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## EQUAL EDUCATIONAL OPPORTUNITIES

Under the provisions of LSA-R.S. 17:111, no person shall be refused admission into or be excluded from any public school in the State of Louisiana on account of race, creed, color, national origin, or handicapping condition.

The Morehouse Parish School Board subscribes to the belief that it is charged with the responsibility to provide for the children of educable age of Morehouse Parish, regardless of physical, intellectual, or social differences, or of race, creed, or sex, a full opportunity for a free education that will enable the individual to develop to the fullest extent of his capacity.

In the case of handicapped/exceptional students, it is guaranteed that a free appropriate education is available for those ages as mandated by state and federal laws.

## ATTENDANCE

Every parent, tutor, or other person residing within the state of Louisiana having control or charge of any child from that child's seventh birthday until his eighteenth birthday, shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday or there is another legal exception. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the school board.

Visiting teachers or supervisors of child welfare and attendance, with the approval of the superintendents of schools, shall file proceedings in court to enforce the provisions of the mandatory school attendance law.

Each school shall develop and implement a system whereby the school shall attempt to notification to a child's parent, tutor, or legal guardian when that child has been absent from school as set forth in Policy H-2.1.

The parent, tutor, or legal guardian of a child who remains enrolled beyond his sixteenth birthday may request that the student be allowed to attend an alternative education program or a vocational - technical education program or an approved effective adult education program. In the case of a child who has no parent or guardian responsible for him, the Superintendent may act as the parent in making the request. Upon such request, the Superintendent shall be responsible for the following:

1. The determination of whether the student remains in the regular school setting or attends an alternative education program or a vocational - technical education program.
2. The development and implementation of an individualized plan of education for such students.

The provisions set forth in this policy shall not be applicable to any child who is under the age of seventeen and is attending or seeking admission to a National Guard Youth Challenge Program in the state of Louisiana and the parent, tutor, or legal guardian of any such child shall not be considered in violation of these provisions.

Notwithstanding any other provision set forth in this policy manual, a child who is at least seventeen years of age and who, after successfully completing a program established by the State Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to the provisions of this policy manual's compulsory attendance provisions.

Legal Reference: LSA-R.S. 17:221.

## ATTENDANCE OF STUDENTS

- I. Students must attend school between the ages of 7 and 18.
- II. The school year (term) contains the number of instructional minutes adopted by the Board each year.
- III. Once a high school student has missed more than 8 days (excused or unexcused), then that student will not receive credit for that semester's work. Elementary students who have missed more than 16 days (excused or unexcused) will not receive credit for that term of work.
- IV. The only exception to the attendance regulation will be extenuating circumstances that are verified by the School principal/designee or Supervisor of Child Welfare and Attendance. Extenuating circumstances must be cleared within five school days of the student's return to school, absent some unusual circumstance and in order to prevent manifest injustice.

## EXTENUATING CIRCUMSTANCES

1. Extended personal physical or emotional illness as verified by a physician *or* nurse practitioner licensed in the state;
2. Extended hospital stay as verified by a physician or dentist
3. Extended recuperation from an accident as verified by a physician or dentist or nurse practitioner licensed in the state;
4. Extended contagious disease within a family as verified by a physician or dentist
5. Prior system-approved travel for education
6. Death in the immediate family (not to exceed one week)
7. Natural catastrophe and/or disaster
8. Observance of special and recognized holidays of the student's own faith;
9. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of the state and such parent has

been called to duty for or is on leave from overseas deployment to a combat zone or combat support zone. Excused absences in this situation shall not exceed five (5) school days per year.

10. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedures established by the local school system.
- V. 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 or grade.

Types of absences:

- A. The days absent for elementary and secondary school students shall include non-exempted excused, exempted excused, unexcused absences, and suspensions.
- B. Non-exempted excused absences are absences incurred due to personal illness or serious illness in the family (documented by an acceptable excuse 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.
- C. 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.
- D. Unexcused absence is any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to, absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.
- E. Suspension is a non-exempted absence in which a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

- VI. .... Students in danger of failing due to excessive absences may be allowed by the school principal/designee 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 policies must be met.

#### ABSENTEE POLICY FOR HIGH SCHOOL & JUNIOR HIGH

- I. Student will present statement from parent or physician in the office before school to verify absence. This statement will allow missed work to be made up.
- II. All graded work must be made up within a time limit set by the teacher or a failing grade will be assigned. An incomplete may be given when it is not practical to make up work before the end of the next grading period.
- III. An attempt will be made to contact the parents of absent students. After a three-day consecutive absence a school official will attempt to contact the parent or guardian to verify the cause of absence. Children under the age of 17 who are being kept out of school in violation of state law will be reported to the Supervisor of Child Welfare and Attendance.
- IV. Absences will be reported on 6 weeks report cards in high school and on 6 weeks report cards in junior high. In addition, parents or guardians will receive written notices by mail when their child has missed 3, 8, and 9 days in a given semester at high school and 3, 8, 12, 16 and 17, days in a given term at junior high.
- V. Any student in high school missing more than 8 days in a semester will not receive credit for that course for the semester. Any student in junior high missing more than 16 days in a term will not receive credit for that term. Exceptions can be made only in the event of extenuating circumstances approved by the parish Supervisor of Child Welfare and Attendance, in consultation with the principal.
- VI. Absences resulting from extenuating circumstances must be approved by the parish Supervisor of Child Welfare and Attendance. No absences of less than 3 consecutive days will be considered.
- VII. Students in high school missing more than 8 days in a semester will receive the grade F6 (no credit) for the semester. Students in junior high missing more than 16 days in a term will receive the grade F6 (no credit) for the term. The only exception is extenuating circumstances.
- VIII. Any student in high school 17 or older who accumulates more than 8 daily absences without extenuating circumstances will be referred to a virtual school program at home. This provision does not apply to a single class or classes' absence.
- IX. No student except for the following will leave the campus during the day unless



they are signed out by their parents or guardian or a prior release is obtained, in writing, for a specific continuing circumstance.

- A. Illness at school: (High School) School official must talk with parent or guardian. (Junior High) Parent must sign student out of school. If parent is not available student does not go home.
  - B. Doctor or dental appointment: this will be verified by appointment slip before leaving, if possible.
  - C. Work: D.E., C.O.E, part-time students.
  - D. School sponsored trips: Sponsor will provide office with list of participants before the trip is made.
  - E. Home or family emergency
- X. Truancy: The unauthorized absence from school. School work missed during truancy cannot be made up. Truancy is of several distinct types and should be treated differently.
- A. Truancy in which a student never reports to school. Discretionary suspension.
  - B. Truancy in which student reports to school and leaves without authorization. Mandatory suspension. (closed campus violation)
  - C. Truancy from a class, study hall or homeroom -absence cannot be excused, work cannot be made up, absence counts in his/her 8 days. Discretionary suspension.
- XI. Tardiness will be dealt with in the individual schools through their school policy.

#### ABSENTEE POLICY FOR ELEMENTARY SCHOOLS

- I. Student will present statement from parent or physician to their teacher or to the office to verify absence. This statement will allow missed work to be made up.
- II. An attempt will be made to contact the parents of absent students. After a three-day consecutive absence a school official will attempt to contact the parent or guardian to verify the cause of absence. Children being kept out of school in violation of state law will be reported to the Supervisor of Child Welfare and Attendance.
- III. Absences will be reported on 6 weeks report cards. In addition, parents or guardian will receive written notices by mail when their child has missed 3, 8, 12, 16 and 17 days in a given term.
- IV. Any student missing more than 16 days in a term will not receive credit for that

term. Exception can be made only in the event of extenuating circumstances approved by the parish Supervisor of Child Welfare and Attendance, in consultation with the principal.

- V. Absences resulting from extenuating circumstances must be approved by the parish Supervisor of Child Welfare and Attendance. No absences of less than 3 consecutive days will be considered.
- VI. No student will leave the campus during the day unless they are signed out by their parent guardian.

IX. ELEMENTARY POLICY ON TARDINESS:

Tardy to School:

A tardy bell will ring five (5) minutes after the first scheduled daily bell. A student arriving to school after the tardy bell has signaled must receive a permit from the school office to enter class. Consequences for school tardies are as follows:

3rd offense ..... letter to parent, mandatory conference with parent

5th offense ..... home visit, and referral to Truancy Court

X. Classroom Tardies:

Tardiness is defined as not being in the room when the tardy bell rings. Once the excused absence is documented, the accumulation process of tardies begins anew.

NOTIFICATION OF UNEXCUSED ABSENCE AND UNEXCUSED TARDY

The principal of each school, or his designee, shall notify the parent or legal guardian in writing upon 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. The student's parent or legal guardian shall sign a receipt for such notification. For purposes of this Section, the term "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day.

### ENTRANCE REQUIREMENTS

Kindergarten: Only those children who attain the age of 5 on or before September 30 may enter kindergarten at the beginning of the school term.

First Grade: Only those children who attain the age of 6 on or before September 30 may enter the first grade at the beginning of the school term.

First grade children who were not registered and in attendance before the end of the first six weeks of school will not be assigned during the current session.

Kindergarten children who were not registered and in attendance before the end of the second six weeks of school will not be assigned during the current session.

Exception to this rule will be made by the Supervisor of Child Welfare and Attendance or other appropriate staff officer.

In the case of handicapped/exceptional children entrance is allowed for those ages as mandated by state and federal laws.

**Morehouse Parish School Board  
Child Welfare and Attendance  
4099 Naff St., Bastrop, LA 71220**

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

Notification of the 3rd unexcused absence or occurrence of being tardy and request for conference

Dear Parent/Guardian:

\_\_\_\_\_, has received his/her 3rd unexcused absence or tardy. State law (La.R.S. 17:233) and parish policy require a parent or legal guardian to sign a conference notification upon a student's 3rd unexcused absence or late to school tardy and attend a conference with the school staff.

By law, after a student has received his/her 5th unexcused absence or tardy, the student will be referred to truancy court as will his/her parent or legal guardian. Please read the parish attendance regulations and truancy court criteria in the student handbook. The law is available for review on the district Parent Web.

We know that you want your son/daughter to receive every benefit of a good education. It is important that you conference with your school's principal to avoid subpoena, fines, or other consequences.

This letter serves as your notification of the attendance law requirements. Sign below, and return this letter to your son's/daughter's school when you attend the conference scheduled below.

Please report to your school for a conference on \_\_\_\_\_ at \_\_\_\_\_ to discuss absences and/or tardies.

Sincerely:

Principal

Note: If you have sent excuses for your child's absences since the date of this letter or you have excuses to submit, or you think that this information is in error please contact the school. Please be reminded that you have 5 days from the date your child returns to school to submit excuses.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

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## BIRTH CERTIFICATES

All children, upon entering a parish or city school system or private school in Louisiana for the first time shall be required to present a copy of their official birth record to the principal. Only records from the local or state registrar of vital statistics will be acceptable for children born in Louisiana. Birth verification forms issued by the local registrar of the parish shall be valid and acceptable for entry into school and for qualifying for all types of athletic participation where proof of age is required, provided that the parish and city school boards may require the submission of additional evidence as to the age and/or race where such is not conclusively established by the birth certificate.

Children born out of the State of Louisiana will be required to secure a copy of their official birth record from the authorized person or agencies registering vital statistics in their state of birth.

Children born in foreign countries will be allowed to submit birth facts as shown on their passports or citizenship papers in lieu of a birth record if none is available from the country of birth.

Children born in Louisiana will be given fifteen days grace period to secure a copy of their birth record.

Children born out of this state will be given thirty days grace in which to produce a copy of their birth record.

It shall be left to the discretion of the parish school board superintendent as to whether or not a child shall continue in school upon failure to comply.

### SCHOOL ADMISSIONS

All children having actual residence in Morehouse Parish, or under the care, custody, and control of a resident thereof even though their domiciles may be in another parish or state, shall be entitled to free education in the public schools of Morehouse Parish.

In keeping with state law the school district administration shall require that all children upon entering the parish schools for the first time be required to present a copy of their official birth certificate or such other evidence of age as permitted by law. This will be done at the office of the Supervisor of Child Welfare and Attendance (Visiting Teacher).

The school district administration shall also be responsible for implementing the statutory requirements that each child entering the public school system for the first time, including those who enroll in any pre-school program or kindergarten, present evidence of such medical tests and immunizations as required by law. (See policy coded H-3.7b Inoculations)

Upon entry into the school system, all children will undergo basic screening assessments in the area of Speech-Hearing-Language-Vision and Readiness.

### STUDENT ASSIGNMENT TO SCHOOLS

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. Each new student will be required to present his/her birth certificate when registering.

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.

### STUDENT ASSIGNMENT TO CLASSES

See "Pupil Progression Plan," Morehouse Parish School Board.

### STUDENT SPECIAL ASSIGNMENTS

Special Assignments for regular education students to attend a school out of their designated school zone will be granted only under the following guidelines:

- 1) Any student who attended a school during the 2012-2013 school year under the majority to minority transfer rule may continue to attend that school so long as there is a grade level at the school appropriate for the student. There shall not be any majority -minority transfers beginning with the 2013-2014 school year other than for those students who attended a school under the majority to minority transfer program in the prior year. All students attending a school through the majority -minority special assignment shall be provided school bus transportation upon request and without cost to the student.
- 2) School board employees who reside in Morehouse Parish may request a special assignment for their child to attend the school where they work, only, and 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 and 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.
- 3) If overcrowding results from a school employee's child's special assignment, then the special assignment student will have to be moved.

- 4) Special assignment transfers based upon the student's attendance under the previous majority to minority transfer program in the 2012-2013 school year shall have priority over all other transfers and special assignment requests.
- 5) Special Needs Assignments must be noted on the student's IEP/IAP.

With the exception of a student who moves into Morehouse Parish after the second week of school, the deadline for making an application for a special assignment shall be May 10th prior to the school year for which request is being made. Any student who receives a special assignment shall remain at the school to which he/she is assigned through the end of the school year except in cases of extenuating circumstances for which any change in the student's assignment must be approved by the Superintendent of Schools.

Children of Board members, central office employees, and other District 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, a Majority to Minority transfer, attendance in the Magnet Program, or is required to accommodate a special education need.

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 & Attendance and the principals of both schools involved, a student may receive a special assignment for safety reasons.



Supervisor of Child Welfare and Attendance  
Morehouse Parish School Board  
4009 Naff Street  
Bastrop, Louisiana 71220  
Phone: 283-3474

Dear Sir:

I am requesting special assignment for my child(ren) for the \_\_\_\_\_ school year for the following reason:

\_\_\_\_ Majority/Minority Transfer -any student attending a school under the majority/minority transfer program during the 2012-2013 school year. (School bus transportation will be provided if desired and without cost to the student)

\_\_\_\_ School Board Employee Policy (I am a school board employee; I work at School.)

\_\_\_\_ Special Needs Assignments as noted on IEP/IFAP (School bus transportation will be provided if desired and without cost to the student)

\_\_\_\_ Other -State reason: \_\_\_\_\_

We reside in \_\_\_\_\_ school district  
(Name of School)

I wish for my child(ren) to attend school at \_\_\_\_\_ School.

Student's name	Grade	Race	Student's name	Grade	Race
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Parent's Name \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Residence Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State Zip \_\_\_\_\_ City \_\_\_\_\_ State Zip \_\_\_\_\_

ANY STUDENT WHO RECEIVED A SPECIAL ASSIGNMENT SHALL REMAIN AT THE SCHOOL TO WHICH HE/SHE IS ASSIGNED THROUGH THE END OF THE SCHOOL YEAR EXCEPT IN CASES OF EXTENUATING CIRCUMSTANCES FOR WHICH ANY CHANGE IN THE STUDENT'S ASSIGNMENT MUST BE APPROVED BY THE SUPERINTENDENT OF SCHOOLS.

Parent's Signature \_\_\_\_\_

\_\_\_\_\_ FOR OFFICE USE ONLY \_\_\_\_\_

\_\_\_\_ APPROVED \_\_\_\_ NOT APPROVE REASON \_\_\_\_\_

\_\_\_\_\_  
Supervisor of Child Welfare & Attendance

\_\_\_\_\_  
Date

STUDENT ASSIGNMENT FOR ABANDONED AND HOMELESS  
STUDENTS AND STUDENTS IN FOSTER CARE

No student shall be denied enrollment solely because the child has no permanent address, has been abandoned by his parents or because the child is in foster care pursuant to placement through the Department of Social Services. A child in foster care shall be assigned to a school pursuant to the student assignment policy, H-2.5a, based on the residence of the foster parents. Students who have no permanent address or who have been abandoned by their parents, sometimes referred to as “homeless students,” are those who lack a fixed, regular and adequate nighttime residence. The student shall be enrolled in the school that non-homeless students attend who reside in the attendance area in which the homeless student is actually living. If that is not the school of origin, the homeless coordinator of the Morehouse Parish School Board shall meet with the student and/or his parent or legal guardian to determine which of the two schools it would be in the student’s best interest to attend. The homeless student shall immediately be enrolled in a school even if the student is unable to produce records normally required for enrollment and the Morehouse Parish School Board homeless coordinator shall take those steps necessary to obtain the school records including academic records, immunization records, residency records and any other required documentation. Each such student shall be provided services comparable to services offered to other students in the district. The Morehouse Parish School Board homeless coordinator shall develop guidelines to be utilized with “homeless students.”

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.

Legal reference: ..... La. R.S. 17:238; 42 U.S.C. Section 11431, et seq.

## STUDENT TRANSFERS AND WITHDRAWALS

### 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.

### Withdrawals

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.

## TRUANCY

Unauthorized absence from school is considered truancy and will be treated as such.

This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes any after school special-help session or disciplinary session which the student has been directed to attend.

Disciplinary action shall be taken in such cases, beginning with notification of parents. Continued violation may lead to suspension from school, with readmittance only through the superintendent's office.

Legal Reference: LSA REVISED STATUTES 17:221, 17:223, 233

## STUDENT RELEASED TIME

Errands

Students will 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 will 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, will remain at school until the close of the school day unless special permission is granted by the principal of the school. Pupils will 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.

## PERFECT ATTENDANCE

A student must be present for the duration of each school day and for as many days as his/her school is in operation during the school year.

### 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.

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

H-3.1a

### DUE PROCESS POLICY FOR STUDENT SUSPENSIONS

Prior to any suspension, the school principal, or his/her designee, shall advise the pupil in questions of the particular misconduct of which the pupil is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain the pupil's version of the facts to the school principal or the principal's designee. In each case of suspension or expulsion the school principal, or the principal's designee, shall contact by telephone at the telephone number shown on the pupil's registration card or send a certified letter at the address shown on the pupil's registration card or send a certified letter at the address shown on the pupil's registration card to the parent, tutor or legal guardian of the pupil in question giving notice of the suspension or expulsion, the reason(s) therefor and establishing a date and time for a conference with the principal or his designee as a requirement for readmitting the pupil, provided that in the case of expulsion, the contact with the parent, guardian, or tutor shall include a certified letter. The conference with the parent, tutor, or legal guardian shall be with the coordinator of the suspension school for any student suspended and assigned to the suspension school. If the parent, tutor, or legal guardian fails to attend the required conference within five days of receipt of the certified letter or other contact with the parent, tutor or legal guardian, the truancy laws shall become effective. A student whose presence in or about a school poses a continued danger to any person or property or any ongoing threat of disruption to the academic process shall be immediately removed from the school premises without the benefit of the procedure described hereinabove; however, the necessary procedure shall follow as soon as is practicable.

Notice of the suspension and the reason(s) therefor shall be given to the parent, tutor or legal guardian of the pupil suspended as set forth above. Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools. The superintendent or his designee shall conduct a hearing on the merits. The Appeal Of Suspension Form, attached as H-3.1a (Exhibit), must be completed by and received from the parent, tutor or legal guardian of the student by the principal or acting principal within five (5) school days of the first date of the suspension. The principal shall complete the response and forward the form and the principal's response and any attached documents to the superintendent within two school days of the principal's receipt of the Appeal of Suspension Form. Upon receipt of the Appeal of Suspension Form, the superintendent will schedule a hearing as expeditiously as possible and within five (5) school days of the superintendent's hearing, the superintendent shall mail a decision to the principal and parent, tutor or legal guardian of the student unless additional information is required by the superintendent before a decision can be made. Any suspension shall be final and not appealable if it is not appealed within the manner and time frame set forth in this policy. The decision of the superintendent of schools on the merits of the case, as well as the term of suspension, shall be final, reserving to the superintendent of schools the right to remit any portion of the time of the suspension.

A pupil suspended or expelled for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the superintendent of schools. If the property damage is a school bus owned by, contracted to, or jointly owned by any parish or city school board, a pupil suspended or expelled for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage or until directed by the superintendent of schools. If a pupil is suspended or expelled for damages to property belonging to a third party, the pupil may be required to make payment in full for such damage to the third party as a condition for the pupil's readmission to school.

Legal Reference: LSA-R.S. 17:416

**APPEAL OF SUSPENSION**

**FOR USE BY PARENT OF STUDENT**

**Student Name** \_\_\_\_\_ **Date** .....

**Parent, Tutor or Legal** \_\_\_\_\_ **Daytime**

**Guardian Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date of Suspension** .....

**Appeal Reasons** .....

(additional reasons may be attached)

Signature of Parent .....

Signature of Student .....

NOTE: Appeal of suspension form must be received by principal, principal's designee or acting principal within five (5) school days of the first date of the suspension.

**FOR USE BY PRINCIPAL**

**Name** \_\_\_\_\_ **School** \_\_\_\_\_ **Date**

**Date Form Received** .....

Response to Appeal (in addition attach all written documentation) .....

(additional responses may be attached)

Signature of Principal .....

NOTE: Principal to forward completed form and attachments to Superintendent within two school days of the principal's receipt of appeal of suspension form from parent, tutor or legal guardian

**FOR USE BY SUPERINTENDENT**

\_\_\_\_\_ The suspension is affirmed

\_\_\_\_\_ The suspension is modified, \_\_\_\_\_ days of the suspension are remitted

\_\_\_\_\_ The suspension is reversed and the student is returned to school

Additional comments on decision by Superintendent .....

Superintendent .....

Date .....

**NOTE:** Copy of Superintendent's decision to be mailed to Principal and parent, tutor or legal guardian within five (5) school days of superintendent's hearing unless information is required by Superintendent before decision is made

## STUDENT SEARCHES AND SEIZURES

A teacher, principal, school security guard or other administrator may search the person of a student either by conducting a random search with a metal detector or when he has reasonable belief that the student has in his possession any weapon, illegal drug, alcohol, stolen goods or other materials or objects the possession of which is in violation of the policy of the Morehouse Parish School Board or the school attended by that student, either by conducting a random search with a metal detector or when he has a reasonable belief that the items sought will be found. The search will be conducted without malicious, willful or deliberate intent to harass, embarrass or intimate the student.

The student should be aware that school officials have this right. This board respects the civil rights of each person in our schools and will uphold those rights. At the same time, school property is not to be regarded as a sanctuary from enforcement of the law.

LSA-R.S. 17:416.3



## SEARCH AND SEIZURE PROCEDURE AND POLICY

The Morehouse Parish School Board is the exclusive owner of all public school buildings and all desks and lockers within all public schools and all other buildings maintained, used or owned by the Morehouse Parish School Board as well as any other area of any public school building or grounds set aside for the personal use of students. Any teacher, principal or administrator of the Morehouse Parish School System may search any building, desk, locker, area or grounds for weapons, illegal drugs, alcohol, explosives, stolen goods, or other materials or objects the possession of which is in violation of law or of the policy of the Morehouse Parish School Board when that employee has 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. It is the stated policy of the Morehouse Parish School board that it is impermissible and unlawful for any student to bring into or upon any public school building owned or operated by the Morehouse Parish School Board or upon the grounds of any building owned or operated by the Morehouse Parish School board weapons, illegal drugs, alcohol, stolen goods, explosives, or materials or objects which may be inherently dangerous to others.

A teacher, principal or administrator may search the person of a student when he has a reasonable belief that the student has in his possession any of the items above mentioned or any other item the student is prohibited from possessing at school, on a school bus, or at school events or activities, by law, the policy or rule of the school, or the policy of the Morehouse Parish School Board. A teacher, principal or administrator, when he has articulable facts which lead him to a reasonable belief that any of the above described unlawful items may exist in a school locker, desk, building, area or grounds, may search same and open same. When administratively feasible, the student shall be present during the course of the search. If the student is not present, he shall be informed of the search as soon as it is practicable to do so. When a search is made, unless it is impracticable to do so under the circumstances or unless time is of the essence, there shall be present two (2) professional staff members employed by the Morehouse Parish School Board.

If a teacher, principal or administrator has a reasonable belief that a student has in his possession any of the aforescribed prohibited objects, the teacher, principal or administrator may detain that student and, that student may be searched by a "pat-down" search and/or requiring the student to empty all items from his pockets, purse, bag, or any other item carried by a student or in the student's possession. The search shall always be in the presence of two (2) professional staff employees, the sex of whom shall be the same as the student.

Should any item be removed and/or seized from a student or from a building, desk, locker, area or grounds of a building maintained or operated or owned by the Morehouse Parish School Board, the

student shall be given a receipt for any item impounded or seized by school officials and the parents of the student shall be notified of any item impounded or seized by the principal of the school or the person charged with the administration of the premises upon which the seized or impounded item is found.

Nothing contained in this policy shall be construed to afford a student an expectation of privacy which would not otherwise exist. The Morehouse Parish School Board respects the civil rights of each person in the schools operated by the Morehouse Parish School board and will uphold those rights, but property owned or maintained or used by the Morehouse Parish School Board is not to be regarded as a sanctuary from enforcement of the law. Any student who is found to have in his possession or under his control or in a locker, desk, or other school area assigned to him or used by him any of the aforescribed prohibited objects may be punished, suspended, and/or expelled in accordance with the rules and regulations of the Morehouse Parish School Board, its schools, and/or the provisions of Louisiana Law including but not limited to LSA-R.S. 17:416 and/or the student may be referred to appropriate police and/or juvenile authorities.

Adopted 12/7/83

### **Addition To Policy H-3.2a**

Should a teacher, principal or administrator find a student in possession of a weapon, illegal drug, alcohol, explosive, stolen goods, or other materials or objects the possession of which are in violation of law in the State of Louisiana or the policy of the Morehouse Parish School Board, the object shall be secured from the student and turned over to the principal or his designee. The student shall also be reported to the principal or his designee.

Should the confiscated item be a firearm, bomb, knife, or other implement which can be used as a weapon or any illegal drug or controlled dangerous substance as defined by La. R. S. 40: 961(7) the principal or his designee shall immediately report the incident and the confiscation of such item to the appropriate law enforcement official and shall promptly notify the Supervisor of Child Welfare and Attendance. If any other item is confiscated the principal shall promptly notify the Supervisor of Child Welfare and Attendance.

All items confiscated by a teacher, principal or other administrator shall be retained and secured by the school principal or his designee and if the appropriate law enforcement authorities do not take custody of the item or, if custody is taken and then returned to the school principal, the school principal shall deliver the item to the Supervisor of Child Welfare and Attendance who shall retain the item for one (1) calendar year after which time it shall be destroyed (all electronic devices are exempt) unless it is subject to an ongoing court or administrative proceeding and in such an event the item shall be retained until such time as the administrative or court proceeding is finally terminated at which time the item will be destroyed. Notwithstanding any other provision contained in this policy, in the event the item is stolen property, it may be returned to its rightful owner following the expiration of one (1) year or the termination of the administrative or court proceeding, whichever is longer.

Any school employee who fails to report the confiscation of such an item or who fails to retain and secure such an item shall be subject to disciplinary action by the Morehouse Parish School Board for violation of this policy.

## SCHOOL VISITOR POLICY

The Morehouse Parish School Board welcomes and encourages parents and other school patrons to visit the school 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 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 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 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 designee, the principal or his designee should be immediately notified and he should call the appropriate law enforcement authorities.
- C. In all instances the principal or his 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 designee this information. If the visitor refuses, the principal or his designee shall withhold approval and direct the visitor to leave the school. If he does not, the appropriate law enforcement authority should be immediately called.
- D. The principal or his 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 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:
  - I. All staff should immediately report any loiterers or trespassers on campus to the

- principal of the school, an assistant principal or a designee.
- II. A comprehensive description of the loiterer should be obtained.
  - III. All pupils should be warned against communication with outsiders.
  - IV. The principal or his designee should direct the loiterer to leave.
  - V. Should the loiterer not leave, the appropriate law enforcement authorities should be immediately notified.

### STUDENT CONDUCT

Every teacher is authorized to hold a pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess, or during any school related activity away from the school facility.

Legal Reference: LSA REVISED STATUTE 17:416

### ORIENTATION FOR STUDENT DISCIPLINARY AND CONDUCT RULES

- A. Every student shall be provided an orientation during the first five days of each school year regarding school disciplinary rules and provisions of the code of student conduct applicable to the student. Orientation instruction shall be provided by the school principal or his/her designee and shall include but not be limited to consequences for failing to comply with such school disciplinary rules and code requirements. The orientation also shall clearly communicate to the student the rights afforded teachers under applicable policy and law relative to the discipline of students. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of the Morehouse Parish schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various rights conferred upon teachers pursuant to Louisiana law which are:
1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the School Board, in accordance with Louisiana law, for actions taken in the performance of duties of the teacher's employment.
  2. A teacher has the right to appropriately discipline students in accordance with state law and school board regulations.
  3. A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee.
  4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and state law.
  5. A teacher has the right to teacher in a safe, secure and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause seriously injury.
  6. A teacher has the right to be treated with civility and respect.

## STUDENT BEHAVIOR

### I. Philosophy

This code of student conduct shows the commitment of the Morehouse Parish School Board to provide a safe and stable climate for learning in every school. Maintaining a good learning environment requires the combined efforts and cooperation of all parties involved. This code specifies some of the responsibilities and rights of parents, students and faculty.

This code has been developed so that firm, fair, consistent and equitable discipline can be the norm in every classroom, and opportunities for the teacher to teach and the student to learn can thereby be improved.

The code of conduct describes inappropriate student behavior, prescribes equal disciplinary actions for misconduct, and suggests specific actions for remediating prohibited behaviors. School staff and administrators are to use reasonable judgment when administering the code.

The code is based on the premises that rules must be consistently enforced. Furthermore, the rules must be fair and firm and comply with the individual's constitutional and other legal rights.

This code is designed to insure that each classroom will have a climate of order, discipline, control and learning as well as a climate that brings out the best qualities in both the teacher and the student, allowing for individual growth and differences. Foremost, this code is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right.

We believe that every student shall comply with all rules and regulations of both the State of Louisiana and the Morehouse Parish School Board, having to do with student behavior. In a democracy there exist many privileges and freedoms, all of which are dependent on adherence to certain rules and regulations. It should be made very clear that any student, by his/her own failure to comply with school regulations, may lose his/her right to a public education.

We believe each teacher in Morehouse Parish is responsible for providing an environment that will bring about effective learning thus enabling each student to achieve his maximum potential. The teacher must regard as essential the freedom to teach and to learn and must guarantee equal educational opportunity to all students. The teacher should recognize that the classroom environment reflects the ideals, motives, preparation and conduct of the teacher.

### II Responsibilities of the Teacher, Student and Parent

- A. In fulfilling a teacher's obligation to the student, the public and the profession, the teacher shall:
1. Be friendly, concerned and willing to give extra time to counsel with students about educational as well as personal and related problems.
  2. Use his/her professional skill and understanding to prevent small classroom incidents from becoming major problems.
  3. Deal justly and impartially with all students under his/her supervision.
  4. Exhaust all possible means of solving problems within his/her area of responsibility.
  5. Organize work in a manner that will encourage student interest and involvement for the full period of instruction.



6. Be loyal to the Morehouse Parish School Board, principal and the school to which the teacher has been assigned.
7. Be responsible for solving routine problems and holding conferences with parents concerning problems encountered by their children.
8. Be present and responsible for starting and ending classes on time.
9. Be responsible for the supervision of all students and correcting misbehavior wherever it may occur.
10. Never hesitate to call for assistance from superiors and other teachers if the situation requires it.
11. Uniformly practice and enforce local school rules and regulations concerning conduct.

B. In fulfilling a student's obligations each student shall:

1. Comply with all rules, regulations, and policies of the Morehouse Parish School Board, the school he/she attends and the laws of the State of Louisiana
2. Recognize the authority of all teachers and other school personnel.
3. Abstain from gambling, immorality, profanity, hazing, fighting, extortion, use of tobacco, use of narcotics, or intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm.
4. Refrain from willfully damaging, defacing or destroying school property or illegally entering school buildings.
5. Be regular in school attendance and on time; strive to do the best in all areas of school life.
6. Wear appropriate dress and conform to acceptable standards of appearance as required by the student dress codes of each school and the Morehouse Parish School Board.
7. Abide by regulations set by the school concerning travel to and from school, on school buses, and the use and operation of private vehicles on school grounds.
  - a. Such private vehicles must be registered with the school and parked in the student lot.
  - b. Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
8. Comply with regular rules and regulations of the school and school board while attending any activities sponsored by the school and while attending or participating in extracurricular activities.
9. Refrain from taking or damaging property of other students or school personnel.
10. Behave in a manner that permits uninterrupted learning to take place.
11. Show respect to all other students and persons on campus.

C. In fulfilling his/her obligations to the student and the public, parents and guardians of each student shall:

1. Assume responsibility for the student's prompt and regular compliance with attendance rules and procedures.
2. Instill in the student respect for the law, including the rights of others.

3. Work with the school in fulfilling recommendations made in carrying out disciplinary actions in the best interest of the student.
4. Visit the school regularly and first go to the office of the school before entering the remainder of the school building itself.
5. Plan the time and place for homework assignments and provide necessary supervision.
6. Assume the responsibility to talk with the student about school activities and expected behavior.
7. Receive regular official reports of the student's academic process.
8. Attend the parent-teacher conferences scheduled at the school.
9. Have the right to access to all student records pertaining to the student.
10. Have the right to request and be granted a conference with the teacher and/or principal of the school.
11. Work with the school in the best interest of the students through school organizations and volunteer activities.

### III. Infractions Requiring Suspension

#### A. Indefinite suspensions - (also result in mandatory suspension of student)

1. Striking or attempting to strike a teacher or other school personnel
2. Carrying or possessing a firearm, knife, razor blade, box cutter, or other dangerous instrumentalities on or about a school campus or school bus or at a school event, subject to the provisions of policy H-3.4c.
3. Distributing, possessing, selling, giving or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law or alcoholic beverage to any student or other person on or about a school campus or school bus or at a school event
4. Possession of or utilization of a weapon or other instrument which could be dangerous as a threat or the use of a weapon or an instrument which could be dangerous in an altercation with a fellow student or with any person on a school campus, at a school activity, or with anyone while riding the bus to and from school
5. Possession of any explosive device or communicating of false information of a bombing threat on school property, at a school sponsored function, or in a firearm - free zone whether or not such a threat involves fake explosive devices. Such communicating is the intentional impartation or conveyance, or causing the impartation or conveyance by the use of the mail, telephone, telegraph, word of mouth, or other means of communication, of any such threat or false information, knowing same to be false.
6. Any other reason which the principal or assistant principal deems necessary in aiding the student in modification of unacceptable behavior

#### B. Mandatory suspensions

1. Possession or use, or being under the influence of narcotics, alcoholic beverage, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law on school grounds during the school day or at school sponsored events or on a school bus to or from school or to or from school sponsored events. A school administrator may reasonably suspect that a student is under the influence of narcotics, an alcoholic beverage or any controlled dangerous substance if any of the following exists: observation of drug use; physical symptoms of intoxication, such as slurred speech, glassy eyes, or breath that smells of alcohol; apparent drug intoxication, abnormal or erratic behavior, or possession of alcoholic beverages or controlled dangerous substances. If a school administrator reasonably suspects that a student is under the influence of narcotics, alcoholic beverages or any controlled dangerous substance, the student's parent or legal guardian will be contacted and

- requested that the student be given a drug/alcohol screen through the appropriate authorities.
2. Possession or use of tobacco on school grounds during the school day, or at school sponsored events or on a school bus to or from school or school sponsored events.
  3. The presence of a student on any school campus or at a school sponsored event in which a Morehouse Parish School is participating if the student is suspended from school, or truant
  4. Unauthorized presence of a student at a school to which he is not assigned during school hours
  5. Threatening a teacher or other school personnel
  6. Violation of closed campus rules including leaving school without permission
  7. Refusal of corporal punishment
  8. Initiating false fire alarms or other false alarms
  9. Any other reason which the principal or assistant principal deems necessary in aiding the student in modification of unacceptable behavior
  10. Harassment, intimidation, or bullying pursuant to policy H-15.1
- C. Discretionary Suspensions- The principal or principal's designee must document at least 4 interventions prior to any discretionary suspension including but not limited to: (1) conference with the student; (2) time in office; (3) parent conference; (4) individualized instruction; (5) refer to counselor/behavioral specialist; (6) detention; (7) time out at home (not to exceed one day); (8) community service; (9) restitution; (10) mediation; (11) conflict resolution; (12) corporal punishment.
1. Inappropriate clothing or appearance at school, on a school bus or at a school sponsored event
  2. Stealing or cheating
  3. Forging or using forged notes or excuses
  4. Committing act of defiance, either in language or action, in or out of classroom
  5. Position of fireworks or other explosives on the school campus or school sponsored events
  6. Refusing to comply with any reasonable request of a teacher or other school employee in or out of the classroom
  7. Defacing or destroying of school property-Pupil or parents are to pay cost of repairs or replacement.
  8. Willful disobedience
  9. Intentional disrespect to a teacher, principal, superintendent, member, or employee of the school board
  10. The making against any one of the above individuals of an unfounded charge
  11. Unchaste or profane language
  12. Immoral or vicious practices or conduct or habits injurious to other parties at school
  13. Disturbing the school, classroom, or students (includes school bus)
  14. Cutting, defacing or injuring school buses. Pupil or parents or guardian are to pay cost of repairs or replacement
  15. Cutting, defacing or injuring property of another student, a teacher, principal or employee of the school board.
  16. Writing any profane or obscene language or drawing obscene pictures in or on any school material or in any public school premises, or on any fence, pole, sidewalk or building on the way to or from school, or on any school bus
  17. Throwing missiles or other items which could injure other persons on school grounds or on any school bus
  18. Violation of traffic and safety regulations
  19. Leaving classroom during class hours or detention without permission
  20. Habitual tardiness or absenteeism
  21. Instigating or participating in a fight-Pre-K-grade 8 (except grade 8 on a high school campus)
  22. **LEFT BLANK INTENTIONALLY**
  23. Truancy

24. Violation of any other school rule unique to the individual school
25. Any other serious offense
26. Any other reason which the principal or assistant principal deems necessary in aiding the student in modification of unacceptable behavior
27. Misbehavior on a school bus or school pick up site
28. Threatening or making a threat to another student.

C.-1 Discretionary Suspensions

- 1) In those instances where appropriate, interventions should be utilized before the student is suspended for an offense which is a discretionary suspension.

D. Damages or theft of property

1. A pupil suspended for damages to or the theft of any property belonging to the school system, a school employee, or a student which took place at school, on a school bus or at a school sponsored event shall not be readmitted until payment in full has been made for the damages or theft or until directed by the Superintendent of Schools.
2. A hearing will be held for the student in the same manner as that for a student for which expulsion is recommended by the principal as hereinafter set forth.

IV. Procedure for Suspending or Dropping a Student

1. Temporary Suspension. This includes all mandatory suspension described above and discretionary suspensions described above. The principal or assistant principal, or a person designated will notify the parent or legal guardian, the student, the Supervisor of Child Welfare and Attendance and the superintendent of the student's suspension. He will also acquaint the parents or legal guardian with the reason for the suspension, the number of days of the suspension, and the conditions under which he may be re-entered. A discretionary suspension may also result in an indefinite suspension, assignment to the suspension school or a parental conference.
2. Indefinite Suspension. The principal or assistant principal will notify the student, his parents, the Supervisor of Child Welfare and Attendance and the superintendent of the indefinite suspension and the reason for the suspension. The principal shall recommend that the student be expelled. A hearing will be held to examine the offense. The parent or guardian is to be notified of the hearing date, time and place by the superintendent or his designee. After the due process hearing, the superintendent or his designee will fix the time period of the suspension or expulsion if the student is found guilty of the offense or a related offense.
3. Mandatory Expulsion. A student shall be expelled for the following minimum periods if he is found guilty of any of the following offenses following the due process hearing afforded the student:
  - 1) One complete school semester- striking or attempting to strike a teacher or other school personnel - subject to (12) below
  - 2) One complete school semester - any student found guilty of any sexual contact with another student or individual on school property, at a school sponsored event, or on a school sponsored trip - subject to (12) below

- 3) One complete school semester - possession or use of a knife, razor blade, box cutter, dangerous instrumentality or any other object used as a weapon - subject to (12) below
- 4) Four complete school semesters - any student 16 years of age or older found guilty of being in possession of a firearm on school property, on a school bus, or at a school sponsored event
- 5) Four complete school semesters - any student 16 years of age or older found guilty of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic drug or other controlled dangerous substance on school property, on a school bus or at a school sponsored event,
- 6) Two complete school semesters -any student under 16 years of age in grades 6 through 12 found guilty of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled dangerous substance on school property, on a school bus or at a school event
- 7) Two complete school semesters - any student under 16 years of age in grades 6 through 12 found guilty of being in possession of a firearm on school property, on a school bus or a school sponsored event. Two complete school semesters - any student in kindergarten through grade 5 found guilty of being in possession of a firearm on school property, on a school bus or a school sponsored event.
- 8) The recommendation of Superintendent approved by school board - any student in kindergarten through grade 5 found guilty of possession of, or knowledge of an intentional distribution of, or possession with intent to distribute any illegal narcotic, drug or other controlled dangerous substance on school property, on a school bus or at a school sponsored event.
- 9) One complete school semester - any other serious violation, subject to (12) below
- 10) One complete school semester - fourth suspension during a school year. A student may be expelled for more than the remainder of a school year for a serious offense
- 11) The provision of sections (4), and (7) above shall not apply to a pupil possessing or carrying a firearm for purposes of involvement in a school class of course or school approved cocurricular or extra curricular or any other activity approved by the appropriate school officials.
- 12) Notwithstanding the above provisions, the Superintendent may modify the length of the minimum expulsion period set forth in items (4) and (7) on a case-by-case basis, provided such modification is in writing. In addition, in appropriate situations, the length of the expulsion may be greater than the period set forth in sections 1), 2), 3), 9), and 10) above
- 13) Any student found in possession of a firearm on school property, on a school bus, or at a school sponsored event shall be referred to the District Attorney for appropriate action.

#### V. Procedure for readmitting a Student - Suspension and Penalty

- A. First Suspension - Principal or assistant principal in charge of administration may at his discretion require a parent or guardian to come to the school office for a conference. The first suspension may result in an indefinite suspension, in school suspension (on site or at the alternate site), detention, or other appropriate penalty. Failure to attend detention shall result in 2 days suspension out of school, unexcused, and no makeup of missed work. These suspensions for failure to attend detention do not count toward expulsion.

- B. Second Suspension - At the end of the suspension period, the parent or guardian must come to the school for a conference with the principal or assistant principal to discuss conditions for readmittance. Every effort shall be made at that time to see that the child and the parent receive all possible help through counseling and aid from agencies within and outside of the school. The parent shall be notified of the effect of a third suspension. The second suspension may result in an indefinite suspension, in-school suspension (on site or at the alternate site) detention, or other appropriate penalty. Failure to attend detention shall result in 2 days suspension out of school, unexcused, and no makeup of missed work. These suspensions for failure to attend detention do not count toward expulsion.
- C. Third Suspension - At the end of the suspension, the parent or guardian must come to school for a conference with the principal or assistant principal to discuss conditions for readmittance. Every effort shall be made at that time to see that the child and parent receive all possible help through counseling and aid from agencies within and outside of the school. The parents shall be notified of the effect of a fourth suspension. The matter is no longer solely within the principal's jurisdiction. The parent, prior to the student being readmitted to school, must meet with the Supervisor of Child Welfare and Attendance before being readmitted. The third suspension of a student in grade 4 and above or age 12 and older shall result in a request for expulsion by the principal. The third suspension of a student in grades K through 3 or below the age of 12 shall result in a mandatory conference with the Supervisor of Child Welfare and Attendance.
- D. A student shall be recommended for expulsion upon receiving a second suspension in a school year for
  - (1) injurious conduct toward a person or property;
  - (2) disrespect for authority to a teacher, principal, or any other employee of the Morehouse Parish School Board;
  - (3) willful disobedience of any reasonable request of a teacher, principal, or other school employee;
  - (4) fighting (grades 9-12 only);
  - (5) possession or use, or being under the influence of narcotics, alcoholic beverage, or any controlled substance governed by the Uniform Control Dangerous Substance Substances Law on school grounds during the school day, or at school sponsored events, or on a school bus to or from school, or to or from school sponsored events;
  - (6) instigating a fight;
  - (7) threatening a teacher or other school personnel;
  - (8) refusal or corporal punishment;
  - (9) initiating false fire alarms or other false alarms; or
  - (10) any other serious offense or offenses in violation of school or school board rules.If the student is found guilty as charged in the administrative hearing, the student shall be readmitted on a probationary basis to the Fresh Start Alternative School Program under the terms and conditions set forth and pursuant to the guidelines, rules, and regulations adopted by the Morehouse Parish School Board and the Fresh Start Alternative Program.

VI. Suspension School/Fresh Start Alternative School Program

Elementary students below grade 4 and above will serve all suspensions on site if the service is available or at the alternative site suspension school if the service is not available on site. Student work will be sent home and students will be given reasonable time to make up work missed. These suspensions will be coded as in-school suspensions. Students will not be marked absent during these days.

1<sup>st</sup> suspension -1, 2, or 3 days as issued by the principal unless a hearing is requested.

2<sup>nd</sup> suspension -3 days unless a hearing is requested.

3<sup>rd</sup> and subsequent suspensions -Indefinite pending a mandatory conference with the Supervisor of Child Welfare and Attendance.

Students in grade 4 and above will serve their 1<sup>st</sup> and 2<sup>nd</sup> suspensions on site if the service is available or at the alternate site suspension school if the service is not available on site.

1<sup>st</sup> suspension -1, 2, or 3 days as issued by the principal unless a hearing is requested.

2<sup>nd</sup> suspension -3 days unless a hearing is requested.

3<sup>rd</sup> suspensions – 3 days unless a hearing is requested.

4<sup>th</sup> suspension – indefinite suspension pending a hearing.

#### Fresh Start Alternative School Program

The Fresh Start Alternative School Program is applicable to any student in grade 4 or above or age 12 and up, subject to the specific requirements for discipline of special education students. Students may be assigned to the Fresh start Alternative School Program after a hearing before the Superintendent or his designee in which a recommendation for expulsion is upheld.

Placement in the Fresh Start Alternative School Program shall be for a period of not less than 30 days. Placement in the Fresh Start alternative School Program could carry over from one school year to the next.

If the student's behavior, class work, and attendance show satisfactory progress, the student may be readmitted to the home base school on probation to complete the term of his/her expulsion. Any student who does not make satisfactory progress will remain in the program until such progress is demonstrated or it is determined that some other alternative program would be in the best interest of the students.

The Fresh Start alternative School Program shall develop guidelines, rules, regulations and operational policies. These will include, but are not limited to counseling services to be provided to deal with behavior modification, teachers to provide instruction to the student and a requirement that the student must attend in accordance with the current truancy program of the Morehouse Parish School Board.

The student's parents or other person responsible for the student shall be required to attend an entrance and exit conference, conference regularly while the student is at the Fresh Start Alternative School Program, sign progress reports, and be involved in behavior modification as requested by the school. The parent or other person responsible for the student and the student shall sign a written agreement prior to the student's enrollment in the program.

The Morehouse Parish School Board shall provide transportation to and from the Fresh Start Alternative School Program to the extent that transportation is available except in cases where the

student is suspended off the school bus.

Forms shall be developed by the Central Office staff and utilized in the assignment of students to the Fresh Start Alternative School Program as probationary readmission agreements as appropriate. *(The forms contained on pages 43.H, 44.H and 45.H are deleted)*

If the student commits an offense for which he/she could be suspended while attending the Fresh Start Alternative School Program, the student will be suspended indefinitely pending a hearing to determine if the student is guilty of the violation(s) charged. If the charge is upheld, the student may be assigned additional time at the Fresh Start Alternative School Program, referred to the adult education program, or referred to a virtual program at home.

#### VIII. Offenses Off School Grounds

Actions outside of school which have a negative impact on the school buildings, programs students or staff will not be tolerated. The Morehouse Parish School Board and the staff of the Morehouse Parish Schools are committed to maintaining the schools as safe and healthful places in which to learn, places which are free from the impact of violence, weapons, gang activity, substance abuse, explosive devices, and other negative influences. Students are subject to corrective measures at school, up to and including expulsion, for offenses which occur in the community or at other locations off school grounds or during the hours of the day that school is not in session, if those offenses are connected in some way with the school.



**MOREHOUSE PARISH SCHOOL BOARD**

4099 Naff Street  
Post Office 872  
Bastrop, Louisiana 71221-0872  
(318) 281-5784  
Fax (318) 283-3456

**AFTER HEARING  
SCHOOL-AWAY-FROM-SCHOOL PROBATIONARY  
READMISSION AGREEMENT**

A hearing was held at the offices of the Morehouse Parish School Board on \_\_\_\_\_. The purpose of the hearing was to determine whether \_\_\_\_\_ should be expelled from the Morehouse Parish School System for the remainder of the school year.

Given the nature of the offenses, the factors and evidence presented and the policy and law applicable thereto, \_\_\_\_\_ is expelled from the Morehouse Parish School System for the remainder of the school year.

\_\_\_\_\_ will be readmitted on a probationary basis under the school-away-from-school program for a period of at least \_\_\_\_\_ weeks, subject to a possible reduction of time in accordance with existing school-away-from-school policy, upon the condition that the student shall not commit any offense for which he/she can be suspended at any time while at the school-away-from-school and that he/she complies with the requirements, rules, and regulations of the school-away-from-school program.

Should the student violate the conditions of this agreement, not successfully complete the school-away-from-school program or be suspended therefrom, he/she shall be immediately removed from the school-away-from-school premises without the benefit of any hearing or other procedure applicable to student suspensions or expulsions and as soon as thereafter as possible the director/principal of the school-away-from-school or his designee shall provide written notice of the determination and the expulsion and the reasons therefor to the parent and the Superintendent of Schools. The student will then be expelled and then assigned to the Expulsion School under the policy and practice of the Morehouse Parish School Board for such period of time as directed by the Supervisor of Child Welfare & Attendance or the Superintendent of Schools.

The signatures hereto evidence the agreements of the student and the parent or other person responsible for the student's school attendance to this procedure and that they have received a copy of the Morehouse Parish School Board School-Away-From-School Policy and will abide by and be bound by all parts of it.

AGREED: \_\_\_\_\_  
Parent \_\_\_\_\_ Student \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
Supervisor of Child Welfare & Attendance  
Date: \_\_\_\_\_

**MOREHOUSE PARISH SCHOOL BOARD**

4099 Naff Street  
Post Office 872  
Bastrop, Louisiana 71221-0872  
(318) 281-5784  
Fax (318) 283-3456

**CONSENT WITHOUT A HEARING  
SCHOOL-AWAY-FROM-SCHOOL PROBATIONARY  
READMISSION AGREEMENT**

A hearing was scheduled to be held at the offices of the Morehouse Parish School Board on \_\_\_\_\_ . The purpose of the hearing was to determine whether \_\_\_\_\_ should be expelled from the Morehouse Parish School System for the remainder of the school year.

The undersigned parent and student recognize that the student was guilty of the offense charged and therefore consent to his expulsion from the Morehouse Parish School System for the remainder of the school year.

\_\_\_\_\_ will be readmitted on a probationary basis under the school-away-from-school program for a period of at least \_\_\_\_\_ weeks, subject to a possible reduction of time in accordance with existing school-away-from-school policy, upon the condition that the student shall not commit any offense for which he/she can be suspended at any time while at the school-away-from-school and that he/she complies with the requirements, rules, and regulations of the school-away-from-school program.

Should the student violate the conditions of this agreement, not successfully complete the school-away-from-school program or be suspended therefrom, he/she shall be immediately removed from the school-away-from-school premises without the benefit of any hearing or other procedure applicable to student suspensions or expulsions and as soon as thereafter as possible the director/principal of the school-away-from-school or his designee shall provide written notice of the determination and the expulsion and the reasons therefor to the parent and the Superintendent of Schools. The student will then be expelled and then assigned to the Expulsion School under the policy and practice of the Morehouse Parish School Board for such period of time as directed by the Supervisor of Child Welfare & Attendance or the Superintendent of Schools.

The signatures hereto evidence the agreements of the student and the parent or other person responsible for the student's school attendance to this procedure and that they have received a copy of the Morehouse Parish School Board School-Away-From-School policy and rules and will abide by and be bound by all parts of it.

AGREED: \_\_\_\_\_  
Parent \_\_\_\_\_ Student \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

WITNESS: \_\_\_\_\_  
Supervisor of Child Welfare & Attendance  
Date: \_\_\_\_\_



**PROBATIONARY ADMITTANCE/READMITTANCE  
AGREEMENT AND RULES**

\_\_\_\_\_ (name of student) was expelled from the Morehouse Parish School District on \_\_\_\_\_ (date). The period of expulsion extends through \_\_\_\_\_ (date).

Pursuant to Louisiana law and Morehouse Parish School Board policy \_\_\_\_\_ (name of student) is being admitted/readmitted to the School District on a probationary basis and is assigned to \_\_\_\_\_ (name of school). \_\_\_\_\_ (name of student) will/will not be placed in an alternative education program at said school. The terms and conditions of this admittance/readmittance include the following:

\_\_\_\_\_ (name of student) is obligated to do, and agrees to do, the following:

1. Follow the school's expectations, including being responsible, respectful, and cooperative.
2. Respect authority of all school personnel and the rights of other students.
3. Comply with Student Code of Conduct and Discipline Management Plan.
4. Comply with Morehouse Parish School District's attendance, dress code, antibullying and behavior rules.
5. Behave in a manner that focuses on academic success.
6. Be responsible and be held accountable for following classroom rules.
7. Arrive at school on time and attend all assigned classes.
8. Complete all assigned work in a timely manner.
9. Be subject to random drug testing and/or random search with a metal detector of the student and his/her personal effects.
10. Be required to perform certain custodial, food service, or library tasks.
11. Be required to research and prepare reports on the negative consequences of drug abuse, alcohol abuse, violence, truancy, and/or harassment.
12. Be required to behave in a manner that permits uninterrupted learning to take place.
13. Be required to enroll in and participate in an appropriate rehabilitation or counseling program related to the reason or reasons for the expulsion and may be required to provide written documentation of such enrollment and participation.
14. Understand that upon the school principal/director or superintendent of schools or his designee making a determination that the student has violated any term or condition agreed to, the student shall be immediately removed from the school premises without the benefit of any hearing or other procedure applicable to student suspensions and expulsions.

\_\_\_\_\_ (name(s) of parent(s) or other person(s) responsible for student's attendance) is/are obligated to do and agrees/agree to do, the following:

1. Respect and support \_\_\_\_\_ school rules and regulations.
2. Respect and support the Morehouse Parish School District policies.
3. Recognize that school personnel must enforce school rules and regulations.
4. Teach the student to respect the rights of others.
5. Emphasize the importance of being prepared for school and the adherence to school rules to foster academic success.
6. Assure that the student arrives to school in a timely manner and attends school on a daily basis.
7. Assure that the student completes all assigned homework in a timely manner.
8. Understand that the student may be subject to random drug testing and/or random search with a metal detector of the child and his/her personal effects.
9. Understand that the student may be required to perform certain custodial, food service, or library tasks.
10. Understand that the student may be required to research and prepare reports on the negative consequences of drug abuse, alcohol abuse, violence, truancy, and/or harassment.
11. Understand that the student must behave in a manner that permits uninterrupted learning to take place.
12. Understand that the student may be required, and no additional cost to the school system, to enroll in and participate in an appropriate rehabilitation or counseling program related to the reason or reasons for the expulsion.
13. Provide a role model for the student through parental interest in education.
14. Understand that upon the school principal/director or superintendent of schools or his designee making a determination that the student has violated any term or condition agreed to, the student shall be immediately removed from the school premises without the benefit of any hearing or other procedure applicable to student suspensions and expulsions.

I have read the terms and conditions stipulated in this agreement, or such terms and conditions have been read to me, and I understand and agree to the terms and conditions set forth in this agreement.

\_\_\_\_\_ (printed name of student)

\_\_\_\_\_ (signature of student)

\_\_\_\_\_ (date)

\_\_\_\_\_ (printed names(s) of parent(s) or other person(s) responsible for student's school attendance)

\_\_\_\_\_ (signature(s) of parent(s) or other person(s) responsible for student's school attendance) \_\_\_\_\_ (date)

\_\_\_\_\_ (printed name of \_\_\_\_\_ School Principal or designee)

\_\_\_\_\_ (signature \_\_\_\_\_ School Principal or designee)

\_\_\_\_\_ (printed name of Morehouse Parish School District Superintendent's designee, Supervisor of Child Welfare & Attendance)

\_\_\_\_\_ (signature of Morehouse Parish School District Superintendent's designee, Supervisor of Child Welfare & Attendance)

**TOBACCO USE**

The Morehouse Parish School Board hereby prohibits the possession and or use of tobacco in any form by students in Morehouse Parish Schools. Beginning with the 1988-1989 school year any student who possesses or uses tobacco on a Morehouse Parish School campus becomes subject to mandatory suspension.

Adopted May 3, 1988

**SUBSTANCE ABUSE**

Should any student be suspended or expelled from a public school operated by the Morehouse Parish School Board arising out of the student's possession, use or distribution, or being under the influence of alcohol, narcotics, or any controlled dangerous substance or other drug, the student so suspended shall not be readmitted to any public school operated by the Morehouse Parish School Board until such time as the student has either undergone counseling as approved by the Morehouse Parish School Board Safe and Drug Free Coordinator or has made such appropriate arrangements to undergo such counseling as approved by the Morehouse Parish School Board Safe and Drug Free Coordinator. Should a student receive the approval for counseling from the Morehouse Parish School Board Safe and Drug Free Coordinator and then be readmitted to school and ultimately not complete said approved counseling, the student will again then be suspended or expelled without further hearing until such time as the Morehouse Parish School Board Safe and Drug Free Coordinator approves the student's re-entry into school.

Adopted: August 2, 1988

**BASTROP BEHAVIORAL HEALTH CLINIC/ADDICTIVE DISORDERS**

320 S. Franklin Street

Bastrop, LA 71220

(318) 283-0868

**ADOLESCENT EDUCATIONAL PROGRAM**

The adolescent program at Bastrop Behavioral Health Clinic/Addictive Disorders is a program designed to educate teens on the harmful effects of alcohol and other drug use. Each client is encouraged to examine the consequences of his/her drug/alcohol use. The length of the program will be decided upon the initial assessment and depending on his/her participation during the treatment. All requirements must be met to complete the program including attendance, drug screen and participation in group sessions. Group sessions will be held three times a week on Monday, Tuesday, and Wednesday at one of the following locations.

\_\_\_\_\_ **Option A:** 2:30 p.m. – 3:30 p.m. at the campus of Bastrop Learning Academy  
(students only)

\_\_\_\_\_ **Option B:** 4:00 p.m. – 5:00 p.m. at the Bastrop Behavioral Health  
Clinic/Addictive Disorders (personal transportation required)

Upon referral to this program, please call (318)283-0868 and set up an appointment for screening at the Bastrop Behavioral Health Clinic/Addictive Disorders to determine appropriateness for the program. An adolescent under age sixteen must be accompanied by a parent or legal guardian for the screening appointment; however, parents of all children are encouraged to attend this appointment. In some instances, the results of the evaluation may warrant the adolescent being referred elsewhere for more intense treatment. Drug screens are required for completion of the program.

The parent/legal guardian of the student must enroll and participate in the rehabilitation/counseling program as directed by the Bastrop Behavioral Health Clinic.

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ACKNOWLEDGMENT

I, the parent of \_\_\_\_\_, have read and hereby agree to keep my appointment and follow the recommendations made by Bastrop Addictive Disorders Clinic.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



## POSSESSION OF WEAPONS

Possession or use on school property or a school bus or at a school activities of a firearm or knife, razor blade or box cutter, or any other object used as a weapon, is prohibited. A pupil found to be in possession of or use of a firearm or knife, razor blade or box cutter or any other object used as a weapon, on school property or on a school bus before, during, or after school or at any school sponsored activities shall be recommended for expulsion and indefinitely suspended from school pending a hearing as set forth in this policy.

Administrators are required to notify law enforcement authorities whenever a student has been found on a school campus, school bus, or school activity in possession of a firearm or knife, the blade of which equals or exceeds two inches in length or any other dangerous instrumentality.

Notwithstanding the above provisions, if a student voluntarily turns over to his teacher or the school principal or assistant principal a pocket knife prior to knowledge of any school personnel or students of the student's possession of the item, and the student inadvertently brought the item to school, the above two paragraphs shall not be applicable. This exception shall be applicable only one time per school year for each student.

Notwithstanding any provision contained in this policy manual or section to the contrary, the Morehouse Parish School Board shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary action authorized for possession by a pupil of a firearm or knife on school property when such firearm or knife is store in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

Notwithstanding any provision contained in this policy manual or section in the contrary, a pupil currently enrolled in pre-kindergarten or kindergarten who is found to be in possession of a knife, razor blade, box cutter, or any other sharp object which may be used as a weapon, on school property or on a school bus before, during or after school or at any school sponsored actities shall be recommended for expulsion, indefinitely suspended from school, and required to undergo a threat assessment by the Director of Psychological and Intervention Services, or designee. If this threat assessment reveals no avidence of the pupil's intent to use the knife, razor blade, box cutter, or any other sharp object in a criminal or otherwise violent manner, the superintendent may, upon consultation with the Director of Psychological and Intervention Services and the school's principal rescind the recommendation for expulsion and allow the pupil to return to his previous placement.

NOTIFICATION TO DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONS, OFFICE OF MOTOR VEHICLES  
OF CERTAIN SUSPENSION AND EXPULSIONS

The principal of a school, within ten (10) days of a student between the ages of 14 and 18 years attending his/her school receiving an expulsion or suspension from school for ten (10) or more consecutive school days or an assignment to an alternative educational setting for ten (10) or more consecutive school days, if the expulsion or suspension is for an infraction involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff, shall notify in writing the Department of Public Safety and Corrections, Office of Motor Vehicles, of such expulsion or suspension from school or assignment to an alternative educational setting.

The written notice from the principal shall include the following:

- a. A copy of the student's disciplinary documentation
- b. The full name of the student
- c. The address of the student
- d. The date of birth of the student
- e. The social security number of the student
- f. The driver's license number of the student, if available
- g. The name, address and telephone number of the student's parents, guardian or custodial parent
- h. The name of the infraction and the duration of the punishment received by the student

The principal shall retain proof of mailing of the notification with the student's official school records and shall provide a copy to the Supervisor of Child Welfare and Attendance.

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

During the instructional school day and for thirty (30) minutes following the final dismissal bell, cell phones (except as hereinafter stated), radios, tape players, CD players, video games, pagers, “beepers,” laser pens and other electronic devices, cameras, games and toys are not allowed to be displayed, used or operated on a school campus or on a school bus used to transport students during the instructional day without prior specific permission of the school principal or the principal’s designee and shall be confiscated by any member of the faculty or staff. The operation, use or display of a cell phone in the classroom or any other location in a school building, on school grounds or on a school bus is prohibited except as provided in this policy.

If a student needs a cell phone because of participation in an after school sponsored activity/event, to contact a parent or guardian, or other transportation provider, he/she may possess such a device on a school bus or vehicle used to transport the student to and from the activity/event to be used solely to contact the parent, guardian or after school activity transportation provider upon return from the event.

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.

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.

Except as otherwise provided in this policy, no student unless authorized by the school principal or his designee, shall use, display or operate any of the above stated items or any telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof or in any school bus used to transport public school students during the instructional school day. A violation of these provisions is grounds for disciplinary action including, but not limited to, suspension from school and confiscation of the item. 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.

Violation of this policy will result in confiscation of the device by school authorities and shall be grounds for disciplinary action for the student. Failure of a student to relinquish the device to a school official when requested shall result in the suspension of the student and assignment to the suspension school if he/she is eligible to attend.

Violation of this policy shall result in the following disciplinary action. The terms “phone” or “cell phone” shall include all electronic devices including those named in the first paragraph of this policy.

### **A) Elementary Students (Grades K-5):**

1<sup>st</sup> Infraction – Give Warning/Hold phone, notify parent, and parent must pick up the phone

2<sup>nd</sup> Infraction – Notify parent, Hold phone 15 school days

3<sup>rd</sup> Infraction – Notify parent, one (1) day at home suspension and hold phone 15 school days

4<sup>th</sup> + Infraction – Notify parent, official suspension (Habitual Violation of school rules) plus hold cell phone 15 school days.

**Note:** Refusal to release the phone to school personnel would constitute willful disobedience (discipline policy to be followed).

B) Middle School/High School (Grades 6-12):

1<sup>st</sup> Infraction – Parent notified, cell phone is confiscated, the student is placed in Saturday detention and a parent must come to the school or designated location, after student completes required Saturday detention, to pick up cell phone.

2<sup>nd</sup> Infraction – Parent notified, the cell phone is confiscated for 15 school days, the student is placed in Saturday detention and parent must come to the school or designated location to pick up the cell phone after confiscation period has expired.

3<sup>rd</sup> Infraction - Parent notified, the cell phone is confiscated for 30 school days, the student is placed in Saturday detention and parent must come to the school or designated location to pick up the cell phone after confiscation period has expired.

4<sup>th</sup> Infraction – Parent notified and the student receives an official Suspension for Habitual Violation of School Rules and/or Willful Disobedience, as applicable (1<sup>st</sup> Suspension). The cell phone is confiscated for 30 school days, the student is placed in Saturday detention and parent must come to the school or designated location to pick up the cell phone after confiscation period has expired.

Note: Refusal to release the phone to school personnel would constitute willful disobedience (discipline policy to be followed).

If a student violates the cell phone policy with another phone during the period when a cell phone is confiscated, the 3<sup>rd</sup> infraction procedure would immediately apply to this student.

The Morehouse Parish School Board will not be responsible for loss of or damage to confiscated cell phones.

All students must complete required Saturday detention before any cell phone will be released to the parent.

- C) Any student found guilty of using a phone or other device to make inappropriate photos or videos (sexual, fighting, etc.) or posting those photos/videos on the internet or sharing them, shall be recommended for expulsion. The use of or content of a cell phone or other device that disrupts the education process shall be considered grounds for expulsion.
- D) A student found guilty of using a cell phone or other device in a manner which violates the school district test security policy shall also be considered grounds for expulsion.
- E) Nothing in this policy shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. “Emergency” means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

### BUS CONDUCT

Each school bus driver shall distribute to each student in Morehouse Parish a form listing the school system's regulations pertaining to pupils riding school buses. The form shall be signed by the pupil and parent to indicate that they are familiar with regulations therein, and returned to the driver. The driver shall turn in the forms to the principal of the school the child is attending. The principal shall be responsible for having the form placed in the student's folder. There shall be on file in every student folder one of these signed forms.

The bus driver, together with the principal, shall assume full responsibility for discipline of pupils riding buses. Any disciplinary problems shall be reported by the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.

If found necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the parish superintendent, who shall conduct a hearing on the merits of the bus suspension.

A pupil damaging a school bus shall be subject to a suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his readmittance is directed by the superintendent.

At no time shall the bus operator assume authority for suspending bus privileges or taking such disciplinary action as requiring a pupil to kneel or inflicting corporal punishment. If the conduct of a pupil becomes such that his removal from the bus becomes essential, the driver shall discharge the pupil at the pupil's regular stop. A student riding a school bus shall never be unloaded along the highway except at his designated stop, unless he is endangering the lives of other children on the bus.

Legal Reference: LSA REVISED STATUTES 17:223

## STUDENT DISORDERS

To insure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the board directs that the procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the Morehouse Parish School System. However, since the board is required by law to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the schools or interference with their normal operation, 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 representative by the administrative head of the school. The superintendent shall have the authority at his discretion to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the building principal or his representative to go to their regular classroom assignment. At the same time the principal or his 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 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 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 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.

Legal Reference: Jenkins vs. Louisiana State Board of Education.  
506 F2d 992 (CA, 5th 1975).

The court upheld the suspension of students who admittedly had not themselves participated in the improper acts. It was shown, however, that these students had gone about the campus shouting such slogans as "organize, unite, student power," etc., and urging other students to engage in a boycott. The court declared that this was far removed from the "silent passive expression of opinion" which had been held protected under the First Amendment in prior Supreme Court decisions. Therefore, a school board is not limited to disciplining only those students who actually participate in acts of violence, but may also suspend students who urge and stimulate other students to engage in a boycott and acts of violence and disruption on the school campus.

H-3.4f

### STUDENT 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 insuring that such language is avoided at school and at all school sponsored or related events.

#### II.

The principal of each school, or his 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.

#### III.

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.

#### IV.

It shall be the duty of each employee and student of the Morehouse Parish School System to abide by this policy.

#### V.

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.

#### VI.

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.

POLICY TO INFORM STUDENTS OF LEGAL  
CONSEQUENCES OF VIOLENT ACTS

In compliance with La. R. S. 416.12 the Morehouse Parish School Board directs that each school have a special program at the beginning of each school year to inform students of the consequences of violent acts committed on school property, at school sponsored functions or in firearm-free zones.

In accordance therewith the student code of conduct, including the penalties for violations, shall be fully explained to each student at the beginning of each school year.

A firearm-free zone is an area inclusive of any school campus and within one thousand (1,000) feet of any school campus, and within a school bus. All students shall be advised that under Louisiana State law the following penalties may apply in addition to penalties imposed by the school system:

1. Whoever commits a crime of communicating false information of a planned bombing on school property, at a school sponsored function, or in a firearm-free zone shall be imprisoned with or without hard labor for not more than twenty (20) years.
2. Whoever commits the crime of carrying a firearm, or a dangerous weapon as defined by Louisiana law, by a student or nonstudent on school property, at a school sponsored function, or in a firearm free zone shall be imprisoned at hard labor for not more than five (5) years.
3. Whoever commits the crime of carrying a firearm, a dangerous weapon as defined by Louisiana law, on school property or in a firearm - free zone with the firearm or dangerous weapon being used in the commission of a crime or violence as defined by Louisiana law on school property or in a firearm - free zone, shall be fined not more than \$2,000.00, or imprisoned, with or without hard labor, for not less than one (1) year nor more than five (5) years, or both.
4. Any person who possesses or has under his control any bomb, instrument, devise, chemical or explosive substance which is arranged, manufactured, mixed or so made up as to be a device or substance which, when exposed to heat, humidity, air or foreign elements, will burst it into flame, ignite, cause to be ignited or explode shall be fined not more than \$10,000.00 or imprisoned at hard labor for not more than twenty (20) years, or both.



FIGHTING

**POLICY REGARDING FIGHTING IS CONTAINED IN H-3.6f**

## STUDENT DRESS CODE

1. The clothing a child wears has a great deal to do with his development and therefore should be carefully selected.
2. All students shall conform to the school uniform policy adopted at their school of attendance and conform to this parish-wide policy.
3. 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, houseshoes, 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 make-up is prohibited.
9. If boys have facial hair, it must be neatly trimmed.
10. The wearing of hats, caps, 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.
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. Boys are not allowed to wear earrings.
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.

## DISCIPLINE

Each school administration and faculty should formulate principles and procedures consistent with Board policy pertaining to discipline in their respective schools.

The administration and faculty of each school should take whatever appropriate steps that are necessary to discipline those few students who persist in acting in such a manner as to bring a discredit upon themselves, their parents, their school and their community.

## CORPORAL PUNISHMENT

### I. Statement of Philosophy and Authority

It is self-evident that a suitable atmosphere for teaching and learning promotes the best interest of the schools within the Morehouse Parish System and that the learning process is best developed and the promotion of skills, self-discipline and personality traits are best served by providing an educational environment in which both teacher and learner can perform at their best. In adherence to its commitment to education it is the duty of the Morehouse Parish School Board to provide an atmosphere which promotes the learning process and provides for security, orderly conduct, discipline and respect for and among students and their teachers. It follows, therefore, that under the mandate of Section 416.1 of Title 17 of the Louisiana Revised Statute of 1950, as amended, the Morehouse Parish School Board does hereby adopt the following rules and regulations in implementation and furtherance of a program of orderly conduct of the schools within its system.

### II. Corporal Punishment

After less stringent measures such as repeated warnings, counseling and parental conferences have failed to produce the desired behavioral changes, any principal, classroom teacher or visiting teacher may administer corporal punishment to a student by hand or with a paddle approximately 20 inches long, 4 inches wide and not exceeding 1/2 inch in thickness, such punishment to consist of not more than 3 swats (either by hand or paddle) on the buttocks area to be inflicted in such manner and with such force as not to cause serious bodily injury to the child. Corporal punishment may be administered only after the permission of the principal has been obtained and a student behavioral form has been completed. At least one adult witness shall be present at the time such punishment is administered. A log will be kept on all spankings setting forth the name of the student, the time, date and details of the violation, the form of discipline administered, the person administering such discipline, the witness thereto and the sex and race of the pupil.

## REQUEST FOR NONUSE OF CORPORAL PUNISHMENT

The Morehouse Parish School Board recognizes that a parent may request that school officials do not use corporal punishment in regard to a parent's child. The Morehouse Parish School System will provide a form to be used parishwide for a parent to indicate that he/she does not desire his/her child to be spanked at school. Any complaint regarding a violation of the parent's request shall be made to the Supervisor of Child Welfare and Attendance who shall reply to the parent after receiving such a complaint within ten (10) working days regarding his findings of fact regarding the complaint and the action taken in regard to the employee who was alleged to have violated the parent's request.

If the parent is not satisfied with the report received he may request a review by the Superintendent. The Superintendent shall investigate the event and report his finds to the parents within ten (10) working days

Any parent or guardian restricting use of corporal punishment shall thereby assume and bear all responsibility for the student's behavior and conduct.

## NONUSE FOR STUDENTS WITH EXCEPTIONALITY OR RECEIVING 504 SERVICES

**Notwithstanding** any other provision contained in this policy, no form of corporal punishment shall be administered to the student with an exceptionality, excluding gifted and talented, as defined in R.S. 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.

Legal Reference: La. R.S. 17:416.1

## STUDENT SUSPENSION

School principals may suspend from school any student for good cause, as stated in R.S. 17:416. Principals shall notify the supervisor of child welfare and attendance (visiting teacher) of all suspensions. In all cases of suspension the parent, the superintendent of schools and the supervisor of child welfare and attendance shall be notified in writing of the facts concerning each suspension, including reasons thereof and terms thereof. In cases of proposed suspension of students with disabilities/exceptional students, the supervisor of special educational services shall also be notified, in writing, within one operational day, of the facts concerning the proposed suspension, and the date of the pending IEP meeting, etc. (Section 504 of the Rehabilitation Act of 1973 - Act 754 and its regulations of the State of Louisiana.) Further, policies are found in the special education handbook on the method of administration of discipline as approved by the United States Department of Education.

Any student whose presence in or about a school poses a continued danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from the school premises without benefit of the above procedure, but such procedure shall follow as soon as practicable.

Principals shall be limited to suspending pupils for a maximum of ten consecutive school days. A principal may recommend a suspension for a greater time or the expulsion of a pupil for the remainder to the school term, in which event such recommendation will be submitted to the Superintendent, in writing.

Teachers are authorized to hold all pupils to a strict accountability for disorderly conduct.

During the term of a student's suspension or expulsion, that student is prohibited from attending any functions or activities which take place at any school operated by the Morehouse Parish School Board or at any other site at which a school of the Morehouse Parish School Board participates and from riding on any school bus. A student, during the term of his suspension or expulsion, may not participate in any activities in which the schools of the Morehouse Parish School Board participate or come on any school property owned or operated by the Morehouse Parish School Board, except to attend suspension school or school-away-from-school or to take any examination at school which has been approved by the principal of the school and the coordinator of the suspension school/school-away-from-school. Any student who appears on a school campus operated by the Morehouse Parish School Board in violation of this provision shall be treated as trespassing on the property of the Morehouse Parish School Board and appropriate law enforcement authorities shall be called by the principal or other administrator or the facility on which the student appears.

### STUDENT EXPULSION

Students may be expelled from school for the events described previously in the policy manual or for other serious infractions of school rules, regulations and the law.

Upon the recommendation by a principal for the expulsion of any student as authorized by law, a hearing thereon shall be conducted by the superintendent or by any person designated to do so by the superintendent. Upon the conclusion of the hearing, the superintendent, or his designee, shall determine whether such student shall be expelled from the school system or if other corrective or disciplinary action should be taken if expulsion is not mandated by the provisions of Louisiana law or the policy of the Morehouse Parish School Board.

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, shall be cause, upon recommendation of the principal, for expulsion of the student for a period of time as determined by the Board; provided such expulsion shall require the vote of 2/3rds of the elected members of the Board.

During the term of a student's suspension or expulsion, that student is prohibited from attending any functions or activities which take place at any school operated by the Morehouse Parish School Board or at any other site at which a school of the Morehouse Parish School Board participates and from riding on any school bus. A student, during the term of his suspension or expulsion, may not participate in any activities in which the schools of the Morehouse Parish School Board participate or come on any school property owned or operated by the Morehouse Parish School Board, except to attend Fresh Start Alternative Program or to take any examination at school which has been approved by the principal of the school and the coordinator of the Fresh Start Alternative Program. Any student who appears on a school campus operated by the Morehouse Parish School Board in violation of this provision shall be treated as trespassing on the property of the Morehouse Parish School Board and appropriate law enforcement authorities shall be called by the principal or other administrator or the facility on which the student appears

### STUDENT RE-ADMISSION

Students who have been suspended or expelled from school for a period that would extend to the end of a school year will be readmitted to school after consultation with the Supervisor of Child Welfare and Attendance and the Superintendent or his designee.

After being readmitted the student will follow the same procedure as would a new student by securing an assignment card from the office of the Supervisor of Child Welfare and Attendance.

A student under expulsion from one school may not transfer to another school until he has been reinstated.

### SCHOOL BUS SUSPENSION

School principals may, upon the recommendation of the bus operator, suspend bus riding privileges. Principals shall notify the Supervisor of Child Welfare and Attendance and the Coordinator of Transportation of all bus suspensions. In all cases of suspension, the parent, the Superintendent of Schools, the Supervisor of Child Welfare and Attendance and the Coordinator of Transportation shall be notified in writing, within a 24 hour period, of the facts concerning each suspension, including reason thereof and terms thereof.

Upon being suspended the student will be given a hearing by the principal or his designee, informing the student as to why he is being suspended and for how long. The student, at that time, must be given an opportunity to explain his version of the facts to the principal or his designee.

H-3.6f

### FIGHTING

Fighting is unacceptable for any reason at any Morehouse Parish School. A fight is a physical altercation between two 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 punching. Students and parents will be instructed on the consequences for fighting. Students and parents will also be instructed on the correct procedure to report bullying and other hostile behaviors to them to teachers or administrators as soon as possible.

Notwithstanding any other provision contained in this policy manual or any other document, commencing with the 2018-2019 School Year, students in grades 5 – 12 who engage in such action as fighting as described above shall be suspended and recommended for expulsion. In addition, the administrator or the school resource officer shall determine if the police should be called. It will be left up to the administrator's discretion as to whether the individual's participation in a fight will be considered self-defense. If the administrator deems the action as self-defense, no punishment will be issued to that participant. After a hearing before the Superintendent or his/her designee, any such student who is found guilty of fighting shall receive as a minimum the following penalty: expulsion for one full school semester and readmission on a probationary basis to the Fresh Start Alternative School Program for a minimum of sixty (60) days.

Commencing with the 2018-2019 School Year, students in Pre-K – grade 4 who are found fighting will be administered corporal punishment or suspended 3 days out of school notwithstanding any other provision which may be contained in the policy manual or any other document.

Students congregating around a fight preventing school staff members from breaking up a fight, filming or posting video of a fight on You Tube, Facebook, or any other social networking page will also be subject to disciplinary action.

This policy does not apply to students receiving special education services.



## STUDENT HEALTH

"No pupil suffering from any communicable disease shall be permitted to attend the schools of the state, public or private."

The principal has the right to exclude any child from the school who is suspected of having any communicable disease, pending an examination and report by a registered physician or by the health office.

## HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty days after the admission of any pupils entering the school late in the session, shall test the sight, including color screening for all first grade students, and hearing of each and all pupils under its charge, except those pupils whose parent or tutor objects to such examination, as provided for in R. S. 17:156. Such testing shall be completed in accordance with the schedule established by the American Academy of Pediatrics. The Board of Elementary and Secondary Education may convert the age equivalent as provided by the American Academy of Pediatrics schedule to the academic year equivalent with corresponds to that age.

The School Board shall keep a record of such examination, shall be required to follow up on the deficiencies within sixty days, and shall notify in writing the parent or tutor of every pupil found to have any defect of sight or hearing. A written report of all such examinations shall be made to the state superintendent of education but shall not be made available to the public.

Legal Reference: LSA REVISED STATUTES 17:2112

## INOCULATIONS

- A. (1) All persons entering any school within the state for the first time, including elementary and secondary schools, kindergartens, colleges, universities, proprietary schools, vocational schools, and licensed day care centers, at the time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress.
- (2) The schedule shall include but not be limited to measles, mumps, rubella, diphtheria, tetanus, whooping cough, poliomyelitis, and hemophilus influenza Type B invasive infections.
- (3) The schedule may provide specific requirements based on age, grade in school, or type of school. At its own discretion and with the approval of the office of public health, an educational institution or licensed day care center may require immunization or proof of immunity more extensive than required by the schedule approved by the office of public health.
- B. A person transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his personal physician or a public health clinic indicating immunizations against the diseases in the schedule approved by the office of public health in accordance with Subsection A of this Section having been performed, or a statement that such immunizations are in progress.
- C. If booster immunizations for the diseases enumerated in the schedule approved by the office of public health are advised by that office, such booster immunizations shall be administered before the person enters a school system within the state.
- D. Chief administrators of all elementary and secondary schools, kindergartens, colleges, universities, proprietary schools, vocational schools, and licensed day care centers with this state shall be responsible for checking students' records to see that the provisions of this Section are enforced.
- E. No person seeking to enter any school or facility enumerated in Subsection A of this Section shall be required to comply with the provisions of this Section if the student or his parent or guardian submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or a written dissent from the student or his parent or guardian is presented.
- F. In the event of an outbreak of a vaccine-preventable disease at the location of an educational institution or facility enumerated in Subsection A of this Section, the administrators of that institution or facility are empowered, upon the recommendation of the office of public health, to exclude from attendance unimmunized students and clients until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

## ADMINISTERING MEDICATION TO STUDENTS

It shall be the policy of the Morehouse Parish School Board that all children's medication be administered by a parent. However, under exceptional circumstance, and subject to conditions set forth, the school nurse or specifically trained unlicensed school personnel may administer some medications. The administration of medication will be done in strict compliance with the following guidelines:

1. A written request by both parents, if available, or a tutor shall be made on the form designated as Request for Medication Administration.
2. A medication prescription (either prescription drug or over the counter drug) written by a Louisiana licensed physician or dentist on a form designated as Physician's Statement.
3. The school nurse must meet with the parent or tutor and the child prior to administration of any medication.
4. The medication must always be delivered to the school by an adult in the original labeled container as dispensed by the pharmacy. The designated school personnel and the adult delivering the medication will count and sign to verify the amount received by the school.
5. School personnel will maintain a log of each administered dose.
6. No more than a 35 day supply of medication will be kept at the school.
7. Physician's orders must be renewed annually at the beginning of each school year. Any changes in dosage or times administered in a school day must be written as a new order on the Physician's Statement and reviewed by the school nurse prior to administering.
8. The school nurse in collaboration with the principal and physician, if necessary will determine if the medication can be safely administered at school by non-licensed personnel.
9. The initial doses of medication shall be administered outside the school jurisdiction with sufficient time of observation of adverse reactions.
10. All medications will be stored in a safe, locked area.
11. The privacy of the student will be protected in the administering of medications and in the maintenance of documents regarding medications.
12. The school nurse will prepare a medication plan for each student receiving medication and discuss the plan with persons administering medications and also the student's teachers when appropriate. A medication plan will include the expected results as well as possible adverse reactions and appropriate actions to be carried out by school personnel.

13. The procedure for disposal of unused, out of date, or contaminated medication shall be flushed with a witness and documented including name of medication, amount, date and signatures. A parent may retrieve unused medications within two weeks following notification. Documentation of the retrieval shall include names of medications, amount, date and signatures.
14. Injectable medications may not be administered by non licensed personnel except in a life threatening situation. In the event a syringe is used in such a situation the syringe will be disposed of using OSHA guidelines.
15. Inhaled medications shall be supplied to the school in premeasured doses.
16. Self administered medication such as asthma inhalers shall require written request by the parent or tutor on the form Parental Consent for Self Administration of Medication and physician's completion and signature on form Statement of Physician-Self Administration of Medication.
17.
  - (1) Notwithstanding any provision of this policy, the definition of “medication” shall not include sunscreen.
  - (2) For purposes of this Subsection, “sunscreen” means a compound topically applied to prevent sunburn.
  - (3) 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.
  - (4) If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. A school employee may apply sunscreen to a student only if his parent or legal guardian has provided written consent for this application, and neither a school employee nor his employer shall be held liable for any adverse reaction relating to the employee’s application of the sunscreen or cessation of such application.

### COMMUNICABLE DISEASE CONTROL

The Morehouse Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases, including AIDS. The following policy statements, which were patterned after those approved by the Board of Elementary and Secondary Education, will be reviewed and revised regularly to reflect current medical research and legal opinion. The School Board will 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 designee.

- A. Students are expected to be in compliance with the required immunization schedule. The building principal is required under Revised Statute 17:170 to exclude children from school attendance who are out of compliance with the immunizations required by this statute. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Vaccine Preventable Disease Section's School Immunization Report forms to provide for preventable communicable disease control.
- B. The superintendent may exclude a student or staff member for not more than five (5) days from school or employment when reliable evidence or information from a public health officer or physician confirms him of having a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded until the public health officer approves school attendance or employment or the condition is no longer considered contagious.
- C. When reliable evidence or information from a public health officer or physician confirms that a student/staff member is known to have a communicable disease or infection that is known not to be spread by casual contact, (i.e., Human Immunodeficiency Virus (HIV), Hepatitis B., and other like diseases), the decision as to whether the affected person will remain in the school or employment setting will be addressed on a case by case basis by a review panel to ensure due process (see below).
- D. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry for employment or continued employment.

- E. Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood and body fluids within the school setting or school buses. School personnel will be trained in the proper procedures for handling blood and body fluids and these procedures will be strictly adhered to by all school personnel.
- F. Any medical information that pertains to students or staff members, proceedings, discussions and documents shall be confidential information. Before any medical information is shared with anyone in the school setting, a "Need to Know" review shall be made which includes the parent/guardian, student if 18, employee or his representative unless the information is required to meet the mandates of federal or state law or regulation, or Board of Elementary and Secondary Education policy.
- G. Instruction regarding the primary modes by which communicable diseases are spread and effective methods for the restriction and prevention of these diseases shall be taught to students and inservice education provided to employees.

## DUE PROCESS PROCEDURES

### A. THE REVIEW PANEL

1. 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, composed of the following:

#### Panel Membership

- a. The physician treating the individual.
  - b. A health official from the Morehouse Parish Health Department who is familiar with the disease or chief epidemiologist in the State Department of Public Health or his designee.
  - c. A child/employee advocate (e.g., nurse, counselor, child advocate, social schooler, employee representative, etc., from in or outside the school setting) approved by the infected person or parent/guardian.
  - d. A school system representative familiar with the child's behavior in the school setting or the employee's school situation. In the case of a student, the school principal, or the principal's designee, which should be the student's teacher, when feasible. In the case of a special education student, a special education representative may be more appropriate. In the case of an employee, the employee's supervisor, or the supervisor's designee.
  - e. Either the parent/guardian of a child, a student if 18 years of age or older, employee, or their representative.
  - f. The school system superintendent, or the superintendent's designee.
2. The superintendent shall assign a clerk/typist to record the proceedings.
  3. The superintendent shall designate the chair of the panel.

4. The chair of the review panel shall designate the panel member who will write the "Proposal for Decision."

## B. CASE REVIEW PROCESS

1. Upon learning of a student/employee within the Morehouse Parish Public School System who has been identified as having a communicable disease that is known not to be spread by casual contact, the superintendent shall:
  - a. Immediately consult the physician of the student/employee or public health officer who has evidence of a present or temporary condition that could be transmitted by casual contact in the school setting.
    - (1) If the Public Health Officer indicates the student/staff member is well enough to remain in the school setting and poses no immediate health threat through casual contact to the school population because of his illness, the student/staff member shall be allowed to remain in the school setting while the review panel meets.
    - (2) If the Public Health Officer indicates the student/staff member is currently not well enough to remain in the school setting and/or that the affected individual currently has evidence of an illness or infection that poses a potential health threat through casual contact to the school population because of his illness, the student/staff member shall be excluded from the school setting while the review panel meets. If the Public Health Officer recommends exclusion because a public health threat exists, the review panel will discuss the conditions under which the individual may return to school.
  - b. Immediately contact the review panel members to convene a meeting to explore aspects of the individual's case.
  - c. The superintendent shall submit to the parent/guardian or infected person if 18 years or older, a copy of the Communicable Disease Control Policy.
  - d. All federal and state statutes, federal and state regulations, and all Board of Elementary and Secondary Education policy pertaining to provision of Special Educational Services must be observed.

## C. THE REVIEW PANEL PROCESS

1. The Review Panel shall meet within 24-48 hours to review the case. The following aspects should be considered in that review:
  - a. The circumstances in which the disease is contagious to others.
  - b. Any infections or illnesses the student/staff member could have as a result of disease that would be contagious through casual contact in the school situation.
  - c. The age, behavior, and neurologic development of the student/staff member.
  - d. The expected type of interaction with others in the school setting and the implications to the health and safety of those involved.
  - e. The psychological aspects for both the infected individual and others remaining in the school setting.
  - f. Consideration of the existence of contagious diseases may occur within the school population while the infected person is in attendance.
  - g. Consideration of a potential request by the person with the disease to be excused from attendance in the school or on the job.

- h. The method of protecting the student's/staff member's right to privacy, including maintaining confidential records.
- i. Recommendations as to whether the student/staff member should continue in the school setting or if currently not attending school, under what circumstances he may return.
- j. Recommendations as to whether a restrictive setting or alternative delivery of school programs is advisable.
- k. Determination of whether an employee would be at risk of infection through casual contact when delivering an alternative educational program.
- l. Determination of when the case should be reviewed again by the panel.
- m. Any other relevant information.

## 2. PROPOSAL FOR DECISION

- a. Within three (3) operational days (a day when the School Board Central Office is open for business) after the panel convenes, the superintendent shall provide a written decision to the affected party based on the information brought out in the review panel process and will include the rationale for the decision concerning school attendance for the student or continuation of employment for the staff member.
- b. If the decision is to exclude the affected person from the school setting because of the existence of a temporary or present condition that is known to be spread by casual contact and is considered a health threat, the written decision shall include the conditions under which the exclusion will be reconsidered.
- c. If the affected person is a Special Education student, an Individualized Education Program Conference must be convened to determine the appropriateness of the program and services for the student.

## D. APPEAL PROCESS

### 1. REQUEST FOR RECONSIDERATION BY REVIEW PANEL

- a. The parent, guardian or affected person who considers the Proposal for Decision unjust may request a rehearing, in writing, directed to the superintendent within three (3) days of the date of the decision. Grounds for requesting a rehearing are limited to:
  - (1) new evidence or information that is important to the decision; or
  - (2) substantial error of fact
- b. The superintendent, within 48 hours from the date of receipt of the request for rehearing, shall either grant or deny the request for rehearing. If the request for the rehearing is granted, the chair shall reconvene the same panel that originally heard the matter within five (5) business days of the date the hearing is granted.
- c. Within three (3) operational days (a day when the School Board Central Office is open for business) after the hearing, the superintendent shall submit the decision to the parent/guardian or the affected person.
- d. Should the superintendent deny the request for rehearing, the appellant may appeal to the local Board of Education by exercising the proceeds in paragraph 2 below.



## 2. REQUEST FOR A BOARD DECISION

- a. The parent/guardian, affected person or his representative may make a final written appeal to the President of the Board of Education within five (5) operational days after the superintendent's decision. The Board shall meet within three (3) operational days and hear the student/staff member's appeal along with the Proposal for Decision and the superintendent's decision. Within two (2) business days of the hearing, the Board shall render its decision in writing with copies to the superintendent, Health Department health official, and parent/guardian or affected person.
- b. Should the superintendent deny the request for rehearing, the applicant may appeal to the Board as outlined in section (a.) above.

## 3. REVIEW PANEL REQUEST FOR APPEAL

If the Proposal for Decision or the superintendent's decision is contrary to the majority opinion of the review panel, a majority of the panel has the right to appeal either decision in the same manner stated in the "Appeal Process."

## E. GENERAL

1. If the affected student cannot attend school, the district will provide an alternative school program.
  - a. If the public health officer determines there is a risk of infection to an employee through casual contact while delivering this program, the employee will not be required to provide educational services.
  - b. If the public health officer determines there is no risk of infection to the employee, the employee will be expected to participate in the delivery of educational services.
2. The review panel member who is serving as the advocate for the infected individual (or another person designated by the panel and approved by the parent/guardian, or the affected person) will serve as the liaison between the student/staff member, family and attending physician as it relates to the school setting.
3. These procedures in no way limit or supersede the Procedural Due Process requirements established in 29 USC 706 (7), and R.S. 17:1941, 7946, 20 USC 1400 - 1485 et seq.

## F. CONFIDENTIALITY

All persons involved in these procedures shall be required to treat all proceedings, deliberations, and documents as confidential information. Records of the proceedings and the decisions will 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 as provided by 20 USC 1232 g.

## G. BLOOD BORNE DISEASES

Blood borne diseases are those that are spread by blood and sexual contact. In the course of school activities the risk of exposure to these diseases is minimal. There is no epidemiological evidence that any of these diseases are spread by casual contact.

### STUDENT HEALTH SERVICES

The health and physical well-being of all students shall be given top priority by all school personnel at all times.

If a child becomes sick or is injured at school and immediate medical attention is not required, the principal should contact the parent of the child and, if the parent is unable to call at school for the

child, the child should either be cared for at school or some provision should be made to have the child sent to his home.

If a child becomes sick or is injured at school and immediate medical attention is necessary, and if the parents cannot be reached, the principal should first try to ascertain the name of the family physician of the child and this physician should be called before any other doctor is contacted.

### STUDENT PHYSICAL EXAMINATIONS

Students who participate in athletics must submit a physical examination, showing that they are physically able to compete in athletics.

Students who are not able to participate in physical education will also be required to have a doctor's certificate.

### PSYCHOTROPIC DRUGS

#### I. Prohibitions

No teacher employed by the Morehouse Parish School Board shall take any of the following actions:

- A. Recommending that a student be administered a psychotropic drug.
- B. Specifying or identifying any specific mental health diagnosis for a student.
- C. Using a parent or a guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychotropic 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.

#### II. Exceptions

The provisions of this policy shall not be construed as to prohibit any of the following:

- A. An employee 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.
- B. 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.

- C. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
- D. 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.
- E. The provisions of this policy shall not interfere with the development and implementation of an individualized education program for any child with an exceptionality as provided pursuant to any state or federal law, rule, or regulation.

### III. Definitions

For the purposes of this policy the following definitions shall apply:

- A. "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.
- B. "Teacher" shall mean any person employed by the Morehouse Parish School Board or, who, as a condition of employment, is required to hold a valid teacher certificate issued by the state Department of Education and any person employed by the school board as a substitute teacher.

## STUDENT SAFETY

The physical safety of all school children should be a matter of genuine concern to all school administrators and teachers. Student safety is an obligation of the school system. In general the safety of all school personnel should be protected through care in the design and maintenance of building, the selection and the maintenance of equipment, and the planning and the maintenance of grounds and their facilities.

Instruction shall be given to all children concerning the procedures to be used by children walking to school, riding bicycles to school or riding a school bus or private vehicle. (Adopted June 17, 1981)

H-4.1

### EMERGENCY DRILLS

See statement coded E-1.2d, Emergency Drills, as it pertains to emergency drills for students.

H-4.2

### SUPERVISION OF STUDENTS

School children shall always be under the supervision of teachers, coaches, or administrators including recesses, noon hours, before and after school, during athletic events (at school or away) and on field trips.

H-4.3

### DISMISSAL OF STUDENTS PRECAUTIONS

Students will not be permitted to leave the school grounds unless their parents so request, and unless the request is approved by the principal or his/her designee in writing.

Teachers and principals are equally responsible for the enforcement of this policy.

H-4.4

### STUDENT AUTOMOBILE USE

Inasmuch as present day schools permit students to drive autos to and from school as their transportation, these schools must assume at least a minimum of responsibility for the conduct of these student drivers. It has often come to the attention of school people of parents, of police that a few student drivers have operated their vehicles in both minor and gross disregard of established rules of safety. In view of this, procedures must be outlined that will inhibit to as large a degree as possible, driving that, if not controlled, will certainly result in tragedy someday. The following limits and procedures are adopted:

- (1) All high schools may designate a particular area of the campus as a parking lot, and require that all vehicles used by student drivers be parked in this area.

- (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) Student drivers on arriving at school will park their vehicle, secure it, and leave the parking lot. No lounging and loitering in or around the parking lot at any time during the day will be allowed by the school authorities.
- (4) Rules of safety and courtesy will be observed by student drivers at all times. Students observed breaking these recognized rules of good driving by either the police or by school authorities will be denied the privilege of driving an auto to school as here outlined:
  - a. First offense - 2 weeks suspension.  
In extreme cases, permanent suspension.
  - b. Second offense - 4 week suspension
  - c. Third offense - suspension for remainder of school year.
- (5) The student driver assumes responsibility for the conduct of those he permits to ride with him.
- (6) 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.
- (7) Unauthorized parking will be considered an offense and treated as outlined in Item 4.
- (8) Effective the 2004-2005 school year, any student who operates a motor vehicle on school property shall be subject to the random drug testing requirements set forth in Policy H-18 in order to protect the students and faculty on the school campus and for the reasons set forth in the policy statement contained in policy H-18. 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. All other procedures set forth in Policy H-18 shall apply. The names of all students who drive on a high school campus shall be placed in the testing pool.

**MOREHOUSE PARISH SCHOOL BOARD  
SUBSTANCE ABUSE/MISUSE  
CONTRACT AND CONSENT  
FOR STUDENT DRIVERS**

As a student driving a vehicle on property of the Morehouse Parish School Board, I, \_\_\_\_\_, agree to avoid the use of alcohol and the abuse or misuse of legal or illegal substances. I hereby grant permission to be tested for alcohol use and substance abuse/misuse during the school year as a condition of driving on any school campus under the jurisdiction of the Morehouse Parish School Board.

Furthermore, I agree to cooperate by providing a urine or hair specimen for testing upon request of my principal or his designee pursuant to the Morehouse Parish School Board Student Automobile Use and Student Athlete and Extracurricular Participant Drug Policies. I understand that should my specimen indicate the use of alcohol or the abuse or misuse of illegal substances, I will be subject to action specified in the Morehouse Parish School Board Student Athlete and Extracurricular Participant Drug Policy and the Student Automobile Use Policy.

I, \_\_\_\_\_, parent/guardian of the undersigned student individually, and on behalf of my child, do hereby grant permission for and consent to said child to be tested for alcohol and for substance abuse/misuse in accordance with the Morehouse Parish School Board Student Automobile Use and Student Athlete and Extracurricular Participant Drug Policies; and I understand that if any specimen taken from him/her indicates use of alcohol, abuse or misuse of legal or illegal substances, he/she will be subject to action specified in the Morehouse Parish School Board policies.

Both the student below signed and the parent/guardian of the student below signed acknowledge receipt of the Morehouse Parish School Board Student Athlete and Extracurricular Participant Drug Policy and the Student Automobile Use Policy and agree to be bound by them.

Dated: \_\_\_\_\_  
Student

Dated: \_\_\_\_\_  
Parent/Guardian

Dated: \_\_\_\_\_  
Principal/Assistant Principal

### STUDENT ACCIDENT/FIRST AID

At each school, procedures shall be developed for the proper handling of accidents or emergency illness and made know to the staff.

These shall incorporate the following requirements:

1. The principal or another trained person shall be responsible for administering first aid. Periodic refresher courses in first aid should be taken by this person.
  2. In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or family physician immediately.
  3. No young child who is ill or injured shall be sent home alone, nor shall any older child unless the illness/injury is minor. A young child who is ill or injured shall not be taken home unless it is known that someone is there to receive him.
  4. In extreme emergencies, the principal may make arrangements for immediate hospitalization of injured or ill pupils, contacting the parent or guardian in advance if at all possible.
- 
1. The teacher or other staff member to whom a child is responsible at the time an accident occurs shall make out a report on an official form providing details about the accident. This shall be required for every accident for which first-aid is given.
  2. Serious accidents to students shall be reported as soon as possible to the superintendent or his designee.

### SUSPECTED CHILD ABUSE AND/OR NEGLECT CASES

The procedure that will be used to report Child Abuse/Neglect cases follows:

1. Whenever an employee of the Morehouse Parish School Board observes upon any child what could be the result of child abuse/neglect, that person will:
  - A. Document his/her observations
  - B. Immediately advise the school principal
2. The employee is mandated to immediately call the Office of Community Services at its hotline number or its successor(s).
3. The principal will also immediately notify the Supervisor of Child Welfare & Attendance.
4. When the person assigned to the case from the Morehouse Parish Office of Community Services arrives at the school and identifies himself, he will be allowed to speak to the child in question without prior knowledge of the parent(s).

### SAFE RIDING PRACTICES

In accordance with requirements set forth in Section IX, "Pupil Instruction" of the State Department of Education School Transportation Handbook, Bulletin 119 or its successor bulletin, each principal of each school shall provide at least one hour of instruction in safe riding practices at the beginning of each school semester, and shall report on compliance with the required procedures on the SDE form developed for that purpose.



### STUDENT TRANSPORTATION

The Board shall provide transportation for children attending any school of suitable grade approved by the State Board of Education and for that purpose may employ school bus operators as defined in R.S. 17:491.

H-5.1

### STUDENT WALKERS AND RIDERS

The Board shall provide school bus transportation for all students living more than one mile from the school they are assigned to attend. Other students may be provided with school bus transportation in accordance with regulations of the State Department of Education and the practices adopted by the Board from time to time.

### SCHOOL FOOD SERVICES PROGRAM

The Morehouse Parish School Board has long recognized the need for helping meet the nutritional needs of children enrolled in school. The lunches served are well planned and prepared and will provide the nutrition established by state and federal guidelines. Goods and supplies are purchased by bid locally. In addition the parish allocates and delivers foods received through the Food Distribution Program to all schools.

Prices for lunches are set by the School Board prior to the beginning of school each year. Children from families who might find it difficult to pay for school lunches due to unusual circumstances or from families who meet income guidelines established by state and federal government are eligible to receive a free lunch or reduced price lunch.

Legal Reference: LSA REVISED STATUTES 17:191, et seq.

#### H-6.1

### SCHOOL LUNCH

Each parish school board and the principal of each school shall post in a prominent place the cost of the lunches and all persons partaking of lunches who are able to pay for the same should pay directly to the sponsor the cost thus posted. No student shall be requested to pay more than the actual cost of the lunch, less the amount of reimbursement paid to the sponsor from state and federal funds. No discrimination against any child shall be made by the sponsor because of his inability to pay, nor shall the sponsor publish or permit to be published the names of any children unable to pay for the lunch.

Legal Reference: LSA REVISED STATUTES 17:195; 17:191 et seq

#### H-6.2

### SCHOOL BREAKFAST

In accordance with federal and state regulations the Morehouse Parish school board will participate in a school breakfast program in those schools at which requirements are met for participation.

## STUDENT ACTIVITIES

School sponsored student activities are essential to a balanced school program. It will be the responsibility of the principal to see that all school-related activities are of an educational value that will benefit all students in the school.

### H-7.1

## STUDENT ACTIVITY FEES

With the approval of the Board, schools are authorized to establish a fixed activity fee, the amount to be approved by the Board. This fee shall not be required as a condition of school attendance.

### H-7.2

## SCHOOL ACTIVITIES (AND SCHOOL) FUNDS MANAGEMENT

Uniform procedures shall be established throughout the parish to assure the proper accounting for, and expenditure of, all funds under the control of the individual schools. Such funds shall be subject to regular audit by the central office.

Implementation of the procedures as developed by the central office auditor shall be the responsibility of the school principal or his designee.

The procedures shall insure:

1. The proper identification of moneys belonging to various groups and organizations or moneys raised and designated for various purposes.
  - A. 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.

See statement coded D-6, Bookkeeping Procedures for Morehouse Parish Schools, as it pertains to school funds management.

### STUDENT ORGANIZATIONS/CLUBS

Organizations of students to provide group activities which are in conformance with the educational objectives of the school system are to be encouraged to the extent that they contribute to the training and development of the student. However, such clubs will not be permitted to interfere with the regular school program.

Such clubs shall be under the direction and supervision of regular school personnel and in conformity with the laws of the state and the following policies:

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.

H-8.1

### STUDENT SECRET SOCIETIES

The Morehouse Parish School Board does not permit the existence of fraternities, sororities or similar secret societies in any of its schools.

H-8.2

### STUDENT GOVERNMENT

Student government or student councils are permitted in schools provided that the central aim of student participation in school government is to promote the best interests of the school and to provide opportunities for students to develop desirable civic skills and qualities.

### STUDENT PUBLICATIONS

School yearbooks and newspapers in schools will be printed only with the principal's approval. The principal in turn will appoint an advisor to supervise the printing of the publications to be assured that they are of educational value and are in good taste.

It is acceptable that individual schools write student handbooks containing school policies and other pertinent information of value to the students.

Individual school policies which will be placed in student handbooks, or otherwise, shall be submitted to the superintendent or his designee annually for review.

Additions or deletions to school policies on matters not covered by or which deviate from established policy shall be submitted in writing to the superintendent or his designee for approval and recommendation to the Board for possible adoption.

### STUDENT SOCIAL EVENTS

Social activities in a school should be planned to serve and encourage the participation of all students. No student should be prevented or discouraged from taking part in school-sponsored social events because of costs. Reduced prices or assistance on a confidential basis to get part time work can possibly be considered.

Adequate supervision shall be provided for all social activities.

Exclusive organizations such as fraternities and sororities shall be prohibited.

### STUDENT PERFORMANCES

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.

### EMPLOYMENT OF STUDENTS

Employment standards and conditions for minors are governed by LSA-R.S. 23:151-274. Employment certificates as may be required shall be issued in triplicate by the superintendent or by his or her designated representative, the name of whom shall be submitted in writing for approval to the assistant secretary of the office of labor of the Louisiana Workforce Commission. The Superintendent of Schools shall cause such a submission in writing for approval to be submitted so as to allow employment certificates to be obtained from and signed by the supervisor of child welfare and attendance.

H-9.1

### WORK-STUDY EMPLOYMENT OF STUDENTS

In cooperation with the State Department of Education, under the Vocational Act of 1963, students may be employed in work-study employment programs. Work-study programs will be provided in schools where the need arises. All work-study programs will be approved by the superintendent.

H-10

### SOLICITATIONS OF STUDENTS

The collection of money in the respective schools will be with the approval of the superintendent with full knowledge and approval of the principal. The principal will inform the students and parents relative to the need and purpose for funds collected from students. Records will be kept of the funds collected and disbursed.

H-10.1

### SALE OF ITEMS BY STUDENTS

No student shall sell, market, or exchange any item whatsoever to another student at school or on a school bus unless the transaction is specifically authorized by the principal.

### CONTESTS FOR STUDENTS

All contests involving school children and held in a school shall have the approval of the principal. It is the opinion of the Board that contest winners will be determined on a fair and equitable basis. A suggestion for determining contest winners would be involving members of the community.

### ATYPICAL STUDENTS

Policies of the Morehouse Parish School Board relative to students who fit into a category other than that of a regular student will be found in the subcategories of this section.

### MARRIED STUDENTS

Married students are allowed to continue their education in the schools of Morehouse Parish, provided they adhere to the same rules and regulations of other students. Married students are eligible to participate in the adult education program.

### EXPECTANT AND PARENTING STUDENTS

The Board is cognizant of the problems of pregnancy and parenthood among students prior to their graduation from high school. The Board authorizes the superintendent to assure that such students have the opportunity to earn the education which they deserve.

It is recommended that a pupil who becomes pregnant notify the principal in writing immediately upon knowledge of the condition. Pregnant pupils will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. A physician's statement shall be required to be put on file stating the pupil's medical condition, approval for continued attendance, and activities in which the pupil may not participate. The student shall keep the school administration continually apprised of her progress. The school shall not be held responsible for any medical problems that may arise with a pregnant pupil while she is in school.

Marital, maternal, or paternal status shall not affect the rights and privileges of pupils to receive a public education nor to take part in any extracurricular activity offered by the schools.

After delivery, the student shall be permitted to return to school as soon as she is physically able, upon certification by her physician.

In regard to each expectant and parenting student, each school and the Morehouse Parish School Board shall:

- a) Maintain student confidentiality in regard to the student.
- b) Insure a safe and supportive learning environment for the student.
- c) Promote academic success for the student.
- d) Utilize sensible attendance policies in regard to the student taking into account all factors necessary.
- e) Provided a supportive school environment that promotes high school graduation.

H-12.3

#### STUDENTS ON COURT PROBATION

A student on court probation is accountable to the school probation officer. In the event such a student is the cause of a school problem his case should be referred to the parish Visiting Teacher who will work with the probation officer and the principal toward a settlement of the problem. The principal should keep the student's teacher(s) informed of any developments in the case.

H-12.4

#### STUDENT SPECIAL EDUCATIONAL SERVICES

The resources of the Morehouse Parish School Board Special Educational Services Department are available to any child with a disability which precludes optimum development of the child's potential without additional supportive services.

Assessment services are available to private school students and pre-school children on parental request.

H-12.5

#### VETERANS AS STUDENTS

Students who have served at least 181 consecutive days in the Armed Forces are eligible to attend school and receive Veterans benefits. One and one-half months of credit will be given a veteran for each month of service time. The veteran may receive a maximum of 45 months of veterans' benefits. Veterans will receive this credit provided they discharged honorably from the service.

It will be the responsibility of the principal of the school to keep an attendance record of the veteran student and also to notify the Veterans' Administration Office in New Orleans, Louisiana, when the student terminates school. (Public Law 89-35-8, Chapter 34)



## ENROLLMENT OF STUDENTS WITHOUT PERMANENT RESIDENCE POLICY

No child shall be denied enrollment solely because the child has no permanent address or because the child has been abandoned by his parents, or who is in foster care pursuant to placement through the Department of Children and Family Services. Any child who is residing in Morehouse Parish and has no permanent address or has been abandoned by his parents shall attend the school in the school attendance zone of the school which is located where the child is residing within the parish. A child is in foster care pursuant to placement through the 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 entered the foster care for the duration of the child's stay in the custody of the state or until he 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 the foster care placement is outside the jurisdictional boundaries of the public school in which the child is enrolled, Morehouse Parish School Board shall be responsible for providing free transportation for the child to and from a designated location which is within the school district operated by the Morehouse Parish School Board and is located nearest to the child's residence and is determined to be appropriate by the Morehouse Parish School Board and the Department of Children and Family Services. The Department of Children and Family Services shall be responsible for providing the child's transportation from that location to any other location.

REFERENCE: R.S. 17:238

## STUDENT RECORDS-GENERAL EDUCATION

For the purpose of this policy, a "student record" or "cumulative record" means anything concerning a pupil which is maintained in writing or on film or tape for others to see or hear in order to make decisions about the student. A student record is distinguishable from "private notes" or "working notes" in that the latter consists of data collected for the use of the collector only. Specifically exempted are records used only in connection with the treatment of students by persons who deal exclusively in treatment--as for example, doctors and psychiatrists.

No one but authorized school personnel, parents, and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student and his parents. Authorized personnel shall include the Supervisor of Child Welfare and Attendance and the Supervisor of the School Nurse Program and other committees or teams whose proper function is the health and welfare of the students in this state. (R.S. 44:7 80)

Any school that wishes to release personally identifiable data from a student's record must first obtain written permission from the parents of the student before releasing such information. Only in two specific instances is written permission not required:

1. Other school officials within the same school may request and receive a student's record.
2. Officials of other schools or school systems in which the student has enrolled do not need written permission.

A parent or legal guardian shall be permitted to inspect the written records concerning his/her child or ward in consultation with a certified employee of the District, in order to insure accurate interpretation of information contained therein. Requests by a parent or legal guardian to view school records must be granted within 45 days of the request.

A parent may challenge the accuracy or authenticity of data recorded in the cumulative record. Any such data that is determined to be inaccurate shall be corrected or deleted as is appropriate.

With the exception of a transcript, all materials in a student's cumulative record shall be destroyed three years after a student concludes attendance in a school system or graduates from the twelfth grade.

A transcript is data limited to the name of the student, date of birth, names and addresses of parents, scholastic grades, grade level attained and year completed.

A log or record shall be maintained as a part of each student's record. The log should list the name, title or position of the person making the request and the date and the reason for the request.

When any student has reached the age of eighteen, or is attending an institution of post secondary education, the law states that "rights accorded to and the consent required of the parent shall thereafter only be accorded to and required of the eligible student."

## STUDENT RECORDS-SPECIAL EDUCATIONAL SERVICES

For the purpose of this policy, a special education "student record" is any information possessed by the school system on a qualified special education student who is a bona fide enrollee of the special education program including but not limited to information obtained in identifying, locating, and evaluating that student.

Student records may be viewed by persons outside the school system according to the policies and procedures governing such access in Federal and State law. These persons include parents, a student who has reached the age of majority, and legal guardians. Access by any other agency, school system, or individuals can be obtained only after the receipt of parental, majority aged student, or legal guardians' written authorization. Such records can only be viewed and copies can be made from the official special education file at the Central Office of the Morehouse Parish School Board, Department of Special Education Services.

The records of children who have not received special educational services for five (5) consecutive years may be destroyed. The procedure for such destruction will include:

1. Notification by letter to the parent, guardian, and/or student at the last known address that the records can be forwarded to them or destroyed pending receipt of notification. If the letter of notification is returned without a forwarding address, the records will be destroyed.
2. A permanent record including the student's name, date of birth, address, phone number, and special education data (evaluation results, special educational services rendered, etc.) will be maintained without time limitation.

The contents of records can be challenged by parents, guardians, and students of majority age. In order to request a change of the records, the appropriate individual must submit a formal request in writing, clearly defining the contested information and giving the reasons for the objections.

Upon receipt of the formal written request, a conciliatory meeting will be held at the Morehouse Parish School Board Office. The meeting will be conducted by the Supervisor of Special Educational Services. Others present will include the objecting parties and the individuals responsible for the contested information.

The meeting will provide a full and fair opportunity to explore the problem with any substantiating evidence available. The final decision will be rendered to the complainant in writing with a period of time not to exceed thirty (30) operational days.

If the complainant is dissatisfied with the decision, an appeal can be made to the superintendent for a formal hearing in his offices.

### STUDENT RECORDS - LAW ENFORCEMENT OFFICIALS

Notwithstanding any other provision of this policy manual or any other provision of law, the appropriate record keeper of the Morehouse Parish School Board 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.

### STUDENT FEES, FINES, AND CHARGES

#### Damaged or Lost Books

Each student shall be informed that he is responsible for every textbook issued to him and that in the event a textbook is lost or damaged, charges will be assessed based on the condition of the textbook at the time it was issued.

The following is a recommended guide for assessing charges based on years of use: New books - collect 100% of cost; 2 years - 80%; 3 years - 60%; 4 years - 40%; 5 years or more - 20%. Original values of books may be obtained from the State Textbook order form. Money collected for textbooks is to be turned in to the School Board Office at the end of the school session as part of the textbook inventory.

## SEXUAL HARASSMENT POLICY II

### I. PURPOSE

All individuals employed by the Morehouse Parish School Board have the right to work in an environment free from all forms of discrimination of any type on the basis of gender including sexual harassment. Likewise, 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 Morehouse Parish Schools.

The Morehouse Parish School Board believes that sexual harassment is a form of misconduct that undermines the integrity of the employment 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 a 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. Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
3. 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, job, promotion, compensation, 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.

### II. COVERAGE

Sexual harassment committed by Morehouse School Board employees, including elected members of the School Board against other Morehouse School Board employees or students

constitutes misconduct. Sexual harassment committed by students against Morehouse School Board employees constitutes misconduct. The intentional fabrication of a sexual 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 sexually harassed.

### III. RESPONSIBILITY

Every Board Member, Superintendent, administrator, principal, teacher, and employee has the responsibility to report any witnessed or experienced sexual harassment 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 personnel supervisor or Superintendent. If the alleged harasser is the Superintendent, the report should be made to any Board Member. The Board Member shall report the harassment to the Board President. If the alleged harasser is a 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.

Only those acting on behalf of the Board to investigate claims of sexual harassment shall directly contact the alleged harasser 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 harasser but to his or her superior and/or a person so designated by the Superintendent.

### IV. COMPLAINT PROCEDURE

If the introduction of sexual innuendo, sexual jokes, or other activity of a sexual nature into a relationship with a person associated with the Board or School System is not welcomed, the matter may be handled initially by the claimant telling the offender that the conduct is unwelcomed. If the claimant does not desire to approach the offender directly, then the claimant should report the matter following the outlined compliant process.

If the person introducing sexual innuendo, sexual jokes, or other activity of a sexual nature does not reasonably accept the notice that the conduct is unwelcomed, the claimant immediately should report both the incident and the lack of response to the claimants notice that the incident is unwelcomed.

If an employee is involved either as a claimant or alleged harasser, it is preferred that the report be made to one of the individuals designated by the Superintendent. School sites, coordinators/facilitators and department heads receiving complaints of sexual harassment involving an employee shall immediately report the complaint to one of the individuals identified to receive the complaints for further action. If the incident involves student to student harassment, it is preferred that the report be made to the school principal. The claimant should make a written note and keep it for safekeeping as to whom and when the compliant was made.

Complaints can also be made using Voice Link by calling the Principal's number or the number of the Supervisor of Child Welfare and Attendance, if it is a student to student complaint. A complaint

involving an employee can be reported through Voice Link by calling the Personnel Office number. These numbers will be published in the Policy Brochure and school handbooks distributed at the beginning of each year to all students and employees.

The person receiving the complaint shall take all information pertaining to the complaint and contact the claimant within five (5) working days. If the person receiving the complaint attempts to change the claimant's mind about following through with the complaint, these facts should be reported to the Superintendent at 318-281-5784.

If the report of sexual harassment is not acted upon within a reasonable period of time by the person to whom the incident was initially reported, the claimant shall again contact that individual to determine what has transpired since the report. If the claimant is not satisfied with the response, he/she shall report the complaint and the actions of the initial receiver to the Superintendent.

If the alleged harasser accosts or confronts the claimant concerning the fact that a complaint was made, the claimant should report this fact to the person to whom the initial complaint was made. Such action on the part of the alleged harasser shall be considered a violation of this policy. Any employee bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment nor discriminated against or discharged because of the complaint.

The following persons have been designated by the Superintendent to receive complaints involving sexual harassment:

- |                                |  |
|--------------------------------|--|
| Student to Student Complaints: | School Principal or one of Supervisors listed below. |
| Employees:                     | Personnel Supervisor                                 |
|                                | Curriculum Supervisors                               |
|                                | Title One Supervisor                                 |
|                                | Special Education Supervisor                         |
|                                | Supervisor of Child Welfare & Attendance             |
|                                | Operations Manager                                   |
|                                | Superintendent of Schools                            |

The report may be verbal or written. It is recommended that the person taking the complaint write it up on Form MP:C1, Initial Incident Report Form and submit to the Superintendent to assign an investigator to conduct the investigation.

## V. INVESTIGATIONS

Persons assigned by the Superintendent to investigate complaints of sexual harassment shall do so expeditiously, thoroughly, and professionally. School site administrators shall take action in cases of student to student harassment based on the findings and consistent with the student discipline code. A copy of the report of findings shall be forwarded to the Superintendent. Persons assigned to handle investigations involving employees shall forward results of the investigations to the Superintendent. The Superintendent shall review the findings of the investigation and render a decision consistent with legal requirements within thirty (30) days of the receipt of the results of the investigation.

## VI. CONFIDENTIALITY

Confidentiality as to the claimant and the nature of the complaint shall be maintained, consistent with the needs of the investigation into the complaint. Information concerning the complaint, the

claimant, 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.

The procedures provided for in the Board's grievance procedure and other procedures provided for by law shall be complied with according to the status of the claimant and alleged harasser in each individual situation.

## VII. 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.

## VIII. 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.



**POLICY PROHIBITING HARASSMENT, INTIMIDATION  
AND BULLYING OF STUDENTS BY OTHER STUDENTS**

The Morehouse Parish School Board and each individual school under its control specifically prohibits the harassment, intimidation or bullying of a student by another student on the basis of race, color, national origin, sex, disabilities, or any other basis.

Effects of being bullied:

- (1) Lower self-esteem
- (2) Depression and anxiety
- (3) Absenteeism and lower school achievement
- (4) Thoughts of suicide
- (5) Illness

Effects of bullying on bystanders

- (1) Bystanders may feel
  - Afraid
  - Powerless to change the situation
  - Guilty of not acting
  - Diminished empathy for victims over time

Effects of bullying on school climate:

- (1) Creates a climate of fear and disrespect
- (2) Interferes with student learning
- (3) Students may feel insecure and not like school as well
- (4) Students may perceive lack of control/caring

For the purposes of this policy, the terms “harassment”, “intimidation”, and “bullying” includes:

A pattern of anyone or more of the following:

- (1) Gestures, including but not limited to obscene gestures and making faces.
- (2) Written, electronic, or verbal communication, 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 e-mail, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- (3) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging person property, or unauthorized use of personal property.

- (4) Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior as provided above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, as student while on school property, at a school sponsored or school-related function or activity, in any school bus or van, at any designated bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event. The pattern of behavior as provided above must have the effect of

- (1) physically harming a student; or
- (2) placing the student in reasonable fear of physical harm; or
- (3) damaging a student's property; or
- (4) must be sufficiently severe persistent, and pervasive enough to either create
  - (a) an intimidating or threatening educational environment; or
  - (b) have the effect of substantially interfering with a student's performance in school:or
  - (c) have the effect of substantially disrupting the orderly operation of the school.

The governing authority of each school shall inform each student, orally and in writing, at the orientation required by LSA-R.S 17:416.20, of the prohibition against bullying of a student by another student, the nature and consequences of such actions, including potential criminal consequences and possible loss of driver's license, and the proper process and procedure for reporting of bullying. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

The governing authority of each elementary and secondary school shall develop a procedure for reporting incidents of bullying. This shall include a form for purposes of bullying reports. The form must include an affirmation of truth statement. The form will be available on the Morehouse Parish School Board and Louisiana Department of Education web sites.

Any student who believes she/he has been or is the victim of bullying, or any student, parent, or guardian who witnesses bullying or has good reason to believe bullying is taking place, may report the situation to a school official, teacher, counselor, or other school employee, or to any parent chaperoning or supervising a school function or activity. Any report of bullying must remain confidential.

Any teacher, counselor, bus driver, or other school employee, whether full or part time, or any parent chaperoning or supervising a school function or activity who witnesses bullying or who learns of bullying by a student or parent report shall report the incident to a school official. A verbal report must be made the same day as the employee or parent witnessed or otherwise learned of the bullying incident, and a written report must be filed within two days.

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint or who otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited conduct and subject to discipline. School and district resources shall not be used to prohibit or dissuade any person who meets these specifications.

Intentionally making false reports about bullying to school officials is prohibited conduct and will result in appropriate disciplinary measures as determined by the governing authority of the school in accordance with the rules and regulations of the State Board of Elementary and Secondary Education.

The investigation shall include an interview of the reporter, the victim, the alleged bully, and any witnesses. The investigator shall obtain copies or photographs of any audio-visual evidence.

The school must begin the investigation of any complaint of bullying that is properly reported the next business day that school is in session after the school official receives the report. The investigation shall be completed within 10 days after the report is submitted to the appropriate school official. If additional information is received after the end of the ten day period, the school principal or his designee shall amend all documents and reports to reflect such information.

Upon receipt of a report of bullying the school official must notify the student's parent or legal guardian according to the definition of notice created by the SDOE. Under no circumstances may the notice be the responsibility of an involved student.

Before interviewing any student under the age of 18, the parent or legal guardian must be notified of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

The governing authority of each school shall adhere to the procedures for meetings with the parent or legal guardian of the victim and the alleged perpetrator provided by BESE. The procedures shall include separate meetings with the parent/legal guardian of the victim and the alleged perpetrator, and notification to the parent/legal guardian of the victim and alleged perpetrator of the potential consequences, penalties, and counseling options.

If a parent or legal guardian willfully refuses, after proper notice, to attend any required meetings regarding a student's behavior, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction, pursuant to Children's Code Art. 730(B) and 731. The principal may file a complaint on any other applicable ground when, in his or her judgment, doing so is in the best interest of the student.

If the school has determined that an act of bullying occurred, after meeting with the parent or legal guardian of the students involved, the school official shall take prompt and appropriate disciplinary action pursuant to 17:416.1 against the student who engaged in bullying. A report of criminal conduct should be made to law enforcement if appropriate. Notwithstanding any other provisions contained herein, for students with disabilities, IDEA duties must be enforced and due process protection associated with IDEA and Section 504 of the Rehabilitation Act still apply. In the investigation it must be considered whether discriminatory harassment is occurring against a student with a disability. Furthermore, if a student with a disability is being targeted and a change of placement for the target is being considered, that placement should not be changed without first convening an IP meeting. In the event that it is determined that the "bully" is the student with the disability, the same due process protections apply and the investigation must follow the rules and terms of investigating the act of bullying, and IDEA due process procedures apply to any proposed disciplinary action against the student with a disability for bullying behavior. A manifestation determination review should be conducted before

disciplining a student with a disability for an act of bullying and positive behavior interventions should be considered when a student with a disability exhibits bullying behavior. The local governing authority shall use a checklist provided by the Louisiana Department of Education to document details of each reported incident of bullying. The local governing authority must report all documented instances of bullying to the SDOE, as well as documented incidents in reports made to the local superintendent pursuant to LSA-R.S. 17:415.

Upon completing the investigation, the local school governing authority shall:

1. Compose a written document containing the findings of the investigation, including input from the student; parents or legal guardian, and the decision by the school or school system official;
2. Place the document in the school records of both students;
3. Notify the complainant of the findings of the investigation and the remedial action has been taken, if such release of information does not violate the law;
4. Keep complaints and investigative reports confidential, except as provided for in Act 861 or otherwise required by law;
5. Maintain complaints and investigative reports for three years in the event disclosure is warranted by law enforcement officials;
6. governing authority of the school in order that the governing authority can comply with the provisions of LSA-R.S. 17:416.1; and
7. As applicable, provide a copy of any reports and investigative documents to the SDOE. If the school official does not take timely and effective action, the student, parent, or school employee may report the bullying incident to the local school board. The school board shall begin an investigation the next business day during which school is in session after the report is received by the school board.

If the school board does not take timely and effective action, the student, parent, or school employee may report the bullying incident to the SDOE, who will track the number of reports received, notify in writing the superintendent and president of the governing authority and publish the number of reports by the school district on its website.

A report for an appeal for failure to investigate must be a written report per LSA-R.S. 17:416. 13(D)(2)(a).

If a parent, legal guardian, teacher, or other school official has made four or more reports of separate instances of bullying and no investigation has occurred, the parent or legal guardian may exercise an option to have the student enroll in or attend another school operated by the governing authority or the elementary or secondary school in which the student was enrolled on the dates when at least three of the reports were reported.

Upon such a request for transfer, the governing authority school shall make a seat available at another site within 10 days. If no other school in its jurisdiction serving same grade level is available, within 15 days the governing authority must:

1. Inform the parent or legal guardian about, and facilitate the student's enrollment in, a statewide virtual school;
2. Offer placement in a full-time virtual program within its jurisdiction, or
3. Enter into a memorandum of understanding with another governing authority to secure a placement and provide transfer. If no placement is secured within 30 days, the parent may request a hearing that will be heard by the school's governing authority, which shall be public or private at the option of the parent. The parent of legal guardian may request a transfer back to the school where at least three of the reports were filed at the end of any school year, and a seat shall be made available. To the extent that there is a physical altercation or serious threat that harm may be inflicted by one student upon another, the criminal laws addressing assault and battery apply. In addition, Louisiana Revised Statutes I:40.3(D) prohibits cyber-stalking which is comprised of any of the following acts:
  - 1) Use in electronic mail or electronic communication of any works or language threatening to inflict bodily harm to any person or to such person's child, sibling, spouse, or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.
  - 2) Electronically mailing or electronically communicating to another repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying, or harassing any person.
  - 3) Electronically mailing or electronically communicating to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the per electronically mailed or of any member of the person's family of household with the intent to threaten, terrify, or harass.
  - 4) Knowingly permitting an electronic communication device under the person's control to be used for the taking of an action in Paragraph (1), (2), or (3) above.

A person convicted of cyber-stalking shall be subject to a fine of \$2,000 and/or imprisonment for up to one year. The penalties increase upon subsequent convictions up to five years in prison and a \$5,000 fine.

Louisiana Revised Statutes 14:40.7 makes it a crime to engage in the act of cyber-bullying, which is defined as "the transmission of any electronic textual, visual, written or oral communication with the willful or malicious intent to coerce, abuse, torment or intimidate a person under the age of eighteen." Whoever commits the crime of cyber-bullying shall be subject to a fine of \$500, imprisoned for not more than six month, or both.

**STUDENT ADDRESS TOWARD SCHOOL EMPLOYEES POLICY**

A. Beginning with the 1999-2000 school year and thereafter, each student in each school operated by the Morehouse Parish School Board enrolled in kindergarten through fifth grade shall exhibit the appropriate conduct as required by the following paragraph.

B. When any student is speaking with any Morehouse Parish School Board employee while on school property or at a school sponsored event, such student shall address and respond to such employee by using the respectful terms “Yes, Ma’am” and “No, Ma’am” or “Yes, Sir” and “No, Sir”, as appropriate or “Yes, Miss, Mrs. or Ms. (Surname)” and “No, Miss, Mrs. or Ms. (Surname)” or “Yes, Mr. (Surname)” and “No, Mr. (Surname)”, as appropriate, each such title to be followed by the appropriate surname.

C. (1) Beginning with the 2000-2001 school year and thereafter, the provisions of Subsection B of this policy also shall apply to students in grade six.

(2) Beginning with the 2001-2002 school year and thereafter, the provisions of Subsection B of this policy also shall apply to students in grade seven.

(3) Beginning with the 2002-2003 school year and thereafter, the provision of Subsection B of this policy also shall apply to students in grade eight.

(4) Beginning with the 2003-2004 school year and thereafter, the provision of Subsection B of this policy also shall apply to students in grade nine.

(5) Beginning with the 2004-2005 school year and thereafter, the provision of Subsection B of this policy also shall apply to students in grade ten.

(6) Beginning with the 2005-2006 school year and thereafter, the provision of Subsection B of this policy also shall apply to students in grade eleven.

(7) Beginning with the 2006-2007 school year and thereafter, the provision of Subsection B of this policy also shall apply to students in grade twelve.

D. In the event that any student fails to comply with the requirements of this policy, upon the first violation the student shall be counseled by the principal of the school or his/her designee. Upon a second or subsequent violation or violations of this policy, the principal or his/her designee may require a conference with the student’s parent or guardian and assign the student to detention at the school. If the student fails to comply with the detention assigned, the student will receive the same penalty as any other student who has failed to comply with the detention requirements for any other offense.

**Morehouse Parish School Board**  
**Acceptable Use Policy and Internet Safety Agreement**  
**2012-2013**  
(approved, 2012)

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B. Statement of Purpose

Morehouse Parish School Board is pleased to offer our employees and students access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. This policy applies to all persons who gain access with any device, whether personal or district provided, to the school network.

C. Terms of Agreement

**This policy applies to all persons using the Morehouse Parish School Board network, accessing the Internet, or using a Morehouse Parish School Board computer system. In order for a student/minor to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the attached consent form by September 1, 2012. For the purpose of this policy a minor is defined as an individual who has not attained the age of 17 years.**

D. Acceptable Uses

The District is providing access to its school computer systems, computer networks, and the Internet for **educational purposes only**. The board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

- a) All users must abide by rules of Network etiquette – Netiquette, including the following:
  - Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Personal attacks are an unacceptable use of the network. If a user is the victim of a harsh, critical, or abusive statement, the user should bring the incident to the attention of the immediate supervisor or technology coordinator. It is better not to respond to these types of attacks.
  - Avoid language and/or graphic representations which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- b) Teachers may NOT allow individual students to use personal email, electronic chat rooms, instant messaging, social networking sites (I. E. Facebook and MySpace) and other forms of direct electronic communications. Webmail is NOT permitted on any computer located in the classroom or used by students except for school- provided student accounts that are educationally sound and safe that functions similar to that which is provided by services such as Gaggle. The teacher will use due diligence to monitor and insure the safety/security of minors when using Gaggle email, chat rooms, or other direct electronic communications.
- c) No personal addresses, personal phone numbers, or last names of minors will be permitted to be given out on the Internet or for any type of student account. No identifiable photographs will be

allowed to be published on the Internet without appropriate written consent. Concerning a student/minor, appropriate written consent means a signature by a parent or legal guardian of the student.

- d) A student may not attempt to access any Internet resource without the prior consent of the teacher. The Internet is an extension of the classroom, and teachers are responsible for and must be aware of where his/her student goes on the Internet. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- e) Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult faculty member.
- f) **Student Photos/Student Work.** Publishing student pictures and work on websites promotes learning and collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students/minors may be included on the website without identifying captions or names. Parents/guardians must indicate their written consent to publish their child's photo or school work on any school-related website **BEFORE** the item is published to the web. Please note that under no circumstances will K-12 student photos or work be identified with first and last name on a Morehouse Parish website, including the district, school, or teacher website.

**Privacy.** *Network and Internet access is provided as a tool for your education.* The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

**Copyright.** All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

**Network Access.** Access to the school network is a privilege, not a right. Every school in the district relies on the district network; therefore, preserving the integrity of that network must come first. The use of a personal wireless access point or routers is restricted, as their use causes network instability. The district technology department **must** be notified **before** connecting any device to the school network to prevent network problems.

#### E. Failure to Follow Acceptable Use Policy

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The District may also take other disciplinary actions. Listed below are examples of unacceptable uses of the network.

- a) Uses that cause harm to others or damage to their property are prohibited. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, trojan horse, time bomb, or other harmful form of programming or



- vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet are prohibited. For example, do not disclose or share your password with others; do not impersonate another user.
  - c) Uses that are commercial transactions are not allowed. Students may not use the SCS or school network to sell or buy anything over the Internet. You should not give others private information about yourself or others.
  - d) Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
  - e) The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
  - f) Threatening, profane, harassing, or abusive language shall be forbidden.
  - g) Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
  - h) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
  - i) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
  - j) Accessing pornographic or obscene materials or using or sending profanity in messages is forbidden.
  - k) Any subscription to list serves, bulletin boards, or on-line services shall be approved by the superintendent or his designee prior to any such usage.
  - l) The use of anonymous proxies or any site that allows the user to get around content filtering is strictly prohibited and is a direct violation of this agreement.

#### F. Internet Safety

- **Parents and Users:** Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and Internet and avoid these sites. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.
- **Personal Safety:** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet.
- **Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- **Active Restriction Measures:** The District will utilize filtering software or other technologies to prevent all users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The filter can be disabled for adults engaged in bona fide research or for other lawful purposes. The use of anonymous proxies or any site that allows the user to get around the content filter is strictly prohibited and will be considered a violation of this policy.

All teachers will use due diligence to monitor minors while on the Internet, and faculty and staff will encourage students to be safe online.

- All minors should be educated each year about appropriate online behavior, including cyberbullying, awareness and response, and interacting with other individuals on social networking sites and in chat rooms.

#### G. Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging and podcasting offer authentic, real-world vehicles for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogs, student protected e-mails, podcasts, or other Web interactive use must follow all established Internet safety guidelines.

##### Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other Web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes, but is not limited to, profanity and racist, sexist or discriminatory remarks.
- Teachers must monitor all communication on blogs, podcasts, or other Web 2.0 tools that are used in the classroom.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including addresses or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and, therefore, must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use their blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow district blogging guidelines. Comments made on blogs should be monitored and - if they are inappropriate – deleted.
- Never create a link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using Web 2.0 tools agree to not share their user name or password with anyone besides their teachers and parents and to treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

#### H. Teacher Responsibilities

- Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum
- Informed all students of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group
- Use networked resources in support of educational goals
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Provide alternate activities for students who do not have permission to use the internet

- To comply with CIPA, teachers must educate minors about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.
- All teachers will use due diligence to monitor minors while on the Internet, and faculty and staff will encourage students to be safe online.

#### I. Principal Responsibilities

- Include Acceptable Use Policy in student handbook
- Be sure handbooks are distributed to all students
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy
- Keep permission forms on file for one year
- Identify students who do not have permission to use the internet to the teaching staff
- To comply with CIPA, principals must educate all faculty and staff about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.
- Insure that teachers are educating students about appropriate online behavior about appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.
- Insure that all teachers will use due diligence to monitor minors while on the Internet and when using Gaggle email, and insure that faculty and staff will encourage students to be safe online.

#### J. District Responsibilities

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have Acceptable Use Policy approved by the board and reviewed yearly.
- Monitor network use and filtering for inappropriate activities by users according to the district Internet Monitoring Policy.

Morehouse Parish School Board  
Acceptable Use Policy and Internet Safety 2012-2013  
Consent Form

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As a parent or legal guardian of \_\_\_\_\_ I have read and understand the Acceptable Use Policy, and I agree to the following:

(Please initial where appropriate)

\_\_\_\_\_ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to use a school computer or network software provided by the Morehouse Parish School Board.

\_\_\_\_\_ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by the Morehouse Parish School Board.

\_\_\_\_\_ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's photo, without identifying name or caption, to appear on any district, school, or teacher website connected with the Morehouse Parish School Board.

\_\_\_\_\_ As a parent or legal guardian of the student named above, I grant permission for my son or daughter's school work to be published without identifying name or caption, to appear on any district, school, or teacher website connected with the Morehouse Parish School Board.

Childs Name (Please Print): \_\_\_\_\_

Childs School: \_\_\_\_\_

Parent phone number: \_\_\_\_\_

Parent email address: \_\_\_\_\_

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

Parent (Guardian) Signature: \_\_\_\_\_

This form is due by September 1, 2012

**STUDENT ATHLETE AND EXTRACURRICULAR PARTICIPANT  
DRUG TESTING**

**I. DEFINITIONS**

- A. Drug: Any substance considered illegal or controlled by the U.S. Food and Drug Administration, any substance the possession of which is made unlawful without a doctor's prescription under the laws of the State of Louisiana and alcohol.
- B. Student Athlete: Any student participating in athletic practices and/or contests under the control, supervision and/or jurisdiction of the Morehouse Parish School Board. In addition each student athlete prior to participating in any LHSAA sanctioned sport together with his/her parent/guardian must sign the LHSAA Substance Abuse/Misuse Contract together with the consent form of the Morehouse Parish School Board set forth in Section 3.A. below. The LHSAA contract and the Morehouse Parish School Board contract shall remain in effect for the remainder of the school year. The LHSAA policy for student athletes is adopted herein by reference.
- C. Extracurricular Participant: Any student participating in the following extracurricular activities under the control, supervision and/or jurisdiction of the Morehouse Parish School Board:
1. Cheerleader
  2. Dance team member
  3. Pep Squad member
  4. Band member
  5. Flag Corps member
  6. Extracurricular ROTC member
- D. Sport Season: Fall, Winter and Spring seasons begin on the first day of practice allowed by the Louisiana State High School Athletic Association and end the day prior to the beginning of the date of practice of the next season for student athletes. For extracurricular participants, the season begins on the date that participant is chosen to participate in the activity and ends the day prior to the beginning date of the next selection season.

- II **POLICY STATEMENT** – In order to provide for the health and welfare of all the student athletes and other extracurricular participants, in order to deter the use of drugs by the school children of the parish and in order to dispel misconceptions about the drug culture, as well as providing a legitimate reason for students to say "NO" to drug use and to provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the Morehouse Parish School Board shall

conduct a mandatory drug testing program for student athletes and student extracurricular participants as herein defined. This program is not punitive in nature. It is designed to create a safe, drug free environment for the students and to assist them in obtaining help when needed. It is meant to help to provide protection from the risk of physical harm to the user and to the other participants involved in the activity.

### **III. PROCEDURES**

- A. Consent: The parent and/or guardian and the student shall be required to sign a written consent for drug testing prior to participation in any of the programs defined above in the definition section. Anytime a student refuses to be tested, he/she will be suspended from the team/activity for the remainder of the season.
- B. Medications: Students who have been or are taking prescription medication must provide verification (either by a copy of the prescription or by an original doctor's statement) prior to being tested. Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive" tests.
- C. Testing Frequency: Beginning at the start of each school year, the names of all student athletes and the students participating the other extracurricular activities as defined in paragraph I.C. above will be placed in a testing "pool". Once a month thereafter for the entire school year a student picked at random from the student body with the supervision of two school employees designated by the school's principal, will blindly draw the name of the designated number of students for random drug testing. Bastrop High School will draw twenty (20) names each month of the school year from it's pool and Delta High will draw eight (8) each month of the school year from it's pool for testing. Those selected for the random drug testing will be notified and tested the same day if possible. The names selected will be returned to the testing pool and will not be exempt from the subsequent drawings.
- D. Testing Procedure: The student to be tested will be required to complete a specimen control form that bears an assigned number. The student will then enter an empty locker room, or restroom accompanied by an adult faculty member of the same sex. Each male student selected will be required to produce a sample at a urinal, remaining fully clothed with his back to the monitor, who will stand ten (10) to fifteen (15) feet behind the student. Each female student will be required to produce a sample in an enclosed bathroom so they can be heard but not observed. Monitors may watch the student and/or listen to the student for normal sounds of urination as he/she produces the sample as stated above. After the sample is produced, it is to be given to the monitor, who checks it generally for temperature and tampering and then transfers it to a container for testing.
- E. Laboratory Testing: The samples will be sent to an independent laboratory for

testing routinely for marijuana, cocaine, amphetamines and such other drugs as the principal of the school may request. The type of drugs for which the sample will be tested is to be consistent and the identity of a particular student is not to determine which drugs will be tested. The Morehouse Parish School Board representatives shall follow strict procedures regarding the chain of custody as set forth by the laboratory. The laboratory shall not know the identity of the students whose samples it tests. The laboratory shall mail written reports only to the Superintendent of Schools and may provide test results to personnel of the Morehouse Parish School Board by telephone only after the requesting official of the Morehouse Parish School Board provides a code confirming his/her authority for receiving the information. Only the Superintendent, Principal, Assistant Principal, Athletic Director and Coach/Sponsor shall have access to test results and they shall keep same confidential from all third parties other than the student and his parent/guardian. The results shall not be kept for more than one year after which they shall be destroyed.

F. "Positive" Tests: If a student's test indicates positive results for a drug, a second test shall be administered as soon as possible to confirm results. Parents will be notified after the second test if it is positive and the following action will be taken:

1. First Offense

- (a) Notify parent/guardian.
- (b) The principal with the parent/guardian, the coach/sponsor and the student will conduct a due process hearing
- (c). Student will be given the option of participating in assistance programs as-directed and taking weekly drug test at his/her expense for six weeks or be suspended from participating in athletics or extracurricular activities for the remainder of' the current season and the next season. The student must be retested before beginning the next season for which he/she is eligible.

2. Second Offense

- (a) Notify parent or guardian
- (b) The principal with the parent/guardian, the coach/sponsor and the student will conduct a due process hearing
- (c) Student will be given the option of participating in assistance programs as-directed and taking weekly drug test at his/her expense for twelve weeks or be suspended from participating in athletics or extracurricular activities for the remainder of' the current season and the next season. The student must be retested before beginning the next season for which

he/she is eligible.

3. Third Offense

- (a) Notify parent or guardian
- (b) The principal with the parent/guardian, the coach/sponsor and the student will conduct a due process hearing
- (c) The student will be suspended from participating in athletics or extracurricular activities for the remainder of the current season and the next season for which he/she is eligible

4. Fourth Offense

- (a) Notify parent or guardian
- (b) The principal with the parent/guardian, the coach/sponsor and the student will conduct a due process hearing
- (c) The student will be suspended from participating in athletics or extracurricular activities for the remainder of the current season and the next two seasons for which he/she is eligible



## POLICY PROHIBITING HAZING

### Definitions:

“Hazing” means any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

“Hazing” does not mean any adult-directed and school-sanctioned athletic program practice or event or military program.

### Prohibition:

Hazing is prohibited in all public, elementary and secondary schools operated by the Morehouse Parish School Board. “Hazing” of students as defined above is strictly prohibited. Any solicitation to engage in hazing is strictly prohibited. Aiding and abating another person to engage in “hazing” is strictly prohibited. The consent of the victim of the “hazing” is not a defense to hazing or aiding and abating a person who engages in hazing or in the solicitation to engage in “hazing.”

### Procedures:

1. All students, teachers and other school employees employed by the Morehouse Parish School Board shall take reasonable measures within the scope of their individual authority to prevent violation of this hazing policy.
2. Every student, teacher, and school employee is obligated to report any violation of this policy.
3. If a student, teacher, or other school employee becomes aware of a violation of this policy, the complaint procedures set forth in the Sexual Harassment Policy, policy H-15 of the policy manual, shall be followed in regard to the complaint and investigation.
4. Each teacher or other school employee shall receive due process prior to the imposition of any penalty.
5. The appeal mechanism set forth in Louisiana Revised Statutes and the policy manual of the Morehouse Parish School Board for students, teachers and other school employees shall also be applicable to any punishment recommended or received as a result of the violation of the hazing policy.

Report to Law Enforcement Authorities:

Following the investigation of a hazing complaint, if the Supervisor of Child Welfare and Attendance and/or the Superintendent of Schools believes there may have been a violation of a criminal ordinance or statute, the Superintendent of Schools or the Supervisor of Child Welfare and Attendance shall report the violation to the appropriate law enforcement authorities.

Distribution of Policy:

1. This policy shall be placed in the handbook of each school.
2. This policy shall be displayed on the bulletin board of each teacher's lounge.
3. This policy shall be displayed on the bulletin board of each school.
4. Each individual employed by the School Board shall be provided a copy of this policy at the time of employment and each current employee shall be provided a copy of the policy upon its adoption.
5. Each student attending the schools of the Morehouse Parish School Board during the 2004-2005 school year shall be provided a copy of this policy.

Legal reference: La. R.S. 17:183

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**FLYERS, HANDOUTS & LEAFLETS**

No school or other entity of the Morehouse Parish School Board shall send home with students a flyer, handout or leaflet unless it is one provided by the Morehouse Parish School Board, the school itself or a local, parish, state or federal governmental entity.

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**STUDENTS OF MILITARY FAMILIES**

The Morehouse Parish School Board shall comply with the requirements of the Interstate Compact on Educational Opportunity for Military Children as adopted by the legislature in La. R.S. 17:1915. As part of the obligation thereunder, a student whose parent or legal guardian is an active duty member of the uniform services, as defined by the statute, and has been called to duty for, or is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences from school at the discretion of the Superintendent to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

## POLICY PROHIBITING RACIAL DISCRIMINATION AND HARRASSMENT

### I. 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 District.

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.

### II. 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.

### III. RESPONSIBILITY

Every 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 Board Member. The Board Member shall report the harassment to the Board President. If the alleged harasser is a 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.

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

#### IV. COMPLAINT PROCEDURE

The party offended should report the matter following the outlined complaint process.

If an employee is involved either as a claimant or alleged harasser, it is preferred that the report be made to one of the individuals designated by the Superintendent. School sites, coordinators/facilitators and department heads receiving complaints of racial discrimination or harassment involving an employee shall immediately report the complaint to one of the individuals identified to receive the complaints for further action. If the incident involves student to student harassment, the report shall be made to the school principal. The claimant should make a written note and keep it for safekeeping as to whom and when the complaint was made.

Complaints can also be made by calling the District Civil Rights Officer at 318-281-5784. The person receiving the complaint shall take all information pertaining to the complaint and contact the claimant within five (5) working days. If the person receiving the complaint attempts to change the claimant's mind about following through with the complaint, these facts should be reported to the Superintendent at 318-281-5784.

If the report of racial discrimination or harassment is not acted upon within forty-five (45) days by the person to whom the incident was initially reported, the claimant shall again contact that individual to determine what has transpired since the report. If the claimant is not satisfied with the response, he/she shall report the complaint and the actions of the initial receiver to the Superintendent.

If the alleged harasser accosts or confronts the claimant concerning the fact that a complaint was made, the claimant should report this fact to the person to whom the initial complaint was made. Such action on the part of the alleged harasser shall be considered a violation of this policy. Any employee bringing a complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment nor discriminated against or discharged because of the complaint.

The following persons have been designated by the Superintendent to receive complaints involving racial discrimination or harassment:

- (a) Student to Student Complaints: School Principal or if the alleged harasser is the School Principal, then it should be reported to the District Civil Rights Officer.

- (b) All other complaints may be received by the District Civil Rights Officer, the Personnel Supervisor, Curriculum Supervisors, Title I Supervisor, Special Education Supervisor, Supervisor of Child Welfare & Attendance and Superintendent of Schools.

The report may be verbal or written. It is recommended that the person taking the complaint write it up on a form developed and made available by the Personnel Supervisor and submit it to the Superintendent to assign an investigator or investigators to conduct the investigation.

## V. INVESTIGATIONS

Persons assigned by the Superintendent to investigate complaints of racial discrimination or harassment shall do so expeditiously, thoroughly, and professionally. School site administrators shall take action in cases of student to student discrimination or harassment based on the findings and consistent with the student discipline code. A copy of the report of findings shall be forwarded to the Superintendent. Persons assigned to handle investigations involving employees shall forward results of the investigations to the Superintendent. The Superintendent shall review the findings of the investigation and render a decision consistent with legal requirements within thirty (30) days of the receipt of the results of the investigation.

## VI. CONFIDENTIALITY

Confidentiality as to the claimant and the nature of the complaint shall be maintained, consistent with the needs of the investigation into the complaint. Information concerning the complaint, the claimant, 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.

The procedures provided for in the Board's grievance procedure and other procedures provided for by law shall be complied with according to the status of the claimant and alleged harasser in each individual situation.

## VII. SANCTIONS

Some acts of racial discrimination or harassment are considered criminal and are subject to prosecution. If the Superintendent believes a violation of the criminal law of the State of Louisiana has taken place, the Superintendent shall notify the appropriate law enforcement agency. 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.

Individuals lodging a complaint of racial discrimination or racial harassment will be free from retaliation. Any individuals who do retaliate shall be subject to disciplinary action and will be prosecuted to the fullest extent of the law.

#### VIII. NOTIFICATION AND TRAINING

Notice of this policy will be circulated to all schools and departments of the Morehouse Parish School System and adopted and printed in teacher and student handbooks. Training sessions on this policy and the prevention of racial discrimination and 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.

## STUDENT PRIVACY POLICY

A. The school board hereby declares that all personally identifiable information of a student is protected as a right to privacy under the Constitution of Louisiana and the Constitution of the United States.

B.(1) For purposes of this subsection, "personally identifiable information" is defined as information about an individual that can be used on its own or with other information to identify, contract, or locate a single individual, including but not limited to the following:

(a) Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.

(b) Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.

(c) Two or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

(2) For purposes of this section, "aggregate data" are statistics and other information that relate to broad classes, groups, or categories from which it is not possible to distinguish the identities of individuals.

(3) For purposes of this section, "parent or legal guardian" shall mean a student's parent, legal guardian, or other person responsible for the student.

C.(1) Notwithstanding any provision of this subpart or any other law to the contrary, no official or employee of the school board shall require the collection of any of the following student information unless voluntarily disclosed by the parent or legal guardian:

(a) Political affiliations or beliefs of the student or the student's parent.

(b) Mental or psychological problems of the student or the student's family.

(c) Sexual behavior or attitudes.

(d) Illegal, anti-social, self-incriminating, or demeaning behavior.

(e) Critical appraisals of other individuals with whom a student has a close family relationship.

(f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.

(g) Religious practices, affiliations, or beliefs of the student Or the student's parent.

(h) Family income.

- (i) Biometric information.
- G) Social security number.
- (k) Gun ownership.
- (l) Home Internet Protocol Address.
- (m) External digital identity.

(2) Beginning June 1, 2015, no official or employee of the school system shall provide personally identifiable student information to any member of the school board or to any other person or public or private entity, except such an official or employee may, in accordance with State Board of Elementary and Secondary Education regulation or applicable state and federal law:

(a) Provide a student's identification number as provided in paragraph (3) of this subsection and aggregate data to the local school board, the State Department of Education, or the State Board of Elementary and Secondary Education solely for the purpose of satisfying state and federal reporting requirements.

(b) Provide to the State Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. No official or employee of the State Department of Education shall share such information with any person or public or private entity located outside of Louisiana, other than for purposes of academic analysis of assessments.

(c) Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in subsection G of this section.

(d) Provide for the transfer of student information pursuant to the provisions of R.S. 17:112.

(3) It is understood that by no later than May 1, 2015, the State Department of Education shall develop a system of unique student identification numbers. By not later than June 1, 2015 the school district shall assign such a number to every student enrolled in a public elementary or secondary school. Student identification numbers shall not include or be based on social security



numbers, and a student shall retain his student identification number for his tenure in Louisiana public elementary and secondary schools.

D.(1) Except as provided in paragraphs (2) and (3) of this subsection, 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 the school system shall authorize access to such a computer system to any person or public or private entity except as authorized by paragraph (2) and (3) of this subsection.

(2) The following persons may access a public school computer system on which student information for students at a particular school is stored:

(a) 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 and not emancipated. For a student who has reached the age of eighteen 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.

(b) A teacher of record. Such access shall be limited to information about his current students.

(c) The school principal and school registrar.

(d) 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 duties.

(e) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.

(f) A person authorized by the state to audit student records.

(3) The following person may access a computer system of the school system on which student information for students from throughout the system is stored:

(a) The Superintendent of the school system.

(b) A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his duties.

(c) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.

(d) A person authorized by the state to audit student records.

(4) Any person who is authorized by this subsection to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he has access. Failure to maintain the confidentiality of such information is punishable as provided in subsection G of this section.

E.( 1) No person who has access to student information shall convert the student information as specified in subparagraph (C)(2)(b) of this section such that the remaining information can be used to identify a student.

(2) The State Board of Elementary and Secondary Education and the state Department of Education shall not require the school system to limit a student's learning opportunity or opportunities to explore any occupation based upon predictive modeling.

F. (1) The school board may contract with a private entity for student and other education services, and pursuant to such contract, student information, including personally identifiable information and cumulative records, may be transferred to computers operated and maintained by the private entity for such purpose.

(2) No contractor pursuant to this subsection shall allow access to release, or allow the release of student information to any person or entity except as specified in the contract.

(3) A contract pursuant to this subsection shall include requirements regarding the protection of student information which at a minimum include provision for all of the following:

(a) Guidelines for authorizing access to computer systems on which student information is stored including guidelines for authentication of authorized access.

(b) Privacy compliance standards.

(c) Privacy and security audits performed under the direction of the local

school superintendent.

(d) Breach planning, notification, and remediation procedures.

(e) Information storage, retention, and disposition policies.

(f) Disposal of all information from the servers of the contractor upon termination of the contract, unless otherwise directed by an applicable legal requirement or otherwise specified in the contract and subject to the privacy protection provisions of this Part. Upon termination of the contract, all information removed from the contractor's servers shall be returned to the school board.

(4) Any person who knowingly and willingly violates the provisions of this subsection shall be fined not more than ten thousand dollars or imprisoned for not more than three years, or both and disciplined by the Superintendent of Schools.

G. Except as provided in paragraph (F)(4) of this section, a person who violates any provision of this section shall be punished by imprisonment for not more than six months or by a fine of not more than ten thousand dollars and disciplined by the Superintendent of Schools.

H. Nothing in this section shall prohibit a school system employee employed at the school and a person authorized by the Superintendent of the school system from having access to a student's records as may be necessary to perform his duties.

I. The provisions of this part shall apply to each charter school, its governing authority, and any education management organization under contract to operate a charter school.

J. (1) Neither the school system, local or state governmental agency, public or private entity, or any person with access to personally identifiable student information shall sell, transfer, share, or process any student data for use in commercial advertising or marketing, or any other commercial purpose, unless otherwise stipulated in a contract for services as provided in subsection (F) of this section.

(2) The provisions of paragraph (1) of this subsection shall not apply to a student's parent or legal guardian, or a student who has reached the legal age of majority.

K. (1) Notwithstanding any provision of this part to the contrary, the governing authority of the school system, with the permission of a student's parent or legal guardian, shall collect the following personally identifiable information for each student enrolled in grades eight through twelve:

- (a) Full name.
- (b) Date of birth.
- (c) Social security number.
- (d) Student transcript data.

(2) The governing authority of the school system shall disclose the information collected pursuant to paragraph (1) of this subsection, upon request, only to a Louisiana postsecondary educational institution, to be used solely for the purpose of processing applications for admission, and to the Office of Student Financial Assistance, to be used solely for the purpose of processing applications made to the office for state and federal grant and for required grant program reporting.

(3)(a) Beginning in the eighth grade, the school system shall annually, at the beginning of each school year, provide a form to be signed by the parent or legal guardian of each student enrolled in the school, whereby the student's parent or legal guardian may provide consent or deny consent for the collection and disclosure of the student's information as provided in paragraphs (1) and (2) of this subsection.

(b) No data shall be collected pursuant to this subsection, unless a student's parent or legal guardian provides written consent.

(c) The form will contain the following:

(i) A statement notifying the student's parent or legal guardian exactly what items the student information will be collected and that disclosure of the student information collected will be restricted to Louisiana postsecondary educational institution and the Office of Student Financial Assistance to be used solely for the purpose of processing applications for admission and for state and federal financial aid.

(ii) A statement whereby a student's parent or legal guardian acknowledges that failure to provide written consent for the collection and

disclosure of the student's information as provided in this subsection may result in delays or may prevent successful application for admission to a postsecondary educational institution and for state and federal student financial aid. This statement shall be displayed prominently and shall be printed in bold type.

(4) The school system, each Louisiana postsecondary educational institution, and the Office of Student Financial Assistance shall destroy all data collected for purposes of this subsection not later than five years after the student graduates, unless otherwise required by state or federal law or regulation.

L. By January 1, 20 15, the school district shall make available on its website information about the transfer of personally identifiable student information. Such information shall include but need not be limited to all of the following:

- (a) A profile of each authorized recipient of such information.
- (b) A copy of the signed agreement between the local education agency and the authorized recipient.
- (c) A complete listing of all of the data elements authorized to be transferred.
- (d) A statement of the intended use of the information, including references to legal authority or legal requirements associated with the transfer of such information.
- (e) The name and contact information of the individual serving as the primary point of contact for inquiries about the agreement.
- (f) Parents or legal guardians of students attending Morehouse Parish Schools may register a complaint related to the unauthorized transfer of personally identifiable student information through the established grievance policy.

M. The information specified in paragraphs L(a) through (f) shall be made available on the website no later than ten business days following the execution of an agreement providing for a transfer of personally identifiable student information and shall remain available for the duration of the agreement.

N. Except during school recognized athletic events, award events and performances, no audio or video recordings may be made on a school site operated by the Morehouse Parish School Board unless approved in advance in writing by the principal of the school or the Superintendent of Schools. It is also prohibited to use or fly drones or other similar craft on or over school district property unless approved in advance in writing by the Superintendent of Schools or the principal of the school.

The policy does not apply to open public meetings of the Morehouse Parish School board or any of its committee.

Legal Reference: LSA-R.S. 17:3913 and 3996(B)(34)

## SERVICE ANIMALS IN SCHOOLS

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

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Morehouse Parish Schools, and must contain required documentation of vaccinations, specify that the need for use of the service animal is based on disability; and identify the work or tasks performed for the individual with a disability by the service animal. This written request must be delivered to the Superintendent of Schools’ office at least ten (10) school days prior to bringing the service animal to a school or school function.
2. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be considered a service animal for purposes of this policy or permitted to function as a “service animal” in schools or at school functions.
3. Service Animals must be clean and well groomed and free of ticks and fleas. To protect the safety of large numbers of children in classrooms and other designated spaces, the School Board requires owners of a service dog to provide annual proof that the service animal has been properly immunized and in good health.
4. Owners of service animals shall assume liability for any harm, damages, or injury caused by the animal to other students, staff, visitors, and/or property.
5. The animal must be “required” for the benefit of individual with a disability.
6. The animal must be “individually trained” to do work or a task for the benefit of the Individual with a disability.
7. The work of tasks performed by a service animal must be directly related to the individual’s disability.
8. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classrooms, or at school functions, shall be handled on a case-by-case basis, considering:
  - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control of the miniature horse.
  - c. Whether the miniature horse is housebroken.
  - d. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation of that facility.
9. Removal of a Service Animal: A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom,

or from a school function, if *any* one of the following circumstances occurs:

- a. The animal is out of control and the animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.
10. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
  11. The Morehouse Parish School Board shall not be responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
    - a. Issues related to the care and supervision of service animals shall be addressed on a case-by-case basis at the discretion of the building administrator.
  12. A service animal shall be considered the personal property of the individual with a disability. Consistent with general policies of the School board, an individual with a disability may be responsible for damages caused by his/her service animal which on school property or during school-related activities.
  13. When a student will be accompanied by a service animal at school or in other facilities in Morehouse Parish School District on a regular basis, the staff member assigned to the student's classroom, the student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal, will be required to sign a document stating that they have read and understood this policy.
  17. If an individual's request to use a service animal is denied by the School Board, the individual shall have a right to request reconsideration of the denial.  
Procedures for requesting reconsideration may be obtained by contacting the Section 5-4/ADA Coordinator for the School Board.

Nothing in this policy is intended to deny or limit any right of a student, employee, or visitor of the School Board under any applicable federal or state law or regulation.

New Policy: December, 2012

Reference: ADA Regulations, 28 CFR Part 35; 28 CFR 104 (as amended, 2010)

Reference: 42 USC 1201 et seq. (*Americans with Disabilities Act of 1990*); 28 CFR, Part 35 (*Nondiscrimination on the Basis of Disability in State and Local Government Services*); Board minutes, 8-3-11.



# **MOREHOUSE PARISH SCHOOLS**

## **Seclusion/Restraint Procedures for Exceptional Students**

An Interpretive Guide for Implementation of Act 328 of the  
Louisiana Legislature, 2011

Initially Developed in July, 2012

Revised and Amended August, 2016, to include provisions of  
Louisiana Act 522 (2016)

# INTRODUCTION

A primary responsibility of our educational agency is to provide a safe environment for all students. Facilities are designed to meet codes developed specifically to ensure that all students may learn in physical safety and comfort, while teachers and other staff are trained to react efficiently to emergencies such as fires, weather disasters, and other critical response situations. We are also responsible for protecting students as well as employees from acts of physical aggression initiated by other students while they are in our care. A small percentage of students may account for the majority of incidents of physical violence and this percentage includes both students identified eligible for special education services in compliance with the Individuals with Disabilities Education Act (IDEA) and students with no identified educational disability. While there are definite consequences to implement following an act of physical aggression for both exceptional and non-exceptional students, policies and procedures described here provide interventions to be implemented by persons present when the aggressive act is occurring. **The primary reason for any use of physical intervention and/or seclusion with any student is to prevent or stop injury and to maintain a safe environment for all students and faculty.**

This document provides procedures/guidance for the use, reporting, documentation and oversight of seclusion and physical restraint in the Morehouse Parish School District. These procedures specifically address the statutory requirements of Louisiana Act 328 of 2011 regarding the use of seclusion and restraint as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools. This document was revised in August, 2016, to include provisions of Louisiana Act 522 (2016).

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## Overview of Use of Seclusion and Physical Restraint

1. Seclusion or physical restraint will be used **only** when all other classroom interventions have been attempted and proven unsuccessful in remediating self-injurious or physically aggressive behaviors and then **only** to prevent the immediate escalation of aggressive behavior and imminent physical injury to other students or faculty.
2. Physical control techniques that result in minimal discomfort and no physical injury to the student will be implemented. Interventions used will not interfere with a student's ability to breathe freely or communicate with others. Students will not be restrained in a manner that places excessive pressure on the back or chest that may present a risk of asphyxia.
3. Physical intervention will not be used as a form of discipline or punishment, as a way to obtain compliance, for convenience of school personnel, or when unsafe, unreasonable, or unwarranted. Seclusion is prohibited for addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. Such behaviors will be addressed with less stringent and less restrictive techniques. Seclusion will not be used as a form of discipline or punishment, as a threat to control, bully, or obtain behavioral compliance, for the convenience of school personnel, or when unreasonable, unsafe, or unwarranted. Seclusion and physical restraint will not be used after imminent substantial risk of injury no longer exists.
4. If a student has a medical or psychological condition that precludes seclusion and/or physical intervention, as certified in a written statement by a licensed health care provider, physical restraint will not be used with that student. That student's Individualized Education Plan (IEP) team will develop and implement interventions to address that student's individual needs.
5. No mechanical devices such as stockingettes, web straps, or tie downs will be used for physical restraint. Adaptive devices such as braces, postural aids, and other equipment prescribed through the Individualized Education Plan (IEP) to assist a student to benefit from his/her educational programming are not considered to be restraints.
6. **Only** school personnel that have specific experiential training in the safe and proper application of prescribed techniques will employ physical restraint. **Only** approved procedures will be used. **All** trained personnel are required to assist, if needed, when physical restraint is implemented. Psychological and Intervention Services and/or Special Education staff familiar with the approved physical intervention techniques will provide training.
7. Physical restraint or seclusion will not serve as the sole means of behavioral intervention and support for any student with a disability. Special education students who have a documented history of physical aggression will have a behavior management plan as a component of their Individualized Education Plan, which will be reviewed and approved by parents. This behavior plan will designate when seclusion or physical restraint is used and the behavioral consequences that will follow use of seclusion or restraint. Seclusion and physical restraint used for reasons other than imminent risk of harm and use of procedures contrary to those approved listed shall be considered unreasonable and strictly prohibited. Seclusion will not be used as a disciplinary consequence for minor infractions or to otherwise isolate the student from needed educational instruction.
8. In an emergency situation, physical restraint or seclusion may be used with **any** student to prevent injury to that student or others. However, every behavioral incident that involves physical intervention is subject to review by principals, administrative staff, community advocates, and parents. Staff is advised to be extremely cautious when using physical interventions with students without inclusion of these interventions in an Individualized Education Plan. Staff members may be held personally accountable for injuries that may result from physical interventions that may be generally considered more intrusive than necessary to stop aggressive behavior.

9. All attempts should be made to remove others (except a witness) from the area when restraint is being implemented to both prevent injury and to protect the privacy of the student that requires physical restraint. If there is more than one staff member in the area when physical restraint is initiated, one person will assume control. This primary intervention person will initiate verbal and, if required, physical interventions. Other staff members will follow the directions of the primary intervention person. Other staff members will provide physical assistance if needed. If they are not needed to establish and maintain safe physical restraint, other staff will remove and relocate other students and will alert the school principal that physical restraint has been initiated.
10. Personnel will not discuss any aspect of seclusion or physical restraint with any student at any time. Once an incident of seclusion or physical restraint is ended, teachers and others will complete the appropriate forms and return to teaching to provide opportunities for students to earn positive reinforcers. **Staff will not threaten use of restraint to gain compliance and will not remind the student of behaviors that have resulted in physical restraint in the past.**

### **Methods and Procedures for Physical Intervention, Control, and Restraint**

**Operational Definition of Physical Restraint:** Physical restraint is defined as the restriction of a student's body movement, using only one's hands and body as restricting agents, to prevent escalation of aggressive behavior and imminent injury to that student or other persons. Physical restraint does not include consensual, solicited, or unintentional contact, holding of a student by a school employee, for less than 5 minutes in any given hour or class period for the protection of the student or others, holding of a student by a school employee for the purpose of calming or comforting the student—provided the student's freedom of movement or normal access to his/her body is not restricted, minimal physical contact for the purpose of safely escorting a student from one area to another, minimal physical contact for the purpose of assisting the student in completing a task or response, seclusion.

**Specific Procedures for Use of Physical Restraint:** These procedures are adapted from evidence-based crisis intervention and prevention plans. Interventions are arranged in order from less to more intrusive. Staff should use only as much physical control as is necessary to stop physically aggressive behavior. Physical intervention will be applied only in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior.

When Physical Restraint is used:

1. Adults will maintain the proper restraint until the student no longer attempts to self-injure or display aggressive behavior.
2. Adults will release the student as soon as is practical. If property has been disturbed, the student's first assignment will be to restore the area. Student and staff will then return to regular instructional materials.
3. A staff member not involved in the physical restraint will remain in the area to witness the entire episode of physical control and assist if needed. If a teacher or aide regularly assigned to that class is not available to serve as a witness, the principal may serve as the witness or the principal may assign a witness. This person will stay where they cannot be seen by the student in restraint and will remain silent throughout the implementation of restraint.

## Methods and Procedures for Seclusion

**Operational Definition of Seclusion:** Seclusion is a procedure that isolates and confines a student in a separate room or area until he/she is no longer an immediate danger to self or others. Seclusion involves the monitored separation of the student in a non-locked setting and is implemented for the purpose of calming. The term does not include in-school suspension or student requested breaks. Time Out, defined as when a student remains in the general education setting but does not interact with others or have opportunity to earn positive reinforcers, is not considered seclusion. However, Time Out periods must be documented to ensure that repetitive incidents of Time Out do not occur and to ensure that repetitive behaviors are addressed appropriately.

Seclusion is permitted only for behaviors that involve an imminent risk of harm, as a “last resort” when less restrictive measures such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student’s environment, have failed to stop a student’s actions that pose an imminent risk of harm. Seclusion may be used only as long as necessary to minimize the imminent risk of harm while summoning the assistance of crisis intervention personnel, emergency medical services personnel, and/or law enforcement officers when a crime has been committed.

School personnel may use seclusion only when the student poses an immediate risk of danger to self or others. Situations that warrant seclusion may include but are not limited to:

- Isolation is needed to break up a fight or maintain order at the school
- A student poses a viable threat of substantial destruction of school property
- Isolation is required/specified by a student’s IEP, Section 504 Plan, and/or Behavior Intervention Plan
- Other such incidents involving imminent risk of significant injury to the student or others.

**Specific Procedures for Use of Seclusion:** When all non-intrusive attempts to stop a student’s behavior that presents an imminent risk of harm, trained staff will verbally instruct that student to move to an approved seclusion room. A student may be physically placed in a seclusion room, using approved assisted transport methods if circumstances warrant such action. A student in a seclusion room will be monitored continuously. Seclusion will end when crisis intervention, emergency medical, or law enforcement personnel intervene or when supervising staff determine that the student no longer presents an imminent risk of harm to themselves or others.

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

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

If physical intervention becomes necessary to prevent a student in seclusion from harming him/her self or causing substantial destruction of school property, seclusion ends, trained personnel enter the seclusion room, and de-escalation procedures will be implemented. Physical restraint will be implemented as prescribed if needed.

Use of a Seclusion Room is permitted only when:

- Administered by a school employee who uses accepted methods of escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while he/she is in the seclusion room.
- One student is placed in a seclusion room at any given time and the school employee supervising the student is able to see and hear the student the entire time the student is placed in the seclusion room.
- The room is free of any object that poses a danger to the student placed in the room.
- The room has an observation window and is of a size appropriate for a student’s size, behavior, and chronological and developmental age.
- The room has a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

## Documentation/Notification

1. All interventions attempted before use of seclusion or physical restraint will be formally or informally documented by the school personnel providing the physical restraint.
2. While it is desirable that all restraint is observed, should physical restraint remains in effect for 15 minutes or more, the school principal or a staff member directly designated by the principal must directly observe the student in physical restraint. The principal or designated person will determine if the student is in physical distress, and control should stop, if restraint should be continued, or if other action should be taken. If restraint is continued, the principal will examine the student in restraint at 15-minute intervals and decide the next course of action for each 15-minute interval until restraint is terminated. These observations will be documented using the Seclusion/ Restraint Observation Log Form (App. A)
3. Staff will continuously visually monitor a student in seclusion until seclusion ends. Monitors will document the student's progress at fifteen minute intervals using the Seclusion/Restraint Observation Log Form.
4. When Physical Restraint and/or Seclusion are used, a Documentation of Seclusion/Physical Restraint form (Appendix A) must be completed and given to the school principal or a designee on the day that the physical intervention or seclusion was used. The staff implementing restraint, special education teacher, any additional witnesses, and principal will review the Documentation of Seclusion/Physical Restraint form, add any relevant information, and sign the completed form before the form is forwarded.
5. The principal must notify the student's parent or guardian before the end of that school day. The principal must also notify the Special Education Supervisor or a designee before the end of that day and review, sign, and fax a copy of the intervention report to that supervisor within 24 hours. A copy of the documents will be sent to parents and Special Education/Psychological and Intervention Services as soon as possible.
6. After a seclusion/restraint incident, the Special Education teacher will convene the IEP Team within 10 days to review and revise accommodations, modifications, and/or behavior intervention plans in an effort to prevent future occurrences. A copy of the IEP team meeting with amendments and changes will be forwarded to the Supervisor of Special Education within 5 days of the meeting.
7. No statute, law, or procedural safeguard prohibits school administrators from reporting a crime to appropriate authorities or from involving law enforcement at school when any student commits a criminal act. If school administrators determine that continued placement of an IDEA (special education) student will likely result in injury to the student or others, contact the Supervisor of Special Education. This will initiate the process of removal, ensuring that procedural safeguards are followed. Exceptions to procedure may be made if emergency circumstances warrant.

**The Principal or designee will notify the Supervisor of Special Education immediately when an emergency removal of an IDEA eligible student occurs.**

## School Employee Training

Each district school site will have a Crisis Team. Team members will participate in training in Non-Violent Crisis Intervention and in prescribed methods of implementing seclusion with exceptional students. Certificates of competence will be issued to successful trainees. Crisis team members will participate in continuing education for Crisis Intervention as required.

## Dissemination of Guidelines and Procedures to All School Employees

A copy of School Board Policy and Seclusion/Restraint Procedures for Exceptional Students will be available in each district school's policy and procedure manual and in each Special Education teacher's handbook.

### **Dissemination of Guidelines and Procedures to Every Parent of a Child with Exceptionality**

A copy of guidelines (Appendix B) will be provided to parents/guardians of students with disabilities and exceptional students at age of majority at the student's annual Individualized Education Plan review meeting, either as a freestanding document or as a component of a more comprehensive Students Rights and Responsibilities Handbook.

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

Data for each incident of seclusion and physical restraint will be entered into the JPAM/SIS Data Program by the district Supervisor of Special Education or a designee within 24 hours of receipt of MPSB Seclusion/Restraint Documentation from the school. This documentation of Seclusion/Physical Restraint will be available for appropriate personnel within the Louisiana Department of Education through the JPAMS/SIS data program.

### **Analysis of Physical Restraint/Seclusion Reporting**

Data will be used to track the number of incidents of physical restraint/seclusion by student, staff, and type of incidents, description and number of injuries sustained by student and/or staff and the nature of any such injuries, and other factors such as precipitating events and other observable factors. Such data will analyzed at least annually and a district report will be prepared. Related data will be available to parents/guardians of children and other interested parties upon request.

### **Notification to any School Board-approved charter school officers and employees**

Charter schools are subject to the requirements of Act 328 of 2011 and should follow the same procedures as all other schools in the district or establish comparable procedures.



# Appendix A – Documentation Forms

## MOREHOUSE PARISH SCHOOL BOARD Documentation of Seclusion/Physical Restraint

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

**\*Complete and fax copy to Special Education Supervisor within 24 hours\***

Student \_\_\_\_\_ DOB \_\_\_\_\_ Race \_\_\_\_\_ School \_\_\_\_\_

Exceptionality \_\_\_\_\_ Parent \_\_\_\_\_ Sp. Ed. Teacher \_\_\_\_\_

What was the student doing prior to this incident? (Attach explanation if additional space is needed)

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What behavior required the seclusion/physical restraint? (Attach explanation if additional space is needed)

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What de-escalation techniques were used prior to the application of seclusion/ physical restraint?  
(Attach explanation if additional space is needed)

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What specific seclusion/restraint techniques were used?

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How long was seclusion/restraint necessary? \_\_\_\_\_

What happened when the student was released? (Attach explanation if more space is needed):

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Were there any observable injuries to the student or school personnel? (If yes, provide specific details.)

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Who witnessed the seclusion/restraint \_\_\_\_\_

Who was notified (parent/ guardian) \_\_\_\_\_

How was notification completed? \_\_\_\_\_

Document parent/guardian response

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\_\_\_\_\_  
Staff Implementing Seclusion/Restraint

\_\_\_\_\_  
Special Ed. Teacher

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness

**Send copy to:  
Parent/Guardian  
Special Education Department/Psychological and Intervention Services**

# Morehouse Parish School Board

## Seclusion/Restraint Observation Log

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

Names of Person(s) Supervising Student During Seclusion/Restraint Incident:

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Description of Student's Dangerous Behavior Warranting Action of Last Resort:

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<b>Observation Log</b>											
<b>Code: ✓ = Student OK; still poses imminent danger</b> <b>C = Calming Begins</b> <b>R = Released from Seclusion/Restraint</b>											
<b>Check Student Every 15 Mins.</b>	<b>Start Time:</b>										<b>Total</b>
	<b>End Time:</b>										
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>

Observer(s) Signature(s): \_\_\_\_\_

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## **Appendix B – Guidelines and Procedures for Parents/Guardians**

## Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students

Louisiana Revised Statute 17:416.21 (Act 328 of 2011) and Louisiana Bulletin 1706 (Regulations for Students with Disabilities, rev. 2012) mandate that each Local Educational Agency develop and disseminate guidelines for use of seclusion and physical restraint to parents/guardians of exceptional students.

Comprehensive policies and procedures that include descriptions of methods and procedures for seclusion, physical transport, intervention, and control as well as procedures for parent notification, staff training, direct monitoring, data analysis, and documentation are available for review at each school site and at the Morehouse Parish Schools website. Copies of these documents will be provided upon request.

General guidelines for use of seclusion and physical restraint for students with exceptionalities in Morehouse Parish Schools are as follow:

1. Seclusion or physical restraint will be used only when all other classroom interventions have been attempted and proven unsuccessful in remediating self-injurious or physically aggressive behaviors and then only to prevent the immediate escalation of aggressive behavior and imminent physical injury to other students or faculty.
2. Physical control techniques that result in minimal discomfort and no physical injury to the student will be implemented exclusively. Interventions used will not interfere with a student's ability to breathe freely or communicate with others. Students will not be restrained in a manner that places excessive pressure on the back or chest that may present a risk of asphyxia.
3. Neither seclusion nor physical intervention will be used as a form of discipline or punishment, as a threat to control, bully or to obtain compliance, for convenience of school personnel, or when unsafe, unreasonable, or unwarranted. Seclusion is prohibited for addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. Seclusion and physical restraint will not be used after imminent substantial risk of injury no longer exists. Seclusion will not be used to isolate a student from needed educational instruction. Staff will not attempt to gain compliance by reminding a student of behaviors that have resulted in physical restraint or seclusion the past.
4. If a student has a medical or psychological condition that precludes seclusion and/or physical intervention, as certified in a written statement by a licensed health care provider, physical restraint will not be used with that student. That student's Individualized Education Plan (IEP) team will develop and implement interventions to address that student's individual needs.
5. No mechanical devices such as stockinettes, web straps, or tie downs will be used for physical restraint. Adaptive devices such as braces, postural aids, and other equipment prescribed through the Individualized Education Plan (IEP) to assist a student to benefit from his/her educational programming are not considered to be restraints.
6. Psychological and Intervention Services and/or Special Education staff familiar with the approved physical intervention and seclusion techniques will provide staff training. Only school personnel that have specific experiential training in the safe and proper application of prescribed techniques will employ seclusion and physical restraint. Only approved procedures will be used. All trained personnel are required to assist, if needed, when physical transport or restraint is implemented.

7. Physical restraint or seclusion will not serve as the sole means of behavioral intervention and support for any student with a disability. Special education students who have a documented history of physical aggression will have a behavior management plan included as a component of their Individualized Education Plan. This behavior plan will designate when seclusion or physical restraint is used and the behavioral consequences that will follow use of seclusion or restraint. Seclusion and physical restraint used for reasons other than imminent risk of harm and use of procedures contrary to those approved listed shall be considered unreasonable and are strictly prohibited.
8. In an emergency situation, physical restraint or seclusion may be used with any student to prevent injury to that student or others. However, every behavioral incident that involves physical intervention is subject to review by principals, administrative staff, community advocates, and parents. Staff is advised to be extremely cautious when using physical interventions when students do not have such interventions included in their Individualized Education Plans.
9. Personnel will not discuss any aspect of seclusion or physical restraint with any student at any time. Once an incident of seclusion or physical restraint is ended, teachers and others will return to teaching and providing opportunities for students to earn positive reinforcers.
10. When seclusion or physical restraint is implemented, the student's principal or a designee must notify the student's parent or guardian before the end of that school day. The principal must also notify the Special Education Supervisor or a designee before the end of that day and review, sign, and fax a copy of the intervention report to that supervisor within 24 hours. A copy of the documents will be forwarded to parents and Special Education/Psychological and Intervention personnel as soon as possible.
8. After a seclusion/restraint incident, the Special Education teacher will convene the IEP Team within 10 days to review and revise accommodations, modifications, and/or behavior intervention plans in an effort to prevent future occurrences. A copy of the IEP team meeting with amendments and changes will be forwarded to the Supervisor of Special Education within 5 days of the meeting.
11. Physical Restraint/Seclusion Incident Reporting data will be analyzed at least annually. Procedures will be reviewed and revised as necessary in the interim to ensure appropriateness and effectiveness.
12. Data will be used to track the number of incidents of physical restraint/seclusion by student, staff, and type of incidents, description and number of injuries sustained by student and/or staff and the nature of any such injuries, and other factors such as precipitating events and other observable factors. Related data will be available to parents/guardians of children and other interested parties upon request.

A copy of these guidelines will be provided to parents/guardians of students with disabilities and exceptional students at age of majority at least annually either as a freestanding document or as a component of a more comprehensive Students Rights and Responsibilities Handbook.



# Morehouse Parish School Board

*P. O. Box 872  
4099 Naff St  
Bastrop, LA 71220*

*Hazel Sellers, Superintendent*

*Kay Pirtle, Supervisor of Special Services*

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I, \_\_\_\_\_ have received a copy of the  
(Print Name)

Guidelines for Use of Seclusion and Physical Restraint with Exceptional  
Students.

Student's Name: \_\_\_\_\_

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

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

## Appendix C – Definitions

### DEFINITIONS

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

**IMMINENT RISK OF HARM** – An immediate and impending threat of a person causing substantial physical injury to self or others. The risk is “imminent” if it is likely to occur within a matter of moments.

**MECHANICAL RESTRAINT** - The application of any device or object used to limit a person’s movement. The term does NOT include the following:

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

**NOTIFICATION** – Notification may be accomplished by direct verbal contact or electronic communication, including electronic voice messaging and/or e-mail.

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

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

- Consensual, solicited, or unintentional contact.
- Holding of a student by a school employee, for less than 5 minutes in any given hour or class period **for** the protection of the student or others.
- Holding of a student by a school employee, for the purpose of calming or comforting the student—provided the student’s freedom of movement or normal access to his/her body is not restricted.
- Minimal physical contact for the purpose of safely escorting a student from one area to another.
- Minimal physical contact for the purpose of assisting the student in completing a task of response.

**POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT** -- A systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

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

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



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

**SUBSTANTIAL RISK OF INJURY** – Behavior which has both the intent and available means to cause serious physical harm to self or others.

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

**WRITTEN GUIDELINES AND PROCEDURES** -- The written guidelines and procedures adopted by a school's governing authority regarding appropriate responses to school behavior that may require immediate intervention.

## TRANSGENDER STUDENTS

The district 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 district 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 district's legal obligations.

### Definitions

*Accommodations* -Measures the district will 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 is not 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 district accommodations.

In general, the district will 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 18 or older, is not dependent upon his or her parents/guardians or is determined by the district, after consulting the district's attorney, to have a legal entitlement to accommodations.

## **Privacy**

A student's transgender status will be shared only with staff members and district officials who need to know, as determined by the district. The information will 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 will be used in the district'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 district will change the official record.

Upon request, the district will use a name chosen by the parents/guardians and student that corresponds with the student's gender identity when the district 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 will use the student's chosen name.

District records regarding gender will reflect the gender provided by the parents/guardians and student and may be changed upon request.

## **Names and Pronouns**

Upon request, district staff will address a transgender student using the student's preferred name, if different than the legal name, and will 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 with the student's gender assigned at birth, or they may use any unisex facilities available to students. The district will also, upon request, designate separate facilities for transgender students to use if unisex facilities are not available to students.

## **Classes and Academic Activities**

The district 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 will 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 district will abide by Louisiana High School Athletic Association (LHSAA) rules regarding transgender student participation for any activity governed by LHSAA. For all other district activities in which gender is a participation factor, transgender students will be allowed to participate based on the gender with which they identify.

### **Dress**

A transgender student will be allowed to dress in a manner that conforms with the student's gender identity and will be subject to the rules applicable to dress associated with that gender.

### **Disruption, Illegal Discrimination and Illegal Harassment**

The district 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 must 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 district policies may be disciplined. Employees may be disciplined or terminated.

### **Training and Education**

#### **Employees**

Regular training on the prevention of illegal discrimination and harassment will include information on the district's obligations to accommodate transgender students. Staff members who are informed of the identity of a specific transgender student will 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 district 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 district will respect the privacy of individual transgender students, if a parent/guardian or community member requests information on the district's accommodation of transgender students, the district will provide a copy of this policy as well as additional information regarding the needs of transgender students and the district's legal obligations.

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### **PARENT AND FAMILY ENGAGEMENT**

The Morehouse Parish School Board recognizes that parent and family engagement must be a priority of the School Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children's elementary and secondary school careers. The term parent shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of parent and family engagement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in Morehouse Parish, in meaningful collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the parent and family engagement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

## DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents and family members in the joint development and amendment of the school district's plan, which includes components of the district's parent and family engagement program, to be submitted to the Louisiana Department of Education.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Morehouse Parish in planning and implementing effective parent and family involvement activities to improve student academic achievement.
3. Coordinate and integrate parent and family engagement strategies with other relevant programs that promote parent involvement.
4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of components and strategies of the School Board's parent and family engagement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and parent and family engagement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the parent and family engagement policies and procedures.
5. Distribute to parents and families, in a language the parents can understand, information about the Morehouse Parish School Board's parent and family engagement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law.

## SCHOOL LEVEL RESPONSIBILITIES

As part of the parent and family engagement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Morehouse Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of engagement meetings at convenient times to maximize parental participation, and may provide transportation, child care, appropriate refreshments,

and/or home visits, as such services relate to parental involvement.

3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parent and family engagement programs, including the planning, development, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide parent and family engagement program plan.
4. Provide parents, especially those of participating children:
  - A. timely information about educational and parent and family programs;
  - B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of state academic standards;
  - C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and,
  - D. the School Board's written Parent and Family Engagement policy.
5. If the school-wide parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

#### SHARED RESPONSIBILITIES

As part of the parent and family engagement program, to build a capacity for involvement, the School Board and each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as

Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

5. Shall ensure that information related to school and parent programs, meeting, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the School Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. May adopt and implement model approaches to improving parental involvement.
12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.
13. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
14. Shall provide such other reasonable support for parental involvement activities as parents may request.
15. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

#### 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, in accordance with state law. 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.

### SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the State's standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - B. frequent reports to parents on their children's progress;
  - C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
  - D. parental activities and/or contributions away from the school site that enhance academic achievement.

### OTHER PROGRAMS

In conjunction with the district services rendered under the School Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Morehouse Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in

Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Morehouse Parish public schools.

Adopted: