

## EQUAL EDUCATION OPPORTUNITIES

The Morehouse Parish School Board directs that all students enrolled in the schools under its jurisdiction shall be afforded equal educational opportunities in strict accordance with law. No person shall be excluded from participation in or denied the benefits of any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, natural, protective, or cultural hairstyle, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The School Board shall assure that all students are free from harassment, sexual or otherwise.

The School Board shall authorize the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes in a manner that shall promote equivalency of educational opportunity throughout Morehouse Parish. The School District shall endeavor to eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of any personal distinction or characteristic in the following areas:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extracurricular programs and activities;
8. Testing and other assessments

Affirmative action shall be taken to ensure that pupils are protected from the effects of discrimination, in accordance with School Board policy. Students who experience less than equal educational opportunities or experience discrimination shall report and appeal any harassment or discriminatory practice to appropriate school officials.

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*); 42 USC 12101 et seq. (*Equal Opportunity for Individuals with Disabilities*); 52 USC 10101 (*Voting Rights*); 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).

## SEXUAL HARRASSMENT/SEXUAL DISCRIMINATION

### PURPOSE

All students enrolled in the Morehouse Parish School System have the right to attend school in an environment free from all forms of discrimination. Sexual harassment, whether committed by a School Board member, employee or student is specifically prohibited as unlawful and against the policy of the Morehouse Parish School Board.

The Morehouse Parish School Board believes that sexual harassment is a form of misconduct that undermines the integrity of the educational relationship. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of sexual nature when made by a school district employee to a student or when made by an employee to another employee or when made by a student to an employee constitutes sexual harassment when:

1. A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment); or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)); or
4. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. While a single incident of offensive sexual conduct, remarks or display will generally not create a hostile environment unless it is severe, such behavior is inappropriate and may subject the employee or student to counseling and/or discipline.

Sexual harassment, as defined above, may include, but is not limited to, the following:

- < Verbal or written harassment or abuse;
- < Pressure for sexual activity;
- < Repeated remarks to a person which contain sexual or demeaning implications;
- < Unwelcome touching, close physical proximity or looks;

- < Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, position in school, etc.
- < Display or distribution of sexually suggestive or derogatory objects, pictures, magazines, cartoons, posters, drawings, or images;
- < Sexually oriented gestures;
- < Sexually coercive or oppressive conduct.

### COVERAGE AND NOTICE

Actual notice means notice of sexual harassment or allegations of sexual harassment to the School District's Title IX Coordinator or a school's Title IX Coordinator or any official of the school who has authority to institute corrective measures on behalf of the school, or to any employee of an elementary or secondary school.

The Superintendent shall appoint a Title IX Coordinator for the School District whose name, position and contact information (to include telephone number, electronic mail address, and office mail address) shall be placed in each student handbook, in each teacher handbook and prominently on the school district's website. In addition, each school must designate and authorize at least one employee to coordinate its efforts to comply with Title IX responsibilities, which employee must be referred to as the "Title IX Coordinator" whose name and title, office address, electronic mail address and telephone number shall be placed in the school's handbook, in the school's student handbook, the school's teacher handbook and prominently on the school district and school websites.

The intentional fabrication of a sexual harassment complaint constitutes misconduct.

Schools must respond when sexual harassment occurs in the school's education program or activity, against a person in the United States. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the complainant and respondent and the context in which the sexual harassment occurs, and also includes any building that is officially recognized for the use of the Morehouse Parish School System.

### RESPONSIBILITY

Every School Board Member, the Superintendent, administrator, principal, teacher, and employee has the responsibility to report any witnessed or experienced sexual harassment to a Title IX Coordinator.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving a person's verbal or written report.

Such report may be made at any time (including during non-business and non-school hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Only those acting on behalf of the School Board to investigate claims of sexual harassment shall directly contact the alleged respondent concerning the claim or complaint. If anyone other than those assigned to investigate sexual harassment complaints receives a claim or complaint, that individual will not report the receipt to the complaint to the alleged respondent but to his or her superior and/or a person so designated by the Superintendent.

### **COMPLAINT PROCEDURE**

A “complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

A “formal complaint” is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of a school of the Morehouse Parish School District.

A formal complaint may be filed with the Title IX Coordinator in person, by mail or by electronic mail by using the contact information required to be listed for the Title IX Coordinator as set forth above, and by any additional method the school may designate.

The phrase “Document Filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Whether the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party during a grievance process, and must comply with requirements for all Title IX personnel to be free from conflicts and bias.

A parent or legal guardian may act on behalf of a respondent or a complainant including by filing formal complaints in Title IX matters.

With or without a formal complaint, the Title IX Coordinator must at a minimum:

1. Offer supportive measures to the complainant;

2. Promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint;
3. Follow the appropriate grievance process set forth hereinafter before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent;
4. Must not restrict rights protected under the United States Constitution, including First Amendment, Fifth Amendment, and Fourteenth Amendment, as a way of responding in a non-deliberately indifferent manner.
5. "Supportive Measures" mean:
  - A. Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant or respondent, before or after the filing of a formal complaint or where no formal complaint has been filed.
  - B. Such measures are designed to restore or preserve access to the educational programs or activities of the parties, without unreasonably burdening the other party; protect the safety of all parties and the district's educational environment and deter sexual harassment.
  - C. Supportive measures may include counseling, coerced-related adjustments, modification of work or class schedules, increase security and monitoring of certain areas and mutual restrictions on contact between the parties.

The School District and any investigator cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party's voluntary, written consent to do so. Furthermore, no questions may be asked of the complainant's sexual predisposition or prior sexual behavior unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than respondent committed a conduct alleged by the complainant, or if the questions in evidence concern specific incidence of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

## INVESTIGATIONS

An investigation shall be entitled “a fair grievance process.”

The Title IX Coordinator shall investigate formal complaints of sexual harassment to ensure that the process incorporates due process principles, treats all parties fairly and reaches reliable responsibility determinations. The investigation must:

1. Give both parties and their parents written notice of allegations, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney) and an equal opportunity to submit and review evidence throughout the investigation;
2. Allow the respondent ten (10) school days to respond.
3. Use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party;
4. Protect all parties' privacy by requiring a party's written consent before using the party's medical, psychological, or somewhat treatment records during the process;
5. Obtain the parties' voluntary, written consent before using any kind of “informal resolution” process such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;
6. Apply a presumption that respondent is not responsible during the grievance process (called a “presumption of innocence”), so that the school district bears the burden of proof by a preponderance of the evidence that the sexual harassment occurred;
7. The Title IX Coordinator shall receive all of the information pertaining to the complaint from the complainant and respondent within ten school days. The investigation shall be undertaken by the Title IX Coordinator and the Personnel Director unless one of those individuals is a respondent, and if so, the superintendent shall name a replacement for that person.
8. The final investigative report shall be submitted to the Superintendent of Child Welfare and Attendance who shall review the findings of the investigation and render the decision consistent with legal requirements within thirty (30) days of the receipt of the results of the investigation.
9. Both parties shall be sent a written determination regarding responsibility and explaining how and why the Supervisor of Child Welfare and

Attendance reached the conclusions. The written determination shall effectively implement remedies for complainant if a respondent is found responsible for sexual harassment.

### APPEAL

An appeal may be made from the Supervisor of Child Welfare and Attendance's determination regarding responsibility and from the District's dismissal of a formal complaint or any allegations therein on only the following basis to the Superintendent:

1. Procedural irregularity that affected the outcome of a matter.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
3. The Title IX Coordinator, investigator(s), or decision maker (Supervisor of Child Welfare and Attendance) had a conflict of interest or bias that affected the outcome of the matter.

### INFORMAL RESOLUTION

Informal resolution prior to a decision by the Supervisor of Child Welfare and Attendance may be had if both parties give voluntary, informed, written consent. Neither a school nor the School District may require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints.

No school or the School District may require the parties to participate in informal resolution and may not offer informal resolution unless a formal complaint is filed.

At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint.

Schools must not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### CONFIDENTIALITY

Confidentiality as to the complainant and the nature of the complaint shall be maintained, consistent with the needs of the investigation into the complaint. Information concerning the complaint, the complainant, the respondent, and the results or progress of the investigation will be on a need to know basis, only by those assigned duties to receive complaints, those who investigate them, and those interviewed.

## SANCTIONS

Some acts of sexual misconduct are considered criminal and are subject to prosecution.

The Morehouse Parish School Board will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

A substantiated charge against an employee in the Morehouse Parish School System, shall subject that employee to disciplinary action which may include verbal warning, letter of reprimand, suspension and/or termination of employment.

A substantiated charge against a student in the Morehouse Parish School System shall subject that student to disciplinary action deemed necessary and appropriate including parental notification, warnings, counseling, suspension or expulsion, consistent with the student discipline code and a due process hearing if expulsion is involved.

## NOTIFICATION AND TRAINING

Notice of this policy will be circulated to all schools and departments of the Morehouse Parish Public School System and adopted and printed in teacher and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held in all schools on an annual basis. Training sessions for new non-teaching employees shall be conducted annually. All current employees will be provided a copy of this policy as well as newly hired personnel on an annual basis.

## PROHIBITION AGAINST RETALIATION

No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because an individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in a Title IX investigation, proceeding or hearing.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint for sex discrimination, or a report or formal complaint of sexual harassment, for the purposes of interfering with any right or a privilege secured by Title IX, constitutes retaliation which is prohibited.

Each school and the School District must keep confidential the identity of complainants, respondents and witnesses, except as may be permitted by the *Family Educational Rights and Privacy Act* (FERPA), or as required by law, or as necessary to carry out a Title IX proceeding.

Complaints alleging retaliation may be filed according to the procedures set forth for sex discrimination as set forth above.



The exercise of a right protected under the First Amendment of the Constitution does not constitute retaliation.

Charging an individual with a code of conduct violation for making materially false statement in bad faith in the course of a grievance procedure under this part does not constitute retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

#### RECORD RETENTION

The School District will maintain all written records of actions taken in response to a complaint for at least seven (7) years.

Ref: 42 USC 2000e (*Civil Rights-Definitions*); 29 CFR 1604.11 (*Guidelines on Discrimination Because of Sex-Sexual Harassment*); La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81.

## **RACIAL DISCRIMINATION AND HARASSMENT**

### **PURPOSE**

All individuals employed by the Morehouse Parish School Board have the right to work in an environment free from all forms of discrimination or harassment of any type on the basis of race. Likewise, students enrolled in the Morehouse Parish School System have the right to attend school in an environment free from all forms of racial discrimination. Racial discrimination and racial harassment, whether committed by a School Board member, employee or student are specifically prohibited as unlawful and against the policy of Morehouse Parish School Board.

Racial discrimination harassment may include but is not limited to the following:

Unwelcomed verbal or written harassment or abuse based on race; Repeated remarks to a person which contain racial implications; Display or distribution of racially derogatory objects, pictures, magazines, cartoons, posters, drawings, or images; Racially oriented gestures.

### **COVERAGE**

Racial discrimination committed by Morehouse Parish School Board employees, including elected members of the School Board against other Morehouse Parish School Board employees or students constitutes misconduct. Racial discrimination or harassment committed by students against other students or Morehouse Parish School Board employees constitutes misconduct. The intentional fabrication of a racial discrimination or harassment complaint constitutes misconduct.

School administrators, including supervisors, principals, coordinators and facilitators, are responsible for taking appropriate and effective action when they know, or reasonably should have known, that an individual under their supervision is being racially harassed or discriminated against.

### **RESPONSIBILITY**

Every School Board Member, Superintendent, administrator, principal, teacher, and employee has the responsibility to report any witnessed or experienced racial discrimination to his/her immediate supervisor or those designated by the Superintendent to receive complaints. If the alleged harasser is the individual's immediate supervisor, the report should be made directly to the District Civil Rights Officer. If the alleged harasser is the Superintendent, the report should be made to any School Board Member. The School Board Member shall report the harassment to the School Board President. If the alleged harasser is a School Board Member, the report should be made to the Superintendent. If the claimant and alleged harasser are students, the report should be made to the school principal.

## ATTENDANCE

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

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, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

- *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.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

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 be met.

### ATTENDANCE FOR REMOTE OR HYBRID INSTRUCTION

During remote or hybrid instruction, students are considered to be in attendance when attendance is checked and recorded on each school day at the beginning of each class period in accordance with La. Rev. Stat. Ann. §17:232, and Bulletin 741, *Louisiana*

*Handbook for School Administrators*, and one of the following requirements is met:

- The student logs into synchronous online instruction at the designated time for the course in which the student is enrolled.
- Evidence exists that the student accessed a planned asynchronous instructional activity.

*Remote instruction* is an educational model in which the student and educator are not physically present in a traditional classroom environment where instruction may be facilitated by the use of computers, technology, and the internet.

*Hybrid instruction* is instruction provided via a combination of face-to-face and remote models.

### 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 School Board's authority may extend beyond the limits set forth above, in accordance with state law.

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:227, 17:232, 17:233; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

## COMPULSORY SCHOOL ATTENDANCE AGES

Except as provided by law, every child in the state is required by state law to attend public or nonpublic school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or nonpublic school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

Beginning with the 2022-2023 school year, the parent or legal guardian of a child who resides in Louisiana and who is age five (5) by September thirtieth of the calendar year in which the school year begins through eighteen (18) shall send the child to a public or nonpublic school, as defined by La. Rev. Stat. Ann. §17:236, unless the child's parent or legal guardian opted to defer enrollment of his/her child in kindergarten pursuant to La. Rev. Stat. Ann. §17:151.3(D) or the child graduates from high school prior to his/her eighteenth birthday. A child below the age of five (5) who legally enrolls in school shall also be subject to these provisions.

### EXCEPTIONS

Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy *JBD, Student Absences and Excuses*. In addition, statutes provide for the following:

1. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.
2. A child who is at least seventeen (17) years of age and who, after successfully completing a program established by the Louisiana Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Louisiana Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to compulsory attendance laws.
3. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

4. Any minor employed to perform or render artistic or creative services shall be exempt from the compulsory school attendance statutes for those days during which the minor is engaged in rendering such services.

#### FAILURE TO COMPLY

Failure to abide by the compulsory school attendance laws of the state may result in a referral to *Families in Need of Services* (FINS) which is a state mandated program or to the District Court with jurisdiction.

Ref: La. Rev. Stat. Ann. §§17:151.3, 17:221, 17:226, 17:226.1, 17:233; La. Children's Code, Art. 730; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

## ENTRANCE AGE

The Morehouse Parish School Board shall require children entering kindergarten at the beginning of the school session for the first time to be at least five (5) years of age on or before September 30 of the calendar year in which the school year begins. For students entering first grade for the first time at the beginning of the school session, they shall be six (6) years on or before September 30 of the calendar year in which the school year begins.

A child younger than the above may be permitted to enter school provided the child has been evaluated and identified in accordance with the regulations of the Louisiana Department of Education for such evaluation and/or regulations found in the School Board's *Pupil Progression Plan*. A child admitted to kindergarten shall be eligible to enter first grade upon successful completion of kindergarten, provided all other applicable entrance requirements have been fulfilled.

Other children younger than five (5) years of age may enroll in pre-school and other approved programs when offered by the School Board.

Ref: La. Rev. Stat. Ann. §§17:151.3, 17:222.

## **SCHOOL ADMISSION**

The Morehouse 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.

No student of suitable age shall be denied admission or readmission to school who resides within the geographical boundaries of the school system unless such student is legally excluded from attending school.

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 this state 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 evidence of being or having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis and measles and other vaccine-preventable diseases according to a schedule approved by the Office of Public Health, Department of Health and Hospitals.
3. Present to school officials an official Social Security card. If no Social Security card is available, the student shall be assigned a state identification number.
4. 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.
5. 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.



6. 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.
7. Present to school officials satisfactory evidence that at least one of the child's parents or guardians has completed a parent orientation course conducted by the School District. However, no child shall be denied entry into school because of parent or guardian has not attended an orientation session.

#### ADMISSION OF CHILDREN OF MILITARY FAMILIES

The School Board shall allow a dependent child of an active duty member of the United States Armed Forces, of the military reserve forces, or of the National Guard or a Department of Defense civilian to register and preliminarily enroll in a public school under its jurisdiction by remote means, including electronic means, prior to becoming a resident of the state, provided all of the following apply:

1. The student's parent or legal guardian is transferred or pending transfer to a military installation or comparable duty location in Louisiana pursuant to an official military order.
2. The student's parent or legal guardian provides a copy of the official military order transferring the parent or legal guardian to a military installation or comparable duty location in Louisiana to the School Board.
3. The student's parent or legal guardian completes and submits all required registration and enrollment forms and documentation, except that proof of residency shall not be required until ten (10) days after the arrival date specified on the parent or legal guardian's transfer orders.

The School Board shall provide a student of a military family who remotely registers the same enrollment opportunities available to resident students, including requesting and applying for school assignment, registering for courses, participating in extracurricular activities, and applying to any school or program that requires an additional request, including a lottery for admission to a specific school or program.

A student of a military family registered and enrolled shall not attend school until proof of residency is provided in accordance School Board policy.

#### 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 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 Morehouse Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Children and Youth*.

#### 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.

Ref: 42 USC 11431 et seq. (*Stewart B. McKinney Homeless Assistance Act*); La. Rev. Stat. Ann. §§17:101, 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, 419 F. 2d 1211 (5th Cir., 1970); Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

## **ADMISSION OF NON-RESIDENT STUDENTS**

The Morehouse Parish School Board may, by mutual agreement with the sending school board, authorize the admission to its schools of pupil(s) residing in an adjoining city, parish, or other local school board district, and for transfer of funds or other payments by one school board to another on account of such attendance.

### **STUDENTS RESIDING NOT MORE THAN ONE MILE FROM SCHOOL**

If not specifically contrary to the provisions of a valid and applicable court order, the School Board shall admit and assign a student to attend any public school requested by a parent or other person responsible for the student's school attendance when the requested school has space available, suitable grade levels, and the child resides not more than one mile from such school. The one-mile distance shall be measured by the distance to be traveled on public streets or highways, or by the boundary of a subdivision. Such assignment shall apply regardless of parish boundaries. The School Board, however, shall have final authority and responsibility for the assignment, transfer, and continued attendance of students in schools within the School Board's jurisdiction.

### **STUDENT RIDING SCHOOL BUS FOR MORE THAN ONE HOUR**

If not specifically contrary to the provisions of a valid and applicable court order, a student riding a school bus for one hour or more to the school assigned may transfer to, enroll in, and attend a public school in an adjoining school system upon written application to the Superintendent of the adjoining school system for his/her approval. Approval must be granted before the student is allowed to enroll in the school system.

Documentation of the time required to transport the student shall be presented to the Superintendent of the school system in which the student is currently enrolled as well as the Superintendent of the adjoining school system. The Superintendent of the school system in which the student is currently enrolled may dispute the accuracy of the documentation by requesting, in writing, within ten (10) days of receipt of the documentation, a hearing on the question of the time required to transport the student before the School Board of the adjoining school system. A hearing shall be held within thirty (30) days of receipt of the written request. The finding of the School Board of the adjoining school system shall be final.

Ref: La. Rev. Stat. Ann. §§, 17:104.1, 17:105, 17:105.1, 17:221.2.

## HOMELESS CHILDREN AND YOUTH

The Morehouse Parish School Board recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the School Board, in accordance with state and federal law, shall give special attention to ensure that homeless children in the school district have access to a free and appropriate public education and to hopefully ensure that there are no barriers to the enrollment, transportation, attendance and success in school of homeless children and youth.

### DEFINITION

*Homeless children and youth* means individuals who lack a fixed, regular and adequate nighttime residence and include the following:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- Migratory children who meet one of the above-described circumstances are also recognized under this definition.

### ENROLLMENT/PLACEMENT

The best interest of the child, with parental involvement, shall be considered in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin. If the youth is unaccompanied by a parent or guardian, the homeless coordinator shall consider the views of the youth in deciding where the youth shall be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child

or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information, such as medical emergency information, contact information regarding the parent, guardian, or caregiver.

The district shall provide a written explanation, including a statement regarding the right of appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, *school of origin* is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

### Children in Foster Care

The School Board shall ensure that a student who is in foster care pursuant to placement through the Louisiana Department of Children and Family Services shall be allowed to remain enrolled in the public school in which the child was enrolled at the time he/she entered foster care for the duration of the child's stay in the custody of the state or until he/she completes the highest grade offered at the school if the Department of Children and Family Services determines that remaining in that school is in the best interest of the child.

If foster care placement is outside the jurisdictional boundaries of the public school in which the student is enrolled, the School Board shall be responsible for providing free transportation for the student to and from a designated location which is within that school district and is located nearest to the child's residence and is determined to be appropriate by the School Board and the Department of Children and Family Services.

### SERVICES

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students shall not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

## TRANSPORTATION

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school shall be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student begins living in an area served by another School Board, both School Boards shall agree on a method to apportion the responsibility and costs for transporting the child to and from the school of origin. If an agreement cannot be reached, the costs will be shared equally.

## RECORDS

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the *Family Educational Rights and Privacy Act* and School Board policy.

## ENROLLMENT DISPUTES

If a dispute arises over school selection or enrollment in a school:

1. Unless otherwise provided for in any desegregation order, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
2. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;
3. The child, youth, parent, or guardian shall be referred to the School Board's homeless liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
4. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

## LIAISON

One individual shall be appointed by the School Board to act as the district's homeless liaison. The School Board shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless liaison.

DISCIPLINE – NOT REQUIRED TO ENROLL

Nothing in this policy 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.

Ref: 42 USC 11431 et seq. (*Stewart B. McKinney Homeless Assistance Act*); 34 CFR Part 200 (Title I - *Improving the Academic Achievement of the Disadvantaged*); La. Rev. Stat. Ann. §§17:81, 17:151.3, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416; *Plyler v. Doe* 457 U.S. 202 (1982); *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

## FOREIGN EXCHANGE STUDENTS

The Morehouse Parish School Board welcomes the participation in international student exchange programs. Prior to approval of an exchange program by the School Board, the Superintendent or his/her designee shall review the program's qualifications to assure compliance with all state, federal, and School Board requirements. Participation in any foreign exchange program shall be subject to the following:

### AGENCY REQUIREMENTS

1. Foreign exchange agencies must be registered with the Superintendent or his/her designee, must be listed by the *Council for Standards on International Education Travel*, and must be approved by the U.S. Department of State to qualify for J-1 visas.
2. The contract used by the sponsoring agency between sponsor and student must be on file and approved by the Superintendent or his/her designee.
3. The sponsoring agency must have a local representative who resides within 50 miles of Morehouse Parish, and who is available to meet with school personnel, the student, and the host family.

### STUDENT REQUIREMENTS

1. The exchange student must reside with a legal resident of Morehouse Parish.
2. The student must possess a J-1 visa.
3. As of September 1 of the program year, the student must meet junior or senior placement status.
4. The student must not have received a high school diploma or its equivalent from his/her home school.
5. The student must have a cumulative grade point average of 2.0 or above for the previous two (2) years of study.
6. The student must exhibit sufficient knowledge of the English language to produce effective oral and written communication, to use instructional materials and textbooks printed in English, and to function in the regular education program without special services such as Special Education or English as a Second Language. A letter of recommendation from an English/language teacher endorsing the student's proficiency in English must be included in the application materials.



7. An official transcript from the student's home school must be sent to and received by the assigned Morehouse Parish high school by August 1 of the student's attendance year in order to determine placement.
  - Students will be placed in grades according to Carnegie unit totals as indicated in the *Pupil Progression Plan for Morehouse Parish*.
  - No student shall be classified as a 12<sup>th</sup> grader for the purpose of receiving a diploma unless all Carnegie unit requirements for Louisiana high school graduation can be met by the spring graduation date.
  - Students must meet all state and local requirement for graduation.
8. By August 1 of the attending year, the student shall present the following documents to the attending school with a request to attend school in Morehouse Parish:
  - J-1 visa
  - Health and immunization records
  - Evidence of health and accident insurance for duration of stay
  - The name, address, and phone numbers of the student's own parents/guardians, the host family, and the local exchange program representative.
  - Two (2) character references from the home school
  - A notarized temporary custody agreement between the exchange student's parents/guardian and the host family

#### SUSPENSION, REVOCATION, OR DISMISSAL

Exchange organizations, host families, and/or exchange students found in non-compliance with policies of the Morehouse Parish School Board are subject to having their relationship with the School Board terminated. Exchange students are subject to the same discipline policies to which regular students must adhere.

Ref: La. Rev. Stat. Ann. §17:81; Standards for International Educational Travel Programs, Council on Standards for International Educational Travel.

## STUDENT ASSIGNMENT

The Morehouse Parish School Board, through the Superintendent and staff, shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction.

### DOMICILE

Each student shall have only one residence (domicile) which is determined to be the place where he/she predominantly sleeps, takes meals, and maintains personal belongings. To establish domicile in the Morehouse Parish School District, a parent or legal custodian shall present sufficient information which supports both that the parent, legal custodian, or caregiver is actually domiciled within the Morehouse Parish School Board jurisdictional school boundaries, and confirm that the child under his or her care, custody and/or control is actually domiciled with that parent or legal custodian.

When legal custody has been awarded by a court of law, the domicile shall be the principal residence of the parent/guardian awarded primary or domiciliary custody, or if the student is eighteen (18) years old or has been emancipated by a court order, by the student's own domicile, if not specifically contrary to the provisions of an order of a court of competent jurisdiction providing for the assignment of students.

### Proof of Domicile

When examining the domicile of a student, the School Board through the principal shall attempt to verify the domicile (primary place of residence) of the legal parent or guardian.

Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. A minimum of two (2) of the following acceptable documents must be included:

1. lease agreement;
2. two (2) recent utility bills or deposit, or similar documentation;
3. copy of an agreement to purchase or an act of sale for a completed dwelling;
4. copy of an agreement to purchase or an act of sale for a residential lot entered into by the parent/legal guardian of the child, and a notarized statement from a contractor indicating the anticipated date of completion of a dwelling on the lot (said completion date not to exceed sixty (60) calendar days);
5. legal document issued by or approved by the Civil District Court for the Parish of Morehouse giving control and custody to the adult(s) if other than

the student's legal parent(s) with whom the student resides, if the student is sixteen (16) years of age or under;

6. legal document verifying student's emancipation and/or legal proof of residence as required;
7. legal document issued by or approved by the U.S. Office of Immigration and Naturalization;
8. any combination of the above if requested by the principal.

If none of these documents can be provided, the school principal shall give the parent/legal guardian or student(s) fifteen (15) school days to produce an acceptable document to prove residence.

### LEGAL CUSTODY

*Legal custody* is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the child or minor. Proof of legal or domiciliary custody, or guardianship, or judicially ordered tutorship, shall be a certified copy of the decree of the court which issued the custody order, whether the order grants temporary or permanent custody. The school principal or his/her designee shall be responsible for monitoring the school enrollment list and shall immediately refer to the Supervisor of Child Welfare and Attendance the determination of proper school assignment.

### SCHOOL ASSIGNMENTS

Students shall attend the appropriate school located in Morehouse Parish generally based on the age and/or academic qualifications of the student. All students will be assigned to schools within their designated school zone lines by the Supervisor of Child Welfare and Attendance (Visiting Teacher). New students entering the parish schools must report to the Supervisor of Child Welfare and Attendance Office to be assigned to a school.

Students identified as handicapped/exceptional student shall be placed in schools designated by the Supervisor of Child Welfare and Attendance in consultation with the Supervisor of Special Educational Services.

Any child temporarily residing within Morehouse Parish who has no permanent address, or who has been abandoned by his/her parent, or who is in foster care, shall be enrolled and allowed to attend the school most appropriate for the special circumstance of the child. Surrogate parents may be appointed when appropriate for special needs students.

## SPECIAL ASSIGNMENTS

### Children of Employees

Morehouse Parish School Board employees who reside in Morehouse Parish may request a special assignment for their child to attend the school where they work only. If a School Board employee resides outside of Morehouse Parish and is granted permission by the district in which the employee resides to enroll the employee's student in the Morehouse Parish School District, that child will be assigned to the school where the employee works if the school can accommodate the grade in which the child is enrolled; otherwise, the child shall attend Bastrop High School if high school age or a junior high school that is the junior high school from which students at the employee's worksite would normally attend. If the employee who resides outside of the district is employed and for the first year has a student that would be assigned to a junior high school and the employee does not work at a junior high school, the employee would have his/her child assigned to the junior high school closest to the school at which the employee works.

If overcrowding results from a school employee's child's special assignment, then the special assignment student will have to be moved.

Children of School Board members, central office employees, and other School Board employees who do not work at a specific school, shall not be allowed to have their children assigned to a school outside their zone of residence, unless the assignment involves a matter of health or safety, attendance in the Magnet Program, or is required to accommodate a special education need.

### Special Needs Assignments

Under exceptional circumstances unique to an individual student's case, a student's parent or legal guardian may request a special assignment for health reasons if supported by a written and signed statement from a physician licensed in the State of Louisiana. In unique circumstances approved in writing by the Superintendent of Schools, the Supervisor of Child Welfare and Attendance and the principals of both schools involved, a student may receive a special assignment for safety reasons. Special Needs Assignments must be noted on the student's IEP/IAP.

## ASSIGNMENT STUDENTS WITH EXCEPTIONALITIES

Unless the *Individualized Education Program* (IEP) of a student with an exceptionality, except a gifted and talented student, requires some other arrangement, the School Board shall require the student with such an exceptionality to be educated in the school that the student would attend if he/she did not have an exceptionality. However, if the educational needs of the student cannot be achieved satisfactorily in a regular class setting, the student may be placed in an educational environment designed to meet the appropriate needs of the student, as determined by the IEP committee.

However, a student with an exceptionality, except a gifted and talented student, shall be assigned to a school as requested by the parent, in accordance with La. Rev. Stat. Ann. §17:1944, if all the following conditions are met:

1. The parent submits a written request to the School Board responsible for the student and the respective School Board having jurisdiction over the school being requested, by not later than April first of the school year preceding the school year for which the parent is requesting the school assignment. The request shall include a recommendation from at least two (2) licensed physicians who have treated the student during the year prior to the submission of the request.
2. The School Board responsible for the student and the respective School Board having jurisdiction over the school being requested by the parent enter into an agreement for the assignment of the student to the requested school.
3. The requested school is located at least ten (10) miles from the school to which the student is assigned, in accordance with applicable school attendance zone requirements.
4. The requested school is located at least fifteen (15) miles from the student's home.
5. The requested school is not located in a public school district in which fifty percent (50%) or more of the public schools in the district are charter schools and fifty percent (50%) or more of the public schools in the district participate in a single application and enrollment process for public school enrollment.

#### GRADE ASSIGNMENT

Student assignments in K through 8 shall be made by the principal of the school with teacher input. The placement of a student shall be based on grades, achievement test scores, and participation in special programs and be made in accordance with the *Pupil Progression Plan for Morehouse Parish*.

#### CLASSROOM ASSIGNMENT

##### High School

Selection of courses of study in grades 9 through 12 shall be made by individual students. Assistance in planning for a student's course of study and selection of classes shall be provided by teachers, counselors, parents, and administrators. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment.

### Multiple Siblings

In grades kindergarten through second grade, the parent of twins, triplets, etc. (more than one child at a single birth event) may request that their children be placed initially in the same, or separate, classrooms, if the children are in the same grade at the same school. Such a request shall be presented to the Superintendent or his/her designee no later than fourteen (14) days either after the first day of the school year or after the first day of attendance if the child enrolls after the fourteenth day of the school year. Notwithstanding any law, rule, regulation, or School Board policy to the contrary, the request of the parent for initial placement shall be granted subject to further review.

As soon as possible after the end of the student's first grading period, the Superintendent or his/her designee shall review the initial placement of the child. If the Superintendent or his/her designee, in consultation with the school principal, the child's(ren's) teacher(s), and the parent, determines that the initial placement of the children is disruptive to the school or is not in the best educational interests of the child(ren), the initial placement of the child shall be modified, and the child(ren) shall be placed in accordance with School Board policy otherwise applicable to the child(ren).

### Teachers with Felony Convictions

At the request of a student's parent or legal guardian, a student shall be removed from the class of any teacher who has a felony conviction and placed in another class.

Ref: La. Rev. Stat. Ann. §§9:951, 9:952, 9:953, 9:954, 17:15, 17:81, 17:104.1, 17:221.2, 17:221.4, 17:221.5, 17:238, 17:1944; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

## STUDENT TRANSFER AND WITHDRAWAL

### TRANSFER WITHIN THE PARISH

When a student's residence changes from one zone to another, the parents of that student shall request a transfer from the office of the Supervisor of Child Welfare and Attendance.

If it becomes necessary to transfer a student due to overcrowded conditions or for some reason, such transfer will be made only after proper notification of the student's parents. All such transfers will have approval of the Superintendent.

### TRANSFER OUT OF THE PARISH

A student who transfers out of the parish will be reported by the principal to the office of the Supervisor of Child Welfare and Attendance in the monthly report.

### 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 the Morehouse Parish School Board. Such withdrawal shall be in accordance with such rules and regulations as may be prescribed by the School Board.

A student who drops out of school will be reported by the principal to the office of the Supervisor of Child Welfare and Attendance in the monthly report. A drop out card will be filled on each drop out.

Ref: La. Rev. Stat. Ann. §§17:81, 17:104.1, 17:105, 17:106, 17:108, 17:109, 17:111, 17:221, 17:226, 17:227; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

## PUBLIC SCHOOL CHOICE

### FEDERAL PUBLIC SCHOOL CHOICE

The Morehouse Parish School District is required by both Federal law and the Louisiana School Accountability Program to develop and maintain a *Public School Choice* policy for any school with a *School Performance Score* (SPS) below levels set by the District of Elementary and Secondary Education (BESE). *School Choice* allows eligible students to transfer to an academically acceptable school.

Once schools eligible to receive students have been identified, a school-site utilization study shall be conducted as needed in all schools to determine the extent to which capacity exists to possibly accommodate students from schools offering choice, including students with special needs and/or students with disabilities. Only those schools that are labeled *academically acceptable* shall be considered eligible to receive students.

The Superintendent and staff shall be responsible for developing and managing a *School Choice Plan*, which shall determine the schools to which students may transfer, which students shall have priority in transferring, and all other regulations and procedures for supervising school choice within the Morehouse Parish.

#### Notification

Notification of parents of their school choice options shall be sent as early as possible, but not later than the first day of the school year for the schools that are required to offer choice. If there are no choice options available, this information shall be included in the notification sent parents.

#### Eligibility of Students

All students in a school required to offer choice shall be eligible to transfer. However, the School District shall give priority to students from the lowest performing schools.

### LOUISIANA PUBLIC SCHOOL CHOICE

Unless it violates a court order, the parent or legal guardian of any student may seek to enroll his/her child in the public school of his/her choice, without regard to residence, school system geographic boundaries, or attendance zones, provided that:

1. The public school in which the student was most recently enrolled, or would otherwise attend, received a school performance letter grade of D or F for the most recent school year, and
2. The school to which the student seeks to enroll received a school



performance letter grade of A, B, or C, for the most recent school year, and has sufficient capacity at the appropriate grade level.

The School District shall define “capacity” for each school, and determine a transfer request period which shall begin no later than March first and end no earlier than March twenty-eighth, annually. Prior to the transfer request period, the School District shall notify parents and legal guardians of students enrolled in schools that received a D or F school performance letter grade of the following:

1. The provisions of the Louisiana Public School Choice policy;
2. Schools under the jurisdiction of the School District that received an A, B, or C school performance letter grade, if any;
3. The process for submitting student transfer requests; and,
4. The page on the Louisiana Department of Education’s website that contains school performance data.

Transportation shall not be provided to a student who enrolls in a public school that is located outside the geographic boundaries of the School District in which the student resides, if providing such transportation will result in additional cost to the School District.

The Superintendent shall be authorized to develop pertinent administrative regulations and procedures governing students seeking enrollment under the *Louisiana Public School Choice* section of this policy. Such regulations and procedures shall include entering into inter-district agreements with other city, parish, or local School Districts to provide for the admission of students and the transfer of school funds or other payments by one School District to another for, or on account of, such attendance.

Enrollment under *Louisiana Public School Choice* shall only be for one school year, or the applicable portion thereof if a student enrolls after the start of the school year.

#### PUBLIC HIGH SCHOOL PROGRAM OF CHOICE

For the purposes of this policy, a program of choice shall mean a public high school program that allows a student to concurrently pursue a high school diploma and one of the following:

1. A postsecondary degree, credential, or certificate.
2. A state-registered apprenticeship or pre-apprenticeship.

A student may enroll in a program of choice offered within his/her school system, without regard to attendance zones, provided that both of the following apply:

1. The program of choice and the high school offering the program have available capacity at the appropriate grade level.
2. The program of choice is not offered at the public high school in which the student was most recently enrolled or would otherwise attend.

Capacity for each high school and each program of shall be determined as provided above under Louisiana Public School Choice, and the transfer request period shall be the same as for Louisiana Public School Choice.

The School District shall determine and make available the process for submitting a transfer request, admission requirements, if any, for each program of choice, and the process for requesting review by the State District of Elementary and Secondary Education in accordance with La. Rev. Stat. Ann. §17:4035.1 of a denial of a request to transfer to a program of choice.

The School District shall partner with local businesses and public postsecondary education institutions to grow programs of choice that are relevant to the school's local area and to the state and that lead to careers in high-demand, high-paying fields, and work to ensure that programs of choice are evenly distributed, to the greatest extent possible, among the high schools in the school system.

The authority to enroll a student in a program of choice shall not be permitted and shall not be exercised if doing so violates an order of a court of competent jurisdiction.

The provisions of this policy shall not be construed as requiring a high school or a program of choice with selective admission requirements to enroll a student who does not meet the admission requirements, regardless of whether the school or program of choice has available capacity.

Ref: La. Rev. Stat. Ann. §§17:105, 17:4035.1, 17:4035.2; Louisiana School, District, and State Accountability System, Bulletin 111, Louisiana Department of Education.

## UNSAFE SCHOOL CHOICE

The Morehouse Parish School Board, as required by federal law, shall permit students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, to attend a safe public school. The State of Louisiana shall notify the School Board each year if any of the schools are identified as *unsafe*. Transfer of any student from a school classified as unsafe shall be in accordance with the following guidelines.

### STUDENTS WHO ARE VICTIMS OF CRIMES OF VIOLENCE

A student at a public elementary school, middle school or high school who becomes a victim of a crime of violence, as defined by La. Rev. Stat. Ann. §14:2, while on school property, on a school bus or at a school-sponsored event, shall be given the option to transfer to another public school which offers instruction at the student's grade level and which is not persistently dangerous, if there is such a school within the school district.

A student who is enrolled in an alternative school or a special school and who becomes a victim of a crime of violence, as defined by La. Rev. Stat. Ann. §14:2, while on school property, on a school bus or at a school-sponsored event, shall be given the option to transfer to another such public school which offers instruction at the student's grade-level, for which the student meets the admission requirements and which is not persistently dangerous, if there is such a school within the school district. However, a student who has been assigned to a particular school, such as an alternative school or a special school, by court order shall not have the option to transfer.

A student who has been the victim of a crime of violence and who must be given the option to transfer should generally be given the option to transfer within ten (10) calendar days from the date on which the crime of violence occurred.

### PERSISTENTLY DANGEROUS SCHOOLS

Students attending a persistently dangerous public elementary school, middle school or high school shall be given the option to transfer to another public school which offers instruction at the students' grade level and which is not persistently dangerous, if there is such a school within the school district.

A student who is enrolled in an alternative school or a special school which is persistently dangerous shall be given the option to transfer to another such public school, which offers instruction at the student's grade-level, for which the student meets the admission requirements and which is not persistently dangerous, if there is such a school within the school district. However, a student who has been assigned to a particular school, such as an alternative school or a special school, by court order shall not have the option to transfer.

The School Board, in a timely manner, shall notify parents of each student attending the school that the school has been identified as *persistently dangerous*, offer the students the opportunity to transfer and complete the transfer. Although timely implementation of these steps depends on the specific circumstances within the school district, students should generally be offered the option to transfer within twenty (20) school days from the time the school district is notified that the school has been identified as *persistently dangerous*. Although the transfer may be temporary or permanent, the transfer must remain in effect for at least as long as the school is identified as *persistently dangerous*.

A school shall not be considered as persistently dangerous if the school no longer meets the identifying criteria.

### INTERDISTRICT AGREEMENTS

Nothing herein shall prohibit school districts from entering into agreements with one another allowing students who become the victims of crimes of violence while on school property, on a school bus, or at a school-sponsored event or who are attending persistently dangerous schools in one school district the option to transfer to a school, which is not persistently dangerous, in another school district. However, a student who has been assigned to a particular school, such as an alternative school or a special school, by court order shall not have the option to transfer.

Ref: 20 USC 7912 (*Unsafe School Choice Option*); Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

## STUDENT ABSENCES AND EXCUSES

The Morehouse Parish School District 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.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.

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, unless legally emancipated. 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*.

1. *Non-exempted excused absences* are absences 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.

2. *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.
3. *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.
4. *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.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident 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.
6. Observance of special and recognized holidays of the student's own faith.

7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
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); or,
  - C. Natural catastrophe and/or disaster.
9. Expectant and parenting high school students shall be granted excused absences as delineated in policy JQA, *Expectant and Parenting Students*.

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 District.

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.

### 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, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) 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.

## 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 legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

## APPEAL OF ABSENCES

When a 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. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Revised: September 12, 2022

Ref: La. Rev. Stat. Ann. §§17:221, 17:221.8, 17:226, 17:226.1, 17:230, 17:232, 17:233;  
Louisiana Handbook for School Administrators, Bulletin 741, Louisiana  
Department of Education; Board minutes, 9-12-22.



## STUDENT ABSENCES AND EXCUSES

The Morehouse 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.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned.

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 pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

### 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 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.

- 1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
- 2. Extended hospital stay in which a student is absent as verified by a physician or dentist;
- 3. Extended recuperation from an accident 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; or
- 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.
- 6. Observance of special and recognized holidays of the student's own faith.
- 7. Visitation with a parent who is a member of the United States Armed Forces or the

National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.

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); or,
  - C. Natural catastrophe and/or disaster.
9. Expectant and parenting high school students shall be granted excused absences as delineated in policy *JQA, Expectant and Parenting Students*.

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.

#### MENTAL OR BEHAVIORAL HEALTH ABSENCES

A student may be absent for up to three (3) days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any school work missed during such absences. Following the second day of absence in any school year, the student shall be referred to the appropriate school support personnel for help addressing the underlying issue, which may include referral to medical services outside of the school setting.

#### 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, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) 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.

## REPORTING ABSENCES

The attendance of all school pupils 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 legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

## APPEAL OF ABSENCES

When a 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. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Revised: September 5, 2023

Ref: La. Rev. Stat. Ann. §§17:221, 17:221.8, 17:226, 17:226.1, 17:230, 17:232, 17:233; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 9-5-23.

## TRUANCY

The Morehouse Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5<sup>th</sup>) unexcused absence or fifth (5<sup>th</sup>) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or 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.

*Tardy*, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

## GUARDIAN RESPONSIBILITY

With regard to any student in grades kindergarten through eighth (8<sup>th</sup>) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Ref: La. Rev. Stat. Ann. §§17:221, 17:223, 17:228, 17:233; Louisiana Children's Code, Art. 728, Art. 730, Art. 733.1.

## **STUDENT RELEASED TIME**

### **ERRANDS**

Students shall not be sent on errands which take them away from the school grounds except by permission of the principal of the school.

### **CIVIC FUNCTIONS AND OTHER ACTIVITIES**

Students shall not be released from school to attend civic functions or to participate in other similar activities except by permission of the principal of the school.

### **LEAVING SCHOOL GROUNDS**

All students, upon arrival at school, shall remain at school until the close of the school day unless special permission is granted by the principal of the school. Pupils shall not be permitted to go home for lunch unless they are on a special diet and present a certificate from a doctor testifying to same.

## 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. Upon request of any minor who is enrolled and attending a school and who is eligible to apply for a driver's license, the Superintendent, principal, or appropriate designee shall provide to him/her documentation of his/her meeting the required attendance requirements.

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 Morehouse 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 student 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 student to possible driver's license denial or suspension. The written notification shall advise the student 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 School Board shall hold a hearing to make a determination upon such request. If no such request is received by the School Board, or if the School 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.



## 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*, for purposes of this policy, 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 school year 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:

1. is temporarily absent due to illness, suspension, or expulsion;
2. is attending or has graduated or completed another educational program approved by the Louisiana Board of Elementary and Secondary Education;
3. 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 (5<sup>th</sup>) unexcused absence or fifth (5<sup>th</sup>) 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 unemancipated child who is at least fifteen (15) years of age but less than eighteen (18) years of age.

Ref: La. Rev. Stat. Ann. §§17:81, 17:221, 17:226, 17:233, 17:416, 32:414, 32:431, 32:431.1.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

Freedom of speech is a constitutional right guaranteed to all citizens. The Morehouse Parish School Board shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideas.

All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the parish or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to other individuals and to develop tolerance for the viewpoints and opinions of others and to recognize the right of other individuals to form and hold different points of view.

Ref: Tinker vs. Des Moines School Dist., 393 U.S. 503 (1969)

## DUE PROCESS

The Morehouse Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires, at a minimum, the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and notice of the right to appeal the decision. The degree of procedural due process afforded in any disciplinary situation shall be dependent upon two factors: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Ref: U.S. Constitution, Amend. XIII; U.S. Constitution, Amend. XIV, Sec. 1; Ingraham v. Wright, 97 S. Ct. 1401 (1977); Goss v. Lopez, 95 S. Ct. 729 (1975); Carey v. Piphus, 98 S. Ct. 1042 (1978).

## STUDENT SEARCHES

### SEARCH OF BUILDINGS, DESKS, AND LOCKERS

The Morehouse Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board may search either physically or with the use of metal detectors any public school building, desk, locker, area or grounds of said public school for evidence that a law, School Board policy, or school rule has been violated. Students shall have no expectation of privacy in use of the lockers which have been assigned to them, and the acceptance and use of locker facilities by students shall constitute consent by them to the search of such locker facilities at any time by authorized school personnel.

### SEARCH OF STUDENTS AND/OR THEIR PERSONNEL EFFECTS

Any teacher, principal, administrator, or school security guard may search the person of a student or his/her 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 a law, a school rule, or a School Board policy. Such search shall be conducted in a manner that is reasonably related to the purposes of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Random searches with a metal detector of students and/or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the students. Strip searches of students are specifically prohibited.

### SEARCH OF VEHICLES

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

If the vehicle is locked, the student shall unlock the vehicle upon request by school administrator/designee. If the student refuses to unlock the vehicle, proper law

enforcement officials shall be summoned and the student shall be subject to disciplinary action for such refusal. Any student not present during a vehicular search shall be informed of the search as soon as practicable thereafter.

### USE OF CANINES

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

### CONFISCATION

If, during any search, school personnel discover and confiscate any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal or designee so as to prevent the destruction, alteration, or disappearance of it until such time as the implement or material can be given to law enforcement personnel. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

### NOTIFICATION OF AUTHORITY TO SEARCH

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

### RECORDS OF SEARCHES

Whenever any search of a student, his/her personal effects, or his/her vehicle is conducted pursuant to this policy, the school administrator/designee conducting the search shall prepare a written report of it as soon thereafter as is reasonably practicable.

Such record shall include the name of the student, the name(s) of the person(s) conducting the search, the circumstances leading to the search, and the results of the search. This written, dated, and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/designee as a result of the search.

### DISCIPLINE OF STUDENTS

Any student found to be in possession of any item in violation of a law, a school rule, or a School Board policy shall be subject to disciplinary action in accordance with School Board policy and school rules. Investigative facts and/or seized items resulting from searches shall be immediately turned over to the proper law enforcement officials.

### DEFENSE AND INDEMNIFICATION OF EMPLOYEES

If any teacher, principal, administrator, or school security guard employed by the School Board is sued for damages by a student or person qualified to bring suit on behalf of the student based on a school search, the School Board shall provide the employee with a defense to the suit and shall indemnify the employee against any judgment rendered against him/her provided that the employee has acted in accordance with the provisions of this policy. The School Board shall not indemnify any employee against a judgment if there is a specific finding therein that the action of the employee was maliciously, willfully, and deliberately intended to harass, embarrass, or intimidate the student.

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; La. Rev. Stat. Ann. §§17:416, 17:416.3; State v. Stein, 203 Kan. 638 456 P.2d (1969); New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 12-7-83.

## USE OF METAL DETECTORS

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

### GUIDELINES

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

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.
2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees and any other person on School Board property and at school sponsored events. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.
3. Students shall be given notice that they are subject to a search with a metal detector or by other means authorized, as a condition of entry in school, bus, or school activity, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions.

Ref: La. Rev. Stat. Ann. §§17:416, 17:416.3.

## **INTERROGATIONS**

The Morehouse Parish School Board fully recognizes the responsibility police or child protection agencies have to protect all citizens by enforcing the laws of the community. The School Board, in turn, has the responsibility to protect the students attending the schools of the district. Therefore, public agency officials may visit the school to obtain information or on other official business. Any public agency official entering school premises, however, shall be required to report first to the office of the principal, state his purpose, and produce proper identification.

A student may not be interviewed during the school day or periods of extracurricular activities unless the principal or another delegated staff member is present. If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview and such notification shall be documented. When the child is a minor (16 or under) the interrogation shall generally not proceed unless a parent is present or has been contacted by a school administrator and has given permission to question the student.

If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials may permit the investigation without contacting the parents. It will be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the building principal and without proper warrant, attachment, or subpoena. Reasonable efforts shall be made to notify the parent/guardian. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the principal's first consideration.

Ref: La. Rev. Stat. Ann. §17:81.



## STUDENT CONDUCT

The Morehouse Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all School Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

### STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the School Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

The School Board's Code of Conduct shall include progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences. Before an initial referral for a student's expulsion, the Code of Conduct shall require the prior administration of interventions in accordance with the minor tiers in

the Code of Conduct, except in instances where the expulsion referral is the result of accumulated minor infractions in accordance with the Code of Conduct, or the underlying incident threatens the safety and health of students or staff. Expulsions shall be reserved for the major tier of behavioral infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy.

The Code of Conduct shall also include information detailing the appeal process for expulsion as included in policy *JDE, Expulsion*.

Prior to the beginning of each school year, all schools of the Morehouse Parish School District shall provide each student, and his/her parent or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or School Board policy.

All students will be held accountable according to the established *Student Code of Conduct* whether said student is physically present in class or on School Board property, or participating in School Board sponsored virtual instruction. All classroom rules and regulations, including respect for the teacher and adherence to general rules of interaction and decorum will be followed and practiced at all time.

### ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of School Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the *Student Code of Conduct*, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student's attendance.

#### STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.

Ref: La. Rev. Stat. Ann. §§17:223, 17:235.2, 17:416, 17:416.1, 17:416.8, 17:416.12, 17:416.13, 17:416.20

## STUDENT CODE OF CONDUCT

The Cameron Parish School Board realizes, as a public agency, the school shares the responsibility with parents to educate, guide, and when necessary, discipline children. Fair and impartial discipline will help to ensure that a proper climate for learning will exist, and it will also help students develop the self-discipline that is required for learning.

The ultimate responsibility for student conduct rests with the student and his parent. It is also the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students. As prescribed by law, every teacher is authorized to hold every student accountable for his behavior in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses. It is the final responsibility of the principal/designee to maintain discipline at each school or any school function or school-sponsored activities. Referrals to the Courts, *Family in Need of Services* (F.I.N.S.), etc. may be made when a student's behavior warrants such.

### MINOR OFFENSES

When students commit minor offenses, the teacher should discipline the student according to their school discipline plan. It is also required that the teacher contact, by phone or by sending home a note, the parents and inform them of the problems before referring the student to the principal. In addition, the teacher may decide to assign work that reteaches the behavioral expectations or provide a reflective activity to the student.

For minor offenses an administrator may counsel with the student; refer student to the guidance counselor, or mentor teacher.

The teacher shall refer students to an administrator when necessary, using the proper referral procedures.

Students shall respond to personnel using respectful terms ("Yes, Ma'am, Yes, Sir.") Violations shall be considered a minor offense and disciplined accordingly.

### GRADES PreK-5

School administrators may use their own discretion for grades PreK-5 any of the items under the *Student Code of Conduct* they feel appropriate. However, serious offenses should be dealt with decisively and with firmness and may result in suspension or expulsion.

### GRADES 6 -12

The *Student Code of Conduct* includes but is not limited to the following offenses. A student found in violation of the *Student Code of Conduct* shall be disciplined according to the disposition set forth for that offense.

## LEGEND

ISD – In School Detention

ISS – In School Suspension

OSS – Out of School Suspension

Each action listed under disposition must be implemented.

<b>OFFENSE</b>		<b>DISPOSITION</b>				
		<b>1st Time</b>	<b>2nd Time</b>	<b>3rd Time</b>	<b>4<sup>th</sup> Time</b>	<b>5th Time</b>
01	Willful disobedience	Notify parents Counseling Detention (Before school, at lunch or after school) 1-3 days	Notify parents Counseling Detention (ISD) 1-3 days	Notify parents Counseling Suspension (ISS) 1-3 days	Notify parents Counseling Suspension (OSS) 1-3 days	Notify parents Counseling Suspension (OSS) Recommend Expulsion
02	Discourteous or disrespect for authority	Notify parents Counseling Detention (ISD) 1-2 days	Notify parents Counseling Detention (ISD) 2-3 days	Notify parents Counseling Suspension (ISS) 1-3 days	Notify parents Counseling Suspension (OSS) 1-3 days	Notify parents Counseling Suspension (OSS) Recommend expulsion
04	Vulgarity, profanity obscenity, or use of other offensive words or names (spoken, written, indicated)	Notify parents Counseling Detention 1 day (Before school, during lunch or after school)	Notify parents Counseling Detention 2 days (Before school, during lunch or after school)	Notify parents Counseling Detention (ISD) 1 day	Notify parents Counseling Suspension (ISS) 1 day	Notify parents Counseling Suspension (OSS) 1 day
05	Commits immoral or vicious practices.  <b>Hazing - any form of initiation which may be deemed harmful to a student in any way is prohibited</b>	Notify parents Counseling Suspension (OSS) 1-10 days and/ or recommend expulsion May refer to law enforcement, may file charges with authorities.	Notify parents Counseling Suspension (OSS) Shall recommend expulsion Refer to law enforcement			
06	Conduct or habits injurious to his/her associates	Notify parents Counseling Detention 1 day (Before school, during lunch or after school)	Notify parents Counseling Detention 2 days (Before school, during lunch or after school)	Notify parents Counseling Detention (ISD) 1-3 days	Notify parents Counseling Suspension (ISS) 1-3 days	Notify parents Counseling Suspension (OSS) 1 day
07	Uses/possesses controlled dangerous substances (La. Rev. Stat. Ann.					

	§17:416.13)					
	Distribute, sell, dispense, use of controlled dangerous substances/ prescription medication or drugs or inhalants or over the counter drugs to/by anyone while on school premises or school bus  **Use of personal prescription medications, see #66	Notify parents Counseling Suspension (OSS) and/or recommend expulsion Refer to law enforcement				
	Being under the influence of illegal drugs, controlled substances, inhalants, or prescription medication	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
	Possession or use of illegal drug, controlled substance or inhalants, including synthetic or designer substances	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
	Possession of illegal drugs or inhalants with intent to distribute	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
	Possession of drug paraphernalia	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
08	Uses/Possesses tobacco or tobacco products and/or lighter material and/or simulated/electronic tobacco products/devices/ electronic smoking devices.	Notify parents Counseling Confiscate and dispose of Suspension (OSS) 1-2 days	Notify parents Counseling Confiscate and dispose of Suspension (OSS) 2-4 days	Notify parents Counseling Confiscate and dispose of Suspension (OSS) Recommend Expulsion		

09	Possession or use of alcohol (La. Rev. Stat. Ann. §17:416.13)	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
09	Breathalyzer Testing any measurable amount	Notify parents to pick up student Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
10	Disturbs the school or habitually violates any school rule	Notify parents Counseling Detention (ISD) 1-2 days	Notify parents Counseling Detention (ISD) 1-3 days or Suspension (ISS) 1-3 days	Notify parents Counseling Suspension (OSS) 1-3 days	Notify parents Counseling Suspension (OSS) Recommend expulsion	
10	Removing Chromebook from school without permission.	Notify parents Counseling Detention (ISD) 1-2 days	Notify parents Counseling Detention (ISD) 1-3 days or Suspension (ISS) 1-3 days	Notify parents Counseling Suspension (OSS) 1-3 days	Notify parents Counseling Suspension (OSS) Recommend expulsion	
11	Vandalism - School Property or School Bus	Notify parents Counseling Detention (ISD) or Suspension (ISS) 3 days and/or recommend expulsion Restitution May refer to law enforcement	Notify parents Counseling Suspension (ISS) 4 days and/or recommend expulsion Restitution May refer to law enforcement	Notify parents Suspension (OSS) Recommend expulsion Restitution May refer to law enforcement		
12	Writes or draws inappropriate/obscene/profane language/pictures	Notify parents Counseling Detention (Before school, at lunch or after school) 1-3 days	Notify parents Counseling Detention (ISD) 1-3 days	Notify parents Counseling Suspension (ISS)	Notify parents Counseling Suspension (OSS) 1-3 days	Notify parents Counseling Suspension (OSS) Recommend Expulsion
13/14	Weapons - possession or use of dangerous weapons or an object as a weapon  ***Statutory Note: If a firearm is found in a locked vehicle, state	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				

	statute§17:416(F) provides that a determination must be made as to intent to harm. The final expulsion decision of the Cameron Parish School Board must be based on proof of the student's intent to harm others, however, if the firearm is found on the student's person or outside of a locked vehicle, the expulsion may be upheld. <b>Refer to:</b> La. Rev. Stat. Ann. §14: 95.2					
16	Fighting or instigating a fight	Notify parents Counseling Suspension (OSS) 1-3 days Parent Conference	Notify parents Counseling Suspension (OSS) 3-5 days Administrative Conference	Notify parents Counseling Suspension (OSS) 3-5 days and/or recommend expulsion	Notify parents Expulsion	
17	Traffic and safety rules violations	Notify parents Counseling Loss of driving privileges on school premises 1 week	Notify parents Counseling Loss of driving privileges on school premises 2 weeks	Notify parents Counseling Loss of driving privileges on school premises for remainder of school year		
18	Leaving campus without permission or visiting another school during school	Notify parents Counseling Suspension (ISS) 1 day	Notify parents Counseling Suspension (ISS) 3 days	Notify parents Counseling Suspension (OSS) 2-4 days	Notify parents Counseling Suspension (OSS) Recommend expulsion	
19	Tardy and/or absent to school  FINS referral may occur on excessive absences.	Notify parents Verbal warning and/ or Detention 1 day (Before school, during lunch or after school)  4 <sup>th</sup> Tardy per semester	Parent Conference Verbal warning Detention 1- 2 days (Before school, during lunch or after school) 5 <sup>th</sup> Tardy per semester	Parent Conference Detention (ISD) 1 day  6 <sup>th</sup> Tardy per semester	Parent Conference Suspension (ISS) 1 day  7 <sup>th</sup> Tardy per semester	Parent Conference Suspension (OSS) 1 day  8 <sup>th</sup> Tardy per semester
19	Tardy to class	Notify parents Verbal warning and/ or Detention 1 day (Before school, during lunch or after school)  4 <sup>th</sup> Tardy per semester	Parent Conference Verbal warning Detention 1- 2 days (Before school, during lunch or after school) 5 <sup>th</sup> Tardy per semester	Parent Conference Detention (ISD) 1 day  6 <sup>th</sup> Tardy per semester	Parent Conference Suspension (ISS) 1 day  7 <sup>th</sup> Tardy	Parent Conference Suspension (OSS) 1 day  8 <sup>th</sup> Tardy per semester



					per semester	
20	Takes another's property or possessions without permission	Notify parents Verbal warning or Detention 1 day (Before school, during lunch or after school)	Notify parents Detention (ISD) 1 day	Notify parents Suspension (ISD) 2 days	Notify parents Suspension (ISD) 3 days	
20	Takes another's Chromebook or iPad without permission.	Notify parents Verbal warning or Detention 1 day (Before school, during lunch or after school)	Notify parents Detention (ISD) 1 day	Notify parents Suspension (ISD) 2 days	Notify parents Suspension (ISD) 3 days	
21	Commits any other serious offense					
	<b><u>Riots</u></b>					
	Inciting a riot	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
	Participating in a riot	Notify parents Counseling Suspension (OSS) 4 days	Notify parents Suspension (OSS) Recommend expulsion			
21	Vehicle Searches - Any item found in a vehicle that is determined to be a violation of the Code of Conduct, School Board policy or state statute shall be thoroughly investigated to determine the intent to use, distribute, sell and/or consume by the student.					
	*** No intent determined	Warning Notify parents Mandatory parent conference Parents pick up items Offense documented in JPAMS	Notify parents Follow the Code of Conduct			
	*** If intent is determined <b>Note:</b> If illegal drugs, controlled substances, prescription drugs, alcohol, tobacco or a firearm is found in a	Follow the Code of Conduct				

	vehicle; the Code of Conduct will be followed on the first offense if intent is determined  <b>*** Statutory Note:</b> If a firearm is found in a locked vehicle, state statute§17:416(F) provides that a determination must be made as to intent to harm. The final disposition of the Cameron Parish School Board must be based on proof of the student's intent to harm others, however, if the firearm is found on the student's person or outside of a locked vehicle, the expulsion may be upheld.					
	<b>Note:</b> Live ammunition with no weapon	Notify parents Confiscate and dispose of.				
25	Eating or drinking in classroom  Eating/drinking/Littering	Notify parents Verbal warning or Detention 1 day (Before school, during lunch or after school)	Notify parents Detention 2 days (Before school, during lunch or after school)	Notify parents Suspension (ISS) 1 day	Notify parents Suspension (ISS) 2 days	
26	Skippping class or school	Notify parents Counseling Detention (ISS) 1 day	Notify parents Counseling Detention (ISS) 2 days	Notify parents Counseling Suspension (ISS) 1-2 days	Notify parents Counseling Suspension (ISS) 2-3 days	Notify parents Counseling Suspension (OSS) Recommend expulsion
27	Threatening Students/Faculty  <u>Harassment/retaliation- verbal, physical or written comments or action used to tease, intimidate, disturb, or warn, of revenge or danger committed against another student or adult, or non-killing threatening remarks</u>	Notify parent Counseling Suspension (ISS) 1 day	Parent Conference Counseling Suspension (ISS) 2-3 days	Notify parent Counseling Suspension (OSS) 1-3 days	Notify parent Counseling Suspension (OSS) Recommend expulsion	
27	Threatening/stalking faculty, school personnel, school official or students (killing remarks - verbal	Notify parents Assessment/ counseling Suspension (OSS)				

	written or implied) <b>Note:</b> All threats or threatening remarks will be taken seriously and shall be dealt with accordingly.	Recommend expulsion Refer to law enforcement				
29	Fireworks					
	Possession of:	Notify parents Counseling Detention 1 day (Before school, during lunch or after school)	Notify parents Counseling Detention (ISD) 1 day	Notify parents Counseling Suspension (ISS) 1-3 days	Notify parents Counseling Suspension (OSS) 1-3 days	Notify parents Suspension (OSS) Recommend expulsion
	Use of fireworks:	Notify parents Counseling Suspension (ISS) 3 days	Notify parents Counseling Suspension (OSS) Recommend expulsion			
30	Disturbance, classroom/campus	Notify parents Counseling Detention 1 day (Before school, during lunch or after school)	Notify parents Counseling Detention 2 days (Before school, during lunch or after school)	Notify parents Counseling Detention (ISD) 1-3 days	Notify parents Counseling Suspension (ISS) 1-3 days	Notify parents Counseling Suspension (OSS) 1 day
31	Habitual violations of school/class rules	Code used for minor infractions only				
32	Dress code violation and grooming	Notify parents Change dress or Detention (ISD) 1 day	Notify parents Change dress Detention (ISD) 1 day	Notify parents Change dress Detention (ISD) 2 days	Notify parents Change dress Suspension (OSS) 1 day	
36	Treats Student with Disrespect (examples: name calling, mocking, intentionally excluding, etc.)	Notify parents Counseling Detention (ISD) 1-2 days	Notify parents Counseling Detention (ISD) 2-3 days	Notify parents Counseling Suspension (ISS) 1-3 days	Notify parents Counseling Suspension (OSS) 1-3 days	Notify parents Counseling Suspension (OSS) Recommend expulsion
37	Public display of affection	Notify parents Counseling Warning or detention 1-3 days before or after school	Notify parents Counseling Detention (ISD) 1 day	Notify parents Counseling Suspension (ISS) 2 days	Notify parents Counseling Suspension (OSS) 1 day	
38	Sexual Harassment					

	Student to Student  <u><b>Molesting students-to-students</b></u>	Notify parents Counseling/ assessment Suspension (OSS) 3 days Refer to law enforcement if appropriate	Notify parents Counseling/ assessment Suspension (OSS) 4 days or recommend expulsion Refer to law enforcement if appropriate	Notify parents Suspension (OSS) Recommend expulsion Refer to law enforcement if appropriate		
	Student to Teacher	Notify parents Counseling Suspension (OSS) 3 days	Notify parents Counseling Suspension (OSS) 4 days or recommend expulsion			
40	Failure to participate in class/activities	Notify parents Require parental conference with classroom teacher.	Notify parents Require parental conference Refer to School Building Level Committee (SBLC) Detention (Before school, during lunch or after school) 1 day	Notify parents Detention (ISD) 1 day	Notify parents Counseling Suspension (ISS) 1 day	
41	Cheating	Notify parents Counseling Teacher gives "0" on test/ assignment	Notify parents Counseling Detention (ISD) 1day Teacher gives "0" on test/ assignment	Notify parents Counseling Suspension (ISSI) 1 day Teacher gives "0" on test/ assignment	Notify parents Counseling Suspension (OSS) 1 day Teacher gives "0" on test/ assignment	
41	Forging signatures or grades (dishonesty)	Notify parents Counseling Detention (ISD) 1day	Notify parents Counseling Detention (ISD) 2 days	Notify parents Counseling Suspension (ISS) 3 days	Notify parents Counseling Suspension (ISS) 4 days	
42	Horse playing	Notify parents Counseling Detention 1-3 days (Before school, during lunch or after school)	Notify parents Counseling Detention (ISD) 1-3 days	Notify parents Counseling Suspension (ISS) 1- 3 days	Notify parents Counseling Suspension (OSS) 1 day	Notify parents Counseling Suspension (OSS) 1-3 days

43	Violates Off Limits Areas  <u>Loitering and/or sitting in parked cars</u>	Notify parents Counseling Detention 1-2 (Before school, during lunch or after school)	Notify parents Counseling Detention (ISD) 1 day	Notify parents Counseling Detention (ISD) 2 days	Notify parents Counseling Suspension (ISS) 1 day	Notify parents Counseling Suspension (OSS) 1 day
44	Cellular phones or other electronic devices (including but not limited to smart watches)- possession of electronic communication devices from the time of arrival on campus must be properly stowed and turned off to departure from campus. <b>Note:</b> Use of cell phones or other electronic devices will be allowed during extracurricular and co-curricular activities as authorized by a school administrator or his/her designee <b>Note:</b> Use of cell phones will not be allowed on route buses	Notify parents Counseling Confiscate and notify parents to pick up at school Detention (ISD) 1 day	Notify parents Counseling Confiscate and notify parents to pick up at school Detention (ISD) 2 days	Notify parents Counseling Confiscate and notify parents to pick up at school Detention (IIS) 3 days	Notify parents Counseling Confiscate and notify parents to pick up at school Suspension (OSS) 1 day	
45	Bullying - any habitual intentional gesture or written, verbal, or physical act or non-killing remarks Cyber bullying – the use of technology to harass, threaten, embarrass, or target someone <b>Note:</b> Victims of bullies should receive some type of counseling <b>Note:</b> LDOE bullying investigation protocol will be followed.	Notify parents Counseling Suspension (OSS) 1-3 days	Notify parents Parent conference Counseling/ assessment Suspension (OSS) Recommend Expulsion			
51	Unauthorized use of Technology  <u>Pictures / Videoing</u>					
	Taking pictures/video of or recording students, faculty, staff without their permission/ unauthorized use	Notify parents Counseling Suspension (OSS) 1-10 days Refer to law enforcement if applicable	Notify parents Counseling Suspension (OSS) or recommend expulsion Refer to law enforcement if applicable			

	Unauthorized and inappropriate use  <b>Note:</b> If there is reasonable suspicion to believe that the cell phone may have been used to photograph, record, or share illegal content, the cell phone shall be turned over to the School Resource Officer or a law enforcement official.	Notify parents Counseling Suspension (OSS) or recommend expulsion				
52	Physical assault without serious bodily injury	Notify parent Counseling 2-3 Day OSS	Recommend Expulsion Refer to Law Enforcement			
53	Physical battery on student with serious bodily injury.  Assault and battery on a student.  <i>Battery</i> is the intentional use of force or violence upon another student  <i>Serious bodily injury</i> requires medical intervention such as broken bones, tooth injury, requires stitches, injury to the eye	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
56	Rape/sexual assault/battery	Recommend Expulsion Refer to Law Enforcement				
57	Arson	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
59	Disrupting or conspiring to disrupt normal operation of school/school-sponsored activities  (Ex. Bomb threat)	Notify parents Counseling/ assessment Suspension (OSS) Recommend expulsion Refer to law enforcement				

59	Fire-alarm violation (intentional/ unauthorized activation of fire alarm)	Notify parents Counseling Suspension (OSS) or expulsion Restitution	Notify parents Counseling Suspension (OSS) Recommend expulsion Restitution			
60	Extortion	Notify parents Counseling Suspension (ISS) 1 day	Notify parents Counseling Suspension (OSS) 4 days or recommend for expulsion	Notify parents Suspension (OSS) Recommend expulsion		
61	Breaking and entering school building; burglary	Notify parents Counseling Suspension (OSS) Recommend expulsion Notify law enforcement Restitution	Notify parents Notify law enforcement Expulsion Restitution			
62	Theft	Notify parents Counseling Suspension (OSS) 1-3 days Restitution	Notify parents Counseling Suspension (OSS) 2-4 days Restitution	Notify parents Suspension (OSS) Recommend expulsion Restitution		
66	Possession of Over-the-Counter or Prescription drugs  <b><u>Medication policy violation</u></b>  **Includes prescription and over-the-counter medications	Notify parents Counseling Suspension (ISS) 1 day	Notify parents Counseling Suspension (OSS) 1 day	Notify parents Counseling Suspension (OSS) Recommend expulsion		
76	Possession/Use of Electronic Device  <b><u>Possession of laser pointers or similar devices</u></b>	Notify parents to pick up at school's discretion Counseling Confiscate	Notify parents to pick up at school's discretion Counseling Confiscate Detention 1 day (Before school, during lunch or after school)	Notify parents to pick up at school's discretion Counseling Confiscate Detention (ISD) 1 day	Notify parents Counseling Detention (ISD) 1-3 days or Suspension (ISS) 1-3 days	

79	Public Indecency  <u>Intimacy between students</u>	Notify parents Counseling Suspension (OSS) Recommend expulsion				
80	Obscene behavior or Possession of Obscene/Pornographic Material	Notify parents Counseling Suspension (OSS) 5 days	Notify parents Counseling Suspension (OSS) 8 days	Notify parents Counseling Suspension (OSS) and recommend expulsion		
82	Unauthorized, inappropriate, or illegal use of School Board Technology/ Internet	Notify parents Counseling Suspension (ISS or OSS) 1-3 days Dependent upon the result of the investigation Loss of privilege	Notify parents Counseling Suspension (ISS or OSS) 2-4 days Dependent upon the result of the investigation Loss of privilege	Notify parents Counseling Suspension (ISS or OSS) 3-6 days Dependent upon the result of the investigation Loss of privilege	Notify parents Suspension (OSS) Recommend Expulsion Loss of privilege	
82	Any unauthorized change or modifications to School Board computer/ technology equipment	Notify parents Counseling Suspension (ISS or OSS) 1-3 days Dependent upon the result of the investigation Restitution to restore or replace equipment to original condition Loss of privilege	Notify parents Counseling Suspension (ISS or OSS) 2-4 days Dependent upon the result of the investigation Restitution to restore or replace equipment to original condition Loss of privilege	Notify parents Suspension (OSS) Recommend expulsion Restitution to restore or replace equipment to original condition Loss of privilege		
88	Skipping detention	Notify parents Counseling Suspension (ISS) 1 day	Notify parents Counseling Suspension (ISS) 2 days	Notify parents Counseling Suspension (OSS) 1 day	Notify parents Counseling Suspension (OSS) 3 days	
93	Misconduct on school bus	Parental conference Counseling Detention (ISD) 1 day	Notify parents Suspension from riding the bus 1-3 days	Notify parents Suspension from riding the bus 2-4 days	Notify parents Suspended from riding the bus for the remainder of the school year	



94	Gangs - Promoting gang membership and/or activities or gang symbols	Notify parents Counseling Suspension (OSS) 1-4 days and/or recommend expulsion	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement.			
95	Possession of alcohol with intent to distribute	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				
96	Distributes tobacco or tobacco products and/or lighter material and/or simulated/electronic tobacco products/devices/ electronic smoking devices.	Notify parents Counseling Suspension (OSS) 2 days Refer to law enforcement	Notify parents Counseling Suspension (OSS) 4 days Refer to law enforcement	Notify parents Counseling Suspension (OSS) Recommend Expulsion Refer to law enforcement		
98	Vulgarity, profanity, obscenity toward faculty, school personnel, school official or student	Notify parents Counseling Suspension (ISS) 1-3 days and/ or recommend expulsion	Notify parents Counseling Suspension (ISS) 2-4 days and/or recommend expulsion	Notify parents Counseling Suspension (OSS) and/ or Recommend expulsion		
99	Manual Description Entry (Offense not addressed in Student Code of Conduct.)	Determined by the results of the investigation.				
100	False Report	Subject to investigation. If investigation proves a false report was filed student(s) will be recommended for expulsion.				
103	Assault and battery upon faculty, school personnel, school official, or student	Notify parents Counseling Suspension (OSS) Recommend expulsion Refer to law enforcement				

	End of year infractions	Violations which occur on the last day of school shall be carried over into the next school term. In the event the student transfers to another school district, notification of such infraction will be forwarded to the transferring school.				
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\*Parent conferences may be in person, by telephone or other virtual means.

Offenses listed are not inclusive of offenses that occur in a school setting. When an offense occurs that is not listed herein, disposition will be determined as per applicable Cameron Parish School Board policies and/or state and federal statutes, rules, and regulations.

\*Discipline offenses/infractions shall be reviewed by school personnel and, if deemed necessary, a referral regarding the student shall be made to an agency of appropriate jurisdiction.

\*Dangerous Weapons: A dangerous weapon means any gas, liquid, or other substance or instrumentality which in the manner used is likely to produce death or great bodily harm. By way of illustration, but not limited to, a dangerous weapon includes: pistols, revolvers, other firearms, switchblades, or spring knives, any other knife, brass knuckles or blackjacks.

#### DURATION OF SUSPENSION

When a student is suspended in either ISS and OSS the term/duration of suspension will end at midnight of the last day of suspension.

#### DURATION OF DETENTION

When a student is assigned detention the term/duration of detention will end at the end of the school day.

#### FOR OFFENSES THAT ALLOW COUNSELING AS A DISPOSITION:

A counseling session could be simply a conference between the student, the principal/designee, and/or parent, or legal guardian, or it could be a referral to the school counselor when appropriate.

Revised: July, 2000  
Revised: July, 2001  
Revised: September, 2001  
Revised: June, 2002  
Revised: July 8, 2002  
Revised: July 14, 2003  
Revised: June, 2004  
Revised: January, 2005  
Revised: July 11, 2005  
Revised: July, 2006  
Revised: July 9, 2007  
Revised: October 8, 2007  
Revised: July 14, 2008  
Revised: July 13, 2009  
Revised: July, 12, 2010  
Revised: September 13, 2010  
Revised: July 7, 2012

Revised: July 13, 2009  
Revised: September 9, 2013  
Revised: August 11, 2014  
Revised: July 13, 2015  
Revised: August 8, 2016  
Revised: August 14, 2017  
Revised: February 20, 2018  
Revised: December 10, 2018  
Revised: July 15, 2019  
Revised: August 9, 2021  
Revised: August 14, 2023  
Revised: June 10, 2024

Ref: La. Rev. Stat. Ann. §17:416.13; Board minutes, 7-8-02, 7-14-03, 7-11-05, 7-9-07, 10-8-07, 7-14-08, 7-13-09, 7-12-10, 9-13-10, 7-9-12, 9-9-13, 8-11-14, 7-13-15, 8-8-16, 8-14-17, 2-20-18, 12-10-18, 7-15-19, 8-9-21, 8-14-23, 6-10-24.

## STUDENT SMOKING, TOBACCO AND MARIJUANA USE

Student possession or use of any tobacco product, smokeless tobacco, or marijuana product of any form, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Morehouse Parish School Board property and vehicles, and at all school-sponsored or school-approved functions.

*School Board property* shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Students who violate this policy shall be disciplined in accordance with the *Student Code of Conduct*.

Ref: 20 USC 6083 (*Non-smoking Policy for Children's Services*); La. Rev. Stat. Ann. §§17:240, 17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 5-3-88.

## STUDENT ALCOHOL AND DRUG USE

Every student is entitled to an education which is offered in an orderly, healthy atmosphere. The Morehouse Parish School Board directs that each student shall be specifically prohibited from using, distributing, attempting to distribute, being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on any School Board property, at any school sponsored event, or at a school function away from school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or School Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who possesses, distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

Students found guilty of using, being in possession of, consuming or being under the influence of alcohol, look-a-like alcohol or look-a-like drugs, over the counter inhalants, or delirants on school property, on a school bus, or at a school event may be suspended or expelled. The student shall be required to complete a drug-use assessment, followed by participation in a School Board approved prevention and/or intervention program for families and students. These acts of misconduct are not to be confused with incidents of using, being in possession of, consuming or being under the influence of an illegal narcotic drug or a controlled dangerous substance which results in expulsion. Verification of an appointment for an assessment and agreement to enroll in the approved program is required before reentry into school following the period of suspension or expulsion.

The principal shall immediately notify the parents or legal guardian, by telephone, of any student found in violation of this policy. If the parents or legal guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

*Use and/or under the influence* shall mean a student has smoked, ingested, imbibed, inhaled, drunk, or otherwise taken or absorbed a prohibited substance recently enough that it is detectable by the student's actions, breath, speech, and/or physical evidence.

## REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the *Substance Abuse Prevention Team* in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the appropriate person at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

### Referral of Student Required

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his/her designee, within five (5) 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.

If evidence of abuse is found, the principal or his/her designee shall refer the student to an alcohol and drug abuse treatment professional chosen by the student's parent or legal guardian. If it is determined by the professional that the student needs 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 disciplinary 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.

## DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The Morehouse 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.

Ref: La. Rev. Stat. Ann. §§14:403.1, 17:405, 17:416, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1; Board minutes, 8-02-88.

## **DANGEROUS WEAPONS**

The Morehouse Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception as permitted by state law.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material may result in a misdemeanor. When a principal or designated administrator violates any provisions of this policy, a report on such violations shall be made by the complainant to the Superintendent. The Superintendent or his/her designee shall conduct a hearing on the alleged offense.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents or legal guardian.

*Dangerous weapon* means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

*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.

## **IMITATION OR TOY WEAPONS**

Any object in the form of a weapon, whether it be imitation, facsimile, or a toy, shall be banned from school campuses, buses, and all school activities. The uninvited presence of an imitation, facsimile, or toy weapon on school campuses may cause confusion, fear, and disruption to the academic goals and educational process. Any student violating this policy may be suspended for a duration as determined by the principal and/or recommended for expulsion.

## FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

Ref: 20 USC 7961 (*Gun-Free Requirements*); La. Rev. Stat. Ann. §§14:2, 14:95, 14:95.2, 14:95.6, 17:416, 17:416.3, 32:292.1.



## SCHOOL BUS CONDUCT

The Morehouse Parish School Board recognizes the operator of a school bus, together with the principal, to be in authority with regard to pupil behavior in or about the vehicle. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. Any disorderly or unmanageable pupil conduct shall be reported by the bus operator to the principal of the school in which the pupil is enrolled. The principal shall be responsible for determining necessary disciplinary action. Bus operators may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of any suspension/expulsion of bus riding privileges.

In all cases of suspension of bus riding privileges, the parent, bus operator, and the Supervisor of Transportation shall be notified by the principal in writing, within forty-eight (48) hours of such decision, of the facts concerning each suspension, including reasons and term of suspension.

If the principal recommends the suspension of bus riding privileges for a student, the parents shall have the right to appeal such suspension to the Superintendent. A meeting shall be conducted by the Superintendent or his/her designee. The student, at that time, shall be given an opportunity to explain his/her version of the incident(s) to the Superintendent or his/her designee. The decision of the Superintendent/designee shall be final.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until readmittance is directed by the Superintendent.

### PROCEDURES FOR REPORTING BUS CONDUCT

1. All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.
3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.

4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the driver. A copy of the report may also be sent to the Superintendent or designee.
5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

Ref: La. Rev. Stat. Ann. §§17:81, 17:223, 17:416, 17:416.1; Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education.

## **STUDENT USAGE OF CELL PHONES, ELECTRONIC DEVICES, GAMES AND TOYS**

No student shall be allowed to have a cell phone, earbuds, air pods, blue tooth headphones, smart watches, radios, tape players, CD players, video games, pagers, "beepers," laser pens or other electronic devices, cameras, games and toys at any school during the instructional school day and for 30 minutes thereafter, for any reason except as specifically hereinafter stated.

If a student has written authorization from a physician to wear a medical alert device, the student may wear the device and not be in violation of this policy, but the student must present the written authorization from the physician to the principal or his designee at the beginning of the first day the device is worn to school and it must be included in the student's health plan.

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

Violation of this policy shall result in the confiscation of the device by school authorities and shall be grounds for a recommendation of expulsion of the student.

Neither the Morehouse Parish School Board nor its employees shall be responsible for loss of or damage to a confiscated electronic device.

Neither the principal or his/her designee shall impose on a student any disciplinary action when any electronic communications device is stored in a motor vehicle and there is no evidence of the student's intent to use or operate the device contrary to the provisions of this policy. Neither the Morehouse Parish School Board, the school or any employee or representative of the Morehouse Parish School Board will be responsible for the loss or damage of any electronic device that may be stolen, damaged, destroyed or confiscated.

Notwithstanding the provisions hereinabove set forth, this policy shall not affect the conduct of law enforcement activities including the use of electronic detection devices, dogs or other means of conducting searches for weapons, drugs or other contraband in whatever manner is otherwise permitted by law and consistent with local School Board policy.

Ref: La. Rev. Stat. Ann. §§17:239, 17:416, 17:416.1.

## BULLYING AND HAZING

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

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

### BULLYING

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - A. Gestures, including but not limited to obscene gestures and making faces.
  - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, at any designated school bus stop, in any other school bus or any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above shall have the effect of physically

harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or shall be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

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

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

## HAZING

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

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

## NOTICE TO STUDENTS AND PARENTS

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

## REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided. The form shall be available on the website of each public elementary and secondary school.

## Students and Parents

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

## School Personnel

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

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

### False Reports

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

### INVESTIGATION PROCEDURE

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

#### 1. Timing

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

#### 2. Scope of Investigation

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

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

#### 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parent or legal guardian of each involved student no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice. Before any student under the age of eighteen (18) is interviewed, his/her parent or

legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

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

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

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

4. Documentation

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

- A. Prepare a written report containing the findings of the investigation, including input from the involved students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of each involved student.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.



- D. Maintain reports/complaints and investigative reports for three (3) years.
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.
- F. As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

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

#### Handling Evidence

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

#### APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent or legal guardian, or school employee may report, in writing, the incident to the Superintendent or designee. The Superintendent or designee 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 Superintendent or designee.

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

#### DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same

as if the improper conduct occurred on campus, if the actions of the offender substantially interfere with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

### **PARENTAL RELIEF**

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

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

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The School Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

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

### **FAILURE TO ACT**

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated

by the Superintendent or designee. Upon finding a reasonable expectation that the individual failed to act, the Superintendent shall suspend the individual without pay. The length of the suspension shall be determined by the Superintendent based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

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

### TRAINING

The School Board shall provide a minimum of one (1) hour of training for all new employees.

The *Bullying* policy for students must be reviewed annually by all employees.

### RETALIATION

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

### CHILD ABUSE

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

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13, 17:416.14; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1991).

## **DEROGATORY LANGUAGE**

The Morehouse Parish School Board disapproves of and does not tolerate language from or by a student to another student, to an employee of the Morehouse Parish School Board or to any other person which is racially derogatory or derogatory on the basis of sex, religion, national origin, physical handicap or ethnicity. All students of the Morehouse Parish School Board, whether at school or at a school sponsored event, must avoid the use of such language.

- Students are responsible for ensuring that such language is avoided at school and at all school sponsored or related events.
- The principal of each school, or his/her designee, will investigate all complaints in this regard and will endeavor to handle these matters expeditiously in a professional manner so as to protect the offended individual.
- Violation of this policy shall be grounds for discipline as to any student or employee involved. Discipline for a student may include, but is not limited to, all forms of discipline utilized at the student's school including, but not limited to, suspension.
- It shall be the duty of each employee and student of the Morehouse Parish School System to abide by this policy.
- Any person who has a complaint regarding the use of such derogatory language by anyone is urged to bring this matter to the attention of the principal or his designee so that it may be investigated and dealt with.
- This policy also prohibits retaliation against any person who brings to the attention of the school principal or his designee charges regarding the use of derogatory language or who assists in investigating charges thereof. No person shall be adversely affected, discriminated against, or punished for bringing a valid complaint regarding the use of derogatory language.

## STUDENT DRESS CODE

The policy of the Morehouse Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The School District desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

### NOTIFICATION

The School District shall notify the parent or guardian of each student of the dress code specifications and their effective date. Dress code guidelines are as specified in the *Student Handbook*. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board adopts a uniform policy or modifies the existing uniform policy, it shall notify, in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

### DRESS AND PERSONAL GROOMING

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Facial hair shall be neatly trimmed. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

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

### STUDENT DRESS CODE

1. All students shall conform to the school uniform policy adopted at their school of attendance and conform to this parish-wide policy.
2. Uniform shirts are to be worn inside the trousers, skirt or shorts that are worn by the student. School principals are granted the authority to allow male and female students to wear their uniform shirts untucked upon request from the student's parent, legal guardian or the student. School uniform pants, shorts, skirts must be khaki material only; traditional front and rear pockets only; inside or out are acceptable. All students in grades 2 through 12 must wear a belt with their uniform pants. Hoodies, if worn, must be approved in advance by the school principal. Hoodies must be the same color as the school uniform shirt. A school uniform shirt shall be defined as: 1) A solid color long or short sleeve polo or oxford type shirt with a collar in school approved uniform colors (logos are optional and must be approved); 2) A solid color sweatshirt in school approved uniform or spirit colors (school approved logo optional); 3) A school sponsored t-shirt approved by the principal.
3. All clothing should fit well, but not too tightly and should be comfortable, neat and clean. Jackets (not hoodies or sweatshirts) can be any color, but cannot contain logos or references for alcohol, tobacco, profanity, vulgarity, or any other reference that is disruptive to the educational process.
4. Bare midriffs will not be acceptable in any grade. Skirts, dresses and shorts must be no shorter than six (6) inches above the floor when kneeling.
5. Students must wear acceptable footwear. Any type of footwear that is inappropriate, unsafe, or distracting is not acceptable. Examples of unacceptable footwear: cleats, flip flop type, houseshoes, etc.
6. Boys and girls must wear their hair in a standard, acceptable style. Hair in rollers or curlers, excessive teasing, beehives, hair in the face or any other style that is detrimental to the student's performance of the normal school activities is prohibited. No student shall wear a hair style which is distracting to other students in the performance of school learning activities. Naturals will be accepted if neat. Unnatural hair color is not permitted, i.e. blue, purple, green, etc. The principal shall have the final authority to determine whether or not a hairstyle meets acceptability standards.

7. The use of excessive or unusual make-up is prohibited.
8. If boys have facial hair, it must be neatly trimmed.
9. The wearing of hats, caps, hoodies or headdress of any type will be permitted only for specific health reasons as prescribed by a treating physician, for the practice of a religious custom or belief: or outside during period of inclement weather.
10. No dark glasses shall be allowed unless prescription lens are allowed.
11. Vulgar or suggestive writing on clothing is not acceptable. Tight body suits and/or biker shorts will not be permitted.
12. All t-shirts and any other similar garments worn underneath the school uniform shirt must be completely white in color and be without writing or artwork.
13. Boys are not allowed to wear earrings.
14. In grades 7 through 12, all book bags, back packs, other tote bags, handbags and purses brought to school grounds must be clear or mesh bags only. A purse or handbag may contain a cosmetic sized bag no larger than 5.5 inches by 7.5 inches for privacy purposes.
15. The principal will make the final decision relative to any questionable pattern of dress in his/her school.

#### STUDENT IDENTIFICATION CARDS

The Morehouse Parish School Board or a school within the jurisdiction of the Morehouse Parish School Board may issue student identification cards containing such photographic and other information as the school deems appropriate.

In the event that student identification cards are issued, each student identification card shall have printed on the card the following information:

1. The National Suicide Prevention Lifeline hotline number
2. A local suicide prevention hotline number, if available

#### BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La.

Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

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

### DRESS CODE VIOLATIONS

Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct*.

A student enrolled in grades prekindergarten through five (5) shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Ref: La. Rev. Stat. Ann. §§14:95.9, 17:81, 17:111, 17:416, 17:416.7; Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969); Karr v. Schmidt; 460 F. 2d 609 (5<sup>th</sup> Cir. 1972).



## DUE PROCESS FOR PARENT AND STUDENT COMPLAINTS

Due process procedures are established so that decisions may be reviewed in an orderly manner. Arbitrary or unfair decisions do not serve any segment of the population be it educators or students. The acid test of decisions is whether or not the school official has applied the policy of the School Board. The Morehouse Parish School Board defends and upholds the rights of parents and students to request a review of decisions which violate adopted policy. The School Board further recognizes that the right to appeal a decision is accompanied by the responsibility to know applicable policy and to attempt to solve the problem at the administrative level nearest the problem. With these conditions in mind, the Morehouse Parish School Board adopts the following complaint procedure for complaints by parents and students.

1. The parent or student will attempt to reach a verbal understanding with the principal of the school.
2. If the complaint cannot be resolved, the parent or student may request a complaint form giving the complaint and the reason or reasons for his belief that the decision is unfair.
3. The form will be dated and signed and given to the school principal.
4. The principal will answer the complaint on the same form and forward the form to the complainant within five (5) school days.
5. The complainant will have five (5) school days to review the answer by the principal. If the complainant is not satisfied with the solution, he may within that five (5) school day period appeal to the superintendent using the same form.
6. Upon receipt of an appeal from the complainant, the Superintendent will review the complaint, obtain all information he believes to be relevant and respond to the complainant within five (5) school days using the same form.
7. The decision of the Superintendent on the complaint shall be final unless the complainant sets forth in an appeal to the School Board a specific policy of the Morehouse Parish School Board which was not followed or a specific state or federal law which was violated.
8. If the complainant sets forth a specific policy which was not followed and/or specific state or federal law which was violated, within five (5) school days of receipt of the superintendent's decision, the complainant may request that the Superintendent's decision be reviewed by the School Board at the next regular School Board meeting by completing the complaint form and submitting it to the Superintendent's administrative secretary.

This due process procedure must be accomplished through the use of the *Complaint and Grievance Form*.

### PARENTAL NOTIFICATION

Each school shall notify the parent or legal guardian of each student attending that school, in writing, of the proper process and procedures to be followed in order to make a complaint or request information from the school or the School Board.

The information provided to the parent shall include, but need not be limited to, the name, address, telephone number and email address of the appropriate person to contact at each step of the prescribed process or procedure. The notice shall be updated, at least on an annual basis. The school shall incorporate this policy into the student handbook.

The school shall provide the parent or legal guardian of each student a copy of the due process policy for parent and student complaints and such other information as each individual school deems necessary and appropriate.

Ref: La. Rev. Stat. Ann. §§17:81, 17:172.

## DEMONSTRATIONS OF STUDENTS

It is recognized by the Morehouse Parish School Board 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.

## DISRUPTIONS IN SCHOOLS

The Morehouse 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 proper law enforcement personnel and, if necessary, to the District Attorney's office.

Violators shall be subject to fines, imprisonment, or both. Student violators shall be suspended and shall not be permitted to return to school without the written consent and permission of the Superintendent.

When and if needed, local police officers and sheriff's deputies may be stationed at each school to ensure the safety of school personnel and students and to permit the schools to operate normally.

The following steps shall be taken in the event of any disruption of the normal operations of the schools:

1. The disruption shall be immediately brought to the attention of the Superintendent or his/her representative by the principal of the school. The

Superintendent shall have the authority at his/her discretion to alert the police authorities.

2. Students participating in a disruptive demonstration shall be directed by the building principal or his/her representative to go to their regular classroom assignment. At the same time the principal or his/her representative will arrange for a meeting between the administration and the individual, leaders of a group, or the group, if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
3. Nonstudent demonstrators and other unauthorized persons will be directed by the building principal or his/her representative to remove themselves from school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the Superintendent or his/her representative will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time while any demonstration is in process, is the Superintendent or any school or School Board personnel to enter into negotiations on the issues with the protestors, either orally or in written form.
7. As soon as normal educational and business processes can be resumed, the Superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the board in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds will be responsible for their actions.

Ref: La. Rev. Stat. Ann. §§14:122.1, 14:328, 17:81, 17:416, 17:416.1; Jenkins v. Louisiana State Board of Education, 506 F 2d 992 (CA. 5th 1975).

## DISCIPLINE

It is the purpose of the Morehouse 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 Morehouse Parish School District 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 District 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 School Board's/District's *Student Code of Conduct*.

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 District 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 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 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 for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

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.

#### **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.

#### 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.

### 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.

### DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

All students will be held accountable according to the established *Student Code of Conduct* whether said student is physically present in class or on School Board property, or participating in School Board sponsored virtual instruction. All classroom rules and regulations, including respect for the teacher and adherence to general rules of interaction and decorum will be followed and practiced at all time.

### STUDENTS ON COURT PROBATION

A student on court probation shall be accountable to the probation officer. In the event such a student is the cause of a school problem, his/her case should be referred to the Supervisor of Child Welfare and Attendance, who will work with the probation officer and the principal toward a settlement of the problem. The principal shall keep the student's teacher(s) informed of any developments in the case.

### 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.

*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.

Ref: 42 USC 12132 et seq. (*Discrimination in Public Places*); 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.

## 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 Morehouse 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.

The use of any form of corporal punishment is prohibited in any public school unless the student's parent or legal guardian provides written consent for the use of corporal punishment in a document created by the state Department of Education solely for such purpose. Such consent applies only to the school year in which it is given.

No form of corporal punishment shall be administered to a student with an exceptionality as defined in La. Rev. Stat. Ann. §17:1942 or to a student who has been determined to be eligible for services under *Section 504 of the Rehabilitation Act of 1973* and has an *Individual Accommodation Plan*. However, the parent or legal guardian of a student who is gifted and talented and has no other exceptionality may authorize the use of corporal punishment as otherwise provided by this policy.

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 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.

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. Such punishment shall be administered in the office of the principal or such places as may be designated by the principal.
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. In any case, a *School Behavior Report Form* shall be completed for each incident of corporal punishment, including name of student, time, date and details of violation, the form of discipline administered, the names of the person administering the punishment and the witness, each of whom shall sign the documentation upon completion. The report form shall be maintained in the administrative offices of the school.
5. 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.
6. Corporal punishment shall not be administered in anger or with malice at any time.
7. Corporal punishment shall be administered by the use of an appropriately sized paddle on 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*.

Approved: September 5, 2023

Revised: November 7, 2024

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV §1; Ingraham v. Wright, 97 S. Ct. 1401, (1977); Jones v. Palmer, 421 F. Supp. 738 (S.D. Ala. 1976); Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975); La. Rev. Stat. Ann. §§17:81.6, 17:416.1; Board minutes, 9-5-23, 11-7-24.

## SUSPENSION

The Morehouse 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 student for a specified period of time in accordance with statutory provisions.

Prior to any out-of-school suspension or assignment to alternative placement, the school principal or his/her designee shall advise the student of the particular misconduct of which he/she 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/designee shall contact the parent or legal guardian of the student 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 student. *Notice* 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 electronic communication or by a certified letter sent to the address shown on the student's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

A student who is suspended for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

No suspended student shall be allowed to leave the school premises during the school day until the 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, 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, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, or legal guardian, court, or other appointed representative responds.

If 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.

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor.

In the event there is no school counselor assigned to that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.

After any second suspension of a student during the same school year, the principal or his/her designee and the employee designated by the principal to identify behavioral and mental health support services available shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the employee designated for mental and behavioral health assistance shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services or assessment and treatment.

Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.

Any student in grades pre-kindergarten through five, *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 student's reinstatement shall be subject to the review and approval of the School Board.

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

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 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.

### APPEALS

Any parent, or legal guardian of a student 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 the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

### MANDATORY SUSPENSION

#### Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above offenses for students in grades six through twelve.



A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

#### Assault or Battery of School Employees

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery 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 required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

#### 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 cocurricular 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 medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student 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 student's intent to use the firearm or knife in a criminal manner.

#### 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 the same credit originally available for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

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 OR EXCEPTIONALITIES

Suspension 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

Definitions of terms used herein shall have the meaning set forth in policy *JD, Discipline*.

Ref: La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:416.3, 17:416.23; Goss v. Lopez, 95 S. Ct. 729 (1973); Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education.

## **EXPULSION**

The Morehouse Parish School District may expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law or the School Board's code of conduct. Prior to any expulsion the school principal or his/her designee shall advise the student of the particular misconduct of which he/she 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/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice 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 electronic communication and additionally by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

Upon the recommendation for expulsion of a student by the principal a hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The School Board shall provide written notice of the hearing to the student and his/her parent or legal guardian, and the notice shall advise the student and his/her parent or legal guardian of their rights. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered.

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is suspended for longer than ten (10) days or expelled shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

## APPEALS

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the Superintendent or his/her designee, the School Board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student shall have such right of review even if the recommendation is reduced to a suspension.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

## FIREARMS, KNIVES, AND DRUGS

Any student, in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches (2 ½ ") in length, or 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, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action. However, the Superintendent, may modify the length of the minimum expulsion required on a case-by-case basis, provided such modification is in writing.

## VIRTUAL INSTRUCTION

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

## ADDITIONAL REASONS FOR EXPULSION

1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. The principal may recommend expulsion to the Superintendent for any student in grades pre-kindergarten through five who is found carrying or possessing a knife

with a blade which equals or exceeds two and one-half (2 ½) inches in length.

3. Any students in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.
4. Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.
5. Any student in pre-kindergarten through five, *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 student's reinstatement shall be subject to the review and approval of the School Board.
6. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
7. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of ***two-thirds ⅔ of the elected members of the School Board***, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

#### DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be expelled from school for a uniform violation that is not tied to willful disregard of school policies.

## READMITTANCE FOLLOWING EXPULSION

### Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by sending a certified letter to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parent 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 occasions in the same school year, the student shall not be readmitted unless the parent 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 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 or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

### Readmittance After All Expulsions

Any student expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the Superintendent. Readmission to school on a probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the student from school premises and returned to the school system's alternative school setting without benefit of a hearing or other procedure upon the principal or Superintendent determining the student has violated any term or condition of the agreement. Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

### Readmittance After Expulsion for Firearms, Knives, Weapons, or Drugs

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing,

selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

#### Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide to the Superintendent information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of student records to any school or system shall include information on the dates of any expulsions and the reasons therefor.

#### CREDIT FOR SCHOOL WORK MISSED

A student who is expelled 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 was expelled.

#### 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.

#### EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Expulsion 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

Definitions of terms used herein shall have the meaning set forth in policy *JD, Discipline*.

Ref: 18 USC 921 (*Firearms – Definitions*); 20 USC 7961 (*Gun-Free Schools Act*); La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:2092; Goss v. Lopez, 95. S. Ct. 729 (1973); Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education



## VIRTUAL CLASSROOM STUDENT CONDUCT

The Morehouse Parish School Board provides students with virtual classes for use when schools are closed due to inclement weather or other unanticipated emergencies. The provisions herein have been adopted to clarify expectations for student conduct in the virtual classroom and to provide notice of possible consequences of inappropriate conduct in the virtual classroom. Regardless of the model of instruction, student conduct is governed at all times by state law and School Board policy, and the *Student Code of Conduct*. All rules and guidelines are in effect before, during, and after school hours for all virtual students, whether on or off the school campus. All classroom rules and regulations including respect for the teacher and adherence to general rules of interaction and decorum shall be followed and practiced at all time.

In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit "classroom" space-free, to the extent possible, from toys, images, messages, personal property, or other items that may distract from teaching and learning or that may subject the student to disciplinary action. During virtual instruction, the student must be seated in front of a blank wall background, in order to limit distractions. Teachers must be able to observe the working space and student, especially during testing. During virtual instruction, the student's audio shall be muted until the student wants to speak. The "Raise Hand" feature shall be used, and the audio unmuted after the teacher calls on the student.

School and/or District officials shall 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 concerns 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 real or not.

Students are responsible for completing assignments and tasks in accordance with predetermined due dates. Academic support will be available by appointment only. Please contact the home-based school to schedule an appointment. If equipment is lost or stolen, the school must be notified. A police report must be filed immediately if the equipment is stolen.

In the virtual environment, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not eliminated, then disciplined appropriately. Accordingly, in addition to applicable district policies, the *Code of Virtual Conduct* incorporates the following non-exclusive list of behaviors that are prohibited in the virtual classroom may result in disciplinary action.

- Recording, posting, taking pictures or sending pictures of any class session, teacher, or classmates without consent.

- Distributing online class access codes to individuals who are not assigned to the class.
- Sending or posting antagonistic, harassing, slanderous or discriminatory language of any kind with regards to race, color, religion, sex, gender, intelligence, age, orientation, disability, socioeconomic status or any other legally protected characteristic or activity.
- Committing lewd or sexual acts.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Participating in the viewing or exchange of pornography, nudity, images of nudity or obscene materials.
- Disturbing or disrupting the on-line learning environment.
- Eating and drinking during virtual instruction.
- Inappropriate dress (uniform shirt is required for participation).
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval.
- Attempting to send or sending anonymous messages of any kind.

Student conduct that occurs in the virtual classroom may be subject to progressive discipline which, depending on the seriousness of the conduct at issue, will include an initial verbal warning and consultation with the student's parent or guardian, prior to any formal disciplinary action. The seriousness of the conduct at issue will dictate the actions of administrators and the nature of the penalty ultimately imposed. For example, a student may be subject to a severe penalty, even for a first offense, depending on the seriousness of the conduct at issue. If students violate these rules, the teacher or principal may use, but are not limited to, the following consequences:

- Formal warning, redirection, contact parent. Document in JPAMS.
- Mute individual to block unwanted, distracting or inappropriate noise from the meeting and/or disable video to block unwanted, distracting or inappropriate gestures on video. Document in JPAMS
- Temporary removal from the virtual class. Document in JPAMS.
- Referral to the principal. Document in JPAMS.

Administrator actions may include, but are not limited to, the following actions after considering (1) the age of the student; (2) whether the conduct disrupted learning in the virtual classroom; (3) whether the conduct was violent or threatening in any way; (4) whether the conduct was illegal; (5) whether the conduct interfered with the rights of teachers and/or students to work and learn in a safe and orderly environment free from inappropriate images, messages, language or behavior (6) whether the student has committed prohibited conduct in the past; (7) whether the student has received prior warnings or discipline for similar conduct.

- Student/Parent conference. Document in JPAMS
- Other means of correction/restorative practices. Document in JPAMS

- Digital citizenship assignment. Document in JPAMS
- Remove student to a waiting room 1 day - 1st suspension. Document in JPAMS
- Remove student to a waiting room 2 days - 2nd suspension. Document in JPAMS
- Remove student to a waiting room 3 days - 3rd suspension. Document in JPAMS
- Remove student to a waiting room pending a hearing and referral to alternative education setting for thirty (30 days). Document in JPAMS

### ATTENDANCE

Attendance shall be recorded by the classroom teacher. Virtual students that log into zoom or a comparable distance learning session will be given credit for that day's attendance. When a virtual student does not log into the distance learning session for that day, the student is responsible for going to Google Classroom to get the day's assignment. The assignment must be turned in by the end of the week unless the due date is later. Students that turn assignments in on time will be given credit for attendance on the day that the work was assigned. Students are required to have their computer camera turned on when virtual classes are in session. Students enrolled in a program that requires physical attendance must understand the importance of consistent attendance. Blended students may be removed to the virtual program if they accumulate ten (10) or more unexcused absences and replaced with a student on the waiting list if one exists.

Ref: La. Rev. Stat. Ann. §17:416.

## ZERO TOLERANCE/FIGHTING

Fighting is unacceptable for any reason at any Morehouse Parish School. A fight shall be defined as *a physical altercation between two (2) or more students*. The physical nature of a fight could include, but is not limited to, hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking and pushing.

Students and parents will be informed of the policy regarding the consequences for fighting. They will also be informed to report the incidences of bullying and other hostile behaviors, as soon as they occur, to teachers and administrators.

After each incident of fighting, all efforts will be made to determine the underlying cause of the altercation through assistance from school administrators, the School Board's psychologist, or the school counselor.

Each student participating in the fight will give his/her account in writing to a school administrator, and if a student's participation in the fight is deemed as self-defense, no punishment will be issued to that participant.

Students in all grades who congregate around a fight preventing school staff members from breaking up a fight or who film or post a video of a fight on social media will also be subject to disciplinary action.

**Notwithstanding any other provision contained in this policy manual or any other document, students in Pre-K through grade 6 who are found fighting will be administered corporal punishment (if proper written consent has been provided by parents) or suspended three (3) days out of school for the first and second fight. Students in grades 5 and 6 accused of a third fight will be suspended pending a Superintendent's (or designee's) hearing. If found guilty at the hearing the student will be assigned thirty (30) days at the alternative school.**

Notwithstanding any other provision contained in this policy manual or any other document, students in grades 7 - 12 who engage in such action as fighting as described above shall follow the hierarchy of offenses listed below.

### First Offense Fighting:

- The student's parents shall be notified by phone and a letter that their child will be suspended from school and the reason for the suspension. **A Superintendent's (or designee's) hearing will be scheduled, and if the suspension is upheld the student will be assigned to the alternative school for fifteen (15) days.**
- The parent/guardian of the student must meet with the school principal or his/her designee during the period of the suspension regarding the student's behavior to

develop an Action Plan on how to help prevent future altercations before the student can be admitted back to the school of origin. A copy of the Action Plan should be placed in the student's permanent records.

Second Offense Fighting:

- The student's parents shall be notified by phone and a letter that their child will be suspended from school for thirty (30) days and the reason for the suspension.
- The student shall be referred to law enforcement by the school administrator or School Resource Officer.
- After a hearing before the Superintendent or his/her designee, a student found guilty of fighting as a second offense in the same school year shall attend the Fresh Start Alternative School Program for a time period of no more than thirty (30) days. A student may gain early readmission on a probationary basis to his/her school of origin after twenty (20) days based on earning ten (10) points under the following guidelines:
  1. Five (5) points for the student and his/her parent/guardian attending Saturday Seminar.
  2. A half-point (1/2) for each day of attendance with no tardies, leaving before the dismissal bell, dress code violations, or minor rules infractions such as disrespect, disobedience, and disruptions.
  3. Two (2) points for completing and presenting orally a written assignment related to the reason for the student's suspension and ways to prevent future altercations with students.
- Two (2) documented conferences between the student and a school administrator or the school psychologist shall be held during the thirty (30) days to discuss effective ways to handle conflict among his/her peers.
- The parent/guardian of the student must meet with the school principal or his/her designee during the period of the suspension regarding the student's behavior to develop an Action Plan on how to help prevent future altercations before the student can be admitted back to the school of origin. A copy of the Action Plan should be placed in the student's permanent records.

Third Offense Fighting:

- The student's parents shall be notified by phone and a letter that their child will be suspended from school for sixty (30) days and the reason for the suspension.

- The student shall be referred to law enforcement by the school administrator or School Resource Officer
- After a hearing before the Superintendent or his/her designee, a student found guilty of fighting as a third offense in the same school year shall attend the Fresh Start Alternative School Program for a time period of no more than sixty (60) days. A student may gain early readmission on a probationary basis to his/her school of origin after thirty (30) days based on earning thirty (30) points under the following guidelines:
  1. Five (5) points for the student and his/her parent/guardian attending a Saturday Seminar (Maximum of fifteen (15) points).
  2. A half-point (1/2) for each day of attendance with no tardies, leaving before the dismissal bell, dress code violations, or minor rules infractions such as disrespect, disobedience, and disruptions.
  3. Two (2) points for completing and presenting orally a written assignment related to the reason for the student's suspension and ways to prevent future altercations with students.
- Two (2) documented conferences between the student and a school administrator or the school psychologist shall be held during the sixty (60) days to discuss effective ways to handle conflict among his/her peers.
- The parent/guardian of the student must meet with the school principal or his/her designee during the period of the suspension regarding the student's behavior to develop an Action Plan on how to help prevent future altercations before the student can be admitted back to the school of origin. A copy of the Action Plan should be placed in the student's permanent records.

Any student who is readmitted to his/her school of origin under a probationary period and who is found, after a hearing before the Superintendent or his/her designee, to have violated his/her probation, shall at a minimum, be expelled from school for one (1) semester and assigned to the Home Bound Program for a period of at least forty-five (45) days. At the end of the time of the Home Bound Program, the student shall be allowed to return to his/her home-based school on probation for the remainder of the original suspension or expulsion period.

Students in Pre-K through Grade 4 who are found fighting will be administered corporal punishment or suspended three (3) days out of school notwithstanding any other provision which may be contained in the policy manual or any other document. Parents will be notified by phone and by letter regarding the disciplinary action.

**The provisions of this policy shall be applicable to exceptional children provided**

**special education services pursuant to part I of chapter 8 of Title 17 of the Louisiana Revised Statutes only to the extent the provisions are not in conflict with federal or state statutes, rules, regulations and guidelines applicable to the education of exceptional students.**

Ref: La. Rev. Stat. Ann. §§17:81, 17:223, 17:416, 17:416.1

## STUDENT WELFARE

While the Morehouse Parish School Board recognizes the potential for inappropriate behavior by students and/or adults toward the children enrolled in Morehouse Parish schools, it shall, to the best of its ability, take precautions and institute regulations and procedures to provide a safe and secure environment for its students in all public schools of Morehouse Parish under its jurisdiction.

In its efforts to protect its students, the School Board shall require, at a minimum, the following:

1. No employee or volunteer shall be alone with a student in any classroom, office, meeting room, or other similarly enclosed area on school property unless during the full time of such interaction between the student and employee, another school employee, the student's parent, or other authorized adult is present, or the student and employee are clearly visible by persons outside such area through either an open door or entrance, or through a window or other means that provides an unobstructed view of the student and employee.

Interactions may be permitted between:

- A. A student and school counselor
  - B. A student and a school employee during the administration of a test when the student's *Individualized Education Program* (IEP) precludes the presence of other individuals
  - C. A student and a school nurse or between a student and a school employee engaged in the performance of noncomplex health procedures
  - D. Any other interaction permitted as determined by the Louisiana Board of Elementary and Secondary Education (BESE)
2. Roles of employees, and especially of volunteers, in working with students shall be clearly documented. Volunteers shall sign an agreement stating they understand the regulations and procedures governing contact with students and agree to any criminal background checks the School Board may require. Thorough training shall be given all employees and volunteers regarding the child abuse prevention program.

Ref: La. Rev. Stat. Ann. §§14:403, 17:7, 17:81.6, 23:161, 23:162, 23:163; La. Children's Code, Art. 603, Art. 609.



## SCHOOL WELLNESS

The Morehouse Parish School Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity habits.

The Morehouse Parish School Board has appointed Susan Spence? to serve as the coordinator of the Wellness Policy. The Wellness Policy Committee will be a standing subcommittee of the School Health Advisory Council. The subcommittee will include members that represent students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies. Each school in the local educational agency shall have a contact who will participate on the Wellness Policy Subcommittee.

The areas to address in the *Wellness Policy* include:

1. Nutrition services guidance
2. Nutrition education
3. Physical activity and physical education
4. Communication and promotion of the Wellness Policy
5. Monitoring adherence and evaluation

Schools will provide nutrition and physical education to foster lifelong habits of healthy eating and physical activity and will coordinate Wellness Policy issues with classroom education, foods served on campus throughout the day, and with related community services.

### REVISION HISTORY

This policy template supersedes a template that was disseminated by the Louisiana Department of Education in March 2006. The original template was adapted from several other state models by representatives from the LSU AgCenter, the Southeast United Dairy Industry Association, Inc., and the Department of Education. This current policy was drafted by the Department of Education based on several templates from other states and customized to include policy and legislation specific to Louisiana. The policy was reviewed by a committee of Wellness Policy Coordinators from local educational agencies.

### PERSONS AFFECTED

All districts and schools in Louisiana administering the USDA Child Nutrition Programs should have a Wellness Policy in place similar to this template. The Wellness Policies should reflect the needs to the individual district and school. Administrators, faculty, school employees and volunteers, students, parents, school clubs and organizations, and

the community should be aware of and follow the policy.

### NUTRITION SERVICES

Foods and beverages sold or served at school will meet the nutrition requirements as outlined in *Bulletin 1196, Louisiana Food and Nutrition Programs, Policies of Operations*. Qualified Child Nutrition Program professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

#### School Meals

The Morehouse Parish School District will:

1. Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the USDA Child Nutrition Program and the Louisiana Department of Education, Office of School and Community Support.
2. Provide school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by USDA and the Louisiana Department of Education, Office of School and Community Support.
3. Encourage students, school staff, and families to participate in school meal programs.
4. Operate all Child Nutrition Programs with school foodservice staff who are qualified according to current professional standards.
5. Provide professional development opportunities for food service staff.
6. Ensure that food safety and sanitation are followed throughout the school, including providing facilities to wash hands before preparing and eating food.
7. Ensure that the food service permit is current for the Food Service school site.
8. Offer whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes that are consistent with the current USDA standards.
9. Offer fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques and 100 percent fruit or vegetable juice.
10. Offer nonfat, reduced-fat, low-fat, plain and/or flavored dairy products.

11. Offer whole-grain breads and cereals.
12. Use healthy food preparation techniques for lean meat, poultry, and fish, such as baking.
13. Ensure that all foods brought into the cafeteria meet the USDA Child Nutrition Guidelines.
14. Ensure that school meals are accessible to all students with a variety of delivery strategies, such as breakfast in the classroom, grab-and-go meals, or alternate eating sites.
15. Ensure that students receive adequate time to eat breakfast and the recommended 30 minutes for lunch.
16. Provide a cafeteria environment that is conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.

#### Foods and Beverages Offered Outside of the Child Nutrition Programs

An effective Wellness Program addresses foods and beverages sold and served on campus outside of the USDA Child Nutrition Programs. Nutrition education is more effective if the foods and beverages sold and offered are healthful and consistent with what is taught in the classroom. Foods and beverages sold outside the USDA Child Nutrition Programs includes vending machines, concession stores, school parties, fundraising events, and rewarding students with food.

#### Vending Machine and Concession Store Laws

Foods and beverages must meet specific nutritional criteria if on the grounds at any time during a period beginning one-half hour before the start of the school day and ending one-half hour after the end of the school day. Except for items sold as part of the school food program, the food and beverages must meet the following criteria per serving:

- a. < 150 calories
- b. < 35% of total calories from fat
- c. < 10% to total calories from saturated fat
- d. < 30 grams of sugar
- e. < 360 milligrams of sodium

In high schools, beverages shall include:

- a. Bottled water
- b. No-calorie or low-calorie beverages that contain up to 10 calories per eight ounces

- c. Up to 12 ounce servings of beverages that contain 100 percent fruit juice with no added sweeteners and up to 120 calories per eight ounces.
- d. Up to 12 ounce servings of any other beverages that contains no more than 66 calories per eight ounces,
- e. At least 50% of non-milk beverages shall be water and no-calorie or low-calorie options that contain up to 10 calories per eight ounces
- f. Low-fat milk, skim milk, and non-dairy milk.

### Foods and Beverages Sold Outside of the School Cafeteria

The Morehouse Parish School District will:

- 1. Follow the nutrition guidelines set by state law for vending machines and concession stands and stores.
- 2. Eliminate use of foods and beverages as rewards for student accomplishment.
- 3. Provide healthful food and beverage choices at school parties. A list of healthy foods and beverages and non-food rewards and activities will be provided annually to administrators, students, teachers, and parents. (See appendix B for healthy snack and school party ideas.)
- 4. Promote fundraisers that sell items other than food and beverages or only foods and beverages that are nutrient dense (low in calories and high in nutrients). (See appendix C for healthy fundraising alternatives.)
- 5. Provide nutritious and appealing food and beverage options (such as fruits, vegetables, nuts, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice and water) whenever foods/beverages are sold or otherwise offered after school at sporting and academic events, celebrations, social events, after school care, and other school functions.

### NUTRITION EDUCATION

School-based nutrition education includes traditional classroom lessons and behavioral change programs based on social learning theory and marketing. Using all venues is recommended for optimal impact.

is not a stand-alone course. It is taught in health education and science classes and can be integrated into core content area of instruction across the curriculum. A planned, sequential curriculum where the lessons are aligned with standards, benchmarks, and grade-level expectations is essential to impact knowledge, attitude, and behavior.

Behavior change can be enhanced through social learning theory and marketing, as well. Social learning theory may include a parent component for younger students and peer involvement for older students. School activities such as Family Nutrition Night can

promote the social learning theory. Additionally, the cafeteria can be used as part of the total educational system for modeling behavior.

The district and its schools will market and promote only foods and beverages that meet the nutrition standards for meals and/or for foods and beverages sold individually.

### Nutrition Education

The Morehouse Parish School District will:

1. Provide the equivalent of a six-week unit on nutrition or ensure that at a minimum of 30 hours of nutrition is taught in the classroom during the year.
2. Implement nutrition education programs that promote lifelong healthful eating practices that are research-based.
3. Use lessons that are age-appropriate, behaviorally focused content that is developmentally appropriate and culturally relevant.
4. Use curriculum and lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations.
5. Provide hands-on activities that are fun and engaging.
6. Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals and fiber.
7. Promote positive aspects of healthful eating behaviors.
8. Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal-setting, social resistance skills, overcoming barriers to behavioral changes and goal setting.
9. Strive toward hiring qualified, certified health education teachers.
10. Provide nutrition education related staff development opportunities for teachers on an annual basis.
11. Encourage parent involvement in lessons taught and school activities.
12. Coordinate marketing activities with nutrition education classroom activities.

### PHYSICAL EDUCATION AND ACTIVITY

Daily physical activity is essential to student welfare and academic performance. Federal

Guidelines recommend that children and teenagers be physically active for an accumulation of at least 60 minutes daily. Since children spend the majority of their time at school during weekdays, it is imperative that schools provide students with the means to participate in physical activity. Districts and schools, including parents and communities, must offer additional opportunities and resources for physical activity outside physical education classes.

The Morehouse Parish School District will:

1. Implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.
2. The physical education lessons should be aligned with standards, benchmarks, and grade-level expectations.
3. Provide students in grades K-8 with a minimum of 150 minutes per week of physical education.
4. Ensure that students in grades K-8 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.
5. Ensure that enough age-appropriate and safe equipment is in place to guarantee that all students are able to be active for physical education and physical activity.
6. Ensure that qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.
7. Provide staff development on standards implementation for physical education instructors.
8. Provide a variety of fitness training, motor skills, and team work modules in physical education required at the high school level for graduation.
9. Ensure that all high school students take one and a half units of physical education.
10. Use a recognized instrument or program such as *Fitnessgram®*, to evaluate students' physical fitness.
11. Provide daily recess for all children in K-8<sup>th</sup> grade. Each school that includes any of the grades kindergarten through five shall provide at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each school day.
12. Encourage physical activity during recess for elementary students, intramurals programs, and clubs, as well as in physical education programs.

13. Integrate physical activity in the academic curriculum,
14. Work with the community to create opportunities for students to walk, bike, skateboard, roller-skate, play basketball, play softball, play baseball, or participate in other physical activities in a safe location at times other than the school day.
15. Provide opportunities for parents and guardians to support students' participation in physical activities, such as a Safe Routes to School Program, to be physically active role-models, and to include physical activities in family plans.
16. Encourage school staff to participate in physical activities to serve as role models.
17. Keeps students active for at least half of the class time.
18. Develop students' self-confidence and eliminate practices that humiliate students.

### COMMUNICATION

At the beginning of each school year, no later than one month after the first day of class, the Wellness Committee will share a summary of the Wellness Policy with school staff and faculty, students, and parents. Updates to the Policy may be highlighted and discussed. Any special events that the Wellness Policy Committee plans to achieve should be shared with everyone affected and the School Health Advisory Council.

### MONITORING AND EVALUATION

The Wellness Policy Committee will develop a plan of action for implementation. (Attachment A provides a sample action plan.) The Wellness Policy Committee shall use the Louisiana Department of Education's Wellness Policy Evaluation tool annually and be prepared to report results to the district/school Health Advisory Council and the Department of Education by October 31. To accurately report the status of the Wellness Policy in the district, the Wellness Committee shall develop a plan for monitoring adherence to the Wellness Policy Guidelines, monitor, and establish a means for corrective action. The Wellness Policy Committee shall evaluate the effectiveness of the Policy and amend it based on the results of the evaluation and the needs of the community.

Ref: 42 USC 1751 et seq. (*Richard B. Russell National School Lunch Act*); 42 USC 1771 et seq. (*Child Nutrition Act of 1966*); 7 CFR 210 (*National School Lunch Program*); 7 CFR 210.31 (*Local School Wellness Program*); 7 CFR 220 (*School Breakfast Program*); La. Rev. Stat. Ann. §17:17.7.

## STUDENT HEALTH SERVICES

### HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Morehouse Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

### HEARING AND VISION SCREENING

The School District, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every student found to have any defect of sight or hearing.

### EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them.

The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.



The School District shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

### Testing for Dyslexia

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia and related disorders, that student shall be referred to the school building level committee for additional testing. The School District shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. *Phonological processing* means the appreciation of the individual sounds of spoken and written language.

### OTHER HEALTH CONSIDERATIONS

The School District acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.
2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School

Board who perform such function.

3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

### Definitions

*Psychotropic drug* shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

*Teacher*, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

### SEIZURE TREATMENT AND TRAINING

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

1. The health care services the student may receive at school or while participating in a school activity.
2. Evaluation of the student's ability to manage and understand his/her seizure disorder.
3. Signatures from the student's parent or guardian and from the treating physician.

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

### ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions

have been met:

1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

#### PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

No noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or any other state of the United States.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory

completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.
6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School District shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

Revised: November 7, 2024

Ref: La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:436.4, 17:2112, 40:31.3; Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); Health and Safety, Bulletin 135, Louisiana Department of Education; Board minutes, 11-7-24.

## IMMUNIZATIONS

The Morehouse Parish School Board shall require each student entering any school for first time, and at any other time as required by the state, to present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to state law and a schedule approved by state Department of Health and Hospitals (DHH), Office of Public Health (OPH), or present evidence of an immunization program in progress. The School Board may require immunizations or proof of immunity more extensive than required by the Department of Health and Hospitals (DHH), Office of Public Health (OPH). Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

*In progress* shall mean that the student has an immunization due the date school has begun, because the student began his/her immunization late, or because the student's pediatrician has provided written orders for the student to receive an immunization after a certain date.

## TRANSFERRING STUDENTS

A student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunization against the diseases in the schedule approved by the Office of Public Health has been performed, or a statement that such immunizations are in progress.

## ENFORCEMENT

Principals or their designated representatives shall be responsible for checking students' records to see that the provisions of this policy are enforced, and to electronically transmit immunization reports to the OPH through the *Louisiana Immunization Network for Kids Statewide*, when capable.

## EXCEPTIONS

No student seeking to enter any public school in Morehouse Parish shall be required to comply with the provisions of this written policy if the student or his/her parent or guardian submits either a written statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the student or his/her parents.

Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations.

No teacher or school employee or administrator shall distinguish between students based on whether a student has or has not received vaccines from the schedules provided for in this policy. Actions prohibited include but are not limited to discrimination based on a student's vaccination status in any of the following acts:

1. Determination of eligibility for athletics or other extracurricular activity.
2. Allowing or denying participation inside and outside of the classroom.
3. Issuance of surveys to students relative to vaccination status.
4. Organizing seating arrangements.

#### EXCLUSION FROM ATTENDANCE

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state Office of Public Health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

Notwithstanding any other provision of law to the contrary, no student shall be required to receive a COVID-19 vaccine as a condition of initial enrollment or continuing attendance at any school in the Morehouse Parish School District.

Revised: November 7, 2024

Ref: La. Rev. State. Ann. 17:170, 17:170.1, 17:170.2, 17:170.3, 17:170.4; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 11-7-24.

## STUDENT COMMUNICABLE DISEASE

The Morehouse Parish School Board recognizes the importance of protecting the health and welfare of the educational system from the spread of communicable diseases, including AIDS. The Morehouse Parish School Board shall work cooperatively with the Louisiana Department of Education, the Louisiana Department of Health and Hospitals, and the centers for Disease Control for the prevention, control, and containment of communicable diseases in schools. For purposes of this policy and its accompanying regulations, the term "Superintendent" shall mean the Morehouse Parish School Superintendent of Schools or his/her designee.

A *communicable disease* shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

When reliable evidence or information from a public health officer or physician confirms a student of the School Board has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population, the Superintendent may exclude such person from school for not more than five (5) days, or the amount of time required by state or local public health officials. Such student shall be excluded unless the public health officer approves school attendance or the condition is no longer contagious.

When reliable evidence or information from a public health officer or physician confirms a student has a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether or not the student will remain in school shall be addressed on a case-by-case basis by a *Review Panel* to ensure due process.

If the student's physician and/or a physician of the School Board's choice indicates that the health of the student does not allow his/her continued attendance in the regular education program, education services shall be provided in the setting appropriate to the health status of the child.

Students whose parent/guardian knowingly conceal their child's having a communicable disease shall, upon identification, be suspended from school on an excused absence status, with the opportunity to make-up assignments and graded activities, for a maximum of ten (10) school days, during which time the Superintendent shall determine the student's school attendance status.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling blood or body fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling blood and body fluids and these procedures shall be strictly adhered to by all school personnel (see policy *GAMFB, Guidelines for Handling Body Fluids in School*).



### REVIEW PANEL

Communicable diseases that are known not to be spread by casual contact shall be addressed on a case-by-case basis by a *Review Panel*. Membership of the *Review Panel*, procedures for convening the *Review Panel*, and the process used to review the case shall be as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of Education.

The Superintendent shall provide a written decision to the affected party within three (3) operational days (i.e. a day when the School Board Central Office is open for business) after the *Review Panel* convenes. The written decision shall convey information brought out during the review process and include the rationale for the decision concerning school attendance by the student.

### APPEALS

Appeals may be made by the parent or guardian in writing to the Superintendent and subsequently to the School Board as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of Education. If the written decision of the Superintendent is contrary to the majority opinion of the *Review Panel*, a majority of the *Review Panel* has the right to appeal the decision in the same manner as outlined in Bulletin 135.

### CONFIDENTIALITY

All persons involved in procedures to assess school attendance of a student with a communicable disease that is not spread by casual contact shall be required to treat all medical information about the student, proceedings, deliberations, and documents as *confidential information*. Records of the proceedings and the decisions shall be kept by the Superintendent in a sealed envelope with access limited to only those persons receiving the consent of the parent/guardian or infected person, in accordance with state or federal law.

Before any medical information is shared with anyone in the school setting, a "Need to Know" review shall be made which includes the parent/legal guardian, student if age 18 or over, unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

Ref: La. Rev. Stat. Ann. §§17:81, 17:170; *Health and Safety*, Bulletin 135, Louisiana Department of Education.

## ADMINISTRATION OF MEDICATION

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

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

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

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

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

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

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

## 3. PRINCIPAL

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

## 4. TEACHER

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

## 5. SCHOOL NURSE

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

## 6. PARENT/LEGAL GUARDIAN

- A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
  - 1) A letter of request and authorization that contains the following information:
    - a. the student's name;
    - b. clear instructions for school administration;
    - c. prescription number, if any;
    - d. current date;
    - e. relevant diagnosis;
    - f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
    - g. physician's/dentist's/other authorized prescriber's name;
    - h. the parent's/legal guardian's printed name and signature;

- i. parent's/legal guardian's emergency phone number;
  - j. statement granting or withholding release of medical information;
- 2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.
- 3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.
- 4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- 5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- 6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.
- 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, Diabetes, or the Use of Auto-Injectable Epinephrine

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

- A. Written authorization for the student to carry and self-administer such prescribed medications.
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
  - 1) has asthma, diabetes, or is at risk of having anaphylaxis

- 2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
- 1) The name, purpose, and prescribed dosage of the medications to be self-administered.
  - 2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
  - 3) The length of time for which the medications are prescribed.
- D. Any other documentation required by the School District.

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

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

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

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

Upon obtaining permission to self-administer asthma or diabetes medication or to

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

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

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

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

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

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

#### Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School District, 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 medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

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

- I. Other specific illnesses that require medication.
- J. The school nurse shall have the authority to maintain a supply of naloxone or other opioid antagonists per La. Rev. Stat. Ann. §17:436.1(M). The school nurse or trained school personnel may administer naloxone or other opioid antagonists to any student or other person on school grounds in the event of an actual or perceived opioid emergency.

*Trained school personnel* means a school employee or volunteer who has received the training on life-saving medication that addresses techniques on how to recognize signs of a life-threatening emergency, standards and procedures for the storage and administration of the medication, and emergency follow-up procedures, including the requirement to summon emergency services either immediately before or immediately after administering the 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 on an annual basis. Such plan shall be developed by a physician licensed in the state of Louisiana or any other state of the United States, or any other authorized prescriber authorized in the state of Louisiana or any other state of the United States who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

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

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

The 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 or appropriately designated school personnel 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, or as warranted by changes in the student's medical condition.

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

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

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

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

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

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

The School District shall allow a supply of auto-injectable epinephrine, as defined

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

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

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

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

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

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

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

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

If a student with an identified medical need is to attend a field trip or other school-

sponsored activity, the 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 District employee designated by the parent, or another trained person designated by the School District. 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 District employee to attend the field trip/activity, once the proper documentation has been submitted, the School District shall assign a trained School District employee to accompany the student on the field trip or other school-sponsored activity.

## 12. 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.

## 13. SUNSCREEN

In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School District nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

## 14. 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 District and health care providers, such as hospitals, physician, service agency, school nurse, and/or

other health provider.

Revised: October 10, 2022

Revised: November 7, 2024

Ref: La. Rev. Stat. Ann. §§17:81, 17:436.1, 17:436.3; Health and Safety, Bulletin 135, Louisiana Department of Education; Board minutes, 10-10-22, 11-7-24.

## CHILD ABUSE

The Morehouse Parish School District shall require that instances of suspected child abuse and/or neglect be reported in accordance with appropriate state and local laws and procedures. Therefore, the School District directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

Students shall be provided age- and grade-appropriate instruction relative to child assault awareness and prevention, and how students may report abuse or assault to the child protection toll-free hotline operated by the State Department of Children and Family Services, and where students may locate the number for the hotline.

Each public school shall post the hotline number in a prominent location on its website.

### DEFINITIONS

*Abuse* means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
2. The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.
3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker or any other person of the child's involvement in (i) any sexual act with any other person; (ii) pornographic displays; (iii) any sexual activity constituting a crime under Louisiana law; or (iv) a coerced abortion conducted upon a child.

*Caretaker* means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

*Child*, for purposes of child abuse, means a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A *mandatory reporter* means any teaching or child care provider, which is any person who provides or assists in the teaching, training, and supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff

member, bus operator, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, or any individual who provides these services to a child in a voluntary or professional capacity. In addition, any police officer or law enforcement officer who works as a school resource officer shall be considered a mandatory reporter. A school resource officer shall not receive information from another mandatory reporter or commence or oversee any investigation into the report.

A *permitted reporter* means any other person having cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect.

*Neglect* means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health and safety is substantially threatened or impaired. Neglect includes prenatal neglect. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

#### PROCEDURE FOR REPORTING CHILD ABUSE OR NEGLECT

A *permitted reporter* shall make a report through the designated state child protection reporting hotline phone number or in person at any child welfare office of the state.

A *mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall immediately report suspected abuse/neglect in accordance with the following guidelines:

1. Reports in which the abuse or neglect is believed to be perpetrated by a parent or caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker or a person living in the same residence with the parent or caretaker as a spouse whether married or not, the mandatory reporter shall make the report to the Department of Children and Family Services.
2. Reports in which the reporter has reason to believe abuse or neglect is being perpetrated by someone other than the individuals listed in number one above



shall be made to local or state law enforcement. Abuse or neglect perpetrated on a student by a teaching or child care provider shall be immediately reported to local or state law enforcement

3. Dual reporting to both the Louisiana Department of Child and Family Services and the local or state law enforcement agency is permitted.

Reports to the Louisiana Department of Child and Family Services shall be made as follows:

- A. A mandatory reporter shall make a report of suspected abuse or neglect requiring immediate assistance via the designated state child protection reporting hotline telephone number. A report of suspected abuse or neglect which is of a non-emergency nature may be reported via the Louisiana Department of Children and Family Services Mandated Reporter Portal online. Reports may also be made in person at any child welfare office.
- B. If a report involves alleged sex trafficking, all mandatory reporters shall report via the hotline telephone number to the Department regardless of whether there is alleged parental or caretaker culpability.
- C. A permitted reporter shall make a report through the designated state child protection reporting hotline telephone number or in person at any child welfare office.

If a mandatory reporter is prohibited from immediately making the report required by statutes to the department or local or state law enforcement because of School Board policies or employee manual, the mandatory reporter shall file a complaint with local or state law enforcement. Local or state law enforcement shall investigate the complaint and if violations are confirmed, the School Board shall be subject to the penalties provided for in La. Rev. Stat. Ann. §§14:131.1 and 403. The School Board shall not discriminate or retaliate against an employee who is a mandatory reporter for complying with this policy. If the School Board discriminates or retaliates against an employee for compliance, the School Board shall be subject to additional penalties as provided for in La. Rev. Stat. Ann. §§14:131.1 and 403.

#### INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

#### ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541. Such notification shall be made by

the Superintendent or his/her designee within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately comply with the reporting procedure outlined in this policy.

### CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee or by court order.

### INSERVICE TRAINING

Teaching or child care providers shall be required to complete an online training course provided by the Department of Children and Family Services between June first and August thirty-first annually. A record of completion of the course by the teaching or child care provider shall be provided to and retained by the School District. The School Superintendent shall retain a list of all teaching or child care providers who have not complied with the training requirements provided by State law.

### IMMUNITY FROM LIABILITY

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child; (2) any person who makes a report known to be false or with reckless disregard for the truth of the report.

### LIABILITY

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, educators or other employees of the Morehouse Parish School District who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Ref: La. Rev. Stat. Ann. §§14:403, 15:539, 15:541, 17:81, 17:81.6; La. Children's Code, Title VI, Art. 601, 603, 609, 610.

## **BEHAVIORAL HEALTH SUPPORT FOR STUDENTS**

### **REFERRAL FOR ASSESSMENT AND TREATMENT**

The Morehouse Parish School Board recognizes that students with behavioral or emotional challenges may be at risk of their behavior escalating into aggression or disruption, disciplinary actions including suspension or expulsion, or juvenile delinquency. The School Board shall adopt and maintain rules and regulations for a program which assists school personnel to identify such signs and symptoms of a student with behavioral or emotional challenges.

A specific employee shall be designated at each school who shall be responsible for identifying behavioral and mental health support services available in the community, and when appropriate, facilitating a referral of a student to those services for assessment and treatment, including services provided through the Louisiana Coordinated System of Care and its Medicaid provider network.

After any second suspension of a student during the same school year, the principal or his/her designee and the designated employee shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the designated employee shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services for assessment and treatment.

### **ANNUAL REPORT**

The School Board shall report to the Louisiana Department of Education and the House and Senate committees on education the number of students identified as possibly having behavioral or emotional challenges, the number of students for which a conference was scheduled, and the number of students referred for assessment and supportive services. The reports shall be submitted annually on July first and shall reflect data from the previous school year.

Ref: La. Rev. Stat. Ann. §§17:17:173, 17:416, 17:416.23.

## BEHAVIORAL HEALTH SERVICES FOR STUDENTS

The Morehouse Parish School Board recognizes the connection between a student's social, emotional, and mental well-being and the student's academic success. The School Board desires to assist students in developing the social and emotional skills needed for participation in the educational environment and society at large. In addition to any support services provided by the School Board, the School Board shall allow behavioral health providers to provide medically necessary behavioral health services authorized by an independent third-party payor, including but not limited to Medicaid and commercial insurance, to a student at school during school hours if the student's parent or legal guardian provides a written request for such behavioral health provider and services to the Superintendent or Superintendent's designee, and all other requirements of La. Rev. Stat. Ann. §§17:173 and 17:3996, this policy, and any administrative procedures are met.

A behavioral health provider who provides services according to this policy shall:

1. Maintain general liability insurance coverage in an amount not less than \$1,000,000.00 per occurrence and \$1,000,000.00 per aggregate and provide a certificate of insurance naming the public school as the certificate holder.
2. Complete a criminal background check conducted by the Louisiana State Police and shall pay all related costs. Applied behavior analysis providers who are licensed, certified, or registered by the Louisiana Behavior Analyst Board, who provide documentation of having passed a criminal background check conducted by the Louisiana State Police and are in good standing with the Board shall not be required to complete an additional criminal background check.

No person who has been convicted of or pled nolo contendere to a crime listed in La. Rev. Stat. Ann. §15:587.1 (C) shall be permitted to provide behavioral health services to a student at school during school hours.

Behavioral health services shall be permitted during school hours if the student's parent or legal guardian presents a behavioral health evaluation performed by an evaluator as well as an assessment and authorized treatment plan performed by a behavioral health provider chosen by the parent or legal guardian and the evaluation indicates that the services are necessary during school hours to assist the student with behavioral health impairments associated with a medical diagnosis that the evaluator determines are interfering with the student's ability to thrive in the educational setting. A behavioral health evaluation or assessment presented by the parent or legal guardian of a student shall not be construed as an independent educational evaluation for purposes of determining if a student meets the criteria established for eligibility for special education and related services.

In addition, the parent or legal guardian of a student receiving services from a behavioral

service provider shall be required to execute a *consent to release information* form between the provider and the School Board.

No behavioral health evaluation, assessment, or authorized treatment plan shall be prohibited from being performed on school property in order to establish medical necessity or to deliver medically necessary services. Behavioral health services may be provided during any part of the school day, including any and all instructional time in English, reading, mathematics, and science. The school administrator and service provider shall work collaboratively to create a consistent schedule that meets the medical needs of the student and complies with the provider's ethical code of conduct. In developing the student's plan, consideration shall include impacts on a school's operations and a student's testing schedule. If the parties cannot agree, then the parties shall engage in a dispute resolution process set forth by the state Department of Education.

The School Board shall not enter into a contract or an exclusive agreement with a behavioral health provider that prohibits the parent or legal guardian from choosing the behavioral health provider for the student. However, the provisions of this paragraph shall not impair any existing contract on the effective date of this policy, or the renewal thereof.

The cost of all behavioral health services provided to a student shall be the sole responsibility of the parent or legal guardian, individually or through an applicable health insurance policy, Medicaid, or other third-party payor, other than the School Board, that has made funds available for the payment for the services provided.

While on a school campus, a behavioral service provider shall comply with, and abide by, the terms of any *Individualized Education Plan, Individualized Accommodation Plan, Section 504 Plan, Behavior Management Plan, or Individualized Health Plan* applicable to a student who is a patient of the provider. The services furnished by a provider shall be incorporated into a written treatment plan applicable to a student.

The School Board shall establish reporting requirements for a behavioral health provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent shall approve administrative procedures to provide for student safety and effective implementation of this policy.

The School Board may establish sanctions, including termination of a provider's authorization to provide services on any school campus, against a behavioral health provider for failure to comply with the provisions of this policy and associated procedures and/or any other School Board policy and procedures.

Any behavioral health evaluation, assessment, or treatment plan administered by the School Board shall not supersede the behavioral health evaluation, assessment, or

treatment plan provided by an independent behavioral health provider of a student's parent's choosing. Any applied behavior analysis services provided by the School Board shall be delivered either by behavioral health providers licensed, certified, or registered by the Louisiana Behavior Analyst Board in accordance with La. Rev. Stat. Ann. §37:3701 et seq. or behavioral health providers providing services in accordance with La. Rev. Stat. Ann. §37:3715.

## DEFINITIONS

*Applied behavior analysis provider* shall mean a provider who is licensed, certified, or registered by the Louisiana Behavior Analyst Board and is in good standing to provide applied behavior analysis services.

*Applied behavior analysis services* shall include the design, implementation, and evaluation of systematic instructional and environmental modifications by an applied behavior analysis provider to produce socially significant improvements in behavior as described in the *Behavior Analyst Practice Act*.

*Behavioral health evaluation* shall include but not be limited to the following criteria:

- Diagnosis.
- Type of intervention.
- Length of intervention.
- Identification of a student's goals.
- Identification of impact of student behavior on a student's educational program.
- Recommendations for applied behavior analysis services.

*Behavioral health provider* shall mean a provider who is licensed by the Louisiana Department of Health or a health profession licensing board and is in good standing to provide behavioral health services in Louisiana including but not limited to a psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, marriage and family therapist, professional counselor, clinical social worker, applied behavioral analysis provider, or a behavioral health provider organization licensed to provide health services in Louisiana.

*Behavioral health services* shall include but not be limited to individual psychotherapy, family psychotherapy, psychotropic medication management, community psychiatric support and treatment, crisis intervention, and medically necessary applied behavior analysis services.

*Evaluator* shall mean a licensed psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, professional counselor, marriage and family therapist, clinical social worker, or applied behavioral analysis provider who is certified by the respective board of examiners in Louisiana to provide necessary evaluations and who is not an employee of the School Board or the Louisiana Department of Education.

*Independent third-party payor* means an individual who serves as a case reviewer for Medicaid or commercial insurers.

*Medically necessary services* means services that meet the following requirements:

1. Provided for the diagnosis, treatment, cure, or relief of a health condition, illness, injury, or disease.
2. Except for clinical trials that are described within the policy, not for experimental, investigational, or cosmetic purposes.
3. Within the generally accepted standards of medical care in the community.
4. Not solely for the convenience of the insured, the insured's family, or the provider.

No provisions of this policy shall be construed to supersede any of the following:

1. The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state.
2. The provisions of the Behavioral Health Services Provider Licensing Law or any regulation promulgated by the Louisiana Department of Health pursuant to that law.
3. The provisions of the *Behavior Analysis Practice Act*.

Ref: 20 USC Section 1232 (g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:7, 17:173.

## CRISIS INTERVENTION

The Morehouse Parish School Board, in an attempt to provide a safe and healthy learning environment, recognizes that the accident/death of a student or staff member, or a threatened, attempted or completed suicide, or other crises, can have a traumatic effect on the school community and can occur at any time. The Superintendent shall be responsible for establishing and maintaining pertinent activities to be conducted when a crisis occurs, and pertinent procedures to be followed whenever a crisis may occur.

To provide leadership to the school in the event of a crisis situation, each school shall form a *Crisis Intervention Team* consisting of school counselors, school administrators, school substance abuse coordinator, School Building Level Committee chairman, and a staff member trained in CPR and First Aid. Other professional personnel permanently assigned to the school may be added to a *Crisis Intervention Team* as may be designated by the principal.

The principal or building administrator shall be responsible for periodically convening the *Crisis Intervention Team* and coordinating its discussions and in-service training to prepare the *Team* for dealing with crisis situations. The principal shall also monitor, along with all *Team* members, the *Team's* preparedness to address emergency situations and identify specific team roles and responsibilities for when a crisis occurs.

Ref: La. Rev. Stat. Ann. §17:416.16.



## **SUPERVISION OF STUDENTS**

All personnel of the Morehouse Parish School Board should be responsible for the supervision of pupils during the school day and for a reasonable period of time before and after school. Every staff member must share the responsibility of supervising pupils during regular class periods, while pupils are moving to and from the restrooms, cafeterias, other classrooms (gymnasiums) and assemblies, and before and after the school day.

Supervision outside the classroom is necessary to protect the physical safety of the students. Each principal shall be responsible for drawing up a list of supervisory duties and assigning staff members within the building to cover them. The duties specifically must include: lunch, recess, hall monitoring, bus duties as well as other duties peculiar to particular building or educational level. The number of staff members required for a particular duty or set of duties shall be determined by the principal. The principal shall assign duties equitably among all staff members.

The School Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. No teacher or other staff member shall leave his or her assigned group unsupervised except when arrangements have been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students shall be released only into the custody of parents or other authorized persons. The school administrator shall ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Ref: La. Rev. Stat. Ann. §17:81.

## **STUDENT DISMISSAL**

The Morehouse Parish School Board shall not permit a school or grade to be dismissed before the regular hour for dismissal except with the approval of the office of the Superintendent. No teacher or school staff member may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, parent, tutor, or legal guardian of the child, unless the permission of the parent or legal guardian has been first secured and only then upon proof of identity. If any police or court official requests the dismissal of a student during school hours, parents or legal guardian should be notified as soon as possible.

A child shall only be released to the parent awarded legal custody of the child if the parents are divorced or legally separated. The school shall be notified by the parent(s) should any changes in custody occur during the school year. A child shall be released to a non-custodial parent only if there is written permission for doing so signed by the custodial parent on file with the school office.

No student shall be released from school early on the basis of a phone call which has not been validated. No student shall be permitted to check himself/herself out of school, unless legally emancipated.

### **STUDENTS LEAVING SCHOOL**

Students are required to check out through the principal's office before leaving the school campus during the hours school is in session.

Students shall not be sent off campus to perform an errand or act as messengers.

Students are required to remain at school during the lunch hour except when special diet problems have been verified in writing by the parent or guardian.

Students who seek special permission to leave school on a repeated basis must have parents come to school and make application and arrangement for a special permit as may be granted by the principal.

Ref: La. Rev. Stat. Ann. §§17:81, 17:221, 17:226, 17:232.

## **STUDENT USE OF PERSONAL VEHICLES**

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

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

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

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

If a student parks off campus during school hours or while attending school related activities and violates state or local motor vehicles laws and/or parking regulations, the student may be subject to consequences including, but not limited to, ticketing, towing of the vehicle at the owner's expense, or criminal charges as prescribed by law. The School Board shall not be responsible for the consequences of such violations.

Safety rules shall include the following:

1. All cars, trucks, motorcycles, motorbikes, motor scooters, and bicycles shall be parked in the prescribed place designated by the principal and may not be moved during the school day without permission of the principal or his/her designee.
2. All schools may control this parking area by means of permits, for which the school may make a charge. No student will be allowed parking privileges unless this permit has been obtained and displayed in the window of the vehicle.
3. Vehicles shall be vacated immediately upon arrival and may be reentered only at the time of authorized departure.
4. The student driver assumes responsibility for the conduct of those he permits to

ride with him/her.

5. Students shall not sit in cars parked on the campus or on the streets surrounding the school any time during school hours or during school related activities.
6. No student may leave school during the school day or during lunch period unless he/she is checked out by his/her parents or legal guardian. If an automobile is used by the student checking out, no one may ride in the automobile except with approval of parents or legal guardians of all passengers, as well as the driver.
7. When unauthorized cars are found on the student parking lot during regular school hours, owner will be given one (1) hour to remove the vehicle. If the vehicle has not been removed in that time, police or other agency will be requested to remove the vehicle.
8. Any student who operates a motor vehicle on school property shall be subject to the random drug testing requirements in order to protect the students and faculty on the school campus as outlined in policy *IDFAA, Student Athlete and Extracurricular Participant Drug Testing*. Anytime a student refuses to be tested, he/she shall have all driving privileges on school campus suspended for the remainder of the school year. The names of all students who drive on a high school campus shall be placed in the testing pool.
9. Violation of traffic or school parking rules, unsafe driving on campus or possession of illegal materials in vehicle (firearms, alcohol, drugs, etc.) shall be cause for revocation of the student's parking privileges.

Ref: La. Rev. Stat. Ann. §17:81.

## ILLNESS AND ACCIDENTS

It is the intent of the Morehouse Parish School Board to maintain a safe and healthy educational environment in school buildings, on school campuses, and at school-sponsored functions and activities. School administrators, teachers, volunteers, and other school personnel, however, cannot guarantee that the school environment will be free of illness or accidents.

The School Board shall attempt to provide appropriate and reasonable care of students when they become ill or injured. Any treatment rendered should be in accordance with the severity of the illness or injury. When a child becomes seriously sick at school or is seriously injured in an accident, the principal or his/her designee shall be responsible for immediately contacting the parents. If the principal or designee is unable to contact the parents, he/she shall attempt to contact the family's primary care provider as noted on the *Health Information* form submitted by the parents at the beginning of the school year. The principal or designee shall also attempt to contact the person listed as the *emergency contact* on the *Health Information* form.

If treatment is deemed urgent and the primary care provider is not immediately available for consultation, the principal shall call 911 or its equivalent. School personnel shall remain with the child until emergency medical personnel arrive to treat the ill or injured student. If emergency medical personnel deem it necessary to transport the student to a medical facility, school personnel may accompany the student.

Neither the School Board nor the school shall assume any liability for the treatment of a student.

Principals shall notify the Superintendent of all serious accidents to pupils whether they occur on the school grounds, on the school bus, on field trips or during any other student activity.

To facilitate the rendering of health services, the School Board shall require the parent/legal guardian to submit properly completed standardized school health forms as enumerated in *Health and Safety*, Bulletin 135.

No medication shall be administered to any student unless written permission from parents has been granted, and only in accordance with School Board policy *JGCD, Administration of Medication*.

### FIRST AID

Generally, treatment of injuries should be limited to the rendering of first aid. *First aid* is that immediate help given by a qualified person at hand in case of accidents or sudden illness. Each school employee who participates in any required in-service shall be

required to receive first aid orientation and training. A master first aid kit shall be kept and properly maintained in each school. For more serious injuries, trained medical personnel should be summoned to assist with such injuries as needed.

Ref: La. Rev. Stat. Ann. §§17:81, 17:440.1; Health and Safety, Bulletin 135, Louisiana Department of Education.

## STUDENT IDENTIFICATION

A state identification number shall be assigned each student upon enrollment, in accordance with Louisiana Board of Elementary and Secondary Education requirements.

### EMERGENCY INFORMATION

At the beginning of each school year, students shall be required to complete emergency information forms which shall contain such information as:

1. Parent/guardian's work phone numbers
2. Home phone numbers
3. Phone numbers where parents/guardians can be reached in case of emergencies
4. The name, address, and phone number of the student's physician
5. The names of authorized persons to check-out and/or pick up students in the absence of the parent/guardian
6. Other information as may be requested on the form

In addition, standardized school health forms shall be completed by the parents/legal guardian for each student. These health/medical forms provide pertinent health, medical and emergency contact information in times of need.

### IDENTIFICATION BADGES

Students may be issued identification badges which shall be worn by the student and shall be visible at all times when the student is on school campus.

In the event that student identification cards are issued, each student identification card shall have printed on the card the following information:

1. The National Suicide Prevention Lifeline hotline number
2. A local suicide prevention hotline number, if available

Ref: La. Rev. Stat. Ann. §§17:81, 17:3914; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

## STUDENT BIOMETRIC INFORMATION

The Morehouse Parish School Board may authorize the utilization of biometric information in the identification of students, as well as to enhance student safety and security and protect against instances of fraud throughout the school district. *Biometric information* shall mean the noninvasive electronic measurement of any physical characteristics that are attributable to a single person, including fingerprint characteristics, eye characteristics, hand characteristics, vocal characteristics, facial characteristics, and any other physical characteristics used for the purpose of electronically identifying that person with a high degree of certainty.

Prior to the collection of any student biometric information, expressed written permission from the student's parent or legal guardian, or the student if eighteen (18) or older, shall be obtained and kept on file in the principal's office at the school the student attends.

A student's biometric information shall be treated as any other student record in terms of access and confidentiality, and shall not be disclosed to a third party without the written consent of the student's parent or legal guardian, or the student if eighteen (18) or older, unless the disclosure is required by court order.

In addition, the School Board shall delegate to the Superintendent the development, implementation, and maintenance of adequate regulations and procedural standards to protect student biometric information held and/or used in accordance with the policy. Such regulations and procedures shall include, but not be limited to, the following:

1. The secure storage, transmission, and protection of all biometric information from unauthorized alteration, disclosure, or destruction.
2. Restriction of access to student biometric information and processing to appropriate and authorized personnel.
3. Proper encryption of student biometric information.
4. Compliance of any collection of student biometric information with all applicable state and federal law and requirements, including the *Federal Family Educational Rights and Privacy Act*.

The use of student biometric information shall be discontinued after (1) the student graduates or withdraws from school, or (2) the School Board receives a written request to discontinue the use of biometric information from the student's parents or legal guardian or the student if eighteen (18) or older. All biometric information collected from a student shall be destroyed within thirty (30) days after use of such information is discontinued.



The failure to provide written consent for the collection of biometric information of students shall not be the basis for refusal or denial of any services otherwise available to the student.

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); 42 USC 1301 et seq. (*Health Insurance Portability and Accountability Act of 1996*); 42 USC 12101 et seq. (*Americans with Disabilities Act of 1990*); La. Rev. Stat. Ann. §17:100.8.

## STUDENT ACTIVITIES

The Morehouse Parish School Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The School Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The School Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The School Board further believes that any program of student activities should:

1. Require all student participation to be on a voluntary basis;
2. Require that student activity funds be used for purposes which benefit the student body of the school; and
3. Require that the management of student funds be the responsibility of the students with assistance from the organizational sponsor and the school administration.

The Morehouse Parish School Board shall not regulate off-campus activities of students unless the off-campus activity adversely affects the educational process of the school system. This provision does not apply to school sponsored events that are located off-campus.

Ref: La. Rev. Stat. Ann. §§17:81, 17:2091, 17:2092, 17:2093.

## **STUDENT ACTIVITIES FUNDS MANAGEMENT**

The Morehouse Parish School Board recognizes that occasionally schools must attempt to generate funds to supply needed instructional materials and supplies, as well as provide other benefits to the school and student body. All fees, fundraising activities, and other sources of student activity funds managed directly by the school shall require approval of the Superintendent and/or his/her designee.

General cash controls, receipt and disbursement of all monies, reports, and other accounting practices to be followed shall be in accordance with procedures outlined by the Superintendent or his/her designee. All teachers, principals, and any other school personnel who handle cash, receipts, or disbursements of school funds shall be required to abide by the stated guidelines.

Implementation of the procedures as developed by the central office auditor shall be the responsibility of the school principal or his/her designee. The procedures shall ensure:

1. The proper identification of moneys belonging to various groups and organizations or moneys raised and designated for various purposes. A journal will be the minimum bookkeeping record.
2. Proper crediting of deposits, with receipts issued depositors.
3. Safeguarding of cash and prompt deposit of all moneys received.
4. Proper authorization for purchases.
5. Proper authorization before payment of invoices.
6. Payment of bills by check, signed by group sponsors as authorized by the principal.
7. Prompt payment of bills.
8. Deposit tickets and invoices filed in orderly manner.

## **FUNDRAISING ACTIVITIES**

The Morehouse Parish School Board recognizes that citizens, students, School Board personnel, other persons and organizations may wish to express support for a particular school or the school system by participating in school-sanctioned fundraising activities. The School Board shall require that such fundraising projects be conducted so that they do not interfere with educational objectives or community standards.

Any school club or organization shall request permission from the principal and approval

of the Superintendent or his/her designee prior to engaging in a fundraising activity. The principal shall submit to the Superintendent or his/her designee a request disclosing a need for the fundraising project. Plans for such activities should be made well in advance of the event, and the total fundraising efforts in a school shall be limited based on needs. The manner in which funds are to be spent shall be clearly defined prior to any fundraising activity that is sponsored by a school or group.

The School Board shall not permit door-to-door soliciting or sales involving students at any grade level. However, this prohibition does not preclude organized off-campus fundraising activities done under the direct supervision of faculty, booster groups, or other adults, if such activities are approved by the principal. Other special sales or solicitations for advertisements may be conducted by phone or mail. If personal visits by students become necessary, they shall be restricted to businesses *only*, and the students must be in groups of at least two (2).

Due to concerns for the safety of students and others, the School Board shall not permit any fundraising activity that engages students in direct solicitation of funds (i.e., *canning* or *can shaking*) from the public at traffic lights or on street corners and roadways.

Fundraising by popularity contests in which the sale and explicit purpose is to elect a student to a position based on the total amount of money collected by that person shall be prohibited.

### CHARITY DRIVES

A school has permission to participate in charity fundraising drives during each school session. Fundraising drives for approved charitable organizations must have the approval of the Superintendent or his/her designee.

No drives for money, clothing or food may be conducted in the separate classrooms of a school. All such drives seeking to raise money must be conducted by placing a suitable container or containers at proper places in the halls where children may be allowed to contribute voluntarily. Announcements about such drives shall be made during the school year.

All donations made as a result of charity fund drives by a school or the School Board shall be made without any recompense, expectation of benefit, or receipt of anything of economic value. Schools shall not be allowed to accept raffle tickets, prizes, or any other benefit in return for donations to an outside charity.

Ref: La. Rev. Stat. Ann. §§17:81, 17:196, 17:414.3, 17:2091, 17:2092, 17:2093, 24:515, 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313, 39:1314, 39:1315, 42:1101, 42:1102, 42:1116, 42:1121, 51:224; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education.

## STUDENT ORGANIZATIONS

The Morehouse Parish School Board, recognizing the importance of worthwhile organizations in the school, encourages all students to participate in student organizations and club activities. Students shall have the right to form organizations within the school for cultural, social, athletic, and other authorized purposes which will enrich and extend their education. Such groups shall follow administrative regulations and procedures developed and maintained by the Superintendent or his/her designee governing the creation and operation of student organizations and clubs in accordance with School Board policy.

Student organizations or clubs shall not deny membership to any student because of race, color, creed, sex, national origin, or disability. Any form of secret society or club shall not be permitted.

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations. The following guidelines shall be observed in approving or authorizing student organizations or clubs:

1. All student clubs must have the approval of the principal and must have at least one faculty member as sponsor.
2. There shall be no restrictions on membership except as appropriate for students engaging in particular studies.
3. Participation in clubs may be curtailed by the administration to assure that students do not become overloaded with extracurricular activities to the detriment of their academic progress.

## EQUAL ACCESS

As provided by the Federal *Equal Access Act*, any school which allows non-curriculum related groups access to school facilities during non-instructional time must adhere to the following criteria:

1. Equal access will not be denied on the basis of religious, political, philosophical or other content of such meetings or organizations;
2. The meetings are voluntary and student-initiated;
3. There is no sponsorship of the meetings by the school, the government, or its agents or employees;

4. Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;
5. The meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school;
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups; and
7. If access is given to school media such as bulletin boards, newspapers, or public address systems, it must be given to all non-curriculum related clubs on an equal basis.

Ref: 20 USC 4071-4074 (*Equal Access*); 20 USC 7905 (*Equal Access to Public School Facilities*); La. Rev. Stat. Ann. §§17:81, 17:2091.

## STUDENT PUBLICATIONS

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Morehouse Parish School Board supports the development of student-produced school newspapers, yearbooks, and other publications.

The School Board recognizes the students' desire for freedom of expression. Freedom of expression in our schools shall be interpreted as including, and not being contrary to:

1. development of student responsibility in distinguishing between freedom and license.
2. consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste.
3. care for the development of skills of written expression among students.

Therefore, the School Board encourages the use of school sponsored publications to express students' points of view. Such publications shall be free from all policy restrictions outside the normal rules for responsible journalism (the avoidance of libel, obscenity, defamation, false statements, or material advocating racial or religious prejudice). Student publications shall provide as much opportunity as possible for the sincere expression of student opinion. All student publications must have the prior approval of the principal before initiation and shall be supervised by the designated faculty advisor.

Ref: La. Rev. Stat. Ann. §17:81; Quarterman v. Byrd, 453 S 2d 54 (CA. 5th 1971).

## EMPLOYMENT OF STUDENTS

The Morehouse Parish School Board realizes that some students may need to have part-time employment positions. Senior high school students over the age of sixteen (16) may be allowed to complete their senior classes in the morning, if their class schedules can be so arranged, in order for the student to be released for part-time employment in the afternoons. Before release of the student, proof of employment shall be submitted by the student. The school reserves the right to monitor a student's continued employment.

### EMPLOYMENT CERTIFICATES

Employment certificates are issued for youth to work only during vacation time and after school hours. No employment certificate can be issued for a high school student to work during the hours that school is in session. Employment certificates for the youth of Morehouse Parish shall be issued by the Superintendent or his/her designee and submitted to the Louisiana Department of Labor. The original employment certificate shall be signed by the minor and the Superintendent/designee as issuing authority. A copy of each employment certificate shall be retained by the School Board together with documents required to be submitted with the application for employment certificate. Any additional information needed by students or teachers may be obtained by inquiring at the School Board office.

Youth between the ages of eighteen (18) and twenty-one (21) are not required to have employment certificates but may be issued certificates of age upon request of the employer.

Ref: La. Rev. Stat. Ann. §§23:161, 23:162, 23:163, 23:183, 23:184, 51:2134.



## **SOLICITATIONS OF STUDENTS**

It is the policy of the Morehouse Parish School Board that students should not be the target of any person engaged in the act of selling goods or services, except in the senior high levels for graduation related items and for the annual school pictures in all grade levels. Therefore, no person or organization, whether profit or non-profit, shall conduct sales of food stuffs or any type merchandise on the school premises, except upon approval of the Superintendent and/or his/her designee.

No agents, solicitors, collectors, or other persons of like employment shall be allowed to take the time or attention of any student or teacher during school hours or on school premises to advertise, exhibit, promote, collect for, or sell any article whatsoever without the specific approval of the Superintendent or designee.

Formal fundraising drives of a school or a parents' club may be conducted in accordance with School Board policy.

The collection of money by school employees from students for personal gifts to teachers, principals, and other school employees shall be prohibited.

Ref: La. Rev. Stat Ann. §17:81.

## **STUDENT VOTER REGISTRATION**

The Morehouse Parish School District shall provide an opportunity for each high school senior who is at least seventeen (17) years old to register to vote by using a school computer to fill out an electronic voter registration application or by using the state mail voter registration application form.

No political or partisan group or organization shall be allowed to participate in the registration process.

No employee of the Morehouse Parish School Board shall allow involvement of any political or partisan group or organization in the registration process. Each school shall follow guidance provided by the Louisiana Secretary of State in the implementation of the provisions of this policy.

Each school within the Morehouse Parish School District which serves high school students shall develop procedures for the implementation of this policy and each school shall review those practices, at minimum, every five (5) years for the purpose of considering any needed revisions or updates.

Ref: La. Rev. Stat. Ann. §17:2119.

## **STUDENT PARTICIPATION IN COMMUNITY EVENTS**

Worthy and appropriate educational values accrue from student participation in civic and community affairs as individuals or as members of a school musical, dramatic, or other organization.

The values that may result from this participation should be carefully weighed in comparison with any regular school work that may necessarily be missed. The academic schedule of the student shall be given first consideration.

Care shall be taken that such public appearance is completely devoid of exploitation and that it is carried on with the approval of the parents of the students involved. When a request for student participation in a community activity is received, the principal of the school shall allow or refuse to allow participation, with the foregoing as criteria.

Ref: La. Rev. Stat. Ann. §17:81

## EXPECTANT AND PARENTING STUDENTS

The Morehouse Parish School District is cognizant of the problems of 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 student who becomes pregnant notify the principal in writing immediately upon knowledge of the condition. Pregnant students 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 required to be put on file stating the student's medical condition, approval for continued attendance, and activities in which the student may not participate. The student shall keep the school administration apprised of her progress. The school shall not be held responsible for any medical problems that may arise with a pregnant student while she is not in school.

Marital, maternal, or paternal status shall not affect the rights and privileges of students 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 Morehouse Parish School Board shall:

1. Maintain student 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 in regard to the student taking into account all factors necessary.
5. Provide a supportive school environment that promotes high school graduation.
6. Excuse absences due to conditions related to pregnancy or parenting, including but not limited to labor, delivery, and recovery; prenatal and postnatal medical appointments and other medically necessary pregnancy-related absences; a child's illness or medical appointment; and legal appointments related to pregnancy or parenting, including but not limited to adoption, custody, and visitation.

7. Provide at least ten (10) days of excused absences for both a parenting mother and a parenting father after the birth of a child.
8. At the conclusion of any pregnancy-related or parenting-related period of absence, allow a student to make up missed work in a reasonable amount of time that shall not be less than the number of days the student was absent and choose from various options to make up the work, including retaking a semester, participating in an online course credit recovery program, being granted six (6) weeks to continue at the same pace and finish at a later date, or receiving home-based instruction services.
9. Provide that for absences or checkouts for reasons provided above, a school shall accept either of the following:
  - A. Documentation from a physician.
  - B. Permission from a parent or legal guardian.

### BREASTFEEDING

The high schools of the Morehouse Parish School District shall:

1. Provide for reasonable accommodations for a lactating student on a school campus to express breast milk, breastfeed, or address other breastfeeding needs, which shall include, at a minimum:
  - A. Access to a private and secure room other than a restroom to express breast milk or breastfeed a child.
  - B. Permission to bring a breast pump and any other equipment used to express breast milk to school.
  - C. Access to a power source for a breast pump or any other equipment used to express breast milk.
  - D. Access to a place to store breastmilk safely.
2. Provide that a lactating student shall be provided a reasonable amount of time to accommodate the need to express breast milk or breastfeed a child while at school.
3. Provide that a student shall not incur an academic penalty as a result of use, during the school day, of the reasonable accommodations specified herein and shall be provided the opportunity to make up any work missed due to such use.

## CHILD CARE

The Morehouse Parish School District shall provide both high school student mothers and student fathers information regarding availability of child care options within (if available) and outside the school system, and shall provide them assistance in identifying child care providers.

Ref: U.S. Constitution, Amend. XIV, Sec. 1; 20 USC 1681 et seq. (Discrimination Based on Sex or Blindness); La. Rev. Stat. Ann. §§17:221.7, 17:221.8; Davis v. Meeks, 344 F. Supp. 298 (N.D. Ohio 1972); Holt v. Shelton, 371 F. Supp. 821 (M.D. Tenn. 1972); Cleveland Board of Education v. LaFleur, 94 S.Ct. 791 (1974).

## LANGUAGE MINORITY STUDENTS

It is the policy of the Morehouse Parish School Board to provide all language minority students and their parents or guardians with meaningful and effective communications. To assist parents and guardians in making well-informed decisions regarding academic and extracurricular school programs, all schools shall provide written or verbal communications with language minority students and their parents or guardians in a language they can best understand.

When interpretation and translation is necessary to communicate effectively with students and their parents and guardians, schools shall use only persons who are deemed competent to provide interpretation and translation services, who have been appropriately trained by a district approved agency, and who appear on the Morehouse Parish School Board's list of approved interpreters and translators. No school district or school staff shall use students, family members or friends as interpreters or translators for official business of the Morehouse Parish School Board.

Ref: 29 USC 6801 et seq. (*Language Instruction for English Learners and Immigrant Students*).

## TRANSGENDER STUDENTS

The Morehouse Parish School Board seeks to provide all students a safe and tolerant learning environment that is free from illegal discrimination and harassment. This policy addresses the measures the School Board will take to meet the needs of transgender students. Additional measures may be taken at the discretion of the Superintendent or designee depending on the needs of the individual student, the needs of the school community and the School Board's legal obligations.

### DEFINITIONS

*Accommodations* - Measures the School Board shall take to meet a transgender student's needs for the purposes of complying with Title IX of the Education Amendments of 1972, a federal law that prohibits discrimination on the basis of sex. A student's transgender status alone shall not be considered a medical condition that qualifies as a legal disability that requires accommodation under Section 504 of the *Rehabilitation Act of 1973* (Section 504) or the *Americans with Disabilities Act* (ADA).

*Gender Assigned at Birth* -The gender designation listed on the student's original birth certificate or other documentation of birth.

*Gender Identity* - A student's inner sense of being male or female, regardless of the student's gender assigned at birth. A student's gender identity must be consistently and uniformly asserted by the student, or there must be other evidence that the student's gender identity is sincerely held as part of the student's core identity, such as medical documentation or documentation that legal action has been taken to legally change the student's name or birth certificate.

*Transgender Student* - A student whose gender identity does not correspond with the gender the student was assigned at birth. Medical treatments or procedures or legal actions are not required for recognition as a transgender student.

### CONSULTATION WITH PARENTS/GUARDIANS AND STUDENTS

Parents/guardians and students are encouraged to notify a district administrator or counselor of a student's transgender status. The principal, counselor or other relevant staff members will meet with the student's parents/guardians and, when appropriate, the student to discuss the student's needs and School Board accommodations.

In general, the School Board shall only consider accommodations requested or discussed with the student's parents/guardians. However, the district may provide accommodations to a student without the consent of the parents/guardians if the student is eighteen (18) years or older, is not dependent upon his or her parents/guardians or is determined by the School Board, after consulting the district's attorney, to have a legal entitlement to



accommodations.

### PRIVACY

A student's transgender status shall be shared only with staff members and School Board officials who need to know, as determined by the School Board. The information shall not be shared with students or other individuals without written permission of the parents/guardians unless disclosure is required or allowed by law. These privacy rules apply regardless of whether the parent/guardian or student decides to keep the student's transgender status private or openly discuss the student's status.

The district may provide students, staff and the public educational information regarding the needs of transgender students in general and the district's legal obligations without identifying a particular student.

### RECORDS

The student's legal name shall be used in the School Board's official records including, but not limited to, the student's official transcript. If the parent/guardian or student legally changes the student's name or birth certificate and provides proof of the change, the School Board shall change the official record.

Upon request, the School Board shall use a name chosen by the parents/guardians and student that corresponds with the student's gender identity when the School Board is not required to use the student's legal name on a document or when a document is created for internal or ceremonial purposes only. Therefore, grade cards, diplomas (if the student requests) and certificates shall use the student's chosen name.

District records regarding gender shall reflect the gender provided by the parents/guardians and student and may be changed upon request.

### NAMES AND PRONOUNS

Upon request, School Board personnel shall address a transgender student using the student's preferred name, if different than the legal name, and shall refer to the student using the pronouns the student prefers.

### BATHROOM AND LOCKER ROOM ACCESS

Transgender students may use the restroom or locker room that conforms to the student's gender assigned at birth, or they may use any unisex facilities available to students. The School Board shall also, upon request, designate separate facilities for transgender students to use if unisex facilities are not available to students.

## CLASSES AND ACADEMIC ACTIVITIES

The School Board does not typically segregate courses by gender, but there are some classes and activities, such as physical education and health, where students are sometimes divided by gender. In those situations, transgender students shall be allowed to participate in the class or activity that conforms with the student's gender identity as long as they are otherwise qualified.

## EXTRACURRICULAR ACTIVITIES AND ATHLETICS

The School Board shall abide by Louisiana High School Athletic Association (LHSAA) rules regarding transgender student participation for any activity governed by LHSAA. For all other School Board activities in which gender is a participation factor, transgender students shall be allowed to participate based on the gender with which they identify.

## DRESS

A transgender student shall be allowed to dress in a manner that conforms to the student's gender identity and shall be subject to the rules applicable to dress associated with that gender.

## DISRUPTION, ILLEGAL DISCRIMINATION AND ILLEGAL HARASSMENT

The School Board does not tolerate bullying or misbehavior directed at an individual student, disruption to the district's education environment or illegal discrimination or harassment. If the behavior could constitute illegal discrimination or harassment of a transgender student, the behavior shall be reported to the appropriate administrator in accordance with policy. All other incidents must be reported to the principal.

Students who violate this or other School Board policies may be disciplined. Employees may be disciplined or terminated.

## TRAINING AND EDUCATION

### Employees

Regular training on the prevention of illegal discrimination and harassment shall include information on the School Board's obligations to accommodate transgender students. Staff members who are informed of the identity of a specific transgender student shall receive additional training and direction as necessary.

### Students

Students who are taught about illegal discrimination and harassment as part of an approved course curriculum may also be provided information about legal obligations to

accommodate transgender persons. In addition, the School Board may provide age-appropriate information to students regarding transgender persons when considered necessary or appropriate, particularly when a transgender student is enrolled in the class or grade level.

#### Parents/Guardians and Community

While the School Board will respect the privacy of individual transgender students, if a parent/guardian or community member requests information on the School Board's accommodation of transgender students, the School Board shall provide a copy of this policy as well as additional information regarding the needs of transgender students and the School Board legal obligations.

## STUDENT PRIVACY AND EDUCATION RECORDS

The Morehouse Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

### DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Morehouse Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.
3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).
5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.

6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
  - A. The student's name;
  - B. The name of the student's parent or other family members;
  - C. The address of the student or student's family member;
  - D. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records.
  - E. Race and ethnicity data.
  - F. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information.
  - G. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as a teacher, school principal, School Board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Morehouse Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees and is under the direct control of the School Board with respect to the use and maintenance of education records. See 34 CFR 99.31(a)(1)(i)(B).

#### FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Morehouse Parish School Board receives a request for access.

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

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

Parents or eligible students who wish to ask the school to amend their child's or

their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

### STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Morehouse Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

### STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.
2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
  - A. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified

in the contract.

- B. Upon request, to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, and for compliance with state and federal reporting requirements. In accordance with the *Individuals with Disabilities Education Act* (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the Morehouse Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school.
- C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, or as expressly authorized by statute, if applicable requirements are met.
- D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be used for purposes of processing a student's application for admission to a Louisiana postsecondary education institution or to the Board of Regents and the office of student financial assistance, as a program under its jurisdiction, for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid.** Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue unless withdrawn in writing.

- E. To the Louisiana Board of Regents, and the office of student financial assistance, as a program under its jurisdiction, to be used only by staff for required grant program reporting for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and for the purpose of evaluating comparative postsecondary performance outcomes based upon student transcript data in order to develop policies designed to improve student academic achievement.
- F. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- G. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.
- H. To accrediting organizations to carry out their accrediting functions.
- I. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
- J. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
- K. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
- L. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- M. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
- N. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform



student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's central office.

- O. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.
3. A statement shall be provided notifying the student's parent or legal guardian of exactly what items of student information will be collected and that disclosure of the student information collected shall be restricted to Louisiana postsecondary education institutions to be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements to the Board of Regents and to the office of student financial assistance, as a program under the board's jurisdiction, to be used for the purposes of processing applications for admission and for state and federal financial aid, for required grant program reporting, for providing reports to the school 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. Annual notification shall be provided to the student's parent or legal guardian as to the right and process used to withdraw consent.

### DIRECTORY INFORMATION

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Morehouse Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

- 1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;
- 2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
- 3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
- 4. University transcript requests, scholarships, and admissions;
- 5. LHSA, NCAA, and other related sports programs or sanctioning entities;

6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered “Directory Information” to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School Board that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 USC 7908) and 10 USC 503(c).]. In accordance with the federal statutory provisions, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

#### ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
2. A teacher of record. Such access shall be limited to information about his current students.
3. The school principal and school registrar.
4. A school system employee employed at the school and designated by the

principal. Such access shall be limited to student information necessary to perform his/her duties.

5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system.
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

#### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Morehouse Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility. This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the Morehouse Parish School Board's website.

## CREATION OF PROCEDURES

The Morehouse Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's central office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

## EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

## REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized without written consent by this policy or by law.

## ACCESS BY LAW ENFORCEMENT OFFICIALS

Notwithstanding any other provision of this policy manual or any other provision of law, the Superintendent and/or his/her designee may disclose education records or information from education records, without the consent of the parent or guardian of the student who is subject of the records, to state and local law enforcement officials and other law enforcement officials within the juvenile justice system under the following terms and conditions:

1. The disclosure of the education records or of the information from the education records may be made only to state or local law enforcement officials or to other officials within the juvenile justice system.
2. The disclosure must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or whose information is to be disclosed.
3. The Morehouse Parish School Board must receive a written request from the state or local law enforcement official or the official within the juvenile justice system for the record.
4. The individual requesting the information and to whom the records or the

information is to be disclosed must certify in writing that the official, and any agency or organization with which the official is affiliated, will keep personally identifiable portions of the records or the information confidential and will not disclose the personally identifiable portions of the records or the information to any person or agency or organization except a person or agency or organization within the juvenile justice system who or which has an independent right to that information.

5. All written requests for information shall be filed in the student's cumulative folder.
6. The provisions of this subsection shall apply to both general education students and special education students.

Ref: 20 USC 1232(g-i); 20 USC 1400 et seq. (*Individuals with Disabilities Education Act*); 20 USC 7908 (*Armed Forces Recruiter Access to Student Information*); 34 CFR Part 99 (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code Art. 131, 134, 250; Louisiana Attorney General Opinion No. 15-0103.

## STUDENT FEES, FINES AND CHARGES

### 2019-2020 Appendix A Schedule of Fees

High School				
Classroom supply lists must be approved by the principal and must not be more than \$40.00 total.				
Class	Purpose of Fee	Amount	Use of Fee	Collection Method
<b>Instructional Fee</b>	To offset the cost of materials used in communication with students and parents as well as any instructional needs	\$20	Postage for mail outs including report cards; paper for report cards, parent/student handouts, and student handbooks. This list is not all-inclusive.	OSP cash check
<b>AP Courses</b>	To provide interventions/extra practice for students in-class and at home; to enhance hands on activities provided to students; personal copy of text allows student to annotate and use other strategies while reading and to enhance curricular resources	\$0- \$21.00	To refill lab supplies for water, soil, and air quality test kits and renewable energy design kits; to purchase workbooks and individual novels for students; lab supplies and web assign licenses. This list is not all-inclusive.	OSP cash check

<b>Band/Choir</b>	To provide students with opportunities and resources for enhanced learning, instruction, and to compete at various festivals and district level competitions	\$0-\$350.00	Competitions, transportation, outfits, instrumental rental when needed, purchase and replacement of instruments, mouthpieces, sticks, mallets, drumheads, marching show drill, marching show design services, band camp staff, band camp supplies, band camp meals, buses for DCI Show, instrument repairs, props and accessories, uniform cleaning, weekday staff for individual student lessons, buses for away games, food for away games, festival entry fees, buses for festivals, food for festival days, fuel for trailer pullers, Christmas music, Christmas Concert Programs, Christmas Concert venue, concert band music, District Festival entry fees. This list is not all-inclusive.	OSP cash check
<b>CTE Electives</b>	To allow students the opportunity to apply their knowledge of coursework in	\$0- \$35.00	Supplies for projects such as posters, markers, glue; groceries for cooking labs, supplies such as dish soap, paper towels, laundry detergent, lumber/metal for take home projects; tool upkeep,	OSP cash check

	real-world, real-life experiences		planting materials, general supplies like paint brushed, paint, stain, steel, wool; supplies for edible soil lab, consumables such as nails, sandpaper and stain; general shop materials. This list is not all-inclusive.	
<b>Electives</b>	Provide research-based ACT strategies; to provide students enrichment activities and practice around their content; and to provide proper uniform for exercise	\$0- \$35.00	Educational manipulatives and workbooks, paper clips, Velcro, dot runners, tape runners, and PE uniforms. This list is not all-inclusive.	OSP cash check
<b>English Courses</b>	To provide enrichment activities to students	\$0- \$10.00	Upfront & Action magazines for informational texts, replacement novels and supplies. This list is not all-inclusive.	OSP cash check
<b>Math Courses</b>	To purchase online software required by the university to complete their dual enrollment math assignments	\$0- \$15.00	IXL software; math XL Access Codes good for one calendar year	OSP cash check
<b>Science Courses</b>	To enhance curricular resources and to provide hands-on activities to students	\$0- \$15.00	Lab supplies, petri dishes, dissection kits, dissection specimen, software: Web Assign(\$10.50). This list is not all-inclusive.	OSP cash check



<b>Middle School</b>				
Classroom supply lists must be approved by the principal and must not be more than \$40.00 total.				
<b>Class</b>	<b>Purpose of Fee</b>	<b>Amount</b>	<b>Use of Fee</b>	<b>Collection Method</b>
<b>Instructional Fee</b>	To provide instructional materials that can be used throughout the school year	\$0 -\$10.00	Includes agendas, dry erase markers for classrooms, and anything else needed for general use.	OSP cash check
<b>Science</b>	To enhance science instruction and hands on activities provided to students	\$0 - \$5.00	Lab supplies, etc.. that are needed for experiments, etc.	OSP cash check
<b>PE Uniform</b>	To provide students physical activities and teach certain athletic skill	\$0- \$30.00	Physical activity and sports classroom resources that can include balls, brackets, nets, etc.	OSP cash check
<b>STEM</b>	To enhance STEM instruction and hands on activities provided to students	\$0 - 10.00	Lab supplies, and other minor supplies needed for STEM activities.	OSP cash check
<b>FACS</b>	Provides opportunities to develop the knowledge, skills, attitudes, and behaviors that students need to become responsible citizens and leaders	\$0- \$10.00	Food and nutrition supplies, mock budgets, etc.	OSP cash check

<b>Art</b>	To provide students enrichment activities and practice	\$0 - 15.00	Preliminary art supplies that can include shading pencils, art paper, paint brushes, canvas, etc.	OSP cash check
<b>Drama</b>	To provide students with opportunities to take part in the performance arts	\$0 - 10.00	Props, costumes, etc...; to assist in the scheduling and set up of performances, plays, etc.	OSP cash check

<b>Primary School</b>				
Classroom supply lists must be approved by the principal and must not be more than \$50.00 total.				
<b>Class</b>	<b>Purpose of Fee</b>	<b>Amount</b>	<b>Use of Fee</b>	<b>Collection Method</b>
<b>Instructional</b>	To ensure communication between parents and teachers is effective and ongoing	\$0- \$15.00	To purchase of student agendas, home/school communication, binders, journals, workbooks and digital programs	OSP cash check
<b>Science Lab</b>	To enhance hands on activities provided to students	\$0- 15.00	To replenish consumable lab materials for science experiments and classroom manipulatives.	OSP cash check

## STUDENT FEES, FINES AND CHARGES

The Morehouse Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website, along with a *Schedule of Fees*. The *Schedule of Fees* shall list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected. Each school shall publish the policy and *Schedule of Fees* on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

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

### DEFINITIONS

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

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

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

### REGULATIONS

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

### Economic Hardship Waivers

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

- Family or student is homeless.
- One or both parents receive unemployment benefits.
- Parent is incarcerated.
- One or both parents are active or retired military.
- Student has been emancipated.
- Multiple student fees due within the same household.
- Single parent household.
- Student qualifies for free or reduced meals at school.
- Family receives Medicaid.
- Family receives SNAP (Supplemental Nutrition Assistance Program).
- Foster children in the household.
- Family receives SSI.
- Family receives TANF (Temporary Assistance for Needy Families).

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered by October 1 or within ten (10) school days if submitted after October 1. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within ten (10) school days of the receipt of the appeal.

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

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

### SCHOOL SUPPLIES

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

## DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

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

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

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

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

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

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

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:81, 17:112, 17:177, 17:178.

## **SCHOOL-COMMUNITY RELATIONS GOALS**

The Morehouse Parish School Board, in an effort to ensure and enhance the possibilities for excellence in the education of children in a free society, presents and endorses this statement of policy on school and community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community; and (c) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the public schools.

The School Board therefore reaffirms and declares its design and intent:

- to keep the citizens of the system regularly and thoroughly informed on all the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and the office of the Superintendent of Schools.
- to invite the advice and counsel of the people of the school system at all times and especially at all monthly meetings of the School Board, except at executive sessions.
- and to solicit the sound thinking and studied counsels of the people through advisory committees selected from the community and appointed by this School Board to consider those problems which vitally affect the future of the children in the parish.

## **PUBLIC INFORMATION PROGRAM**

The Superintendent of the Morehouse 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 Board. 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. 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 when the information becomes 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.

Ref: La. Rev. Stat. Ann. §§17:172, 17:415, 44:1.

## **NEWS MEDIA RELATIONS**

The Morehouse Parish School Board directs that all regular news releases originate in the central office to deliver information to the public about the school system. The School Board President or the Superintendent shall be the official spokesperson for the School Board. The School Board President or the Superintendent may designate another person as official spokesperson. Only the School Board President, Superintendent, or designated official spokesperson shall be authorized to issue official statements on behalf of the School Board. All representatives of the media, newspapers, and radio stations shall be notified that official statements from the Morehouse Parish School Board shall come from the President of the School Board, the Superintendent or the designated official spokesperson. Individual School Board members who choose to make statements to the press do not necessarily represent views of the entire School Board.

## **EMERGENCIES**

Information concerning any present or foreseeable emergencies shall be transmitted to all School Board members as necessary. The School Board shall recognize the Superintendent as the sole spokesperson of the School Board and School District during any emergency. Questions for information shall be directed to the Superintendent or his/her designee.



## **PUBLIC CONCERNS AND COMPLAINTS**

It shall be the policy of the Morehouse Parish School Board that written allegations concerning school policy or concerns about school matters be submitted to the principal of the school. If the matter cannot be settled at this level the matter should then be presented to the Superintendent in writing with all allegations documented and signed.

It shall further be the responsibility of the principal of the school or any other administrator to document any and all meetings held in response relative to a concern or complaint.

### **PUBLIC COMPLAINTS**

Constructive criticism of the schools is welcomed by the Morehouse Parish School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The School Board however, has confidence in its professional staff and desires to support their actions and protect them from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the School Board as a whole or to a School Board member as an individual, it shall be referred to the Superintendent for study and possible solution.

The School Board shall require the Superintendent and staff to maintain and disseminate information to parents, legal guardians, and the general public on the proper process and contact information to be used when making complaints.

The School Board may consider hearing citizen complaints when they cannot be resolved by the administration (teacher, principal and Superintendent). Matters referred to the School Board shall be submitted through the Superintendent, shall be in writing, and be specific in terms of the action desired. The School Board shall not consider or act on complaints that have not been explored at the appropriate administrative level.

Ref: La. Rev. Stat. Ann. §§17:81, 17:172.

## USE OF SCHOOL FACILITIES

The Morehouse Parish School Board recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational need of communities. Use of school buildings by the community shall be considered a secondary function so as not to interfere with regular school-day programs of the students.

The sale and/or consumption of alcoholic beverages in school facilities and on Morehouse Parish School Board property shall be prohibited at **all** times.

The use of 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, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

*School Board property* shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

### 1. Use of Schools as Voting Precincts

The principals whose schools have been designated as voting precincts shall determine where on the campus voting shall be held. When the voting place is moved from its usual location for any reason, the principal shall have suitable signs placed to direct voters to the new place designated.

When elections occur on school days, all schools shall remain open unless determined otherwise by the Superintendent. Otherwise, arrangements for opening and closing of facilities shall be made with the principal of the school.

### 2. Use of School Facilities by School Personnel Groups

Requests for use of school facilities by school personnel groups for meetings shall be submitted to the Superintendent or designee for approval. School faculty members may post on the bulletin board, or other appropriate area, information relative to the operation of their organization.

### 3. Use of Schools for Dances

Dances in which only students and faculties participate may be held in the schools. Outside groups wishing to hold dances in the school, shall, by written request, secure permission first from the principal, and then from the Superintendent or

his/her designee.

4. Use of School Building Facilities

- A. The term *school facilities* as used herein shall mean and include all school buildings, school grounds, or other buildings, property, or equipment, or any part thereof, belonging to, in the possession of, or operated by the school system.

The term *person* as used herein shall mean and include the terms person, group, firm, association, corporation, organization, and all other similar terms.

- B. Any person who is a resident of Morehouse Parish may be permitted to use school facilities for meetings, programs, or other activities which are not prohibited by the laws of the State of Louisiana or the United States of America, except as otherwise provided below.

No person shall be permitted to use school facilities for any meeting, program, or other activity the primary purpose of which is the personal, financial, or pecuniary benefit of such person.

No person shall be excluded from any meeting, program, or use because of that person's race, color, creed, national origin, sex, religious or political preference.

- C. All applications for the use of school facilities procedures set forth herein shall be considered for approval by the principal, subject to final written approval of the Superintendent or his/her designee. Generally, the application will be granted unless it is determined that the proposed use of the facility by the applicant shall be detrimental to the orderly operation of the school system. The Principal shall make a reasonable investigation of the application, person, club or organization and purpose of the use of such facility and shall notify the applicant in writing of his/her decision.

- D. No person, club, or organization granted permission to use school facilities shall bring, or permit to be brought, into or onto or about such school facility any alcoholic beverage, drug, or weapon as defined by the laws of the State of Louisiana and/or policies and regulations of the School Board.

- E. The usage of *school facilities* by any person, group, or organization shall be based on a properly documented application and governed by a signed lease agreement between the person, group, or organization and the School Board. The lease agreement shall contain, but not be limited to, the following:

- 1) A statement that the person signing the application has read and understands all policies, regulations, and procedures relating to the use of school facilities and that such person, club, or organization meets all requirements thereof necessary to obtain permission to use such school facility, as well as that the purpose of such use also complies with all of such policies and requirements.
- 2) All persons attending the function or use of the school facility requested shall also be required to obey all rules and regulations of the School Board relating to school facilities, and the person, group, or organization shall be responsible for the conduct of all such persons.
- 3) The person, group, or organization shall agree to:
  - a. Be responsible for any and all damages of every nature whatsoever to the school facility or the school system resulting from its use by such person, group, or organization.

The person, group, or organization shall see that the facility used is left free of debris and in a reasonable, clean condition.
  - b. Waive any and all rights of recovery from the School Board, its members, and the school district for any injuries or damages resulting from the use of school building facilities or grounds. The person, organization, or group shall provide a certificate of insurance showing insurance coverage for the event being held, with a minimum of \$500,000 general liability per occurrence. The Morehouse Parish School Board, individually and collectively, and the School District as a separate legal entity, shall be listed on the policy as an *additional named insured*. A certificate verifying the purchase of such insurance should be presented to the School Board at least twenty-four (24) hours prior to use of the facilities.
  - c. The School Board reserves the right, through the Superintendent, principal or other designated person to cancel the use of any School Board-owned or operated facility at any time when deemed in the best interest of the school system.
- 4) The falsification of any information required or the failure to comply with all policies, regulations, and procedures shall result in the person, group, or organization being prohibited from using any school facility in the future.

F. Fees

Rental fees for the use of *school facilities* shall be approved by the School Board. It should be noted that the School Board cannot legally absorb any cost for use of its facilities by persons, groups, or organizations not considered part of the school, as this would be a donation of public funds which is prohibited by the state constitution.

All fees, once calculated, shall be paid directly to the principal, who after deducting for custodial services and any other personnel charges shall deposit the balance in the Facilities Rental Account. One-half of these funds shall be paid to the Morehouse Parish School Board for utilities cost at the end of the school year. The remaining monies shall be utilized for any improvements to the school's facilities deemed necessary by

5. Use of School Grounds

The public shall be allowed to use school grounds (excluding buildings) for recreational or sport purposes **only** during daylight hours and only during the time when classes or other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms, or explosives or other dangerous weapons or alcoholic beverages shall be allowed on any school grounds. All activities of a non-recreational or non-sports nature, such as political rallies, gatherings, or meetings shall be prohibited.

No supervisory personnel shall be provided during this time, and any person who uses the school grounds for the limited purposes set forth herein does so at his/her own risk. The School Board shall assume no liability for any accident, injury, or loss suffered by any person using the school grounds under the permission herein granted.

The person, group, or organization shall provide the required certificate of insurance prior to the use of school grounds.

The School Board reserves the right to refuse any request to use facilities which:

1. Concerns any activities prohibited by state and/or School Board policies;
2. Is made by any persons or organizations which have failed to follow procedures developed by the Superintendent or his/her designee; or
3. Is considered in any way contrary to the best interests of the school system.

Ref: Constitution of Louisiana, Art. VII, Sec. 14(A); La. Rev. Stat. Ann. §§14:63, 14:63.3, 14:63.4, 14:91.7, 14:328, 17:81, 17:240, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21.

## **SCHOOL VISITORS**

The Morehouse Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Programs may be planned throughout each school year to provide opportunity for visits to the schools.

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person shall go on any elementary or secondary school grounds or in any elementary or secondary building or other school facility as a visitor during school hours without authority from the appropriate official. If at all possible, all visits should be prearranged.

For the purposes of this policy, a “visitor” shall mean any person except:

- A. An employee of the Morehouse Parish School Board
- B. A member of the Morehouse Parish School Board
- C. A student enrolled in the school system
- D. A parent, guardian or other person authorized by a parent or guardian who is delivering a pupil from school at the end of the school day

In order to protect the students and the integrity of the school facility, all school visitors are required to enter through the main entrance of the school, immediately report to the office of the principal or the principal's designee to sign in and advise the principal or his/her designee of the purpose of the visit. If approved for the visit, the individual will be provided with a visitor's identification badge that must be displayed at all times during the visit. Based on the purpose for visiting the school, circumstances may require that the visitor be accompanied by a member of the school staff to his/her location within the school. Teachers are expected to not take class time to discuss individual matters with visitors. Visitors shall have no unsupervised exposure or contact with students. Visitors are required to sign out upon departure and return the visitor's badge.

The School Board, in accordance with state law authorizes principals or their designees, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate School Board policy.

The Morehouse Parish School Board shall require all persons attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others.

Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the principal with the approval of the Superintendent. In addition, any person, including an adult, who behaves in a disruptive, unacceptable, or unsportsmanlike manner during an athletic, co-curricular event, or other similar school function, may be ejected from the event the person is attending and/or be denied admission to other school event for up to a year.

Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance.

Examples of unacceptable conduct include, but are not limited to:

- A. Using vulgar or obscene language or gestures
- B. Possessing or being under the influence of any alcoholic beverage or illegal substance
- C. Possessing a weapon
- D. Fighting or otherwise striking or threatening another person
- E. Failing to obey the instructions of a security officer or school district employee
- F. Interfering in any way with an athletic or co-curricular event
- G. Engaging in any activity which is disruptive or illegal

If a person enters upon school grounds without going directly through the main entrance to the office of the principal, the following procedures should be followed by all employees:

- A. The visitor should be directed to the main office to request approval of the principal or the principal's designee to remain on campus.
- B. If the visitor refuses to seek approval of the principal or his/her designee, the principal or his/her designee should be immediately notified and he/she should call the appropriate law enforcement authorities.
- C. In all instances the principal or his/her designee should ask for the identity of the person and purpose of the visit at the school. The visitor should give the principal or his/her designee this information. If the visitor refuses, the principal or his/her designee shall withhold approval and direct the visitor to leave the school. If he/she does not, the appropriate law enforcement authority should be immediately called.

- D. The principal or his/her designee should grant or deny approval to remain on school grounds in conformity with the best interest of the school and for school related business. The principal shall insure that the academic atmosphere as well as the protection of students, faculty and staff will not be impaired.
- E. If permission is denied for the visitor to remain, the visitor shall be informed of the reason and shall be advised that he/she may appeal to the school principal in writing within a reasonable period of time.
- F. In addition to the above, the following procedures may be utilized with regard to loitering of parties on a school campus:
  - 1. All staff should immediately report any loiterers or trespassers on campus to the principal of the school, an assistant principal or a designee.
  - 2. A comprehensive description of the loiterer should be obtained.
  - 3. All pupils should be warned against communication with outsiders.
  - 4. The principal or his/her designee should direct the loiterer to leave.
  - 5. Should the loiterer not leave, the appropriate law enforcement authorities should be immediately notified.

Ref: La. Rev. Stat. Ann. §§14:122, 14:122.1, 14:122.2, 17:416.6, 17:416.10, 17:81.



## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

The Morehouse Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the School Board.

In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Possessing a weapon
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or school district employee
6. Interfering in any way with an athletic or co-curricular event
7. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with School Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

Ref: La. Rev. Stat. Ann. §§14:122, 14:122.1, 14:122.2, 17:81.

## **PUBLIC SOLICITATIONS IN THE SCHOOLS**

Solicitation of students, employees, or others, to promote the merit of any product by brand name or trademark, or the interests of any commercial or other non-school agency shall not be permitted by the Morehouse Parish School Board.

The schools may, upon approval of the Superintendent, cooperate in furthering the work of any non-profit, non-discriminatory community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools or conflict with the School Board's mission and vision.

Ref: La. Rev. Stat. Ann. §17:81.

## ADVERTISING IN THE SCHOOLS

The Morehouse Parish School Board shall not permit commercial advertising in any buildings of the school district or on school grounds or properties unless specifically approved by the Superintendent.

Neither the facilities, the staff, nor the children of the schools shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

1. the schools may cooperate in furthering the work of any administration approved non-profit community-wide social service agency; provided that such cooperation does not restrict or impair the educational program of the schools or conflict with the School Board's mission and vision.
2. the schools may use films or other educational materials bearing only simple mention of the producing firm and providing such materials can be justified on the basis of their actual educational values.
3. the Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit.
4. the schools may receive, via educational telecommunications networks, educational and current event programs specifically designed for middle and high school students even though there may be some commercial advertisements associated therewith, provided that any such advertisements must be appropriate for and not inconsistent with the educational environment in which the programs are viewed, and provided further that such advertisements be previewed and approved by the principal of the school or his/her designee prior to being viewed by students.
5. the schools may, upon approval of the School Board, cooperate with any agency in promoting activities in the general public interest, and which promote the education or other best interests of the pupil.

Nothing herein shall be construed to prevent the solicitation of paid advertisements in student publications which are published by student organizations and/or in programs or publications sponsored by PTA, booster clubs or other parent groups, and/or on athletic fields of the schools, at athletic events, or on school grounds in conjunction with fundraising activities. Prior to authorizing any advertisements on school property, the principal shall present the proposal advertisement to the Superintendent for review and approval.

Solicitation of advertising or use of the School Board or school district to promote the

merit of or sale of any product by brand name or trademark shall not be permitted unless specifically approved by the School Board.

Ref: La. Rev. Stat. Ann. §§17:81, 51:224.

## **DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS**

No person, including students, student organizations, or other organizations may distribute or hand out written literature or drawings, publications or posters, or post or display same on school property without obtaining prior approval from the principal or building level administrator of such school property. Such principal or building level administrator shall grant or withhold his/her approval thereof based upon the content of such written matter, and upon the contribution which such written matter, and upon the contribution which such written matter is reasonably calculated to make to the school program as a whole, and upon the extent to which such written matter could reasonably be expected to affect adversely the normal operation of the school. The action of such principal or building level administrator official shall be subject to review by the Superintendent whose decision thereon shall be final, subject to the authority of the School Board.

School organizations shall not be used as a means of disseminating advertising or promotional materials, particularly those concerned with religion or partisan politics. Posters or devices of advertising or promotional nature are not to be displayed in classrooms, when such are designed to promote nonschool group activities even though "educational" in purpose. Approval to display posters of this nature must come from the school principal or building level administrator.

Any group of organization wishing to display posters in public school buildings or distribute handbills from school must first consult the Superintendent or his/her designee and secure permission.

Poster announcements should relate to activities appropriate to the age group and should display propriety and good taste. Only recognized organizations may submit an announcement for display. All announcements must be approved the school principal or building level administrator.

Any distribution of information which is made to pupils should be restricted to school-related activities.

## POLITICAL ACTIVITIES

The Morehouse Parish School Board has established the following guidelines for political activities on School Board property:

1. While in the performance of his/her assigned school duties, whether it be in the classroom, in the school or on the school grounds, an employee in his/her presentations, discussions or conversations with students is to handle political issues in a strictly non-partisan manner.
2. No employee of the Morehouse Parish School Board shall engage in any political activity while at work, either on School Board property, including school buses, or while engaged in employment activities. As used in this policy, "political activity" includes any effort to support or oppose the election of a candidate for political office or to support a particular political party in an election, including the making or solicitation of campaign contributions, exhibition or distribution of cards, pictures, handbills, pins, or other campaign paraphernalia, and telephone solicitation. Employees shall not be prohibited from discussing political candidates or parties among themselves out of the presence of students.
3. No School Board moveable property shall be used for political activity of any kind. This includes, but is not limited to, mailing lists, postage and duplicating machines.
4. Except as stated herein, no person, including candidates for public office, shall be permitted to solicit votes or support from employees or students on School Board property, including school buses, during working hours.
5. No employee shall be held accountable to the Morehouse Parish School Board for political activities in which the employee engages while not on School Board property and not at work or while not engaged in employment activities.
6. This policy shall not prohibit the furnishing of school-sponsored advertisements in connection with the support of extracurricular activities. Billboards, signs, etc., that are not a part of a school fundraising activity are prohibited on School Board property.
7. In accordance with local custom, all candidates for public office and supporters may meet and greet attendees of school sporting events and may hand out campaign cards, handbills, pins and other campaign paraphernalia that can reasonably be carried on the person. Such activities shall be limited to the areas outside, but near the entrances to any athletic facility.
8. Within a standard of reasonableness, nothing contained in this policy shall restrict an individual from displaying bumper stickers, magnetic signs or similar customary

political campaign signs on a personal vehicle. However, recreational vehicles and trailers displaying political campaign signs or other campaign paraphernalia shall be prohibited on School Board property.

Ref: U.S. Constitution, Amend. XIV; Constitution of Louisiana, Art. I, Sec. 7, Art. X, Sec. 2, Sec. 9.

## PATRIOTIC ORGANIZATIONS

Any patriotic organization may use any Morehouse Parish School Board public school building or property for student participation in its activities at times other than instructional time during the school day. *Patriotic organization* means a youth group that is listed as a patriotic society in Title 36 of the United States Code.

Each principal shall grant representatives of any patriotic organization the opportunity to speak with and recruit students to participate in the organization during school hours for the purpose of informing students of how the organization may further the students' educational interests and civic involvement in order to better their schools, their communities, and themselves.

The organization shall provide verbal or written notice to the principal of its intent to speak to the students and submit proof of liability insurance for the organization. The principal shall provide verbal or written approval of the specific day and time for the organization to address the students.

Ref: La. Rev. Stat. Ann. §17:2119.



## **MEMBERSHIPS IN SCHOOL BOARDS ASSOCIATIONS**

The Morehouse Parish School Board shall maintain membership in the Louisiana School Boards Association and the National School Boards Association. The authorization to include the required organizational dues and cost of travel to the meetings of these associations shall be considered automatic from year to year.

## **RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

It is the policy of the Morehouse Parish School Board that cooperation with law enforcement agencies is in the best interest and welfare of all citizens. Schools are responsible for the welfare of the students while they are in the care of the school, cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the schools, and for safeguarding all school property.

All contact with representatives of law enforcement agencies by school personnel shall be governed by applicable School Board policies.

### **COOPERATION WITH LAW ENFORCEMENT**

The Morehouse Parish School Board, along with the School Board's security personnel, shall meet with public and law enforcement agencies in Morehouse Parish, in a cooperative endeavor, to formulate and maintain a plan of action by all agencies for when law enforcement or other police agencies need to respond to criminal elements or behavior on school campuses, resolve interagency disputes, or perform policing functions. Such plan of action shall address law enforcement agents' access to schools and shall mandate that such access occur in a manner that does not disrupt the learning environment.

The School Board's security staff shall coordinate with law enforcement agencies as needed and as may be required by School Board policy.

### **Removal of Minor Child for Protective Custody**

Any law enforcement officer, peace officer, peace officer accompanied by an emergency medical technician or state official who seeks to remove a child from a school to be taken into protective custody prior to the removing of the minor from the school shall provide the following information about the minor child to the principal of the school or his/her designee in the principal's absence:

1. First and last name of the minor.
2. Address of the minor.
3. Date of birth of the minor.

No school administrator shall release a minor into protective custody unless the official to whom the minor is being released provides the above referenced information.

The provisions contained herein shall not apply to an arrest for which there is probable cause.

### Investigations or Arrests by Law Enforcement on School Grounds

If a law enforcement officer requests to question a student who witnessed an incident on or off campus or seeks to arrest a student, such requests shall be handled in accordance with policy *JCABB, Interrogations*.

### Requests for Student Data/Records by Law Enforcement

Any requests for student data or student records shall be handled in accordance with the federal *Family Educational Rights and Privacy Act of 1974* (FERPA), La. Rev. Stat. Ann. §§17:3913 and 17:3914, and policy *JR, Student Privacy and Education Records*. Should law enforcement agents request access to or copies of any student data or records, the following procedures shall apply:

1. The law enforcement agent shall present a subpoena, warrant, or court order authorizing such access.
2. The school official shall verify the identity of the law enforcement agent by requesting and photocopying the agent's picture identification card and/or badge.
3. The school principal/designee shall photocopy the subpoena, warrant, or court order.
4. If law enforcement does not present a subpoena, warrant, or court order, the principal/designee shall contact legal counsel for the school district prior to cooperating any further with law enforcement.

Ref: U.S. Constitution, Amend. IV; U.S. Constitution, Amend. XIV, Sec. 1; 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); 34 CFR 99.1-99.67 (*Family Educational Rights and Privacy - Federal Regulations*); Children's Code Articles 1432(D) and 1433(F); La. Rev. Stat. Ann. §§17:416, 17:416.3, 17:3913, 17:3914; New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733.

## RELATIONS WITH ARMED FORCES/MILITARY AGENCIES

The Morehouse Parish School Board shall allow military recruiters the same access to secondary students as offered to postsecondary institutions and prospective employers. Military recruiters shall also have access to names, addresses and phone numbers of secondary students except in the case of a student whose parent has requested the information not be released.

Ref: 20 USC 7908 (*Armed Forces Recruiters Access to Students and Student Recruiting Information*).

## EDUCATIONAL ACCREDITATION AGENCY RELATIONS

It shall be the policy of the Morehouse Parish School Board to seek the highest status of membership for its schools in the Southern Association of Colleges and Schools, cooperating in the Association's evaluations of the school system and considering its recommendations.

All schools in Morehouse Parish are required to abide by the regulation of the Southern Association of Colleges and Schools (SACS), which requires all activities commonly classified as extra-class (i.e., participation in band, glee club, and athletics), to be completely controlled by designated school personnel, including handling of all finances.

The Morehouse Parish School Board shall seek to obtain and retain the membership of all its schools, both elementary and secondary, in the *Southern Association of Colleges and Schools*.

All cooperation shall be given the Association, and the School Board's financial obligations for the evaluation process fulfilled, when the time comes for periodic assessment and review of the school programs and operations.

Obligations for carrying on the work of the Association in evaluating programs in other districts shall be met as expected of Association members.