

SPORTS INJURY MANAGEMENT AND CONCUSSIONS

COMPREHENSIVE SPORTS INJURY MANAGEMENT PROGRAM

The Morehouse Parish School Board shall require each high school that sponsors or sanctions any athletic activity and which requires a participating student to regularly practice or train and compete to implement a sports injury management program. The injury management program shall:

1. Establish a comprehensive emergency action plan for each sport located on the school's campus.
 - A. The emergency action plan shall be reviewed annually prior to each sport season with all appropriate personnel who are designated by the athletic director's office.
 - B. The comprehensive emergency action plan shall follow the best practices of the American College of Sports Medicine and the National Athletic Trainers' Association.
2. Require that any coach, game official, on-field licensed health care provider, or licensed athletic trainer remove a student from practice, training, or competition if any of the following circumstances occur:
 - A. The student reports any defined sign or symptom of a serious sports injury.
 - B. The coach or licensed athletic trainer determines that the student exhibits any defined sign or symptom of a serious sports injury.
 - C. The coach is notified that the student has reported or exhibited any defined sign or symptom of a serious sports injury by any of the following persons:
 - (1) A licensed, registered, or certified medical practitioner operating within their respective scope of practice.
 - (2) A licensed athletic trainer.
 - (3) Any other licensed, registered, or certified individual whose scope of practice includes the recognition of symptoms associated with serious sports injuries.
 - (4) An official responsible for judging or supervising the athletic competition.

3. Ensure that any student who, in accordance with statutory provisions is safely removed from practice, training, or competition:
 - a. Shall, as soon as practicable after reporting or exhibiting any sign or symptom of a serious sports injury, be examined by a health professional duly licensed in Louisiana to provide health care services or medical treatment.
 - B. May be allowed to return to practice, training, or competition only after the student provides to the coach and an licensed athletic trainer *written authorization* from a health professional duly licensed in Louisiana to provide health care services or medical treatment.
4. Require that for the purpose of serving the students, school, community, and protecting public safety, each coach certified by the Coaches Education and Certification Program receive annual documented training regarding the nature and risks of serious sports injuries in accordance with the National High School Coaches Association and the Louisiana High School Coaches Association.
5. Subject to availability of financial resources and supply of the necessary workforce, rely to the greatest possible extent on athletic trainers licensed by the *Louisiana State Board of Medical Examiners* to provide athletic health care at high school athletic competitions.
6. Require that each school participating in interscholastic athletics, follow the best practices for any activity that does not occur in a climate-controlled facility. These practices shall follow the modified guidelines of the American College of Sports Medicine and the National Athletic Trainers' Association regarding the heat acclimatization and wet bulb globe temperature policy. These policies shall apply to all school campuses where summer conditioning, pre-season and regular season practices or fall or spring sports take place, or when a coach is present. Football jamborees and regular season games shall be exempt from the provisions of this Paragraph.

(1) "*Heat acclimatization*" means a series of changes or adaptations that occur in response to heat stress in a controlled environment over the course of seven to fourteen days. These adaptations are beneficial to exercise in the heat and allow the body to cope with heat stress.

(2) "*Heat acclimatization*" means a series of changes or adaptations that occur in response to heat stress in a controlled environment over the course of seven to fourteen days. These adaptations are beneficial to exercise in the heat and allow the body to cope with heat stress.

(3) "*Interstate game*" means any regular season game played out of state.

(4) "*Jamboree*" means a preseason football contest that serves as an official rehearsal for the upcoming regular season where teams compete against

regular season opponents.

(5) "Regular season game" means any intrastate or interstate game played during the regular sports season.

(6) "Wet bulb globe temperature" means a measure of the heat stress in direct sunlight which takes into account temperature, humidity, wind speed, sun angle, and solar radiation.

7. Include a protocol for licensed athletic trainers, if utilized by the school or school system, to be available for practices or games to assist in the management of emergency and nonemergency care for participants.

The school shall ensure that before a student is allowed to participate in any school-sponsored or school-sanctioned athletic activity, the student and the parent or guardian of the student shall document that they have viewed information provided in written or verifiable electronic form by the school or school district, regarding risks of serious sports injuries.

The sports injury protocols outlined above do not apply to concussions, the protocols of which are outlined below, in accordance with the *Louisiana Youth Concussion Act of 2011*, La. R.S. 40:1089.1-40:1089.5.

CONCUSSIONS

Prior to beginning of each athletic season, the School Board shall provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury. Each youth athlete and his or her parents or legal guardian shall be required to sign a concussion and head injury information sheet which provides adequate notice of the statutory requirements which must be satisfied in order for an athlete who has or is suspected to have suffered a concussion or head injury to return to play.

Each coach, whether such coach is employed or a volunteer, and every official of a youth athletic activity that involves interscholastic play shall be required to complete an annual concussion recognition education course which is in accordance with the statutes.

Removal from and Return to Play

A coach who is required to complete concussion recognition education shall immediately remove any youth athlete from a game, competition, or practice if any of the following occurs:

1. The youth athlete reports any defined sign or symptom of a concussion and is reasonably suspected of having sustained a concussion.
2. The coach, athletic trainer, or official determines that the youth athlete exhibits any defined sign or symptom of a concussion and he/she reasonably suspects that the youth athlete has sustained a concussion.

3. The coach or official is notified that the youth athlete has reported or exhibited any defined sign or symptom of a concussion and is reasonably suspected of sustaining a concussion by any of the following persons:
 - A. A licensed, registered, or certified medical health care provider operating within their respective scope of practice. The medical health care provider performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.
 - B. Any other licensed, registered, or certified individual whose scope of practice includes the recognition of concussion symptoms. The individual performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.

If a youth athlete is removed from play and the signs and symptoms cannot be readily explained by a condition other than concussion, the coach shall notify the athlete's parent or legal guardian and shall not permit the youth athlete to return to play or participate in any supervised team activities involving physical exertion, including games, competitions, or practices, until the youth athlete is evaluated by a health care provider and receives *written clearance* from the health care provider for a full or graduated return to play.

After a youth athlete who has sustained a concussion or head injury has been evaluated and received clearance for a graduated return to play from a health care provider, an organization or association of which a school or school district is a member, a public school, or an athletic league may allow a licensed athletic trainer with specific knowledge of the athlete's condition to manage the athlete's graduated return to play.

STUDENT VOTER REGISTRATION

Each high school student who is at least seventeen years old shall be provided an opportunity to register to vote by using a school computer to fill out an electronic voter registration application or by using the state mail voter registration application form.

No employee of the Morehouse Parish School Board shall allow involvement of any political or partisan group or organization in the registration process.

Each school shall follow guidance provided by the Louisiana Secretary of State in the implementation of the provisions of this policy.

Each school within the Morehouse Parish School District which serves high school students shall adopt those procedures for that school for the implementation of this policy and each school shall review those practices, at minimum, every five years for the purpose of considering any needed revisions or updates.

Legal reference: La. R.S. 17: 2119 & 3996(B)(67)

**PREGNANT AND PARENTING STUDENTS POLICIES
FOR ATTENDANCE, BREASTFEEDING & CHILDCARE**

A. The Morehouse Parish School Board adopts this attendance policy for pregnant and parenting students for each school as follows:

- (1)(a) Excuse absences due to conditions related to pregnancy and parenting, including but not limited to labor, delivery, and recovery; prenatal and postnatal medical appointments and other medically necessary pregnancy-related absences; a child's illness or medical appointment; and legal appointments related to pregnancy or parenting, including but not limited to adoption, custody, and visitation.
- (b) Provide at least ten days of excused absences for both a parenting mother and a parenting father after the birth of a child.
- (2) At the conclusion of any pregnancy-related or parenting-related period of absence, allow a student to make up missed work in a reasonable amount of time that shall not be less than the number of days the student was absent and choose from various options to make up the work, including retaking a semester, participating in an online course credit recovery program, being granted six weeks to continue at the same pace and finish at a later date, or receiving home-based instruction services.
- (3) Provide that for absences or checkouts for reasons provided in Paragraph (1) of this Subsection, a school shall accept either of the following:
 - (a) Documentation from a physician.
 - (b) Permission from a parent or legal guardian.

B. Each school shall provide the following relative to breastfeeding:

- (1) Provide for reasonable accommodations for a lactating student on a school campus to express breast milk, breastfeed, or address other breastfeeding needs, which shall include, at a minimum:
 - (a) Access to a private and secure room other than a restroom to express breast milk or breastfeed a child.
 - (b) Permission to bring a breast pump and any other equipment used to express breast milk to school.

- (c) Access to a power source for a breast pump or any other equipment used to express breast milk.
 - (d) Access to a place to store breastmilk safely.
- (2) Provide that a lactating student shall be provided a reasonable amount of time to accommodate the need to express breast milk or breastfeed a child while at school.
 - (3) Provide that a student shall not incur an academic penalty as a result of use, during the school day, of the reasonable accommodations specified in this Subsection and shall be provided the opportunity to make up any work missed due to such use.
- C. If a school provides access to child care either on campus or off campus, the school's governing authority shall adopt a policy for notifying students of such child care options, which shall be available to both student mothers and student fathers. If a school does not provide such child care, its governing authority shall adopt a policy for assisting parenting students in identifying child care providers.

Legal reference: La. R.S. 17:221.8 and 3996(B)67

REMOVING OF MINOR CHILD FOR PROTECTIVE CUSTODY

1. Any law enforcement officer, peace officer, peace officer accompanied by an emergency medical technician or state official who seeks to remove a child from a school to be taken into protective custody prior to the removing of the minor from the school shall provide the following information about the minor child to the principal of the school or his/her designee in the principal's absence:

- (a) First and last name of the minor.
- (b) Address of the minor.
- (c) Date of birth of the minor.

2. No school administrator shall release a minor into protective custody unless the official to whom the minor is being released provides the above referenced information.

3. The provisions contained herein shall not apply to an arrest for which there is probable cause.

Legal Reference: Children's Code Articles 1432(D) and 1433(F)

SEIZURE TREATMENT AND TRAINING POLICY

A. All school nurses and school employees who have regular interaction with students from whom there is a seizure management and treatment plan, and all such school bus operators who interact with such students, must complete biannually the available courses developed by the Louisiana Department of Education regarding instruction for treating students with seizure disorders that includes information about seizure recognition and related first aid.

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

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

Legal reference: La. R.S. 17:436.4

SUDDEN CARDIAC ARREST EDUCATION FOR EMPLOYEES
AND VOLUNTEERS

Each school nurse, coach, athletic trainer and athletic directors, whether employed or serving as a volunteer, shall complete annually a sudden cardiac arrest education program developed by the Louisiana Department of Education.

Each such employee of the Morehouse Parish School Board who works at a specific school shall present proof of completion of said program to the principal of his/her school or the principal's designee no later than the 10th day after the school year begins. The school nurses shall present such proof to the Supervisor of Child Welfare and Attendance.

Legal reference: La. R.S. 17:420.2 and 3886(B)(67)

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.

Check-Out Policy

Each principal of each school shall establish a student check-out policy that is applicable for the school under the principal's administration. The school principal shall transmit the policy to the Superintendent of School or his designee for approval. The Superintendent or his designee shall review each policy established at least every three (3) years.

Legal Reference: La. R.S. 17:81(BB)

EQUAL OPPORTUNITY EMPLOYMENT

The Morehouse Parish School Board with its administrative staff believes that it has an obligation to provide the children attending its schools the very best teachers available regardless of race, color, creed, sex, national origin, sex, disability, marital status, sexual orientation, religion or veterans status.

Equal opportunity employment will also prevail in the hiring practices of all other employees of the Morehouse Parish School System.

The Morehouse Parish School Board will not discriminate in its employment practices on the basis of sex as outlined in the Policy Statement of Title IX. (See statement coded F-2 Exhibit, Policy Statement on Title IX of the Education Amendments of 1972.)

The Morehouse Parish School Board will not discriminate in its employment practices on the basis of age as stated in the Age Discrimination Act of 1967 as amended in 1974.

The Morehouse Parish School Board will not discriminate in its employment practices on the basis of handicapping condition as stated in Section 504 of P.L. 93-112, the Rehabilitation Act of 1973.

The Morehouse Parish School Board will not:

- (1) Intentionally fail or refuse to hire or to discharge any individual, or otherwise to intentionally discriminate against any individual with respect to compensation, or terms, conditions, or privileges of employment, because of the individual's race, color, religion, sex, national origin, or natural, protective, or cultural hairstyle;
- (2) Intentionally limit, segregate, or classify employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect the individual's status as an employee, because of the individual's race, color, religion, sex, national origin, or natural, protective, or cultural hairstyle.

“Natural, protective, or cultural hairstyle” shall include but is not limited to afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair style to protect hair texture or for cultural significance.

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

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

All employees shall be responsible for complying with this policy. Inquiries, concerns, or complaints related to any form of harassment or discrimination should be immediately reported to the immediate supervisor who, in turn, shall report the incident to the Superintendent and/or his/her

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, disability, as defined in R.S. 51:2232, national origin, handicapping condition, or natural, protective or cultural hairstyle.

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.

Natural, protective, or cultural hairstyle shall include but is not limited to afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significances.

AUTO INJECTIBLE EPINEPRINE POLICY

(1) Notwithstanding any provision of law or any rule, regulation or policy to the contrary, each school shall follow this policy to maintain a supply of auto-injectable epinephrine in a secure location in each classroom assigned to a student who is deemed by his physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine.

(2) This policy requires the student's parent or other legal guardian to annually provide the school in which the student is enrolled with all of the following:

- (a) The supply of auto-injectable epinephrine to be kept in each classroom.
- (b) Written authorization for the student to be administered the medication.
- (c) Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.
- (d) A written treatment plan from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

(3) The documentation required by this Subsection shall be kept on file in the office of the school nurse or other designated school official.

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

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

(6) Each school shall include this policy in its student handbook and post such policy on the school's website, if it has one. Such policy shall also be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has a condition which puts him at risk of anaphylaxis.

(7) A form to be signed by each parent as set forth in subparagraph (5) is attached.

AUTHORIZATION AND RELEASE FOR ADMINISTRATION
OF AUTO-INJECTABLE EPINEPRHINE

I HEREBY AUTHORIZE _____ School of the Morehouse Parish School Board to administer auto-injectable epinephrine to _____. I further warrant that I am the parent and/or legal custodian of the student, and I am duly authorized to execute this form.

I further agree that I hold harmless the Morehouse Parish School Board, its employees, agents and representatives from any claim for bodily injury of any nature, type or kind to the above named student or which may be sustained or claimed to be sustained by the said student in connection with the activity of administration of auto-injectable epinephrine to the above named student, and in connection with the activity or caused by or arising out of or claimed to have been caused by or to have arisen out of the activity whether any such claim shall be based upon the alleged active or passive negligence or participation in the wrong or upon any alleged breach of any statutory duty or obligation on the part of the Morehouse Parish School Board, its employees, agents or representatives.

I further authorize the Morehouse Parish School Board, its employees, agents or representatives to perform such care, first aid or rescue to the above named student in the event of any injury or claimed injury to said student and I authorize the Morehouse Parish School Board, its employees, agents or representatives to, in my absence, obtain any medical attention and to sign such agreements to obtain medical attention, for said student, as they may in their sole discretion deem necessary or advisable. I understand that all attempts will be made to notify me of my child's medical condition and decisions which have been made as soon as reasonably possible, but treatment will not be delayed for that reason. I agree I will be financially responsible for the emergency medical treatment incurred. I release the Morehouse Parish School Board from any liability whatsoever and hold harmless the Morehouse Parish School Board, its employees, agents and representatives from any liability and from any and all claims for damages to said student by reason of attempts of the Morehouse Parish School Board, its employees, agents or representatives in rendering emergency care, first aid, rescue or movement of the student except for grossly negligent acts or omissions that result in harm to such student.

I note that my child has the following allergies: _____

I further recognize that each and every provisions contained in this document is severable from each and every other provision and if any provision is not enforced or enforceable by a court of competent jurisdiction, each and every other provision shall remain in full force and effect.

(Printed name of parent or legal guardian)

(Printed name of School Administrator)

(Address of parent or legal guardian)

(Signature of School Administrator)

(Telephone no. of parent or legal guardian)

(Date of signature of School Administrator)

(Signature of parent or legal guardian)

(Date of signature)

LEAVE FOR ILLNESS AND EMERGENCIES

Leave for personal illness or other emergencies or special circumstances shall be granted teachers and other employees hired for the school year in accordance with state law.

1. All full time employees shall be governed by the following policy:

All employees as stated above, shall be entitled to a minimum of 10 days absence per school year because of personal illness or other emergencies or special circumstances, without loss of pay. Any portion of such sick leave not used in any years shall be accumulated to the credit of the employee without limitation. However, upon initial employment, an employee shall not be allowed any sick leave in a school year unless he/she reports for duty and actually performs work for the board during that school year at which time the ten days otherwise provided for in this section shall accrue.

A minimum of ten days of sick leave shall be allowed based on an employee beginning work at the beginning of a school year. The chart below indicates the number of paid sick leave days allowed based on the time the school year the employee begins work.

Begins Work	Paid Sick Days Allowed
First month of school year	Ten days (10)
Second month of school year	Nine days (9)
Third month of school year	Eight days (8)
Fourth month of school year	Seven days (7)
Fifth month of school year	Six days (6)
Sixth month of school year	Five days (5)
Seventh month of school year	Four days (4)
Eighth month or thereafter	Three days (3)

2. An employee who utilizes more than their allotted or accumulated days shall be addressed in the following manner:

2 days over – counseled by the principal with documentation

5 days over – counseled by principal, appropriate central office supervisor with documentation

7 days over – counseled by principal, appropriate central office supervisor with documentation and determination as to future ways of action.

3. Sick leave when not used in any year shall be accumulated to the credit of the employee without limitation.

REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES
IN MOREHOUSE PARISH .

The following rental fees shall be charged for programs sponsored by private individuals, private business concerns, or any other non-school groups that charge admission.

1. Auditorium

- a. Each professional performance \$500.00 (2 hours)
- b. Each local talent performance \$150.00 (2 hours)
- c. Each rehearsal \$75.00 (2 hours)
- d. When air conditioning or heat is used for an additional rehearsal or performance a fee of \$30.00 per hour will be charged.
- e. An additional \$25.00 per hour will be charged for each hour or fraction of an hour that a program or rehearsal runs over two hours.
- f. A school employee must be present to act as supervisor for each performance or rehearsal. This supervisor is to be paid \$25.00 per hour with a minimum of 2 hours.
- g. Custodian-\$15.00 will be charged for each custodian needed

Gymnasium (when used as such)

- a. Night or day \$150.00
- b. A tournament not to exceed one day and two nights \$350.00
- c. If heat or air conditioning is used, an additional \$30.00 per hour will be charged.
- d. When used for other types of activities, charges will be the same for the auditorium.

In case of civic and religious groups that do not charge admission, a fee of \$75.00 will be charged, plus \$30.00 per hour when heat or air conditioning is used. A school employee must be present to act as supervisor for each performance or rehearsal. This supervisor is to be paid \$25.00/hour. If custodians are required, \$15.00/hour will be charged for each custodian.

(Exceptions for cafeterias: \$37.50/hours will be charged for use of cafeteria; an \$25.00 per hour will be charged for Kitchen Rental and \$20.00 per hour for use of serving lines. A supervisor's fee of a minimum of \$25.00/ hours. If extra help is needed technician shall be paid \$15.00 per hour. If custodians are required a fee of

\$15.00/hour per custodian shall be charged. A heat/air conditioning charge of \$20.00 per hour will be charged.

- C. All contracts for non-school related activities will be issued by the Superintendent or his designee. All terms and charges are to be explained and agreed upon at the time the facility is initially reserved. All deposits and 50% of the rental fees must be paid prior to the event being held. The remainder is to be paid within 5 working days of the event.
- D. A deposit of \$150.00 will be required for breakage. If no breakage occurs, the deposit will be returned to the renter.
- E. All fees shall be paid to the Superintendent or his designee. Schools shall be reimbursed 25% of the charges levied on non-school sponsored or related activities.
- F. No principal is authorized to permit the use of their school's facilities by outside agencies without compliance with School Board policy.
- G. A monthly report as to the usage of school buildings shall be submitted to the superintendent or his designee.

General Regulations

1. School property is to be left in a suitable condition (cleanliness etc.)
2. Smoking is strictly forbidden, as well as use of all open flames such as matches, candles, etc.
3. No school property is to be moved from its present location.
4. Corridors, exits, and stairways must be free of all obstructions at all times.
5. No intoxicants allowed on school board property or buildings at any time.
6. No cold drink bottles to be taken into auditoriums or gymnasiums because of safety factor.
7. No commitment for continuous use of buildings will be made.
8. The school's use of its facilities will take precedence over any request.
9. Any rules not specifically indicated will be left to the discretion of the principal concerned.
10. Any agreement between the Sheriff in regard to a youth program in the summer should be negotiated between the Sheriff and the Principal of the school to be used.
11. Any request to have religious services of any nature - specifically preaching - must be brought to the Board for action.
12. Use of a stadium, when that school is not a participant in the event taking place, should have the approval of the school board. In such case a rental fee plus money for utilities will be charged. The rates would vary according to the facility used.
13. No weddings, wedding receptions, and/or wedding rehearsal suppers will be permitted.
14. With any requests for schools to be used for funerals, the principal will contact the Superintendent to determine whether or not it is for a current or former employee, and/or for a current or former student and the holding of the funeral would not be against board principles and beliefs.
15. Any nonprofit organization which has utilized Bastrop High School and/or other school facilities for at least ten years during the summer months when school is not in session for the purpose of a day camp for youth shall be granted a 90% reduction in charges for use of school facilities for up to four days in the summer for the purpose of conducting a camp for youth. Permission for the use of any facility must be obtained from the principal of the school and approved by the Superintendent.

USE OF ATHLETIC FACILITIES POLICY

Track *

Visitors are welcome to use the track as long as the entrance gates are open to the track except when students are using the track. No bicycles, motorized vehicles, golf carts, or pets are allowed inside the fenced-in area to the track. All visitors must leave the facility when school personnel close the facility.

Field House and Weight Room *

The field house and weight room are not open to the general public. However, former athletes who graduated from a school and who are currently on a college or professional team may, with permission, use the facility when open. At Bastrop High School the permission must be granted by the Facilitator of Athletic Events and Facilities or the Athletic Director. At Delta High School and Morehouse Junior High School, the permission must be granted by the principal.

At all times a member of the coaching staff of the school must be physically present observing the individuals using of the weight room.

The weight room may not be used by anyone other than a student of faculty member when students are using the weight room.

The rules and regulations set by the school or the school representative present must be followed. Failure to follow the rules will result in the individual being banned permanently from use.

Any structural damage to the facility or equipment will require the individual who damaged the facility or equipment to pay for the repair or replacement of same.

All visitors must leave the weight room which school personnel close the facility.

Gymnasiums *

Gymnasiums are not open to the general public. The use of the gymnasium falls under the Morehouse Parish School Board policy dealing with use and rental of facilities.

Baseball and Softball Fields

The use of the baseball and softball fields may be made only by special arrangement in writing with the Facilitator or Athletic Events and Facilities or the Athletic Director with the approval of the Principal of Bastrop High School. The use of any baseball or softball fields at Morehouse Junior High School or Delta High School may be made only by special arrangement in writing with the principal.

* At Bastrop High School special arrangements for use of all athletic facilities may be made in writing with the Facilitator or Athletic Events and Facilities or the Athletic Director with approval of the Principal. At Morehouse Junior High School and Delta High School special arrangements for use of all athletic facilities may be made in writing with the Principal.

USE OF SCHOOL FACILITIES BY PATRIOTIC ORGANIZATIONS

- A. As used in this Section, “patriotic organization” means a youth group that is listed as a patriotic society in Title 36 of the United States Code.
- B. Any patriotic organization may use any public school building or property for student participation in its activities at times other than instructional time during the school day.
- C.(1) Each public school principal shall grant representatives of any patriotic organization the opportunity to speak with and recruit students to participate in the organization during school hours for the purpose of informing students of how the organization may further the students’ educational interests and civic involvement in order to better their schools, their communities, and themselves.
- (2) The organization shall provide verbal or written notice to the principal of its intent to speak to the students and submit proof of liability insurance for the organization. The principal shall provide verbal or written approval of the specific day and time for the organization to address the students.

The principal may require written proof that the organization is a “patriotic organization” as defined above.

Legal reference: La. R.S. 17:2119

PURCHASING & BIDS AND QUOTATIONS

All purchasing for the school system to be paid from public funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the Morehouse Parish School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Morehouse Parish School Board without action by the School Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the School Board consistent with specifications of quality and service. Purchase orders must be generated for all purchases of \$500.00 or more and attached to the invoice at the time of payment.

Each principal shall assure that purchases by the individual school shall be made in accordance with applicable state and federal law, and administrative regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the Morehouse Parish School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved. School Board employees shall neither solicit nor accept gratuities, favors or anything of monetary value from vendors, contractors, potential contractors, or parties to subagreements. All purchasing shall comply with the U.S. Department of Education *General Administrative Regulations* (EDGAR), the *Louisiana Public Bid Law*, the *Louisiana Code of Governmental Ethics*, the *Louisiana Procurement Code*, and applicable state or federal regulations, as applicable.

PROCUREMENT METHOD

Procurement Methods	State Requirement Title 38 La. Bid Law R.S. 38:2212.1
Micro Purchases (new method)	Purchases less than \$1,000 No competitive process required.
Small Purchases (informal)	\$1,000 - \$10,000 3 or more quotes required for \$5,000 or greater; and suggested but not required for below \$5,000.
	\$30,000 - \$60,000 Solicit 3 or more quotes.
Sealed Bids (formal advertising)	Materials and Supplies Exceeding \$60,000 Public Works Exceeding \$154,450 Publicly bid and award to lowest responsible bidder
	Materials and Supplies Exceeding \$60,000 Public Works Exceeding \$154,450
Competitive Proposals	Materials and Supplies Exceeding \$60,000 Public Works Exceeding \$154,450

	Publicly bid and award to lowest responsible bidder.
Noncompetitive Proposals – Sole Source Purchases	<p>Sole source purchases are appropriate only under the circumstances listed below. These circumstances must be adequately documented.</p> <ol style="list-style-type: none"> 1. The item procured is only available from a single source; 2. The purchase is in response to a public emergency that will not permit a delay resulting from the competitive process; 3. The purchase is expressly authorized by awarding or pass-through agency in response to written request from the School Board; or 4. After soliciting a number of sources competition is deemed inadequate. Process must be adequately documented.

The School Board may choose by resolution to adopt the *Louisiana Procurement Code* in part or in its entirety. The School Board may also purchase from vendors with state contracts that have been pre-approved by the *Office of State Procurement (OSP)*.

USE OF FEDERAL FUNDS

All procurement of materials, supplies, and services, as well as the construction of public works, funded in whole or in part with federal funds shall comply with the requirements contained in Title 2, Section 200, of the Code of Federal Regulations. All procurements using federal funds, in whole or in part, shall employ one of the procedures identified in 2 CFR 200.320, if more stringent than those procedures required by Louisiana law. Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the Louisiana Procurement Code, as well as guidelines and policies issued by the Louisiana's Office of State Purchasing relevant to the particular adoption(s) may be applicable to the purchase, if more stringent.

Solicitations from Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

When spending federal funds, the Morehouse Parish School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Louisiana Economic Development Agency, and Small Business Administration and the Minority Business Development Agency of the United States Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1 through 5 of this section.

Exclusion or Rejection of Quotes or Bids

A contract award or a purchase made with federal funds shall not be made to parties listed on the government-wide exclusions in the *System for Award Management* maintained by the U.S. Government, which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow the procurement method as authorized by Louisiana law.

Financing Purchases

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. If required, such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall obligate the School Board without proper school system personnel knowledge and approval.

Use of State Contract

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.

The School Board may also *piggyback*, or purchase materials and supplies on valid

contracts of other political subdivisions in accordance with La. Rev. Stat. Ann. §§33:1321-1337 or La. Rev. Stat. Ann. §38:321.1.

Louisiana Procurement Code

State law authorizes School Boards to adopt all or any part of the *Louisiana Procurement Code* as contained in state statutes (La. Rev. Stat. Ann. §§39:1551-39:1755). For proper and efficient operations, the Morehouse Parish School Board may adopt, by resolution or otherwise, pertinent provisions of the *Louisiana Procurement Code*, accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as

guidelines and policies issued by the state's Office of State Purchasing relevant to the procurement of materials, supplies, merchandise, and other types of property.

Sole Source Provider

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

Reverse Auction

The School Board may use a reverse auction in lieu of the more formal bid process when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board. *Reverse auction* means a competitive online solicitation process on the Internet for the purchase of equipment, supplies, and other materials or consulting services.

Prior to the use of the reverse auction, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.
5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.
7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.
8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for the purchases of materials, supplies, equipment, or consulting services using a reverse auction shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.
2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

PREFERENCES

To the extent possible, when purchasing with state or locally generated funds, the School Board shall regularly purchase products manufactured, grown, produced or harvested from the state land or waters which are of equal quality to such items produced outside the state, provided the cost of state products does not exceed by more than the statutory percentage the cost of out-of-state products or as otherwise provided by state law. Such products shall be limited to those allowed by state law.

VENDORS

The Morehouse Parish School Board shall seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

No person officially connected with or employed by the School Board shall be an agent for, or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of supplies, materials, equipment, services or public works contracts.

No employee of the School Board shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any vendor representative or agent of a vendor, or a prospective vendor or contractor.

CREDIT CARDS

The Superintendent may authorize the use of credit cards or procurement cards by authorized personnel to facilitate the purchase of school district materials, supplies, employee travel and gas. Only personnel employed by the School Board and authorized by the Superintendent may be permitted to use any charge card in the name of the School Board. No personal usage of any card shall be permitted.

Each person authorized by the School Board shall be issued a credit card in the name of the School Board. Once received, the card(s) shall remain in the possession of the employee/cardholder and he/she shall be held accountable for the card's usage.

Documentation (purchase order and/or itemized receipt) shall be required for all purchases, credits or transactions for which the card is used.

The usage of any card issued shall be in accordance with the administrative regulations and procedures outlined by the Superintendent and/or staff. Designated School Board personnel shall be responsible for monitoring all charges, the number and amount of purchases, vendors used, as well as detailed transaction information. Misuse of any School Board credit card may result in discipline and/or personal liability for dishonored, erroneous, or improper charges.

Gasoline or Fuel

Purchases of gasoline or fuel by credit cards shall be documented with receipt submitted to the Business Office as soon as practicable following purchase. Documentation of the purchase shall include, at a minimum, vehicle description, number of gallons purchased, price per gallon, and signature of person filling vehicle.

Purchasing Policy and Procedures Manual

The Purchasing Policy and Procedures Manual of the Morehouse Parish School Board shall be followed and made a part hereof as if set forth at length herein. Any provision in the Manual contrary to the provisions set forth in this policy shall be superceded by this policy.

PUBLIC WORKS

The Morehouse Parish School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding \$154,450 or such sum as allowed by law, including labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works which are estimated to cost less than the contract limit may be undertaken by the School Board with its own employees.

As an evidence of good faith of the bidder, the School Board shall require bidders for construction, improvement, repair, or other work to attach to the bid submitted, a bid bond, certified check, or cashier's check for not more than five percent (5%) of the contract work to be done. The School Board may require a bid bond or certified or cashier's check of not more than five percent (5%) of the estimated price on bids taken for supplies and materials.

When any bid is accepted for construction or doing any public works, a written contract shall be entered into by the successful bidder and the School Board, and the successful bidder shall furnish a bond in an amount not less than one-half of the amount of the contract, for the faithful performance of his or her duties.

When using state or locally generated funds, under no circumstances shall there be a division or separation of any public work project into smaller projects, which division or separation would have the effect of avoiding the requirement that public work be advertised and let by contract to the lowest responsible bidder in accordance with statutory provisions.

The School Board shall retain the option of requiring all bids that are let out for public works be submitted electronically.

MATERIALS AND SUPPLIES

All purchases of materials or supplies exceeding the sum of \$60,000 shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. In addition, purchases of materials or supplies of at least \$30,000, but not more than \$60,000, shall be made by obtaining not less than three (3) documented quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. The School Board may require a written contract or bond when purchasing the materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes. Provided the cost and quality of products are equal, preference shall be given for purchase of materials or equipment offered by Louisiana

citizens.

When using state or locally generated funds, purchases cannot be divided by departments or by a school if the effect is to evade the state's public bid law. Purchases of commodities that are bought in small but recurring amounts through the year shall be bid on an annual basis.

The School Board shall retain the option of requiring all bids that are let out for materials and supplies be submitted electronically.

In lieu of formal bids, the School Board may use a *reverse auction* for the purchase of equipment, supplies, and other materials or consulting services, as outlined above.

EMERGENCIES

In cases of an emergency or extreme emergency when time is not sufficient to advertise for bids for public works or purchase of materials, the School Board or designee is permitted by law to declare through resolution that a public emergency or extreme public emergency exists and extend a contract for more than the sums mentioned without going out to bid. However, in such cases every effort shall be made by School Board personnel to secure competitive quotations. The accepted quote shall be confirmed and documented in writing. State law permits a person designated by the School Board to declare the existence of an *extreme public emergency*. This designated person shall be the Superintendent and/or his/her designee. Notices of an *emergency* or *extreme emergency* shall be published in the School Board's official journal within ten (10) days of the emergency being certified by the School Board or designee.

An *emergency* is defined by La. Rev. Stat. Ann. §38:2211 as

"An unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part."

An *extreme public emergency* is defined by La. Rev. Stat. Ann. §38:2211 as

"A catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity."

BID ADVERTISEMENTS

All advertisements for bids for public works shall appear in the newspaper selected as the official journal for the School Board, except in emergencies as may be declared by the School Board. Any advertisement for any contract for public works, when published, shall appear once a week for three (3) different weeks in a newspaper in the locality and the first advertisement shall appear at least twenty-five (25) calendar days before the opening of bids.

Any advertisement for any contract or purchase of materials or supplies shall be published two (2) times in a newspaper in the locality, the first advertisement appearing at least fifteen (15) calendar days prior to the opening of bids.

In addition to newspaper advertisements, the School Board shall also publish advertisements and accept bids by electronic media in accordance with uniform standards promulgated by the state. In any advertisement, the first publication shall not occur on a Saturday, Sunday, or legal holiday.

If the School Board issues or causes to be issued on a public work exceeding the contract limit set by state law, any addendum modifying plans and specifications within a period of seven (7) days prior to the advertised time for opening of bids, excluding Saturdays, Sundays, and any other legal holidays, the School Board shall transmit a copy of the addendum to all prime bidders who have requested bid documents. The transmission shall be completed within twenty-four (24) hours of the issuance of the addendum, and may be delivered by either facsimile transmission (fax), e-mail, other electronic means, or by hand provided the prime bidder has supplied the fax number or e-mail address to the School Board. In addition, a copy of the addendum shall be sent by regular mail. If the addendum cannot be transmitted by fax, e-mail, other electronic means, or hand delivered, the School Board shall be required to postpone the bid opening by at least seven (7) calendar days.

The School Board shall not issue or cause to be issued any addendum modifying plans and specifications within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the seventy-two hour period prior to the advertised time for the opening of bids, then the opening of bids shall be extended at least seven (7), but not more than twenty-one (21) working days, without the requirement of readvertising. The addendum shall state the revised time and date for the opening of bids.

A potential supplier may, but is not required to, submit a particular product for prior approval other than a product specified in the contract documents, no later than seven (7) working days prior to the opening of bids. Within three (3) days, exclusive of holidays and weekends,

after submission, the prime design professional shall furnish both the public entity and the potential supplier written approval or denial of the product submitted. If the prime design professional fails to respond within the time period provided for in this Paragraph, the submitted product shall be considered approved.

OPENING OF BIDS

All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection. However, the School Board shall not accept or take any bids including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service.

BID AWARD

In order to protect the integrity of the competitive bidding process, the determination of responsiveness by the bidder must be made from the bid documents at the time of the bid opening. Any deviation from or failure to supply information required by the bid documents, may result in the bid being rejected as *non-responsive*.

The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for bid award unless the School Board grants permission for staff to evaluate, award, and notify the School Board at a later date.

DISQUALIFICATION OF BIDDER FOR NON-RESPONSIBILITY

If the School Board proposes to disqualify any bidder for *non-responsibility* (the possibility that the bidder may not satisfactorily fulfill the contract being bid), the School Board shall:

1. Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification;
2. Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing to be conducted not later than five (5) business days after the issuance of the notice of the proposed disqualification, at which such bidder is afforded the opportunity to refute the reasons for the disqualification; and
3. Conduct the informal hearing prior to the award of the public work.

No award of the contract for the public work shall be made by the School Board prior to the expiration of at least five (5) working days following the date of issuance of the written ruling from the informal hearing.

EXCLUSION OF BIDS

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

In awarding bids or contracts, the School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any a state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid

under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the *Louisiana Procurement Code*.

Any contract between the School Board and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

Legal

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*); 48 CFR 2.101 (*Definitions*); LSA-R.S. §§9:2716, 9:2717, 33:1321-1337; 33:4712.7, 38:2181, 38:321.1, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2271, 38:2236, 38:2237, 38:2241, 38:2251, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710.

PARENTS' RIGHTS

A. Parents of students enrolled in the Morehouse Parish School District who have not reached the age of majority shall have the following rights:

- (1) To examine the textbooks, curriculum, and supplemental material used in their child's classroom.
- (2) To inspect their child's school records, including all of the following:
 - (a) Academic records, including but not limited to results of interim or benchmark assessments.
 - (b) Medical or health records.
 - (c) Records of any mental health counseling.
 - (d) Records of any vocational counseling.
 - (e) Records of discipline.
 - (f) Records of attendance.
 - (g) Records associated with a child's screening for learning challenges, exceptionalities, plans for an Individualized Education Program, or Individual Accommodation Plan.
 - (h) Any other student-specific file, document, or other materials that are maintained by the school.
- (3) To be notified when medical services are being offered to their child, except where emergency medical treatment is required. In cases where emergency medical treatment is required, the parent shall be notified as soon as practicable after the treatment is rendered.
- (4) To be notified if a criminal action is deemed to have been committed against their child or by their child.
- (5) To be notified if law enforcement personnel question their child, except in cases where the parent has been accused of abusing or neglecting the child.
- (6) To be notified if their child is taken or removed from the school campus without parental permission.
- (7) That the school shall not discriminate against their child based upon the sincerely held religious beliefs of the child's family.
- (8) To receive written notice and the option to opt their child out of any surveys that include questions about any of the following:
 - (a) The student's sexual experiences or attractions.
 - (b) The student's family beliefs, morality, religion, or political affiliations.
 - (c) Any mental health or psychological problems of the student or a family member.

- (9) To receive a written notice and have the option to opt their child out of instruction on topics associated with sexual activity.
- (10) To receive from the school the annual school calendar, no later than thirty days prior to the beginning of the school year, and to be notified in writing as soon as feasible of any revisions to such calendar. Such calendar shall be posted to the school's website and shall include, at a minimum, student attendance days and any event that requires parent or student attendance outside of normal school days or hours.
- (11) To receive in writing each year or to view on the school's website a comprehensive listing of any required fee and its purpose and use and a description of how economic hardships may be addressed.
- (12) To receive in writing each year or to view on the school's website a description of the school's required uniform for students.
- (13) To be informed if their child's academic performance is such that it could threaten the child's ability to be promoted to the next grade level and to be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the child's academic improvement.

B. Notwithstanding anything to the contrary, a public school shall not be required to release any records or information regarding a student's medical or health records or mental health counseling records to a parent during the pendency of an investigation of child abuse or neglect conducted to any law enforcement agency or the Department of Children and Family Services where the parent is the target of the investigation, unless the parent has obtained a court order.

C. Parents may receive a copy of their child's record within ten (10) business days of submitting a written request, either electronically or on paper. Parents shall not be required to appear in person for the purposes of requesting or validating a request for their child's school records. There shall be no charge for a parent to receive such records electronically. A reasonable charge of ten cents (10¢) per page shall be made for each paper copy.

D. The Morehouse Parish School Board shall post on its website information explaining the rights that parents have relative to accessing the instructional materials used in the education of their child and other rights pertaining to their child's education. The information shall be posted prominently in a location that is readily accessible from the main landing page of the website and shall include an easily understandable summary and the full text and legal citation of both of the following provisions:

- (1) R.S. 17:355 which provides relative to parental access to instructional materials:

§355. Parental access to instructional materials

A. A parent of a student attending a public elementary or secondary school shall be entitled to access to instructional materials as provided in this Section.

- B. A parent is entitled to:
 - (1) Review instructional materials used by or administered to the parent's child.
 - (2) Review any survey before the survey is administered or distributed by a school to a student.

- C. Each local school board shall adopt rules and policies for each school to make instructional materials readily available for review as provided in this Section. The rules may specify reasonable hours for review. The rules shall provide that the school shall provide access to instructional materials to a parent upon request. If a parent requests a paper copy of material that can be readily copied using school equipment, such copy shall be provided. The rules shall establish reasonable and customary fees to be collected by the school to cover the cost of providing such copies. No provision of law or school board policy shall prohibit or interfere with a parent's ability to make his own copies on school premises via mobile or other device. The principal of each school shall ensure that the school complies with such rules.

- D. For purposes of this Section:
 - (1) "Instructional materials" means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes any nonsecure test, nonsecure assessment, or survey administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information, or services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process.
 - (2) "Parent" means the parent or legal guardian of a child.
 - (3) "Survey" means any evaluative instrument or questionnaire that is not an assessment of academic knowledge, skills, or abilities, administered as part of a state, national, or international assessment or by itself.

Acts 2014, No. 436, §1, eff. Aug 2, 2014.

- (2) R.S. 17:406.9, which provides for the Parents' Bill of Rights for Public Schools:

§406.9 Parents' Bill of Rights for Public Schools

- A. The legislature finds all of the following:

- (1) That parental involvement is a significant factor in increasing student achievement.
 - (2) That access to student information encourages greater parental involvement.
- B. Parents of public school children who have not reached the age of majority shall have all of the following rights:
- (1) To examine the textbooks, curriculum, and supplemental material used in their child's classroom.
 - (2) To inspect their child's school records, and to receive a copy of their child's records within ten business days of submitting a written request, either electronically or on paper. Parents shall not be required to appear in person for the purposes of requesting or validating a request for their child's school records. There shall be no charge for a parent to receive such records electronically. Any charges for a paper copy of such records shall be reasonable and set forth in the official rules and regulations of the school governing authority. School records shall include all of the following:
 - (a) Academic records, including but not limited to results of interim or benchmark assessments.
 - (b) Medical or health records.
 - (c) Records of any mental health counseling.
 - (d) Records of any vocational counseling.
 - (e) Records of discipline.
 - (f) Records of attendance.
 - (g) Records associated with a child's screening for learning challenges, exceptionalities, plans for an Individualized Education Program, or Individual Accommodation Plan.
 - (h) Any other student-specific file, document, or other materials that are maintained by the school.
 - (3) To be notified when medical services are being offered to their child, except where emergency medical treatment is required. In cases where emergency medical treatment is required, the parent shall be notified as soon as practicable after the treatment is rendered.
 - (4) To be notified if a criminal action is deemed to have been committed against their child or by their child.

- (5) To be notified if law enforcement personnel question that child, except in cases where the parent has been accused of abusing or neglecting the child.
- (6) To be notified if their child is taken or removed from the school campus without parental permission.
- (7) That the school shall not discriminate against their child based upon the sincerely held religious beliefs of the child's family.
- (8) To receive written notice and the option to opt their child out of any surveys that include questions about any of the following:
 - (a) The student's sexual experiences or attractions.
 - (b) The student's family beliefs, morality, religion, or political affiliations.
 - (c) Any mental health or psychological problems of the student or a family member.
- (9) To receive written notice and have the option to opt their child out of instruction on topics associated with sexual activity.
- (10) To receive from the school the annual school calendar, no later than thirty days prior to the beginning of the school year, and to be notified in writing as soon as feasible of any revisions to such calendar. Such calendar shall be posted to the school's website and shall include, at a minimum, student attendance days and any event that requires parent or student attendance outside of normal school days or hours.
- (11) To receive in writing each year or to view on the school's website a comprehensive listing of any required fee and its purpose and use and a description of how economic hardships may be addressed.
- (12) To receive in writing each year or to view on the school's website a description of the school's required uniform for students.
- (13) To be informed if their child's academic performance is such that it could threaten the child's ability to be promoted to the next grade level and to be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the child's academic improvement.

- (C) Notwithstanding anything to the contrary, a public school shall not be required to release any records or information regarding a student's medical or health records or mental health counseling records to a parent during the pendency of an investigation of child abuse or neglect conducted by any law enforcement agency or the Department of Children and Family Services where the parent is the target of the investigation, unless the parent has obtained a court order.
- E. The information also shall be distributed to parents during the first week of school annually via paperwork sent home or any electronic means through which communication is routinely delivered to parents.

Acts 2014, No. 699, §1; Acts 2018, No. 547, §1.

**MOREHOUSE PARISH SCHOOLS
PROCEDURES FOR USING CAMERAS IN SPECIAL EDUCATION
CLASSROOMS POLICY G-16**

A parent or legal guardian may submit a written request to the Superintendent or his designee to have a video and audio camera installed in a special education classroom. That parent or legal guardian shall complete the Request for the Installation of Video and Audio Recording Equipment ("Request for Installation") form. The Morehouse Parish School Board authorizes the Superintendent or his designee to consider the approval or denial of such a request based upon the facts and circumstances surrounding the proposed installation, the information contained on the Request for Installation form, and the availability of specific and adequate funding. Within seven (7) school business days of receiving the signed and completed Request for Installation form, the Superintendent or his designee shall return the form to the requestor approving or denying the request. The installation of cameras shall be accomplished consistent with state and federal laws.

For purposes of this policy and ~~ACT 456~~, *Cameras in Special Education Classrooms*, *classroom* shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent (50%) of the instructional day and for which a parent or legal guardian has requested a camera to be installed. Classroom *shall not* mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability. This policy shall become effective only after the Morehouse Parish School Board receives the funding from the Louisiana Department of Education for and completes the installation of the cameras described in this policy.

Before the installation of a video and audio camera in a self-contained classroom, the Superintendent or his designee shall provide written notice of the placement to the following:

1. The parents or legal guardians of the students who are assigned to the self-contained classroom; and
2. The school employee(s) who is assigned to work with one or more students in the self-contained classroom.

After the installation of the cameras, but prior to the use of those cameras, the school classrooms where the cameras are located shall contain a notice sign or placard that informs individuals that cameras are in use.

The video and audio recordings from a special education classroom shall be confidential and shall not constitute public records. The video and audio recordings shall only be reviewed, or released, as part of an alleged incident or an investigation. An incident or investigation shall include, but shall not be limited to, situations wherein a school employee, a teacher, a paraprofessional, or a parent or legal guardian have knowledge of, or suspect or have cause for concern regarding, the safety of a child, abuse, neglect of a child, or harm to an employee or child. Consistent with relevant state and federal law, the decision to allow the reviewing or release of the video and audio recordings shall be made on a case-by-case basis by the Superintendent or his designee.

A parent or legal guardian of a student in a special education classroom, with an installed camera, may request to review the video and audio recordings for a particular day, or days, in connection with an incident or investigation. This request shall be made as soon as possible but no later than twenty (20) days after an alleged incident to prevent the recording(s) from being deleted. The parent or legal guardian shall complete the Request for Reviewing of Video/Audio Recording in a Special Education Classroom ("Request for Reviewing") form.

Within seven (7) school business days of receiving the signed and completed Request for Reviewing form, the Superintendent or his designee shall return the form to the requestor approving, or denying, a reviewing of the recording and/or redacted video recording by the following:

1. A parent or legal guardian of a student who is involved in an alleged incident or investigation;
2. As authorized by state or federal law, an employee of the Morehouse Parish School Board as part of an investigation into an alleged incident that is documented by the video recording;
3. As authorized by state or federal law, a law-enforcement officer as part of an investigation into an alleged incident that is documented by the video recording; or
4. As authorized by state or federal law, the Louisiana Department of Children and Family Services, or related governmental agency, as part of a child abuse and neglect investigation.

The reviewing of recordings shall take place within thirty (30) days or a reasonable period of time that allows for the redaction of video recordings if necessary. All access to the recording(s) shall comply with the Family Educational Rights and

Privacy Act of 1974, 20 U. S. C. §1232g (FERPA) and La. Rev. Stat. §17:3914. This policy does not waive any immunity from liability for the Morehouse Parish School Board or its employees. Likewise, this policy does not create any liability or cause of action against the Morehouse Parish School Board or its employees.

In the event that the Request for Reviewing form is returned with a denial, or the Superintendent or his designee deny the reviewing of the recording(s), then the requestor (parent or legal guardian) shall have seven (7) days to appeal the decision to the Morehouse Parish School Board. To the extent allowed under state law, including but not limited to La. Rev. Stat. § 42:17, the meetings before the Morehouse Parish School Board will be conducted in executive session to protect the privacy of the students on the camera recording(s). If the requestor does not appeal the denial decision of the Superintendent or his designee to the Morehouse Parish School Board, then said decision will be considered final. Any decision from the Morehouse Parish School Board on the issue of reviewing recordings may be appealed to the Fourth Judicial District Court for the Parish of Morehouse Parish, Louisiana but only if allowed under state law.

The Superintendent or his designee shall take appropriate measures to protect the privacy of the students on the recording(s). The Superintendent or his designee shall also take necessary precautions to conceal the identity of a students who appear in a video recording but is not involved in an alleged incident or investigation. Such procedures include, but are not limited to, the blurring the face of the uninvolved student(s) and providing procedures to protect the confidentiality of student records contained in a video recording in accordance with FERPA and La. Rev. Stat. §17:3914.

If a parent or legal guardian, or other legally authorized individual, makes a request to review a recording, the Morehouse School Board and/or its employees shall retain the recording from the date of the request until:

1. The individual reviews the recording, or
2. The completion of any investigation, administrative hearing, or legal proceedings that result from the recording, including without limitation, the exhaustion of all appeals.

An individual who requests to review a recording shall make him/herself available within thirty (30) days after being notified by the Superintendent or his designee that the individual's request has been approved.

It is not a violation of this policy if a contractor or other school employee incidentally reviews a recording in a self-contained classroom if the contractor or other school employee is performing job duties or responsibilities related to the installation, operation, or maintenance of equipment, or the retention or redaction of recordings.

This policy does not limit the access of a student's parent or legal guardian to a video or audio recording regarding the student under FERPA and La. Rev. Stat. § 17:3914.

The use of video or audio recordings shall not be used for teacher evaluations. The recordings of the cameras in special education classrooms are for the purpose of promoting the health, well-being, and safety of students receiving special education and related services in a self-contained classroom.

A video camera placed in a self-contained classroom shall not monitor a restroom or any other area in the self-contained classroom where a student changes his or her clothes, except for incidental monitoring of a minor portion of a restroom or other area where a student changes his or her clothes because of the layout of the classroom.

A camera placed in a special education classroom is not required to be in operation for the period of time when the students are not present in the classroom due to school closure or vacation.

The Morehouse Parish School Board and/or its employees shall retain video and audio recorded from a camera in a special education classroom for at least thirty (30) days from the recording date, after which the recording shall be deleted or otherwise made irretrievable.

Teachers or other Morehouse Parish School Board employees in the special education classrooms will be provided training and/or professional development regarding the use of video and audio cameras in classrooms.

Consistent with the mandatory reporting laws of the State of Louisiana, including provisions in the Children's Code, any individual who views a recording and suspects the recording documents a violation of state or federal law, including but not limited to those laws regarding child abuse, shall report the suspected violation to Louisiana Department of Children and Family Services or law enforcement agency.

Each camera installed in connection with this policy shall be in compliance with the National Fire Protection Association's Life Safety Code and the National Defense Authorization Act (NDAA), commonly known as the "John McCain Act."

The video and audio recordings shall not be considered "personally identifiable information" as defined in La. Rev. Stat. §17:391



Morehouse Parish Schools

Request for the Installation of Video and Audio Recording Equipment

Consistent with La. R.S. 17:1948, a parent or legal guardian may request the installation of a video and audio camera in a special education, self-contained classroom or other special education setting. For more information, please see Morehouse Parish School Board policies.

1. Requestor's information:

a. Name (print): _____

b. Phone number/cell number: _____

c. E-mail address: _____

d. Address: _____

Relationship to child: parent legal guardian.

Child's name: _____

2. School: _____

3. Grade: _____

4. Classroom/Room Number: _____

5. Teacher's name: _____

6. School Year: _____

Signature: _____ Date: _____

- This request is valid only for the school year indicated above. A new request must be submitted for any subsequent school years on a yearly basis.
- A Notice of acceptance or denial will be sent to you within seven (7) school business days. • Please submit this form to the Superintendent or his designee. This request may be sent via U.S. mail or e-mail.

For Office Use Only:

This request is: Approved Denied.

The reasons for the denial: The Applicant is not the parent or legal guardian. The classroom is not self-contained or another special education setting where special education services are provided at least 50% of the time. There is a lack of specific and adequate funding. Other reason: _____

Signature of the Superintendent or his designee: _____ Date: _____



Morehouse Parish Schools

Request for Reviewing of Video/Audio Recording in a Special Education Classroom

Consistent with La. R.S. 17:1948, a parent or legal guardian may request "to review a recording" of cameras installed in a special education, self-contained classroom or other special education setting. The state statute also allows for "limitations to a request." For more information, please see Morehouse School Board policies.

I. Requestor's information:

- a. Name (print): _____
b. Phone number/cell number: _____
c. E-mail address: _____
d. Address: _____
Relationship to child: parent legal guardian.

Child's name: _____

2. School: _____

3. Grade: _____

4. Classroom/Room Number: _____

5. Teacher's name: _____

6. School Year: _____

7. Time of the alleged incident: _____

8. Describe the reasons for the request for reviewing as clearly as possible, including the names of any witnesses and any School Board policies that you maintain were violated. (Attach additional pages if more space is required.)

Signature: _____ Date: _____

- This request is valid only for the incident or investigation outlined above.
- A notice of acceptance or denial will be sent to you within seven (7) school business days. • Please submit this form to the Superintendent or his designee. This request may be sent via U.S. mail or e-mail.

For Office Use Only:

This request for reviewing is: Approved Denied.

The reasons for the denial: The Applicant is not the parent or legal guardian. There is no incident or investigation on the above date and time. Other reason:

Signature of the Superintendent or his designee: _____ Date: _____

NOTICE

**CAMERAS AND AUDIO RECORDINGS
IN USE**

STUDENT DRESS

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 Principals are granted the authority to allow male and female students to wear their uniform shirts untucked upon request from the student's parent, legal guardian or the student. School uniform pants, shorts, skirts must be khaki material only; traditional front and rear pockets only; inside or out are acceptable. All students in grades 2 through 12 must wear a belt with their uniform pants. Hoodies, if worn, must be approved in advance by the school Principal. Hoodies must be the same color as the school uniform shirt. A school uniform shirt shall be defined as: 1) A solid color long or short sleeve polo or oxford type shirt with a collar in school approved uniform colors (logos are optional and must be approved); 2) A solid color sweatshirt in school approved uniform or spirit colors (school approved logo optional); 3) A school sponsored t-shirt approved by the principal.
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. 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, hoodies or headdress of any type will be permitted only for specific health reasons as prescribed by a treating physician, for the practice of a religious custom or belief, or outside during period of inclement weather.
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. **In grades 7 through 12, all book bags, back packs, other tote bags, handbags and purses brought to school grounds must be clear or mesh bags only. A purse or handbag may contain a cosmetic sized bag no larger than 5.5 inches by 7.5 inches for privacy purposes.**
16. The principal will make the final decision relative to any questionable dress pattern in his school.
17. 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.

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

Effective at the start of the 2022-2023 school year, no student will be allowed to have a cell phone, earbuds, air pods, blue tooth headphones, smart watches, radios, tape players, CD players, video games, pagers, "beepers," laser pens or other electronic devices, cameras, games and toys at any school during the instructional school day and for 30 minutes thereafter, for any reason except as specifically hereinafter stated.

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

If there is a medical reason for a student to possess a cell phone, that may be allowed only pursuant to a section 504 plan or a health plan with prior approval of the principal.

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

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

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

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

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 pushing.

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 pushing.

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

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

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

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

Notwithstanding any other provision contained in this policy manual or any other document, commencing with the 2022-2023 school year students in Pre-K through grade 6 who are found fighting will be administered corporal punishment or suspended three days out of school for the first and second fight. Students in grades 5 and 6 accused of a third fight will be suspended pending a Superintendent's (or designee's) hearing. If found guilty at the hearing the student will be assigned thirty days at the alternative school.

Notwithstanding any other provision contained in this policy manual or any other document,

commencing with the **2022-2023** School Year, students in grades 7 - 12 who engage in such action as fighting as described above shall follow the hierarchy of offenses listed below.

First Offense Fighting

- The student shall be suspended from school. **A superintendent's (or designee's) hearing will be scheduled, and if the suspension is upheld the student will be assigned to the alternative school for fifteen days.** Parents will be informed of the suspension by a phone call and a letter stating the reason for the suspension.
 - The parent/guardian of the student must meet with the school principal or his/her designee during the period of the suspension regarding the student's behavior to develop an Action Plan on how to help prevent future altercations before the student can be admitted back to the school of origin. A copy of the Action Plan should be placed in the student's permanent records.

Second Offense Fighting

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

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

Third Offense Fighting

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

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

Commencing with the 2020-2021 School Year, students in Pre-K through Grade 4 who are found fighting will be administered corporal punishment or suspended three (3) days out of school notwithstanding any other provision which may be contained in the policy manual or any other document. Parents will be notified by phone and by letter regarding the disciplinary action.

The provisions of this policy shall be applicable to exceptional children provided special education services pursuant to part I of chapter 8 of Title 17 of the Louisiana Revised Statutes only to the extent the provisions are not in conflict with federal or state statutes, rules,

regulations and guidelines applicable to the education of exceptional students.

H-3.7

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