EMPLOYEE AND STUDENT USE OF ARTIFICIAL INTELLIGENCE

OVERVIEW

The Ouachita Parish School Board recognizes the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experiences. This addendum to the School Board's Acceptable Use Policies outlines the expectations for using AI within our schools. The objective of these guidelines is to ensure that all tools used to support teaching, learning and school operations align with our mission and values.

DEFINITIONS

- *Artificial Intelligence (AI)*: Computer systems or software that perform tasks requiring human intelligence, including but not limited to learning, decision-making, and language processing.

- *Machine Learning*: A subset of AI that involves computers learning from data without being explicitly programmed for specific tasks.

- *Natural Language Processing (NLP)*: AI's ability to understand and generate human language. To the best of its ability, the School Board will work to ensure AI tools are accessible to all students, including those with disabilities and English Language Learners, in compliance with ADA and Section 504 requirements.

- *Generative AI*: AI technologies that can generate new content, including text, images, audio, and video, based on their training data. These tools can be used for creative and educational purposes, but must be used with consideration for accuracy, appropriateness, and originality. (i.e. Google Gemini, ChatGPT)

- *Deepfake*: An image or recording that has been convincingly altered and manipulated to misrepresent an individual as doing or saying something that was not actually done or said.

- *Non-Consensual Intimate Imagery (NCII):* Sexual content, including photographs or videos, that is distributed without the consent of the person depicted. This includes manipulated imagery to misrepresent an individual, imagery captured without the victim's knowledge and the nonconsensual sharing of consensual imagery.

ACCESS AND PERMISSIONS

DRAFT

- Access to approved AI tools is granted to students, faculty, and staff for educational and administrative purposes only.

- A list of district-approved AI tools will be maintained by the Information Technology Department and reviewed biannually. Staff may request evaluation of additional tools by submitting a formal proposal to the Information Technology Director.

ETHICAL USE

- Users must not employ AI tools to conduct or support cheating, plagiarism or any academic dishonesty.

- Generative AI content that is inappropriate, offensive or harmful is prohibited.

- Respect and courtesy must be maintained when interacting with AI systems, recognizing their impact on the learning environment.

- Users should be aware of the potential for AI bias in tools and consider this when interpreting AI-generated information or content. The School Board encourages critical thinking and scrutiny of AI outputs and training data sets for large language models and other generative AI tools. Teachers are encouraged to guide age-appropriate discussions on AI bias as part of digital literacy instruction.

PRIVACY, SECURITY, AND DATA PROTECTION

- Users must be aware of data privacy concerns with AI tools, especially regarding the handling of personal and sensitive information.

- Personally identifiable information, confidential information and/or sensitive information should never be shared with an AI tool unless such sharing is explicitly approved by the School Board.

- All AI tools must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA) and other relevant privacy laws.

- Students under age thirteen (13) may only use AI tools compliant with COPPA and explicitly approved by the School Board.

- The Information Technology Department ensures that AI tools employed have robust security measures to protect user data from unauthorized access.

DRAFT

- Users are expected to be aware of and comply with the terms and conditions of all AI tools, specifically with respect to age requirements.

- The Information Technology Department conducts regular security assessments of AI technologies to safeguard against vulnerabilities.

DEEPFAKE AND NON-CONSENSUAL INTIMATE IMAGERY

- The use of AI technology to create Deepfake or Non-Consensual Intimate Imagery (NCII) are subject to Policy JCDAF on bullying and Policy GAEAA on sexual harassment or other forms of harassment.

ACADEMIC INTEGRITY

AI tools should supplement the educational process without undermining the integrity of academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, and automating administrative tasks.

Direct submission of AI-generated work as one's own without proper attribution or reliance on AI for completing assignments without understanding the content is prohibited.
When AI-generated content is used in academic work, users must include an attribution statement.

Example of Attribution**:**

- Portions of this content were generated with the assistance of [AI tool name].

- In written assignments, this attribution must appear in a footnote or at the end of the document.

- Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, including AI-generated content, to avoid plagiarism.

STAFF USE IN INSTRUCTION

DRAFT

Educators are encouraged to use AI to support instructional design and differentiation, but should maintain final judgment over instructional decisions and avoid fully automating feedback or grading without human oversight.

PROFESSIONAL DEVELOPMENT

The School Board will provide ongoing professional development on ethical and effective AI use for educators and staff to ensure confidence and competence in using these technologies.

STUDENT AND PARENT EDUCATION

The School Board will provide students and parents with resources to understand AI tools, their appropriate use and related risks.

MONITORING AND ENFORCEMENT

- The School Board reserves the right to monitor the use of AI tools to ensure compliance with this policy.

- This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.

- Users should have no expectation of privacy when using School Board technology or networks. All activity may be monitored to ensure compliance with this policy.

- Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student and employee handbooks and notification of supervisors, parents or guardians.

EXAMPLES OF ACCEPTABLE USE

- Brainstorming ideas
- Language translation support
- Assisting with grading (teacher use)

DRAFT

EXAMPLES OF UNACCEPTABLE USE

- Submitting AI-written essays as original work
- Using AI to bypass assigned reading
- Fully automating student grades

DRAFT

NOTIFICATION OF SCHOOL BOARD MEETINGS

The Ouachita Parish School Board shall give written public notice of all regular meetings, if established by resolution, at the beginning of each calendar year. The School Board shall also give written public notice of any regular, special, or rescheduled meeting, no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. In cases of extraordinary emergencies, such notice shall not be required, however, the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

Notice for committee meetings shall be given one (1) week in advance of the date of the meeting, whenever possible, but in no case less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the meeting.

Public notice of any meeting shall include the agenda, date, time, and place of the meeting. It shall also include sufficient information to enable the public to locate the live broadcast of the meeting. The agenda included in the notice shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting. In addition, attached to the written notice shall be information on any matters to be discussed in executive session. The notice shall indicate the following:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.

2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

Written public notice given by the School Board shall include, but not be limited to:

1. Posting a copy of the notice at the School Board's central office or by publication of the notice in the School Board's official journal no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting.

2. Giving notice to any member of the public or the news media who requests notice of such meetings by providing the notice to the requestor at the same time and in the same manner as is given to members of the School Board.

~~3. Submitting a notice of each meeting to the Commissioner of Administration in a manner and format that allows the Commissioner time to post the notice on its website prior to twenty-four (24) hours before the scheduled time of the meeting, as required or advised by the Commissioner of Administration.~~

DRAFT

4. In addition to the above, by providing notice on the School Board's website no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays immediately preceding the meeting.

Revised: November, 2012
Revised: September, 2014
Revised: September 17, 2024
Revised: December 10, 2024
Revised: September, 2025

DRAFT

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:19.1, 42:23; Board minutes, 2-14-13, 12-9-14, 9-17-24, 12-10-24.

EQUAL OPPORTUNITY EMPLOYMENT

The Ouachita Parish School Board declares as policy that all applicants for admission and employment, students, parents, or legal guardians of students, or employees, sources of referral of applicants and employment, and any and all entities having business with the school district are hereby notified that this School Board does not discriminate on the basis of race, color, national origin, military status, natural, protective, or cultural hairstyle, sex, age, marital status, sexual orientation, disability, religion or veteran status in admission or access to, or treatment or employment in, its programs and activities, including any notices required by Title IX of the Education Amendments of 1972 or Part 106 of Title 34 of the United States Code of Federal Regulations. or Part 106 of Title 34 of the United States Code of Federal Regulations. The School Board pledges to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The School Board shall also provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

The Superintendent and/or his/her designee shall investigate any and all complaints that may be brought against the School Board or any individual school in the School District in regard to any alleged discriminatory action for appropriate treatment by the Superintendent and/or the School Board.

All employees shall be responsible for complying with this policy. Inquiries, concerns, or complaints related to any form of harassment or discrimination should be immediately reported to the immediate supervisor who, in turn, shall report the incident to the Superintendent and/or his/her designee. If the supervisor is the alleged harasser or discriminator, or the employee does not wish to report the matter to his/her supervisor, the employee may submit the complaint directly to the Superintendent or his/her designee for appropriate inquiry including, when appropriate, investigation. Except for complaints of sexual harassment of students, employees, and applicants, the investigation shall proceed in accordance with policy *GAMC, Investigations.* Further, the School Board prohibits retaliation against any individual for making a complaint under this policy or participating in the investigation of any such complaint.

PERSONS WITH DISABILITIES

In accordance with federal and state statutes addressing nondiscrimination of disabled persons, namely Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Ouachita Parish School Board attests that no qualified person with a disability shall, solely by reason of a disability, be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity; nor shall a qualified person with a disability be subjected

DRAFT

to discrimination in employment.
Revised: March 16, 2021
Revised: September 13, 2022
Revised: September, 2025

DRAFT

Ref: U.S. Constitution, Amend. XIV, Sec. 1; 20 USC 1681 (*Title IX of the Education Amendments of 1972*); 29 USC 621 et seq. (*Age Discrimination in Employment*); 29 USC 701 et seq. (*Vocational Rehabilitation and Other Rehabilitation Services*); 42 USC 2000d (*1964 Civil Rights Act*); 42 USC 12101 (*Americans with Disabilities Act of 1990*); 34 CFR 106 et seq. (*Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance*); Constitution of Louisiana, Art. I, Sec. 3, Art. X, Sec. 10; La. Rev. Stat. Ann. §§17:111, 23:301, 23:302, 23:303, 23:311, 23:312, 23:314, 23:322, 23:323, 23:332, 23:334, 23:341, 23:342, 23:352, 23:368; Griggs v. Duke Power Company, 91 S. Ct. 849 (1979); Singleton v. Jackson Municipal Separate School District, 419 F.2d 1211 (5th Cir. 1979); Board minutes, 3-16-21, 9-13-22.

FILE: JAA
Cf: GAAA, GAE

EQUAL EDUCATION OPPORTUNITIES

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

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

Revised: September 13, 2022
Revised: September 2025

DRAFT

Ref: 20 USC 1401 et seq. (*Individuals with Disabilities Education Act*); 20 USC 1681 et seq. (*Title IX of the Education Amendments of 1972*); 29 USC 621 et seq. (*Age Discrimination in Employment*); 29 USC 794 (*Nondiscrimination under Federal Grants and Programs*); 42 USC 1983 (*Civil Action for Deprivation of Rights*); 42 USC 2000c (1-9) (*Civil Rights-Public Education*); 42 USC 2000d (1-6) *(1964 Civil Rights Act*); La. Rev. Stat. Ann. '17:111; Singleton v. Jackson Municipal Separate School District, 419 F.2d 1211 (5th Cir. 1969); San Antonio Independent School District v. Rodriguez, 93 S.Ct. 1278 (1973); Ross v. Moffitt, 94 S.Ct. 437 (1974); Regents of University of California v. Bakke, 98 S.Ct. (1978); Board minutes, 9-13-22.

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

The Ouachita 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 through 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 and all other applicable federal and state regulations.

The School Board shall establish and maintain policies 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.

NOTIFICATION OF INDIVIDUAL RIGHTS

Each school shall provide parents, legal guardians, or tutors of students with exceptionalities written information regarding legal procedures affecting the transfer of individual rights from parent, legal guardian, or tutor to child when the child attains the age of majority, including but not limited to supported decision making, power of attorney, continuing or permanent tutorship, and limited and full interdiction. The document shall inform parents, legal guardians, or tutors and how each option relates to such transfer of rights.

At the child's first Individualized Education Program (IEP) meeting of the school year, the document shall be provided to a parent, legal guardian, or tutor of each child who is fourteen, fifteen, sixteen, or seventeen years old who participates in alternate assessment pursuant to La. Rev. Stat. Ann. §17:24.4(F)(3) or an alternate pathway to promotion pursuant to La. Rev. Stat. Ann.§17:24.4(H). Parents, legal guardians, or tutors shall be provided a form by which to confirm receipt of the information.

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.

The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identified as also having a disability under Bulletin 1508.

Definitions

Crisis intervention means the implementation of an action plan for school personnel to implement when a student exhibits disruptive behaviors that prevent him from participating in classroom or daily activities. Crisis intervention may include the following:

The use of positive behavioral supports and sensory rooms or other calming spaces intentionally designed to help comfort and stabilize a student so that he may return to the classroom or daily activities.

In extraordinary circumstances, the use of seclusion and physical restraint as a means to safely de-escalate a situation in which a student poses a risk of imminent risk of harm to self or others.

Information about a school's use of crisis intervention, including the proper use of seclusion and physical restraint, shall be included in a school's student handbook and made available to the parent and legal guardian of each student with an *Individualized Education Program* or *Behavioral Intervention 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 designated separate room or area until he or she is no longer an ~~immediate danger~~ imminent risk of harm 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~~ safe, secure and supervised setting and from which the student is involuntarily prevented from leaving until he/she is no longer at risk of imminent harm to self or others. A seclusion room shall:

- Be free of any object that poses a danger to the student placed in the room.
- Have an observation window and be of a size that is appropriate for the student's size, behavior, and chronological and developmental age.
- Have a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Sensory room means a room or space that is used for the monitored separation of a student in an unlocked setting in which school personnel may use positive behavioral interventions and support to help to calm or stabilize a student's disruptive behavior. A sensory room may also be referred to as a "calming room", "calming space", "comfort room", "comfort space", "sensory space", "timeout room", or "timeout space". The appropriate use of sensory rooms shall not be considered seclusion, which shall only be used for the limited purpose of responding to a student posing an imminent risk of harm to self or others.

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~~ the use of manual restraint techniques that involve physical force applied to restrict the movement of all or part of a person's body. Physical restraint does *not* include:

1. Consensual, solicited, or unintentional contact.
2. Momentary blocking of a student's action if the student's action is likely to result in harm to the student or other person.
3. A school employee holding a student for less than three consecutive minutes within any given hour for the protection of the student or others.
4. ~~Holding of a student, by one~~ A school employee holding a student 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.

5. Minimal physical contact for the purpose of safely escorting a student from one area to another.

6. Minimal physical contact for the purpose of assisting the student in completing a task or response.

Positive ~~behavior~~ behavioral 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.

School health designee means a school employee designated to assess the use of seclusion and physical restraint in the event that a school nurse is not present on a school campus at the time such measure is used.

Written guidelines and procedures means the written guidelines and procedures adopted by the School Board regarding appropriate responses to student behavior which may require intervention.

Documentation and Notification

Each principal or his/her designee shall notify each parent or legal guardian of a student enrolled at the school with an Individualized Education Program of the prohibition of the use of seclusion and physical restraint if the student has a condition who is known to have any medical or psychological condition that precludes such action, as certified by a pediatrician, neurologist, or mental health provided in a written statement provided to the school in which the student is enrolled. Such notification shall be made annually and be incorporated into the student's Individualized Education Program meeting.

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 next 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.~~

A school employee who secluded or physically restrained a student shall document and report the incident in accordance with School Board policies. The employee shall submit such report to the school principal by the end of the next school day following the incident. The principal or his designee shall submit the report to the parent by the end of the next school day following receipt of the report. At a minimum, the incident report shall include the following:

1. The name, age, grade, gender, race, and disability of the student secluded or restrained.

2. The date, time, location, and duration of the seclusion or physical restraint.

3. The name and title of each school employee involved and who was a witness.

4. A description of the events requiring the use of seclusion or physical restraint, including a description of the procedures and types of restraint used, any actions taken in an attempt to de-escalate the situation, and the student's behavior that suggest the student posed an imminent risk of harm to self or others.

5. A description of any student injuries, visible marks, or medical emergencies that occurred during or after the seclusion or physical restraint.

6. A description of the actions taken immediately following the student's release from seclusion or physical restraint, including actions to notify the student's parent or legal guardian.

7. A description of the student's actions immediately following the student's release from seclusion or restraint.

~~The guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to the Louisiana Department of Education (LDE), all school employees, and every parent of a student identified with a disability under Bulletin 1508~~.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported, in accordance with the Louisiana Board of Elementary and Secondary Education (BESE) policy, by the School Board to the LDE.

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 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 LDE.

At the beginning of each school year, the written guidelines and procedures adopted by the School Board shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.

~~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 Program* (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports. Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint practices, the special education director or supervisor or his/her designee shall review the student's plans at least once every three (3) 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.

DRAFT

Revised: December, 2008
Revised: January, 2012
Revised: February, 2012
Revised: August, 2013
Revised: May, 2017
Revised: November 9, 2021
Revised: December 10, 2024
Revised: September, 2025

Ref: 20 USCA '1400 et seq. (*Individuals with Disabilities Education Act*); 34 CFR '300 (*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, 2-23-12, 2-13-14, 5-9-17, 11-9-21, 12-10-24.

DRAFT

CAMERAS IN SPECIAL EDUCATION CLASSROOMS

~~The Ouachita Parish School Board shall develop procedures pursuant to this policy, and upon approval of such request, and receipt of funding, shall install and operate the cameras for the installation and operation of cameras that record both video and audio in special education classrooms, in accordance with state law, and the policy and procedures of the School Board.~~

The Ouachita Parish School Board shall install and operate cameras that record both video and audio in each special education classroom, as required by state law, and in accordance with procedures promulgated by the Superintendent. The School Board shall verify periodically that the cameras remain in operation. Should a camera be out of operation for more than two (2) consecutive days, the school shall provide notice to parents of students in the affected classrooms via normal school communication channels.

For purposes of this policy, *classroom* shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent (50%) of the instructional day ~~and for which a parent or legal guardian has requested a camera to be installed~~. Classroom *shall not* mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

The School Board shall ensure/provide:

1. Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.

2. Written notice of the placement of the cameras shall be provided to persons who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.

~~3 Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.~~

4. Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.

DRAFT

5. Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including:

   A. Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request.

   B. Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected violation to the appropriate law enforcement agency.

6. Each camera installed shall be in compliance with the National Fire Protection Association's Life Safety Code.

~~7. Procedures for the approval or disapproval of a request for the installation and operation of cameras in a classroom.~~

8. Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.

~~9. Procedures regarding how a parent or legal guardian may request the installation and operation of cameras in his child's classroom.~~

Recordings made pursuant to this policy shall be confidential and shall not be public record. However, a recording may be viewed by the Superintendent or his/her designee, the parent or legal guardian of a recorded student, or by law enforcement officials as provided in the policies required by item number 5 above.

The recordings shall not be considered "personally identifiable information" as defined in La. Rev. Stat. Ann. §17:3914.

New policy: October 18, 2022
Revised: September, 2025

Ref: La. Rev. Stat. Ann. §17:1948; Board minutes, 10-18-22.

DRAFT

CORPORAL PUNISHMENT

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

The Ouachita Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year.

Corporal punishment means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort. Taping a student's mouth shut or otherwise restricting his or her airway in any manner is prohibited regardless of parental consent.

Corporal punishment does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.

2. The use of seclusion and physical restraint as provided in La. Rev. Stat. Ann. §17:416.21.

The following guidelines shall apply to any use of corporal punishment:

1. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to effect student behavior modification. Corporal punishment shall be used only as a last resort for students with significant behavior problems and only within the guidelines provided. Procedures for administering corporal punishment are enumerated in the *Administrators Discipline and Attendance Manual.*

2. The principal or the designee shall punish corporally only in the presence of a second school employee, who should be informed beforehand of the reasons for the punishment.

3. In cases where a student protests innocence of the offense or ignorance of the

rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation.

4. School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.

5. Corporal punishment shall be administered in the office of the principal, assistant principal or in such place or places as may be designated by the principal.

6. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:

   A. Age of child;
   B. Size of child;
   C. Sex of child;
   D. Ability to bear the punishment; and
   E. Overall physical condition of the child.

7. Corporal punishment shall not be administered in anger or with malice at any time.

8. Corporal punishment shall be administered by paddling the *buttocks only*.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

IMPERMISSIBLE CORPORAL PUNISHMENT

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be *impermissible corporal punishment.* Any accusations involving employees using impermissible corporal punishment shall be promptly investigated, in accordance with provisions of policy *GAMC, Investigations.*

Revised: November 14, 2017
Revised: September 12, 2023
Revised: September 17, 2024
Revised: September 2025

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV §1; Ingraham v. Wright, 97 S. Ct. 1401, (1977); Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975); La. Rev. Stat. Ann. §§17:81.6, 17:223, 17:416, 17416.1; Board minutes, 11-14-17, 9-12-23, 9-17-24.

DISCIPLINE

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

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

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner in accordance with the *Administrators Discipline and Attendance Manual*.

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

Each teacher and school employee may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process. No principal or administrator shall prohibit or discourage a teacher or school employee from taking disciplinary action, recommending disciplinary action, or completing a form to initiate disciplinary action against a student who violates school policy or who interferes with an orderly education process. No principal or administrator shall retaliate or take adverse employment action against a teacher or school employee for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

DRAFT

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

1. Oral or written reprimands.

2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.

3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.

4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

VIRTUAL INSTRUCTION

The School Board has made virtual classes available to students in response to the COVID-19 pandemic. Such virtual instruction may be continued thereafter and when school is closed due to inclement weather, disasters, and other emergencies. The provisions of this policy and those of all student handbooks and codes of conduct shall be applicable to misconduct, whether on-campus, during virtual instruction, on a school bus, on the streets to and from school, or at a school event or activity.

The School Board has extended its on-campus conduct expectations to the virtual classroom, with a few modifications that factor in the home setting. Regular school attendance is required, and students are expected to log into classes each day, be engaged in the lesson and keep their cameras on at all times unless otherwise instructed. Conduct that is unacceptable and which would lead to the imposition of discipline in the regular classroom is typically unacceptable in the virtual classroom as well. Regardless of the model of instruction, student conduct is governed by La. Rev. Stat Ann. §17:416 and the *Student Code of Conduct* and/or *Student Handbook*. At the same time, for alleged misconduct which occurs during virtual instruction, school-based administrators shall consider the need for maintaining order and appropriate conduct, the school's interest being impacted, and the student's and family's right to privacy and constitutional rights while at home or in a location that is not school property.

A student and his family shall not waive their constitutional rights by electing virtual instruction. At the same time, students engaging in virtual instruction shall insure that, prior to logging into and during any virtual classroom, the view from their camera is free of any object, writing, picture, or other display which, if possessed on school buses, in the classroom, or on school property, would subject the student to disciplinary action.

Students are cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the

lessons taking place. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct* and this *Virtual Discipline* policy may be subject to discipline in accordance with the *Student Code of Conduct* and this policy.

In addition, a student's work should reflect the effort of the student alone. Those rules/policies governing academic honesty as well as those prohibiting cheating apply equally in a virtual setting. All academic work should be completed by the student to ensure the ability to accurately measure the achievement of minimum standards necessary for credit/promotion.

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

- Bullying and/or cyberbullying
- The use of harassing or discriminatory language
- Use of obscene language, profanity, inappropriate language, writing or drawings Displaying obscene gestures, drawings, images, audios, videos, etc.
- Academic dishonesty, cheating, etc.
- Displaying pornography or nudity whether in a printed or digital context
- Committing lewd or sexual acts or simulations (School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.)
- Repeated disruptions of the classroom
- Display of nudity, indecent dress, disrobing, etc.
- Exhibiting disrespect for the teacher or other school personnel
- Interference with the instructional audio or video
- The handling or display of weapons or facsimile weapons
- Use or display of drugs, alcohol, tobacco, or vaping devices
- Cheating on assignments, i.e. sharing work, answers, etc.
- Divulging confidential information
- Violation of computer/password security
- Violations of the School Board's/School's *Acceptable Use Policy or Device Contract*

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the *Code of Conduct*. As with all other forms of misconduct, the level of discipline, if any, for violations in a virtual setting will depend upon the age of the

DRAFT

student, seriousness of the offense, the disruptive nature of the misconduct, whether the conduct involved violence or the threat of violence, whether the misconduct impacted the safety or orderly environment of the classroom, the student's prior disciplinary record, etc.

STUDENT REMOVAL FROM CLASSROOM

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

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

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

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

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

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the school building level committee.
5. Restorative justice practices.
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school work and homework that

would have been assigned and completed by the student during the period of out-of-school suspension.

13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

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

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

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

STUDENT MISCONDUCT AT END OF YEAR

Any non-graduating student who commits offenses during the last ten (10) days of the school year which carry recommendations for suspension or expulsion beyond the end of the school year shall have such recommendation extended into the next school year.

Any graduating senior who commits a serious major or criminal infraction after the last regular class period as upheld by the Superintendent or his/her designee shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year. Seniors shall be made aware of this policy prior to the final exam period.

PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to **require**

the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

REPORTS TO PRINCIPAL

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

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

DELINQUENT STUDENTS

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

1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation;

2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or

3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

DRAFT

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.

DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DEFINITIONS

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

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

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

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

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

DRAFT

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

Revised: September, 2009
Revised: November, 2012
Revised: March 16, 2021
Revised: October 19,2021
Revised: September 123, 2022
Revised: August 13, 2024
Revised: September, 2025

DRAFT

Ref: 42 USC 12112 et seq. (*Equal Opportunity for Individuals with Disabilities)*; La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1, 17:416.13; *Regulations for Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 3-25-97, 2-14-13, 3-16-21, 10-19-21, 9-13-22, 8-13-24.