrict the use of certain surveys and types of classroom instruction; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 17:406.9 is hereby enacted to read as follows:

§406.9. Parents' Bill of Rights for Public Schools

A. The legislature finds all of the following:

(1) That parental involvement is a significant factor in increasing student achievement.

(2) That access to student information encourages greater parental involvement.

B. Parents of public school children shall have all of the following rights:

(1) To examine the textbooks, curriculum, and supplemental material used in their child's classroom.

(2) To inspect their child's school records, including all of the following:

(a) Academic records.

(b) Medical or health records.

(c) Records of any mental health counseling.

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(d) Records of any vocational counseling.

(3) To be notified when medical services are being offered to their child, except where emergency medical treatment is required. In cases where emergency medical treatment is required, the parent shall be notified as soon as practicable after the treatment is rendered.

(4) To be notified if a criminal action is deemed to have been committed against their child or by their child.

(5) To be notified if law enforcement personnel question their child, except in cases where the parent has been accused of abusing or neglecting the child.

(6) To be notified if their child is taken or removed from the school campus without parental permission.

(7) That the school shall not discriminate against their child based upon the sincerely held religious beliefs of the child's family.

(8) To receive written notice and the option to opt their child out of any surveys that include questions about any of the following:

(a) The student's sexual experiences or attractions.

(b) The student's family beliefs. morality, religion, or political affiliations.

(c) Any mental health or psychological problems of the student or a family member.

(9) To receive written notice and have the option to opt their child out of instruction on topics associated with sexual activity.

C. Notwithstanding anything to the contrary, a public school shall not be required to release any records or information regarding a student's medical or health records or mental health counseling records to a parent during the pendency of an investigation of child abuse or neglect conducted by any law enforcement agency or the Department of Children and Family Services where the parent is the target of the investigation, unless the parent has obtained a court order.

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1 Section 2. This Act shall be known as the "Parents' Bill of Rights for Public

2 Schools".

_____
PRESIDENT OF THE SENATE

_____
SPEAKER OF THE HOUSE OF REPRESENTATIVES

_____
GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: _____

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HOUSE BILL NO 387 **ACT NO 547**

BY REPRESENTATIVE EDMONDS

AN ACT

To amend and reenact R.S. 17:406.9(B)(introductory paragraph) and (2)(introductory paragraph) and (a) and to enact R.S. 17:406.9(B)(2)(e) through (h) and (10) through (13) and 3996(B)(45), relative to the rights of parents of public school children; to provide for the disclosure of certain student records to parents; to provide for parental notification; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 17:406.9(B)(introductory paragraph) and (2)(introductory paragraph) and (a) are hereby amended and reenacted and 17:406.9(B)(2)(e) through (h) and (10) through (13) and 3996(B)(45) are hereby enacted to read as follows:

§406.9. Parents' Bill of Rights for Public Schools

* * *

B. Parents of public school children <u>who have not reached the age of majority</u> shall have all of the following rights:

* * *

(2) To inspect their child's school records, <u>and to receive a copy of their child's records within ten business days of submitting a written request, either electronically or on paper. Parents shall not be required to appear in person for the purposes of requesting or validating a request for their child's school records. There shall be no charge for a parent to receive such records electronically. Any charges for a paper copy of such records shall be reasonable and set forth in the official rules</u>

CODING: Words with ~~struck through~~ type are deletions from existing law; **<u>words boldface type and underscored</u>** are additions

and regulations of the school governing authority. School records shall include ~~including~~ all of the following:

(a) Academic records, including but not limited to results of interim or benchmark assessments.

* * *

(e) Records of discipline.

(f) Records of attendance.

(g) Records associated with a child's screening for learning challenges, exceptionalities, plans for an Individualized Education Program, or Individual Accommodation Plan.

(h) Any other student-specific file, document, or other materials that are maintained by the school.

* * *

(10) To receive from the school the annual school calendar, no later than thirty days prior to the beginning of the school year, and to be notified in writing as soon as feasible of any revisions to such calendar. Such calendar shall be posted to the school's website and shall include, at a minimum, student attendance days and any event that requires parent or student attendance outside of normal school days or hours.

(11) To receive in writing each year or to view on the school's website a comprehensive listing of any required fee and its purpose and use and a description of how economic hardships may be addressed.

(12) To receive in writing each year or to view on the school's website a description of the school's required uniform for students.

(13) To be informed if their child's academic performance is such that it could threaten the child's ability to be promoted to the next grade level and to be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the child's academic improvement.

CODING: Words with ~~struck through~~ type are deletions from existing law; **words boldface type and underscored** are additions

§3996. Charter schools; exemptions; requirements

* * *

B. Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with the provisions of this Chapter and its approved charter and the school's officers and employees shall be exempt from all statutory mandates or other statutory requirements that are applicable to public schools and to public school officers and employees except for the following laws otherwise applicable to public schools withthe same grades:

* * *

(45) Parents' Bill of Rights for Public Schools, R.S. 17:406.9.

* * *

_____
SPEAKER OF THE HOUSE OF REPRESENTATIVES

_____
PRESIDENT OF THE SENATE

_____
GOVERNOR OF THE STATE OF LOUISIANA

APPROVED: _____

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FORMS

Student's Contract for Alcohol Abuse Policy Violation
First Offense – Policy "A"

Student's Contract for Alcohol Abuse Policy Violation
First Offense – Policy "B"

Checklist for Expulsion of Regular Students

Checklist for Expulsion of 504 Students

Checklist for Expulsion of Special Education Students

IEP Committee Meeting Form

Rapides Parish School Board

Student's Contract For

Alcohol Abuse Policy Violation

FIRST OFFENSE - POLICY "A"

I understand that I have violated the Rapides Parish School Board's Alcohol Abuse Policy and agree to comply with the provisions of Policy "A". I agree to do the following:

1. **I will not return to my home school or attend school events or activities until all of the requirements of Policy "A" have been completed and I have consent of my principal to return.**

2. **I will attend a state approved Alcohol substance abuse treatment center for 30 school days and upon discharge, provide verification of admission and discharge to my principal along with the aftercare recommendations of my substance abuse counselor.**

3. **I will participate in any aftercare treatment program as recommended by my substance abuse counselor during the remainder of the school year and my failure to comply will result in my expulsion and failure for the school year.**

4. **I will participate and comply with instructions of the school level employee assigned by my principal, the Drug Free School Coordinator, and any instructions of my principal during the remainder of the school year. My failure to comply will result in my expulsion from school.**

5. **I understand my rights to appeal this decision under the Rapides Parish School Board Policy which have been explained to me by the school principal.**

_____ _____

Student's Signature **Date**

I have read with my child the provisions of Policy "A" and I agree to the provisions of same and realize that if all of the above requirements are not met by my child (or person to whom I am a guardian) that he/she will be expelled.

_____ _____

Parent's Legal Guardian's Signature **Date**

_____ _____

Witnessed By: **Date**

_____ _____

Principal **Date**

_____ _____

School **Date**

Rapides Parish School Board

Student's Contract For

Alcohol Abuse Policy Violation

FIRST OFFENSE - POLICY "B"

I understand that I have violated the Rapides Parish School Board's Alcohol Abuse Policy and agree to comply with the provision of Policy "B". I agree to do the following:

1. **I will not return to my home school or attend school events or activities until all of my requirements have been met.**

2. **I will attend the alternative school for 30 school days and will attend and cooperate with any substance abuse counselor as required by Rapides Parish School System.**

3. **Transportation shall be provided by my parent or me to the alternative school and all counseling sessions.**

4. **After the 30 day period I will provide verification to my principal of my attendance at the alternative school and the aftercare recommendations of the substance abuse counselor.**

5. **I will participate and comply with instructions of the school level employee assigned by the principal, the Drug Free School Coordinator, and any instructions of my principal during the remainder of the school year. My failure to comply will result in my expulsion from school.**

6. **I understand my rights to appeal this decision under the Rapides Parish School Board Policy which have been explained to me by the school principal.**

_____ _____

Student's Signature **Date**

I have read with my child the provisions of Policy "B" and I agree to the provisions of same and realize that if all of the above requirements are not met by my child (or person to whom I am a guardian) that he/she will be expelled.

_____ _____

Parent's Legal Guardian's Signature **Date**

_____ _____

Witnessed By: **Date**

_____ _____

Principal **Date**

_____ _____

School **Date**

CHECKLIST FOR EXPULSION OF REGULAR STUDENTS

Student's Name: _____

School: _____

___1. Completed Suspension/Expulsion Form

___2. Completed Informal Due Process Form

___ 3. Withdrawal grades and class assignments

___4. Copy of the letter sent to the parents notifying them of the expulsion and place of assignment

___5. The parent shall notify the principal at the RAPPS Program or Elementary Alternative Center to schedule daily appointments

This documentation has been sent to the principal of the RAPPS Program or Elementary Alternative Center prior to the arrival of the student

_____ _____

Principal/Designee's Signature Date submitted

CC: Director of Child Welfare and Attendance

CHECK-LIST FOR EXPULSION OF 504 STUDENTS

Student's Name: _____

School: _____

Teacher: _____

CHECKLIST:

___ 1. Completed Expulsion Form

___ 2. Completed Informal Due Process Form

___ 3. Completed Manifestation Determination Decision Committee Minutes

___ 4. Completed Manifestation Determination Decision Form

___ 5. Completed Letter(s) of Meeting Notification

___ 6. Remind parents to enroll their child, as appropriate, at the RAPPS Program

___ 7. Copy of the letter sent to the parents notifying them of the expulsion and place of assignment

CHECK-LIST FOR 504 FOLDER

(List of documents that must be present in the folder to be presented to the RAPPS or Elementary Alternative Center)

___ 1. Current Evaluation: Date of Evaluation: _____

___ 2. Current IAP: Date of IAP: _____

___ 3. Withdrawal grades and class assignments/schedule

I verify that the above documentation has been completed and all required materials have been delivered to the RAPPS or Elementary Alternative Center prior to the student's arrival.

_____ _____

Principal/Designee's Signature Date

CC: Director of Child Welfare and Attendance
District 504 Coordinator

CHECK-LIST FOR EXPULSION OF SPECIAL EDUCATION STUDENTS

Student's Name: _____

School: _____

Spec. Ed. Teacher: _____

Exceptionality: _____

___ 1. Completed Expulsion Form

___ 2. Completed Informal Due Process Form

___ 3. Completed Manifestation Determination Decision Committee Minutes

___ 4. Completed Manifestation Determination Decision Form

___ 5. Completed Functional Behavioral Assessment Form

___ 6. If required, a Complete Behavior Management Plan (required after a 2nd suspension)

___ 7. Completed Letter(s) of Meeting Notification

___ 8. Remind parents to enroll their child, as appropriate, at the RAPPS or Elementary Alternative Center

CHECK-LIST FOR SPECIAL EDUCATION FOLDER

(List of documents that must be present in the folder to be presented to the RAPPS or Elementary Alternative Center)

___ 1. Current IE: Date of IE: _____

___ 2. New IEP: Date of IEP: _____

___ 3. All current Year's Progress Report(s)

___ 4. Behavior Management Plan (required after a 2nd suspension)

___ 5. Withdrawal grades and class assignments/schedule

I verify that the above documentation has been completed and all required materials have been delivered to the RAPPS or Elementary Alternative Center prior to the student's arrival.

_____ _____

Principal/Designee's Signature Date

CC: Director of Special Education
Director of Child Welfare and Attendance

IEP COMMITTEE MEETING FORM

Student's Name: _____

School: _____

Sp.Ed.Teacher: _____

Exceptionality: _____

Date: _____

The IEP Committee has met and deems it necessary, the above student with a disability may be placed at the RAPPS or Elementary Alternative Center not to exceed ten (10) school days in order to conduct the mandatory IEP review meeting to determine the appropriate educational services and school site.

_____
Parent/Guardian's Signature

_____
Special Education Teacher's Signature

_____
Regular Education Teacher's Signature

_____
Principal/Designee's Signature

_____
Other:

CC: Director of Special Education
Director of Child Welfare and Attendance

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

The Rapides Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to each student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board to eligible children with exceptionalities under three years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined in the evaluation process that a child has a disability and, by reason thereof, needs special education and related services, then the child is classified in accordance with Louisiana's *Pupil Appraisal Handbook*, Bulletin 1508 and becomes eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706.

The School Board shall establish and maintain regulations and procedures in accordance with federal and state laws and regulations to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the School Board.

SECLUSION AND RESTRAINT

The School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. 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.

Imminent risk of harm shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

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

Seclusion room means 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.

Mechanical restraint means the application of any device or object used to limit a person's movement. Mechanical restraint does not include: (1) 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; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

Physical restraint means bodily force used to limit a person's movement. Physical restraint does not include: (1) Consensual, solicited, or unintentional contact; (2) Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

Positive behavior interventions and support means 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.

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

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for

such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

This policy and the guidelines and procedures maintained by the Superintendent and staff shall be provided to all school employees and every parent of a child with exceptionality.

All instances where seclusion or physical restraint is used to address student behavior shall be reported by the School Board to the Louisiana Department of Education.

Guidelines and Procedures

The School Board shall require the Superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the Louisiana Department of Education.

Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's *Individualized Education Plan* (IEP) team shall review and revise the student's *Behavior Intervention Plan* (BIP) to include any appropriate and necessary behavioral supports. Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three weeks.

Employee Training Requirements

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

Charter Schools

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities.

Revised: December, 2008
Revised: December, 2011 Revised: January, 2012

Ref: 20 USCA '1400 et seq. (Individuals with Disabilities Education Act); 34 CFR '300.308 (Assistance to States for the Education of Children with Disabilities); La. Rev. Stat. Ann. "17:7, 17:416.21, 17:1941, 17:1942, 17:1943, 17:1944, 17:1945, 17:1946, 17:1947; Pupil Appraisal Handbook, Bulletin 1508, Louisiana Department of Education; Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 10-2-90, 6-17-02, 1-3-12.

THREATS OF VIOLENCE OR TERRORISM - ACT 716 OF 2018
https://www.legis.la.gov/legis/ViewDocument.aspx?d=1103844

ACT 209 OF 2019 (ACT 716 AMENDMENTS)
http://www.legis.la.gov/Legis/ViewDocument.aspx?d=1144071

ACT 95 OF 2021
https://www.legis.la.gov/legis/ViewDocument.aspx?d=1232793

APPENDIX
GLOSSARY

DEFINITIONS:

(1) ALCOHOL - Any beverage of high or low alcoholic content as defined by Louisiana laws relating to the sale of alcoholic beverages; any medication preparation or solution containing alcohol when used or possessed for use as a mood or mind altering substance.

(2) APPEAL - To apply for review of a case or particular issue to a higher tribunal.

(3) BULLYING – (1) A pattern of any one or more of the following: (a) Gestures, including but not limited to obscene gestures and making faces. (b) Written, electronic or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer or other electronic device. (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property or unauthorized use of personal property. (d) Repeatedly and purposefully shunning or excluding from activities. (2) (a) Where the pattern of behavior as provided in Paragraph (1) of this Subsection is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school- sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools or any school-sponsored activity or event. (b) The pattern of behavior as provided in Paragraph (1) of this Subsection must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property or must be sufficiently severe, persistent and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

(4) CORPORAL PUNISHMENT – Hitting, paddling, striking, spanking, slapping "or any other physical force that causes pain or physical discomfort."

(5) DETENTION - Activities, assignments or work held before the normal school day, after the normal school day, or on weekends.

(6) DRUG - Any Controlled Dangerous Substance listed in Schedule I, II, III, IV and V as provided by La. R.S. 40:964 as amended; also, any chemical substance used to produce mind or behavior altering effects when inhaled, ingested, or injected, and any such substance, although not actually so used, when possessed with the intent to use or distribute the substance to produce the said effects; including, but not limited to "Rush", aerosol sprays, liquid paper and body or mind altering substances.

(7) EMPLOYEE - Any and all school board personnel, including but not limited to teachers, teacher aides, principals/assistant principals, lunchroom workers, office and janitorial staff, maintenance workers and school bus operators.

(8) EXPULSION - Unless otherwise defined as a permanent expulsion, and except as provided by Paragraph B(2) of R.S. 17:416, an expulsion shall be defined as removal from all regular school settings for a period of not less than one school semester, during which time the school board shall place the Student in an alternative school setting; permanent expulsion is the removal of the student from all school settings in the parish, including alternative schools, for a definite or indefinite period of time as provided by the affirmative vote of the Rapides Parish School Board; a student permanently expelled from the Rapides Parish School System shall not be readmitted except upon affirmative vote of the Rapides Parish School Board.

(9) IN-SCHOOL SUSPENSION - Is the removal of a Student from his/her normal classroom setting but maintaining the student under supervision within the school. Students participating in an in-school suspension may receive credit for work performed during the in-school suspension. However, any Student who fails to comply fully with the rules for in-school suspension shall be subject to immediate suspension.

(10) POSSESSION - (1) Actual physical possession; (2) constructive possession being ownership or the presence of circumstances indicating that the drug, alcohol, weapon or other object is subject to the student's dominion or control; (3) use or consumption of alcohol or any drug while on school property or any school - sponsored event; (4) Appearance by a student at school, a school-sponsored event or upon school property or a school bus or while in route to or from school after having consumed or ingested alcohol or a drug as demonstrated by objective manifestations such as breath odor, speech alterations, bizarre or unusual behavior, unsteadiness of gait or posture, admission of the student, chemical testing or like evidence, while not constituting actual physical possession of a drug or alcohol, shall nevertheless subject the student to a disciplinary recommendation as set out in the portions of this policy relating to substance abuse and alcohol.

(11) PRINCIPAL - Chief Administrative Officer of a school or designee

(12) SCHOOL - Any and all public schools owned and operated by the Rapides School Board, including but not limited to any public elementary, secondary or any school for the mental or physically handicapped, RAPPS, or Adult Education.

(13) SCHOOL PROPERTY - All property used by the School Board for school purposes, or events including but not limited to school playgrounds and school buses.

(14) SCHOOL SPONSORED EVENTS - Any activity under the sponsorship of a Rapides Parish School.

(15) SEMESTER - that period of time established by the board resolution adopting the beginning and ending of a semester as designated by the school board calendar approved for any academic year.

(16) STUDENT- Any Student enrolled in the Rapides Parish School System or actually attending a Rapides Parish School although not enrolled.

(17) SUSPENSION - Is any denial of school attendance from the regular school setting.

RECEIPT AND STATEMENTS OF COMPLIANCE
AS PROVIDED BY R.S. 17:235.2

_____ _____
Student's Name (Type or Print) Date

We have received Rapides Parish School Board Policies Handbook and Student Code of Conduct and acknowledge notification of Board policies therein, including but not limited to:

Student Dress and Appearance Policy as modified and adopted by the Board on May 2, 2023
Attendance
Bullying
Discipline
Virtual Student Conduct Expectations
Graduate Exam – GEE 21
Harassment/Intimidation Policies
Internet Use Policy
Response to Interventions (RTI)
Student's Rights and Responsibilities
Substance Abuse Policy
TOPS Core and TOPS Tech Curricula
Transfer Policies

I, the undersigned student, do hereby commit to do at least all of the following:

A. Attend school daily except for excused absences;
B. Arrive at school on time each day;
C. Demonstrate significant effort to completing all required homework assignments, and
D. Follow school, school board and classroom rules.

We, the undersigned student and parent/guardian, certify that we understand that students shall be in attendance. Based on the instructional calendar of **171 days, 380 minutes,** students may not exceed **twelve (12)** instructional days per year or **six (6)** instructional days per semester of absences. When a student has exceeded the allowable days of absence as defined by the 94% mandate, a committee appointed by the school principal will review the student's absences. The maximum number of student days is **171 days** equivalent to **64,980 instructional minutes** and equal to **380 minutes per day**. This maximum attendance requirement must be met in order to receive credit. I further understand for all doctor's excuses and other absences, documentation must be submitted to the school within three (3) days of returning to school or it is not accepted.

I, the undersigned parent or legal guardian, certify that I have read the rules and policies in the Student Code of Conduct and Policies Handbook from which this receipt was taken and I commit to do all of the following:

A. Ensure that my child attends school daily except for appropriate excused absences;
B. Ensure that my child arrives at school on time each day and remains at school all day unless there is an emergency situation;
C. Ensure that my child completes all required homework assignments; and
D. Attend all required parent/teacher or parent/principal conferences.
E. During such times that my child is a student in the Rapides system and under the age of 18 years, have my child abide by all applicable laws and School Board policies.

I understand that under state law, the school system may be required to report to Families in Need of Services (FINS) serious or deliberate violations of these commitments.

I further understand that if I and my child refuse to sign and return this receipt, the student shall be suspended or other alternative measures will be taken, until the receipt is signed and returned.

I further understand that in the event the student is administered a drug or alcohol test at the school's discretion and in accordance with testing policies, the parent's signature is consent to persons administering the test for release of all documents to the Superintendent, principal or their designee.

_____ _____
Parent's or Legal Guardian's Signature Date

_____ _____
Student's Signature Date

Receipt must be returned no later than September 10th, 2024

Non-Discriminatory Policy

RAPIDES PARISH SCHOOL DISTRICT does not discriminate on the basis of disability in admission to its programs, services or activities, in access to them, in treatment of individuals with disabilities or in any aspect of their operations. The Rapides Parish School District also does not discriminate on the basis of disability in hiring or employment practices.

This notice is provided as required by Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or request for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Mrs. Naomi Belvin
Director of Human Resources
(318) 487-0888
Rapides Parish School Board
P.O. Box 1230
Alexandria, LA 71301

Ms. Becky Vines
504 Coordinator
(318) 487-0888
Rapides Parish School Board
619 6th Street
Alexandria, LA 71309

RELEASE OF STUDENT INFORMATION CONSENT FORM

In order to provide the highest degree of service possible to the students of Rapides Parish Schools, the Rapides Parish School Board ("RPSB") shares information with various entities and organizations who perform a wide array of services intended to enhance the educational experience of our school children. The collection and maintenance of a student's personally identifiable information requires special care to ensure the privacy rights of students and compliance with legal requirements governing these records, including the Family Educational Rights and Privacy Act (FERPA) and LRS 17:3914. The Rapides Parish School Board will maintain student records and personally identifiable information as confidential and will use reasonable commercially available steps to maintain as such. Rapides Parish School Board will follow all local, state and federal data security laws and policies and only share the data that is required for the purpose stated. Some of your child's personally identifiable information may be shared with the following types of services:

- LOSFA (Louisiana Office of Student Financial Assistance) and Board of Regents – Full name, Date of birth, Social Security number and cumulative transcript data will be released for TOPS eligibility and processing of applications for admissions, for state and federal financial aid. **Failure to provide written consent for the collection and disclosure of the student's information will result in delays or may prevent successful application for admission to a post-secondary institution and for state and federal student financial aid**.

- Louisiana Workforce Commission - Social Security number will be disclosed for evaluating and improving state and federal programs that prepare students for post-secondary education, workforce training, and employment.

- News media, print publications, press releases, audiovisuals, and web sites as detailed in the current year's handbook, which can be found at Rapides Parish School Board Policies Handbook and Student Code of Conduct (sharpschool.com)

I understand and acknowledge that the consent provided herein shall be valid for my child's personally identifiable information as of the date of signature and shall remain valid and in effect unless written notice of termination is provided to the school my child is attending at the time of consent termination. Such termination does not apply to information generated or released prior to receipt of consent termination. Termination is effective beginning at 4:30 p.m. local time the day after receipt.

I HEREBY CONSENT to the release and use by Rapides Parish School Board of my child's personally identifiable information to any person or entity providing services to Rapides Parish School Board and who requires my child's personally identifiable information in order to perform those services.

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

2024-2025