

**EXTENDED SICK LEAVE AND CATASTROPHIC
AND LONG-TERM ILLNESS POLICY FOR
TEACHERS, SCHOOL BUS OPERATORS AND
SCHOOL EMPLOYEES**

All "school bus operators" as defined by La. R.S. 17:500, "all teachers" as defined by La. R.S. 17: 1200 and all "employees" as defined La. R.S. 17: 1205 (all of whom may be referred to as "employee "hereafter) shall be permitted to take up to ninety (90) days of extended sick leave in each six (6) year period of employment. The extended sick leave may be used for a medical necessity in the manner and as defined below. The extended sick leave may be used at any time that the school employee has no remaining regular sick leave balance. As used in this policy, the following terms shall have the following meanings:

(1) "Child" means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in *loco parentis* to that ward who is either under the age of eighteen, or who is eighteen years of age but under twenty-four years of age and is a full-time student, or who is nineteen years of age or older and incapable of self-care because of a mental or physical disability.

(2) "Immediate family member" means a spouse, parent, or child of an employee.

(3) "Parent" means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

(4) A "medical necessity" is the result of a catastrophic illness or injury, which means a life-threatening, chronic or incapacitating condition of the employee or a member of the employee's immediate family which requires at least a ten (10) consecutive work days of absence.

Unused days of extended sick leave during any six-year period of employment shall not Cumulate or carry forward into the next six-year period of employment.

The balance of days of extended leave available to a school employee shall transfer with that individual from one public school employer to another without loss of days and without restoration of days. Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any

employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee. All time while on extended sick leave is regular service time for all purposes for which service time is calculated or used.

Any school employee on extended sick leave shall be paid sixty-five (65%) percent of the salary paid to the employee at the time the extended sick leave begins. No school employee may undertake additional gainful employment while on extended sick leave, unless all of the following conditions are met:

A. The employee can demonstrate that he/she will not be working more than twenty (20) hours a week in a part-time job that he/she has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.

B. The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended leave is required.

Any violation of this prohibition regarding employment while on extended sick leave shall require the employee to return to the Morehouse Parish School Board all compensation paid during any week of extended leave in which the employee worked more than twenty (20) hours and to reimburse the Morehouse Parish School Board all related employment costs attributable to such period as calculated by the Morehouse Parish School Board, without any restoration of such days.

On every occasion that employee uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity, as defined above, for the employee to be absent for at least ten consecutive work days shall be presented prior to the extension of such leave, if it is practicable.

The statement from a physician required by the above paragraph may be presented and the extended sick leave may be requested subsequent to the employee's return to service if the physician's statement, together with any other required documentation, is presented to and the leave is requested from the Board within three (3) days after the employee returns to work. It shall be the employee's responsibility to obtain the certification from the physician and to have completed all necessary documentation.

If the Superintendent of Schools, upon review of the application, questions the validity or accuracy of the certification, the said Superintendent may require the employee or the immediate family member, as a condition for continued extended leave, to be examined by a licensed physician selected by the Superintendent or his designee. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary.

If the physician so selected finds medical necessity, the leave may be granted.

If the physician so selected by the Superintendent disagrees with the certification of the physician selected by the employee, the Superintendent of Schools may require the said employee or the immediate family member, as a condition for continued extension of sick leave, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by a third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue, subject to the leave approval by the Superintendent. The opinion of all physicians consulted as provided in this policy shall be submitted to the Superintendent on the form attached as Exhibit I, which shall be subject to the provisions of R.S. 14:125. The forms attached are the only acceptable certification.

Any extended sick leave day(s) taken by an employee counts toward the amount of days provided through the Family and Medical Leave Act of 1993, as amended. All information contained in any statement from a physician received pursuant to the requirements of this policy shall be confidential and shall not be subject to the public records law.

Employees suffering from catastrophic and long-term illness may exercise their rights under the Family & Medical Leave Act of 1993 or the Leave Without Pay policy of the Morehouse Parish School Board, policy F-10.8 or the Sick Leave Bank policy.

Each teacher granted maternity leave in accordance with the provisions of La.R.S. 17:1211 and the Board's policy and who has no remaining sick leave balance available to take, may take in the manner provided in this extended leave policy up to thirty days extended leave in each six year period of employment for personal illness related to the purpose for which the maternity leave was granted and on every occasion that a teacher uses extended sick leave for such purpose, a statement from a licensed physician certifying that the extended sick leave is for personal illness related to the purpose for which maternity leave was granted shall be presented prior to the extension of such leave.

Notwithstanding any other provision of law or this policy manual to the contrary, all decisions relative to granting of extended leave shall be made by the Superintendent of Schools.

Extended. Sickleave. \vpd

MOREHOUSEPA-SHSCHOOLBOARD
P.O. Box 872 Bastrop, Louisiana
71221-0872 (318) 281-5784

Medical Certification Required For Employees on Extended Leave

(Use if Certification Prior to Leave)

Name: Date: _

1. I recognize that for the purpose of this certification a "medical necessity" is the result of a catastrophic illness or injury, which means a life-threatening, chronic or incapacitating condition of the employee or a member of his immediate family which requires the employee to be absent from work for at least ten (10) consecutive work days.
2. Date the medical necessity began: _
3. The probable duration of the medical necessity: _
4. Appropriate medical facts regarding the condition: _
5. Date patient (employee or family member) was last examined or treated: _
6. Period of time of leave requested for employee's medical necessity or that of an immediate family member: _
7. Would part-time employment of twenty hours or less per week impair the purpose for which the extended sick leave is required? Yes No. If no, how many hours per week could the employee work? _
8. Dates leave requested: _

I, the undersigned physician hereby swear or affirm that I am a physician licensed under the laws of the State of Louisiana (or the State of). I further certify under penalty of criminal prosecution for false swearing that I have examined the herein named patient/applicant for extended sick leave and have found that the medical necessity stated above makes the leave herein medically necessary for the time period set forth above.

Physician'S Name and Address: Physician'S Signature:

NOTE: A signature stamp cannot be accepted.
Must be physician's original signature

Date Signed: _

Telephone: _

MOREHOUSE PARISH SCHOOL BOARD
P.O. Box 872 Bastrop, Louisiana 7122-0872
(318) 281-5784

Medical Certification Required For Employees on Extended Leave (Use if
Certification After Leave Taken)

Name: Date: _

1 I recognize that for the purpose of this certification a "medical necessity" is the result of a catastrophic illness or injury, which means a life-threatening, chronic or incapacitating condition of the employee or a member of his immediate family which requires the employee to be absent from work for at least ten (10) consecutive work days.

2 Date on which the "medical necessity" began: _

3 The duration the medical necessity lasted: _

4 Appropriate medical facts regarding the condition: _

4. If the request is for intermittent leave or leave on a reduced schedule, the dates on which treatment was given and the duration of such treatments must be stated here:

5. Date patient (employee or family member) was last examined or treated: _

6. Period of time of leave requested for employee's personal illness or illness of an immediate family member: _

7. Would part-time employment of twenty hours or less per week impair the purpose for which the extended sick leave was required? Yes No. Ifno, how many hours per week could the employee work? _

8. Dates leave requested: _

I, the undersigned physician hereby swear or affirm that I am a physician licensed under the laws of the State of Louisiana (or the State of). I further certIFY under penalty of criminal prosecution for false swearing that I have examined the herein named patient/applicant for extended sick leave and have found that the medical condition stated above made the leave herein medically necessary for the time period set forth above.

Physician's Name and Address: **Physician's Signature:**

NOTE: A signature stamp cannot be accepted.
Must be physician's original signature

Date Signed: _

Telephone: ~

MOREHOUSE PARISH SCHOOL BOARD P.O.
Box 872 Bastrop, Louisiana 71221-0872 (318)
281-5784

**Medical Certification Required For Teacher on Extended Leave For
Maternity Purposes**

Name: Date: _

1. I recognize that for the purpose of this certification that the teacher who is the applicant has a personal illness related to the purpose for which a maternity leave was granted.

2. Date medical condition began: _

3 The probable duration of the medical condition: _

4 Appropriate medical facts regarding the condition: _

1 Date patient was last examined or treated: _

2 Period of time of leave requested for teacher's personal illness related to purposes for which maturity leave was granted: _

3 Dates leaves requested: _

I, the undersigned physician hereby swear or affirm that I am a physician licensed under the laws of the State of Louisiana (or the State of). I further certify under penalty of criminal prosecution for false swearing that I have examined the herein named patient/applicant for extended sick leave and have found that the personal illness of the teacher is related to the purposes for which the teacher's maturity leave was granted and the leave is medically necessary for the time period set forth above.

Physician's Name and Address: Physician's Signature:

NOTE: A signature stamp cannot be accepted.
Must be physician's original signature

Date Signed: _ Telephone: _

ExhibitMedical.wpd

SICK LEAVE BANK (Medical
Leave Assistance Program)

An employee who has depleted his/her accumulated sick, annual leave, and any extended leave available as a result of a seriously incapacitating and extended illness or injury may ask to receive donations of sick leave from other employees through the Sick Leave Bank (Medical Leave Assistance Program) in order that the ill/injured employee may receive income during the period when they are unable to work. The employee must have been a full time employee with the Morehouse Parish School System a minimum of three years.

Procedure for Requesting and Donating Sick Days:

- I. The employee shall complete a "Sick Leave Bank Request Form" and submit it along with a completed "Physician's Statement from two (2) physicians to the Personnel Supervisor.
2. If indicated by the employee on the "Sick Leave Bank Request Form," the Personnel Supervisor or designee shall post in appropriate locations through the school district the Sick Leave Bank Assistance Program Informational Notice. The notice, according to the wishes of the ill employee, can be in the employee's name or anonymous with only the anticipated length of illness stated.
3. Any employee wanting to make a donation can designate the donation in the name of the employee if provided or to the general sick leave pool. A "Sick Leave Bank Donation Form" obtained from the Personnel Supervisor must be completed by the employee.
4. The donor employee must submit the "Sick Leave Bank Donation Form" to the Personnel Supervisor no later than ten (10) working days from the date the information notice is issued.
5. Sick Leave Bank Pool grants shall be in units of not more than twenty (20) work days. This is only for employees of the Morehouse Parish School System who do not receive the total requested days.
6. Seriously incapacitating is defined as a non-work-related illness or injury which confines the employee to home or bed for an extended period of time. Childbirth is not considered a serious illness unless serious complications occur. Extended is defined as a period of six or more weeks of continuous absence from the job due to illness or injury. Two licensed medical doctors from two different medical practicing groups must verify the length of disability.

7. Individuals are not eligible for this program once they qualify for worker's compensation or disability retirement.
8. The maximum number of Sick Leave Bank days that can be granted in any fiscal year will be the remaining number of duty days an employee is scheduled to work. In no case will the granting of leave from the Bank cause an employee to receive more than his/her annual base salary.
9. The Personnel Supervisor or designee shall submit the requested donation to a committee to initially either approve or disapprove each donation. The committee will be comprised of the Personnel Supervisor, a curriculum supervisor and a school nurse. The Superintendent will review each recommendation from the committee for final approval or disapproval.
10. If more days are donated than are approved on the request form, the days will be added to the Sick Leave Bank Pool.
11. The Personnel Supervisor or designee shall notify donating employees whether their donations have been approved or disapproved no later than 10 days following receipt of the completed donor form.
12. If an employee does not use all of the days granted from the Bank, the unused Sick Leave Bank days will be returned to the Bank Pool.
13. No monetary consideration or remuneration of any kind may be paid to anyone by a donee to receive donated sick leave days nor may a donor accept a monetary consideration or remuneration of any kind to donate sick leave days. A violation of any of these provisions shall result in forfeiture of any sick leave days received by a donee and shall be considered an act of dishonesty and willful neglect of duty by the Morehouse Parish School Board and Superintendent of Schools.

Limitations on Donation:

- 1 The employee must make any donation voluntarily.
- 2 A donor employee may donate sick leave only if he/she has thirty (30) or more days of accumulated leave.
- 3 A donor employee may donate an unlimited number of sick leave days from those which he/she has accumulated days.
- 4 Days of leave, not the actual wage of the donor employee, will be donated.

Limitations on Requesting Donated Days

1. An employee must expend all accumulated sick leave days as well as any extended sick leave days allowed under Louisiana Law and Board policy -90 days over a six year period when requirements of the law are met.

1 Individuals are not eligible for this program once they qualify for worker's compensation or disability retirement.

2 The maximum number of Sick Leave Bank days that can be granted in anyone fiscal year will be the remaining number of duty days an employee is scheduled to work. In no case will the granting of leave from the Bank cause an employee to receive more than his/her annual salary.

Ownership of Donated Days

Once approved, donated leave shall not be returned or reimbursed to the donor employee. All donated leave becomes the property of the receiving employee. If an employee does not use all of the days donated, the unused Sick Leave Bank days will be returned to the Bank Pool.

Confidentiality

Information regarding a donation shall be considered confidential and shall be communicated by district employees only on a need-to-know basis. All donations will be anonymous.

Final Approval

Notwithstanding any other provision of this policy or law to the contrary, all final decisions relative to granting of leave from the Sick Leave Bank shall be made by the Superintendent of Schools.

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SABBATICAL LEAVE

Teachers, as defined in La. R.S. 17: 1170, to include any person employed by the Morehouse Parish School Board who holds a valid teaching certificate issued by the Louisiana State Department of Education and any social worker or school psychologist employed by the Morehouse Parish School Board who holds a valid professional ancillary certificate in school social work or school psychology issued by the Louisiana State Department of Education, are eligible for and may be granted sabbatical leaves, for the purpose of professional or cultural improvement or for the purpose of medical leave under the following requirements and regulations:

1. ELIGIBILITY

An eligible employee as defined above who has completed twelve (12) or more consecutive semesters in the Morehouse Parish Public Schools may apply for a sabbatical leave of absence of two (2) semesters' duration immediately following such period of service.

An eligible employee as defined above who has completed six (6) or more consecutive semesters in the Morehouse Parish Public Schools may apply for a sabbatical leave of absence of one (1) semester's duration immediately following such period of service.

2. PURPOSE

a. Professional or Cultural Improvement

Every person on sabbatical leave for the purpose of professional or cultural improvement during each semester of leave shall pursue a program of study earning at least nine (9) undergraduate credit hours, provided such hours directly improve the person's skills and knowledge as a teacher, six (6) graduate credit hours, or be certified as full-time student at an institution of higher learning accredited by the Board of Education of the state or territory in which the institution is located.

If less than fifteen weeks is so spent, the number of weeks less than fifteen not so spent shall be spent pursuing a program independent study, research, authorship, or

investigation which involves an approximately equivalent amount of work and which is approved by the Superintendent of Schools; or engaging in travel which is so planned as to be of definite educational value and which is approved by the Superintendent of Schools.

b. Medical Sabbatical

1. Medical sabbatical leave may be granted for the express purpose of a medical necessity for the restoration of the health of the applicant and it must be accompanied by a statement on a form provided by the Board from a licensed physician certifying that the leave is medically necessary under the guidelines hereinafter set forth.

2. If the Superintendent or Supervisor of Personnel Services, upon review of the application for medical sabbatical leave, questions the validity or accuracy of the certification, the Superintendent or Supervisor of Personnel Services, may require the applicant, as a condition for continued consideration of the application, to be examined by a licensed physician selected by the Superintendent. In such a case, the Superintendent shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board finds the medical sabbatical necessary, the leave application may be granted.

3. If the physician selected by the Superintendent disagrees with the certification of the physician selected by the applicant, then the Superintendent or Supervisor of Personnel Services, may require the applicant, as a condition for continued consideration of the application, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by a third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue, subject to final approval by the Superintendent of Schools.

4. The opinion of all physicians consulted as provided in this Paragraph shall be submitted to the Superintendent in the form of a sworn statement as referenced in R.S. 14.125.

5. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

c. Other School Employment

Each person granted sabbatical leave, as a condition of the leave, shall be prohibited from being employed during the leave by any public or private elementary or secondary school in Louisiana or in any other state.

3. PROCEDURE FOR APPLICATION

a. Applications for sabbatical leave shall be made on a form to be provided by the superintendent. (Copy of forms attached to this policy)

1. Applications for leave beginning the fall semester must be sent to the superintendent by registered mail at least sixty (60) days before the opening of the semester.

2. Applications for leave in the spring semester must be sent to the superintendent by registered mail at least sixty (60) days prior to the opening of the semester.

3. Where a teacher has become sick during a semester and requests medical leave for the purpose of recuperating from such illness, it shall be sufficient if the application is mailed thirty (30) days before the date upon which the requested leave is to commence.

b. All applicants for sabbatical leave shall be interviewed by the superintendent or designee in order that he/she may determine how the applicant proposes to use the leave of absence. The superintendent or designee shall report his/her findings and recommendations on the application form or such other place as the superintendent deems appropriate.

c. Every applicant shall be notified by the superintendent, or designee within sixty (60) days after the final date for filing the application stating whether the application has been granted or rejected; or if the application is for medical leave from sickness the Superintendent shall notify the applicant within thirty (30) days from the date of the filing of the application whether the application has been granted or rejected. If the application has been rejected, the reasons for such rejection shall be specified.

4. QUOTA AND ORDER OF PREFERENCE OF APPLICANTS

a. At no time during the school year shall the number of persons on sabbatical leave exceed five per centum of the total number of teachers employed in the parish.

b. Should the number of leaves to be granted exceed five per centum of the total number of teachers employed in the parish:

1. Preference in every case shall be given to the applicant who has rendered active service in the school system of the parish for the greatest number of consecutive semesters immediately preceding the period for which leave is requested, provided that where any two applicants rank equally in point of continuous service, preference in every case shall be given to the applicant who has rendered service in the school system for the greatest total number of semesters; provided further, that where any two applicants rank equally both in point of continuous service and in point of total service preference in every case shall be given to the applicant whose date of birth is earlier.

2. Applicants whose applications are filed in the first thirty days of the semester shall be given a preference over those who seek sabbatical leave under the special provisions relating to sickness during a school semester.

3. Whenever the quota established for leave for the purpose of rest and recuperation has been filled, all remaining applications shall be rejected and shall be disregarded in any further selection of applications for that semester. Those whose applications are rejected have the right to re-apply in any future semester.

c. The following information is required for all leave applications:

1. The period for which the leave is requested.

2. Whether leave is requested for the purpose of professional or cultural improvement or for the purpose of medical leave.

3. The precise manner, in so far as possible, in which such leave, if granted, will be spent.

4. The semesters spent in active service in the Morehouse Parish School System.

5. The date of birth of the applicant.

6. The applications shall contain a statement, over the signature of the applicant, that he/she agrees to comply with the provisions of Louisiana State law and the policy of the Morehouse Parish School Board.

7. Every application for sabbatical medical leave shall be accompanied by a statement from a licensed physician on a form provided by the Morehouse Parish School Board that the leave is medically necessary.

5. APPLICANTS' OBLIGATION

a. Every person on sabbatical leave shall transmit to the superintendent within thirty

(30) days after the beginning of each semester of leave a written report approximately one hundred words, on the manner in which such leave will be spent, and within thirty days after the end of such leave a written report of approximately two hundred and fifty words, on the manner in which such leave has been spent.

b. If the leave is granted for the purpose of attending an institution of higher learning, the holder of the leave shall indicate in the initial report the institution being attended and number of credit hours being taken, and the final report shall be accompanied by official evidence that the number of credit hours required has been taken at the institution specified.

c. Every person on sabbatical leave shall notify the superintendent of his/her intention to return to work not less than thirty (30) days prior to the beginning of the semester in which he/she expects to return.

6. MANNER IN WHICH MEDICAL LEAVE MAY NOT BE SPENT

a. A person on medical sabbatical leave is prohibited from undertaking any gainful employment during such a leave unless all of the following conditions are met:

1. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that he/she has been working for not less than one hundred twenty days prior to the beginning of such leave, and

2. The doctor who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the leave is granted, and

3. The Superintendent authorizes such part-time work.

b. Any violation of the prohibitions contained in this section shall result in the medical leave being rescinded immediately.

7. PENALTIES

If the superintendent is convinced that a teacher on sabbatical leave of absence is not fulfilling the purpose for which the leave of absence was granted, or should the person on sabbatical leave fail to file the required reports, the superintendent may terminate the leave of absence as of the date of its abuse after giving the teacher an opportunity to be heard. If a person on sabbatical leave fails to file the required reports, the superintendent may terminate the leave of absence as of the date of its abuse after giving the teacher an opportunity to be heard.

8. COMPENSATION WHILE ON LEAVE

Each teacher granted sabbatical leave shall receive and be paid compensation at the rate of 65% of the person's salary at the time the leave begins. Failure to do so for any reason other than an incapacitating illness will result in forfeiture of compensation for the leave except in extraordinary circumstances.

9. RETURN TO SAME POSITION

Every teacher on sabbatical leave shall be returned at the beginning of the semester immediately following such leave to the same position at the same school for which such leave was taken, unless otherwise agreed to by him/her. Should a person taking sabbatical leave fail to return to service in the Morehouse Parish School System for one semester for each semester of leave following the expiration of such leave for any reason other than incapacitating illness as certified by two physicians, that person shall forfeit all compensation received during the leave period.

Upon expiration of the sabbatical leave, the person immediately begins employment with a state-operated education agency, city or parish school board, department, school, college, or university instead of returning to the Morehouse Parish School System, the person shall not be required to forfeit that portion of the compensation paid to him/her by the State of Louisiana while on sabbatical leave but shall be required to immediately reimburse the Morehouse Parish School Board all salary paid to him/her while on sabbatical leave.

II. COACHES

Teachers of the Morehouse Parish School Board eligible for sabbatical leave under the provisions of Louisiana Revised Statutes 17: 1171 et seq. may request, through customary procedures, approval from the Morehouse Parish School Board to continue coaching responsibilities at their assigned school when all Louisiana High School Activities Association requirements and other locally assigned responsibilities are met. The Board reserves the right to reject any and all requests submitted under this policy and will decide each case based on its individual merits.

12. FINAL DECISION

Notwithstanding any other provision of law or this policy manual to the contrary, all decisions relative to granting sabbatical leave shall be made by the Superintendent of Schools.

LAW OFFICES
RANKIN, YELDELL, KATZ & LOWERY

A PROFESSIONAL LAW CORPORATION

ALEX W RANKIN 411 SOUTH WASHINGTON BASTROP, LOUISIANA 71220 Telephone 318-281-4913 JAMES E. YELDELL

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STEPHEN J KATZ

Facsimile 318-281-9819 SCOTTY W.

LOWERY

June 4, 2012

HAND DELIVERED

RECEIVED

Mr. Tom Thrower *JUN 05 2012* Superintendent

Morehouse Parish School Board

S OFFICE OF
UP E AIN I E I N D E N I

Dr. George Noflin
Superintendent-Elect Morehouse
Parish School Board

re: Additional Dress Code Revisions

Dear Mr. Thrower and Dr. Noflin:

Pursuant to the email you forwarded me from Bastrop High School, I have made additions to the proposed revised Student Dress Code, and I've enclosed a copy to you so that it may be placed at each school board member's station and perhaps emailed to each before the meeting.

The additions/changes that were made were the following:

- I. In paragraph 3 the word "male" was omitted in regard to wearing a belt with uniforms.
- 1 Item 9. was amended.
- 2 The phrase "skirts, dresses and shorts must be no shorter than six (6) inches above the floor when kneeling" was added to item 5.
- 3 In item 7. it was added that unnatural hair color is not permitted such as blue, purple, green, etc.
- 4 Item 14. was added to omit body piercing and the like.

These changes were made as a result of the suggestions from Bastrop High School. Should either of you or any members of the Board or staff have any questions please contact me.

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With kindest regards, I am

Very truly yours,

Rankin, Yeldell, Katz & Lowery
(A Professional Law Corporation)

SJK/mt

encl.

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STUDENT DRESS CODE

I. The clothing a child wears has a great deal to do with his development and therefore should be carefully selected.

1 All students shall conform to the school uniform *color* 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 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, are restricted to the school's colors or spirit colors and must be worn with a uniform shirt. All schools shall include a white uniform top as one of the choices of colors for their uniforms. 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.

4. 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.*

5. 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.

6. 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, house shoes, etc.

7. 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. No student will have eyebrows into which designs have been cut or made. No student shall wear hair into which designs have been cut except for one part in the hair in a conventional manner. 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.

8. The use of excessive or unusual malee-up is prohibited.
9. If boys have facial hair, it must be neatly trimmed.
10. The wearing of hats, caps, or headgear 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.
11. No dark glasses unless prescription lens are allowed.
12. Vulgar or suggestive writing on clothing is not acceptable. Tight body suits and/or biker shorts will not be permitted.
13. 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.
14. No studs/rings, chin studs/rings, tongue studs/rings, or body piercing rings of any kind will not be allowed. Male students may not wear earrings. Earrings may not be worn and covered with a band-aid. A straw may not be worn through the ear.
15. The principal will make the final decision relative to any questionable dress pattern in his school.

If the student dress code or uniform policy is modified, each school shall, in writing, notify the parent or guardian of each student of the new policy at least sixty days prior to the effective date of the policy unless there is an "emergency" which means an actual or imminent threat to health or safety which may result in loss of life, injury or property damage.