BE INSPIRED
BE DETERMINED
Be unstoppable

STUDENT CODE OF CONDUCT 2026-2027



SAFE
RESPONSIBLE
RESPECTFUL

POSITIVE SCHOOL CULTURE

Create a POSITIVE *and* INCLUSIVE *learning* ENVIRONMENT

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IMPORTANT INFORMATION

- Please **REVIEW** and **SIGN** the following documents and **RETURN** to your child's school. (pages 110-113)
    - *Student and Parent/Guardian Acknowledgement of Access to Handbook*
    - *Consent for Media Release of Art, Writing, Picture, or Video*
    - *Consent for Email Account*
    - *Annual Compliance*

- It is the parent/guardian's sole responsibility to provide and maintain current contact information to the school in order to ensure contact can be made regarding their child. This includes, but is not limited to current phone numbers, mailing address, physical address, custody, and with whom the child resides throughout the school year.

- **The Family Educational Rights and Privacy Act (FERPA)** is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information (PII) from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. School officials shall be defined as an administrator, supervisor, principal, teacher, support staff, or any person employed by or under contract to the School Board, or authorized volunteer, to perform a function or service on behalf of the School Board. *Legitimate educational interest* shall be defined as the interest that requires access to educational records and PII for purposes of adding or modifying material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the wellbeing of the student in mind for purposes of continuing, improving or changing the educational program, instruction, training, or safety of the student; the need to access and otherwise deal with educational records and PII in order to perform or carry out a person's responsibilities with regard to the St. LandryParish School System. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. Parents have 15 days from the 1st day of school or the date of enrollment if after the 1st day of school to revoke permission to disclose student information covered by FERPA.

- **Homework Louisiana**
  Homework Louisiana - www.homeworkla.org offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies, or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

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Notice Of Use Of Personal Health Information (HIPPA)

This notice describes how medical information about your child may be used and disclosed and how you can get access to this information. Please review it carefully.

We understand that information we collect about your child/children and their health is personal. Keeping health information of your child/children private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the district's Privacy Officer your concerns about how their health information is shared. The law says:

i. We must keep their health information from others who do not need it.

ii. You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request.

Your child may receive certain services from nurses, therapists, social workers, doctors or other health care related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program (IEP) or other plan document. This use may cover such health services your child had before now or may have later.

We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services resulting from the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child for reimbursement by Medicaid. We may share your health care information with health plans, insurance companies, or government programs to help get the benefits and so that the school district can be paid or pay for such health care or medical services. In most cases, you may see your child's health information, but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs. If you think some of the health information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information.

You may ask to have the health information sent to others. You will be asked to sign a separate form, called an authorization form, permitting the health information of your child to go to them. The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent any time by letting us know in writing.

***Note:** A child 18 years old or older can give consent for his or her health information to be kept private from others unless the child signs an authorization form.

We follow laws that tell us when we must share health information of your child even if you do not sign an authorization form.

We will report:

1. Contagious diseases, birth defects, and cancer
2. Firearm injuries and other trauma related events
3. Reactions to problems with medicines or defective medical equipment
4. To the police or other governmental agencies when required by law
5. When a court orders us to
6. To the government to review how our programs are working
7. To a provider or insurance company who needs to know if your child is enrolled in one of our programs
8. To Worker's Compensation for work related injuries
9. Birth, death, and immunization information
10. To the federal government when they are investigating something important to protect our country, the President, and other government workers
11. Abuse, neglect, and domestic violence, if related to child protection or vulnerable adults
12. To parents and others designated by law

We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety. This notice is yours. You may ask for a copy at any time. If there are important changes to this notice, you will get a new one within 60 days. If you have questions about this notice of privacy rights of your child or that such rights have been violated, you can contact: St. Landry Parish School Board Office • (337) 948-3657 P. O. Box 310, Opelousas, LA 70571-0310

You can also complain to the federal government Secretary of Health and Human Services (HHS) or to the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to the School Board, Secretary of Health and Human Services or Office of Civil Rights.

Orientation Notice

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

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

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

Statement Of Compliance

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

Letter From The Superintendent

Dear Students and Families,

Welcome to a new school year! As superintendent, I am proud to lead a district committed to academic excellence, strong character, and student success. This handbook outlines important policies, expectations, and resources that will help guide you throughout the year. Please take time to review it together as a family and keep it as a useful reference. We believe every student has the ability to achieve great things. With hard work, respect for others, and support from our school community, there's no limit to what you can accomplish.

Let's make this year one of growth, achievement, and pride.

Milton Batiste, III
Superintendent
St. Landry Parish School Board

August 13, 2026

TO: Parents, Faculty, and Staff
FROM: St. Landry Parish School District

The St. Landry Parish School District facilities have been inspected for asbestos-containing materials and the results of the inspections are contained in an Asbestos Management Plan, which is on file at the school's office.

The Asbestos Management Plan includes the results of all the inspections conducted on all the buildings indicated. It also contains the results of the materials sampled which were taken during the inspections and the plans for asbestos abatement.

The Asbestos Management Plan is available to review during regular working hours at the school office. A copy of the Management Plan will be made, upon request, for a nominal fee to cover the cost of copying and handling.

Milton Bastiste, III
Superintendent

ST. LANDRY PARISH SCHOOL BOARD
STUDENT CODE OF CONDUCT

Mission of the St. Landry Parish School Board

The mission of the St. Landry Parish School Board is to ensure high quality instruction while working collaboratively with families and communities to maximize every student's potential.

Vision of the St. Landry Parish School Board

St. Landry Parish School District will promote Excellence in education for all citizens.

Strategic Plan Priorities

1. Exceptional Instruction
2. Equitable Schools
3. Robust Supports and Opportunities
4. Thriving Team
5. Connected Community

Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments.

PBIS emphasizes teaching students to behave in ways that contribute to academic achievement and school success and that support a school environment where students and staff are responsible and respectful. PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing, and monitoring appropriate behaviors and by treating many minor miss-behaviors as "teaching moments" rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and non-disclosure manner.

St. Landry Parish School Board has been implementing the PBIS program across the entire district. The Student Code of Conduct compliments and supports the district-wide implementation of PBIS to foster academic and behavioral success.

Definition of Discipline

"Discipline" is defined as actions that teachers, administrators, support staff, and parents employ to teach students the essential skills necessary for academic and social success.

Our Scope of Responsibility

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

Purpose of the Student Code of Conduct

- Create a consistent set of expectations for student behavior in the St. Landry Parish School Board's Public Schools.
- Reinforce positive behavior and provide students with opportunities to develop appropriate social skills
- Outline the interventions and consequences for students who engage in inappropriate behavior
- Explain the right of students with disabilities including procedural protections when disciplinary action is taken
- Engage students in a safe, positive, and supportive learning environment
- Keep our schools orderly, safe, and secure to allow instruction to be delivered most effectively.

Scope of the Student Code of Conduct

The Student Code of Conduct is intended to outline a range of appropriate responses for inappropriate behaviors.

- Poor academic achievement is not an act of misconduct. Therefore, the Student Code of Conduct must not be used to discipline students for poor academic achievement or failure to complete assignments.
- A parent's refusal to appropriately support their child's education cannot be considered misconduct on the part of the child.
- The Student Code of Conduct applies to all students. However, discipline of students with disabilities shall be administered in accordance with federal and state law.

The Student Code of conduct applies to actions of students at school or a SLPSB campus, at school-sponsored and school-related activities, including school-sponsored/school-related travel, and for school-related misconduct on the street or road while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

Behavioral Expectations and Responsibilities

Responsibilities of District Administrators

- Provide appropriate trainings to implement positive behavioral interventions and supports at each school
- Assist parents who are unable to resolve issues at the school-level
- Review and revise (if needed) the district Student Code of Conduct annually
- Conduct expulsion hearings
- Review suspension appeals

Responsibilities of School Administrators

- Define, teach, model and support appropriate student behaviors to create positive school environments
- Distribute the Student Code of Conduct to parents, students, and school personnel via school website
- Implement the Student Code of Conduct in a fair and consistent manner
- Review discipline referrals and determine appropriate intervention and/or corrective strategy and/or consequence in regard to L.R.S. 17:416 and the SLPSB Code of Conduct.
- Use professional judgment to prevent minor incidents from becoming major challenges
- Identify appropriate training and resources as needed to implement positive behavioral interventions and supports
- Implement the St. Landry Parish School Board policy in a fair and consistent manner
- Maintain accurate personal discipline data of students
- Ensure that behavior support plans for at risk youths are implemented with high levels of integrity and compliance
- Monitors, supports and sustains the effective implementation and maintenance of PBIS

Responsibilities of Teachers

- Define, supervise, teach, model and support appropriate student behaviors to create positive school environments
- Use appropriate classroom management strategies to maintain a learning environment that supports academic success
- Teach and positively reinforce the Student Code of Conduct
- Provide corrective instruction to students who demonstrate challenging behavior
- Address infractions through a variety of interventions including positive behavioral interventions and supports as well as the use of alternatives to suspension and expulsion
- Use professional judgment to prevent minor incidents from becoming major challenges
- Request additional training or staff development as needed

Responsibilities of Students

- Attend school and all classes daily as scheduled
- Follow the Student Code of Conduct
- Respect the rights of other parents, students, faculty, staff, school visitors, school property and the property of others
- Work hard and do your best

- Ask teachers, counselors, support staff, parents, school administrators, and other adults for help in solving problems

Responsibilities of Parents/Guardians

- Read the Student Code of Conduct
- Support your child in following the Student Code of Conduct
- Understand your child's rights and responsibilities
- Teach your child to respect the rights of others
- Teach your child to respect school property and the property of others
- Recognize that school personnel must enforce the Student Code of Conduct
- Seek available resources to support your child within the school and the community
- Make sure your child comes to school every day on time and ready to learn
- Be committed and available to visit your child's school, as necessary, to evaluate his/her academic and/or behavioral progress

School Activity Fees

Activity fees must be itemized, published, and provided to parents. A formula to prorate the refund for student transfers will be established at each school based on the activity fee. Students transferring after a pre-determined period established at each school will not receive a refund.

Elementary/Middle Schools Schedule Of Fees (Not all fees are charged at all schools)

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Student Fee Pre-K - 6th Grade 7th – 8th Grade	Not to exceed $25.00 $45.00	Instructional materials/Technology Classroom/Art Supplies/Copies/Paper Copier Supplies/Expenses/Student Incentives/ Various student needs including ID	Due at beginning of school; can be on installment plan if needed
Initial School Supplies for Student (List is approved by school principal) PreK - 8th Grade	Not to exceed $60.00	Student materials (binders, paper, notebooks, pens, pencils, pencil bag, colors, markers, calculators, folders, etc.)	Purchased by parents. Due at beginning of school; school helps provide if needed
PE Uniform	$20.00	Uniform to participate in PE, lock rental	Collected at the beginning of the school year; can be on installment plan if needed

- Additional class fees shall not exceed $5.00 dollars
- Specialized class fees (band, choir, art, etc …) shall not exceed $25.00 dollars
- Temporary ID shall not exceed $1.00
- Replacement of ID shall not exceed $5.00
- ID Accessories (lanyard, plastic sleeve/clip) shall not exceed $2.00

Supply List - Grades Pre-K – 8:

Each school containing Grades Pre-K – 8 may ask for consumable school supplies from $0 - $60.00 (initially). No school or teacher may ask for supplies that exceed this amount.

High Schools Schedule Of Fees (Not all fees are charged at all schools)

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Basic School Fee	$50	Copies, mail/communication, student handbook, locker rental, technology, student ID's damaged textbooks, PBIS	Paid at the beginning of school; can pay in installments per office permission
Career Center Fee (ECTEC, SLATS, & WCTEC)	$0-$60	Credential(s), background checks, required uniforms, labs, projects (parts, perishable food items, and consumable supplies), and PBIS	Paid at the beginning of school; can pay in installments per office permission
Initial School Supplies for Student (List is approved by school principal)	$0-$60	Student materials (binders, paper, notebooks, pens, pencils, markers, folders, etc.)	Purchased by parents. Due at beginning of school

English Fee	$0 - $5	Instructional materials and classroom supplies	Paid at the beginning of school; can pay in installments per office permission
Mathematics Fee	$0 - $5	Instructional materials and classroom supplies	Paid at the beginning of school; can pay in installments per office permission
Social Studies Fee	$0 - $5	Instructional materials and classroom supplies	Paid at the beginning of school; can pay in installments per office permission
Science Fee	$0 - $5	Instructional materials and classroom supplies	Paid at the beginning of school; can pay in installments per office permission
Health Fee	$0 - $5	Instructional materials and classroom supplies	Paid at the beginning of school; can pay in installments per office permission
PE Girls and Boys	$15- $25	Student PE Uniform	Paid at the beginning of school; can pay in installments per office permission
ELECTIVES	$0 - $35	Instructional materials and classroom supplies	
Marching Band	$0 - $250.00	Band Uniform	Paid at the beginning of school

- Additional class fees shall not exceed $5.00 dollars
- Specialized class fees (band, choir, art, etc …) shall not exceed $25.00 dollars
- Temporary ID shall not exceed $1.00
- Replacement of ID shall not exceed $5.00
- ID Accessories (lanyard, plastic sleeve/clip) shall not exceed $2.00

Supply Lists - Grades 9-12:

Each high school within the St. Landry Parish School System may ask for consumable school supplies from $0 – 60.00 (initially). No school or teacher may ask for supplies that exceed this amount.

Technology Fee:

$5.00 of each student registration fee collected shall be allocated and submitted to the IT Department.

Dress Code Expectations

The St. Landry Parish School Board believes that a mandatory school uniform policy provides a more secure environment, promotes an atmosphere for greater discipline, and increases learning opportunities for all students. In all cases, the school principal shall inform the student, parent, and school community about the school dress code. All students and parents are expected to follow the written policy.

Questions about the school Dress Code Policy should be referred to the school principal. The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any complaint concerning the dress code shall be dealt with by the school administration.

SCHOOL DRESS CODE

All students attending all public Pre-K-12 schools in St. Landry Parish shall adhere to the following official school dress code:

1. **UNIFORM SHIRTS -** The shirt shall consist of a white or navy polo style shirt (short or long sleeves with a collar). No emblem, logo, decoration, or decorative trim is allowed. Each school will have the option of another colored shirt. The optional top may have the school logo imprinted on the left chest over the heart. All shirts must be tucked in at the student's waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be white and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt.

Note: Maternity wear will consist of a white or navy button down blouse or school optional color shirt. The white or navy maternity blouse need not be tucked. However, standard uniform shirts must still be tucked.

2. **UNIFORM BOTTOMS -** Bottoms shall consist of classic, traditional, straight leg dark khaki or navy twill uniform pants or walking shorts with a finished hem (side slits on hems are not allowed). Uniform bottoms fit at the waist and crotch and be within one (1) size of the student's actual waist/inseam measurement. No cargo pockets are allowed on uniform bottoms. Bellbottoms, joggers, carpenter/cargo style pants, hip huggers, or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniforms bottoms will not be allowed.

Note: Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.

3. **UNIFORM BOTTOMS FOR GIRLS -** In addition to the above uniform bottoms; traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white, or dark brown uniform bottoms are not allowed. Dark khaki/navy skorts are allowed for PreK to 2nd grade.

NOTE: No tight or revealing clothing worn by any student will not be tolerated, this also includes legging and tights.

4. **BELTS -** A black, brown, khaki, white, navy, or optional school color belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. However, Pre-K through 2nd grade students may wear uniform bottoms with an elastic waistband without having to wear a belt. Belt loops should not be removed; if present, a belt must be worn for Pre-K through 2nd grade students.

5. **SOCKS -** Socks must be worn at all times. They must be solid navy, white, black, brown, or the school optional color with no inappropriate emblem or logo.

6. **SHOES -** Students must wear a closed shoe (front and back). Sandals, clogs, flip-flops, slippers, or other similar types of shoes are not allowed. Shoes must be laced and tied; Velcro straps must be secured.

7. **OUTERWEAR -** Outerwear with a hood is only allowed for Pre-K through 4th grade students and shall not be worn indoors. Outerwear with a hood is not allowed for students in grades 5th - 12th. In cold weather, students will be allowed to wear the following over their school uniform:

A. SWEATSHIRT (without a hood) - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather gray, or navy with no emblem, logo, or marking. Students can wear a sweatshirt in the optional school color with school logo.
B. SWEATER (without a hood) - Crew neck, V-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white, heather gray, or navy with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted.
C. LIGHTWEIGHT JACKET/WINDBREAKER/COAT (without a hood) - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper mid-thigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray, or navy with no emblem, logo, or marking; however, jackets in the optional school color with school logo and school issued jackets are permitted.

NOTE: No leather, synthetic leather, corduroy, or suede will be allowed, unless school issued.

8. **KNIT CAPS (Beanie) (without a face covering, ear flaps, or poms) -** allowed as head gear and must be removed when entering school buildings/classrooms. Optional school color with school logo and school issued beanies are permitted.

9. **STUDENT ID's -** All student ID's are required to have the national and local suicide hotline numbers printed on them.

988 SUICIDE & CRISIS LIFELINE

988 LÍNEA DE PREVENCIÓN DEL SUICIDIO Y CRISIS

10. **<u>BACKPACKS/PURSES/HANDBAGS/LUNCHBAGS/EXTRACURRICULAR BAGS AND EQUIPMENT</u>**

Backpacks - All students must have a clear/transparent or mesh backpack.

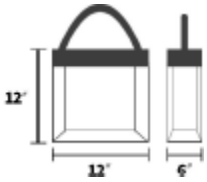

CLEAR/TRANSPARENT (no design)


MESH (design allowed)

Purses, Handbags, and Lunch Bags



1 Gallon
Clear Storage
Bag



Clear Tote
Plastic, Vinyl or PVC
Not to exceed
12: x 6" x 12"



Non transparent
Lunch Bags
Not to exceed
9" x 6" x 5"



Non-transparent Privacy Bag
With or Without Strap
Not to exceed
5.5" x 7.5"

NOTE: All other bags that exceed that size must be clear and cannot be larger than 12" x 6"x 12".

Extracurricular Bags and Equipment

Extracurricular equipment bags do not have to be transparent and must be stored in an assigned area as designated by each school immediately upon arrival on campus.


INSTRUMENT BAGS


DUFFEL/GYM BAGS


DRAWSTRING BAGS

The principal, not uniform vendors, should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School District are unacceptable.

Other Dress Code Expectations

1. Earrings are the only body piercings allowed.
2. Well-groomed mustaches and facial hair is allowed in grades 7-12 and shall not be distracting in length or style.
3. Hairstyles for both males and females shall be neatly maintained and/or restrained for health, safety, and identification of students.
4. Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school related activities or detract from the learning environment of the school.

5. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. **Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.**
6. No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things (including hair style and hair color) which presents evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.

Electronic Telecommunication Devices

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students.

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. Electronic telecommunication devices shall include, but not be limited to, cellular telephones, personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, or similar devices.

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

A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.

Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

For purposes of this policy, the terms use and operation shall mean whenever the electronic telecommunication device is turned on.

On Campus Communications

Students have the right to express their opinions verbally, provided such expressions are not indecent, vulgar, or lewd, are not slanderous of another person, or otherwise prohibited by law.

Students have the right to distribute written materials. However, prior to distribution, the student must receive written approval from the principal or his/her designee. The written approval will include the number of times a day and the number of days the material can be distributed in the school. At least 48 hours prior to the intended time for distribution, materials should be submitted for review to determine compliance with the above stated prohibitions. Distribution of materials is prohibited in areas of the campus that would disrupt order or impede the free flow of student movement. Students receiving permission to distribute the materials are also responsible for the cleanup of the materials distributed in a manner that is not disorderly or coercive, and all materials must bear a permanent official disclaimer of school or district sponsorship.

Students are responsible for knowing that certain expressive activities are prohibited, such as:

- Indecent, vulgar, or lewd material or obscenity
- Material that invades the privacy of others
- Material that promotes illegal activities
- Material that infringes on someone's copyright
- Material from non-student sponsored organizations

Students in kindergarten through grade twelve are required to exhibit appropriate conduct as required by La. R.S.17:416.12 to address and respond to any public-school district employee by using the respectful terms:

> "Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir," as appropriate, or "Yes, Miss, Mrs., or Ms. (Surname)" and "No, Miss, Mrs., or Ms. (Surname)" or "Yes, Mr. (Surname)" and "No, Mr. (Surname)," as appropriate, each such title to be followed by the appropriate surname.

Bullying And Hazing

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

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

The Louisiana Department of Education define Bullying as a PATTERN of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces.
- Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- Repeatedly and purposefully shunning or excluding from activities.

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

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

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

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

Hazing

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

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

Notice To Students And Parents

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

Reporting

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

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted,

regardless of recipient, shall use this form, but additional information may be provided. The form shall be available on the website of each public elementary and secondary school.

Students and Parents

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

School Personnel

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

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

False Reports

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

Investigation Procedure

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

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

- Scope of Investigation
  An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs.

Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.
The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

- Parental Notification
  Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parent or legal guardian of each involved student no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

  Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

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

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

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

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

  - Prepare a written report containing the findings of the investigation, including input from the involved students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of each involved student.
  - Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.

- Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- Maintain reports/complaints and investigative reports for three (3) years.
- As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.
- As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

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

Handling Evidence

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

Appeal

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent or legal guardian, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

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

Disciplinary Action

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

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interfere with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

Parental Relief

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

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

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

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

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

Failure To Act

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

Any school administrator or official who fails to notify a parent or legal guardian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be

determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report bullying and the length of suspension issued to the employee who failed to report to the State Department of Education. The report shall be submitted by August first annually.

Training

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus operators, with respect to bullying, in accordance with state statutory provisions.

Retaliation

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

Child Abuse

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

Zero Tolerance For Fighting

School principals may call appropriate law enforcement authorities for every fight involving students who are 14 years of age or older. Appropriate law enforcement authorities include assigned School Resource Officers. If there are no assigned School Resource Officers available, local law enforcement authorities may be called.

Law enforcement authorities will investigate the fight and may recommend one of the following actions:

- Issuing the student a misdemeanor summons.
- Releasing the student to a parent or guardian with the agreement that both will appear in Juvenile Court.
- Arresting the student.

Students involved in a fight at school will also be subject to a short term suspension, long term suspension, or expulsion as stated in this handbook.

Pushing and shoving are not considered fighting, but once a punch is thrown, a "fight" has occurred. Since pushing and shoving lead to fighting and are violations of school policy, the student will be subject to suspension or expulsion as stated in this handbook.

Non-aggressive self-defense allows the student to defend himself against an attack, but only to the point where the attacker backs off.

This Zero Tolerance for Fighting is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related activities. The student's responsibility is to alert a principal, teacher, coach, etc. to any hostile attempt directed toward them. Administrators are then required to take immediate action to prevent further hostile attempts.

Student Absences And Excuses

The St. Landry Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned. If the student is chronically absent or chronically tardy to school, the parent or legal guardian and/or the student shall be referred to the Child Welfare and Attendance Department. If attendance does not improve, the parent shall be referred to Opelousas City Court and the St. Landry Parish City Prosecutor's Office.

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school student shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the student's school attendance of any such prohibited absence by a student.

Types Of Absences

The days absent for elementary and secondary school students shall include excused absences, unexcused absences, and suspensions/expulsions.

A. Excused absences are absences which are not considered for purposes of truancy including absences incurred due to extenuating circumstances as listed below.

B. Unexcused absences are any absences not meeting the requirements set forth in the excused absences, definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program.

C. Suspension/Expulsions are excused absences in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for purposes of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site.

A student who is absent, including a suspended student, shall be allowed to submit missed assignments and tests and shall be eligible to receive the same academic credit and grades originally available when work is completed satisfactorily and in a timely manner.

Extenuating Circumstances

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Coordinator of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.

2. Extended hospital stay in which a student is absent as verified by a physician or dentist.

3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.

4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.

5. Observance of special and recognized holidays of the student's own faith.

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

8. Absences as verified by the principal or his/her designee as stated below:

A. Prior school system-approved travel for education (College University or University Testing)
B. Death in the immediate family (not to exceed one week); or,
C. Natural catastrophe and/or disaster.

9. Expectant and parenting high school students shall be granted excused absences as delineated in policy JQE, Expectant and Parenting Students.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

Mental Or Behavioral Health Absences

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

School-Approved Activities

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

Child Performers

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

Written Excuses

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. No more than five (5) school days per school year may be marked as excused by a parent's written note. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. These procedures do not allow students to be excused for vacations or other family trips.

All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

Reporting Absences

The attendance of all school students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Coordinator of Child Welfare and Attendance or duly authorized representative at all reasonable times.

The Coordinator of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

Appeal Of Absences

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

Tardiness

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated. Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances.

Compulsory School Attendance

Beginning with the 2022-2023 school year, students who have attained the age of five years by September thirtieth of the calendar year in which the school year begins shall attend a public or nonpublic day school or participate in an approved home study program until they reach the age of 18 years. Any child below the age of seven who legally enrolls in school shall also be subject to compulsory attendance.

Attendance Requirements

Attendance Policy for Elementary and Middle School Students

Students must be present a minimum of 167 six-hour school days per school year to be eligible for promotion.

Attendance Policy for High School Students

Students in 2010-2011 and beyond will be required to be in attendance of 83.5 six—hour days per semester of their required instructional days in order to receive grades or gain entry into the Career Diploma pathway.

Children are required to attend school each day scheduled by the school system, except for excused absences.

As per LDOE, Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend schools from age 5 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other policies must be met.

In-Parish Transfer Student Attendance

In-parish transfer student attendance may be revoked or denied due to attendance and/or discipline issues that have not been resolved after adequate interventions by the school have been attempted and documented. The decision for denial of an in parish transfer may be modified by the Superintendent or his designee.

In parish transfer students who are habitually late for school or picked-up late after school dismissal are subject to revocation of the In-Parish transfer.

School Attendance - La R.S. 17:233

§233. Cases of habitual absence or tardiness referred to juvenile or family court; denial or suspension of driving privileges; parental responsibilities

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

(b)(i) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the school board until the student has caught up with his school work. The parent shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his missed school work and any assistance fair conducted by the school district that provides information on supports available to families. Failure to comply with the provisions of this Item may subject a parent to the penalties provided in R.S. 14:92.2.

(ii) The principal of each school or his designee shall note any concerns that school personnel have relative to a child's school attendance on the back of any Supplemental Security Income form that the school receives relative to that child.

(c) The principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

(d) The parent or legal guardian of any student in kindergarten through grade eight who is considered habitually absent or habitually tardy pursuant to the provisions of this Section shall be in violation of the provisions of Subparagraph (b) of this Paragraph and shall be punished as follows:

(i) A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.

(ii) Any subsequent offense shall be punishable in accordance with R.S. 17:221(A)(2).

(iii) For purposes of this Subparagraph, an offense means a violation of this Subsection by the parent or legal guardian of a child who is habitually absent or habitually tardy; multiple offenses may result from violations involving different habitually absent or tardy children of that parent or legal guardian.

(iv) In any case where the child is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the child shall be responsible for the child's attendance at school on those days and shall be solely responsible for any absence or tardiness of

the child on such days. The parent or legal guardian not exercising actual physical custody or visitation on the day of the absence or tardiness shall not be in violation of this Section.

(2) In a nonpublic school, a student shall be considered habitually absent or tardy only when the student has been absent or tardy for more than five days within any month without approval of the parent or other person responsible for the student's school attendance and when the student's principal has filed a written report showing dates of absence or tardiness and dates and results of school contacts with the home.

C. If a student is less than eighteen years of age and is habitually absent or tardy as determined pursuant to this Section, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.

D. For purposes of this Section, the term "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day.

Acts 1990, No. 158, §2, eff. July 1, 1990; Acts 1994, 3rd Ex. Sess., No. 103, §1, eff. July 7, 1994; Acts 2008, No. 688, §1, June 1, 2009; Acts 2009, No. 224, §6, eff. June 1, 2009; Acts 2009, No. 305, §1; Acts 2010, No. 644, §1, eff. June 29, 2010; Acts 2024, No. 386, §1.

Medication Policy

Administration Of Medication

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

1. Written Orders, Appropriate Containers, Labels, And Information

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

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

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

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

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

1. drug name
2. dosage form
3. strength
4. quantity
5. name of manufacturer and/or distributor
6. manufacturer's lot or batch number

2. **Administration Of Medication: General Provisions**

A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.

B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.- F below.

C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.

D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.

E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.

F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

G. *School medication orders* shall be limited to medication which cannot be administered before or after school hours.

3. Principal

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

4. Teacher

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

5. School Nurse

A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:

1. Proper procedures for administration of medications including controlled substances
2. Storage and disposal of medications

3. Appropriate and correct record keeping
4. Appropriate actions when unusual circumstances or medication reactions occur
5. Appropriate use or resources

6. Parent/Legal Guardian

A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

1. A letter of request and authorization that contains the following information:

a. the student's name;
b. clear instructions for school administration;
c. prescription number, if any;
d. current date;
e. relevant diagnosis;
f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
g. physician's/dentist's/other authorized prescriber's name;
h. the parent's/legal guardian's printed name and signature;
i. parent's/legal guardian's emergency phone number;
j. statement granting or withholding release of medical information;

2. A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's Medication Order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.

3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the Medication Order form. This form must be signed by the physician/dentist/other authorized prescriber.

4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.

5. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.

6. Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school,

will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

B. All aerosol medications shall be delivered to the school in pre-measured dosage.

C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.

D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:

1. Cooperate in counting the medication with the designated school personnel who receives it and sign the Drug Receipt form.

2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.

3. Assist in the development of the emergency plan for each student.

4. Comply with written and verbal communication regarding school policies.

5. Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.

6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. **Student Self-Medication**

Only those medical conditions which require immediate access to medications to prevent a life-threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine

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

A. Written authorization for the student to carry and self-administer such prescribed medications.

B. Written certification from a licensed medical physician or other authorized prescriber that the student:

1. has asthma, diabetes, or is at risk of having anaphylaxis
2. has received instruction in the proper method of self-administration of the student’s prescribed medications to treat asthma, diabetes, or anaphylaxis

C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:

1. The name, purpose, and prescribed dosage of the medications to be self-administered.

2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.

3. The length of time for which the medications are prescribed.

D. Any other documentation required by the School Board.

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

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

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

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

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

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

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

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

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

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

Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School Board, provided that:

A. Medication Order from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.

B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.

C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.

D. The medication is handled in a safe, appropriate manner.

E. The school principal and the school employed registered nurse determine a safe place for storing the medication. The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

F. Some medication should have a backup supply readily available.

G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's Individual Administration Plan).

H. The school employed a registered nurse, and/or the designated employee monitors the student.

8. Acceptable School Medications

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)

B. Severe allergic reactions - must have specific written instructions from a physician.

C. Anticonvulsive medication.

D. Medication for asthma or diabetes.

E. Medication given in extenuating circumstances.

F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.

G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.

H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.

I. Other specific illnesses that require medication.

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

Trained school personnel means a school employee or volunteer who has received the training onlife-saving medication that addresses techniques on how to recognize signs of a life-threatening emergency, standards and procedures for the storage and administration of the medication, and emergency follow-up procedures, including the requirement to summon emergency services either immediately before or immediately after administering the medication.

9. Diabetes

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in the state of Louisiana or any other state of the UnitedStates, or any other authorized prescriber authorized in the state of Louisiana or any other state of theUnited States who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

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

A. A detailed evaluation of the student’s level of understanding of his/her condition and his/her ability to manage his/her diabetes.

B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.

C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.

D. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

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

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

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

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

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

10. Classroom Storage And Administration Of Auto-Injectable Epinephrine By Teachers

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

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

A. The supply of auto-injectable epinephrine to be kept in each classroom.

B. Written authorization for the student to be administered the medication.

C. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.

D. A written treatment plan, as defined above from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

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

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

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

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

11.Administration Of Medication On Field Trips And Other Extra-Curricular Activities

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-SchoolBoard employee designated by the parent, or another trained person designated by the SchoolBoard. Such requests shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall

assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

12. Extended Day Care

In the event that a student attends extended day care and requires medication outside school hours(before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/other authorized prescriber before any administration of medication may be administered by properly trained personnel.

13. Sunscreen

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

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

14. Student Confidentiality

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the Authorization for Release of Confidential Information form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, schoolnurse, and/or other health provider.

Immunizations

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

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

Transferring Students

A student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunization

against the diseases in the schedule approved by the Office of Public Health have been performed, or a statement that such immunizations are in progress.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the student enters a school system within the state.

Enforcement

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

Exceptions

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

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

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

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

Exclusion From Attendance

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

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

Field Trip

The principal or his/her designee has the right to determine what items students may bring on a co-curricular field trip. Students are solely responsible for these items. The individual school and the St. Landry Parish School Board are not responsible for lost, stolen, or damaged items. Disciplinary action will be administered at the discretion of the principal. Depending on the sequence or severity of documented disciplinary infractions,

consequences may range from a verbal warning to expulsion. All infractions will be documented and will be addressed according to board approved school handbooks and/or adopted board and state policies.

Student Searches

The St. Landry Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, desk, locker, area or grounds of said public school. Students shall have no expectation of privacy in use of the lockers which have been assigned to them. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Any student not present during the search shall be informed of the search immediately thereafter.

Any teacher, principal, administrator, or school security guard employed by the School Board, may search the person of a student or his personal effects when based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

1. Age and sex of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. The relative importance of making the search without delay
8. Nature and severity of problem in overall school environment

Random searches with a metal detector of a student or his personal effects may be conducted at any time, provided such searches are conducted without deliberate touching of the student.

Any search of student's person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

Any automobile parked on School Board property by a student may also be searched at any time by school officials who have articulable facts which lead them reasonably to believe that items in violation of state law, School Board policy or school rule are contained therein. If the automobile is locked, the student shall unlock

the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned and the student shall be subject to disciplinary action.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

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

If any teacher, principal, administrator, or school security guard employed by the School Board should be sued for damages by any student, the parent of such student or by any other person on behalf of such student, based upon a search conducted in compliance with this policy, the School Board shall provide such teacher, principal, administrator, or school security guard with a legal defense thereto, including reasonable attorney's fees, investigative costs and other related expenses. In such suit, the School Board shall indemnify him/her fully against said judgment including principal, interest and costs.

If in any suit brought against any teacher, principal, administrator, or school security guard employed by the School Board, as stated above, there is a specific finding that the action of the teacher, principal, administrator, or school security guard was malicious and willfully and deliberately intended to harass, embarrass or intimidate the student, the School Board shall not indemnify such teacher, principal, administrator, or school security guard in the event a judgment for damages shall be rendered against him. Whenever any search is conducted pursuant to this policy, a written record shall be made thereof by at least two (2) adult employees of the School Board who conducted the search and shall include names of the persons involved, the circumstances leading to the search and the results of the search.

Searches-Student's Person

The St. Landry Parish School Board shall authorize teachers, administrators, and school security guards to search the person of a student, either by a random search with a metal detector, or when the teacher, administrator or security guard has reasonable belief that the student is in possession of weapons, illegal or controlled drugs or other illegal or harmful items which may pose a danger to the student or students or to the welfare of the student body.

The above shall be with the knowledge, and under the supervision, of the principal or designee.

Any search of student's person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be

present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

The Board shall indemnify and defend in accordance with state law employees who follow this policy and subsequently are involved in litigation as a result of compliance.

Student Interrogation

Police have the responsibility to protect all citizens by enforcing the laws of the community. In this respect, police may visit the school (whether at the invitation of school officials or for reasons of their own) in search of information or in carrying warrants for search and/or arrest. Any law enforcement official entering school premises shall be required to report first to the office of the principal, state his/her purpose, and produce identification and warrants, if any.

A student in school shall not be interrogated by any authority without the knowledge of a school official. It is recommended that parents be notified prior to any search, interrogation, or arrest of a student; and that this notification be documented. Police may search a student or his/her locker if they have a valid search warrant, or if they have probable cause to believe a student is secreting evidence of an illegal act. Under no circumstances are the rights of students to be abridged. A student questioned by police officers in school shall be entitled to have an adult present in connection with any investigation.

If an officer has probable cause for arrest, the student shall be informed of his/her legal rights. In situations other than routine questioning, the student may request an attorney's advice and/or presence. A student may be released to the custody of persons other than the parent or legal guardian if placed under arrest by legal authority. If the student is removed from the school by legal authority, parents shall be notified of such action by school officials as soon as possible.

In the absence of a warrant or probable cause for suspension, police authorities shall have no right to question students in the school building or to use the school facilities in connection with official police work; nor do school officials have any obligation to make students available to the police.

Seclusion And Restraint Guidelines And Procedures

Pursuant to state law, a student with exceptionalities may be placed in seclusion or physically restrained if the student's actions place the student or others at imminent risk of harm. Seclusion or restraint shall not be used as a form of punishment.

Seclusion or physical restraint shall be used only as a last resort when de-escalation and other positive behavioral interventions and support attempts have failed, and the student continues to pose an imminent threat risk of harm to self or others. Seclusion or physical restraint shall not be used as a routine school safety, discipline, or intervention measure or to address behaviors such as general noncompliance, self-stimulation, and academic refusal, and other behaviors that, while disruptive to a classroom setting or other daily school activities, do not present an imminent risk of harm to self or others. Seclusion or physical restraint shall be used only as a last resort.

Only trained employees shall place a student in seclusion or physically restrain a student, except during an emergency in which there is not sufficient time to have trained personnel respond. A student who is secluded or physically restrained shall be monitored at all times. Such monitoring shall be documented at least every fifteen minutes and adjustments made accordingly, based upon observations of the student's behavior. A student shall be removed from seclusion or released from physical restraint as soon as the reasons for justifying such action have subsided.

A seclusion room shall:

- have only one student in the room at a time;
- be continuously supervised when occupied by a student in a manner where the student can be seen and heard at all times;
- be free of any object that poses a danger to the student placed in the room;
- have an observation window;
- be of a size that is appropriate for the student's size, behavior, and chronological and developmental age; and, have a ceiling height and heating, cooling, ventilation, and lighting systems comparable to the classroom.

Physical restraint shall:

- only be used to protect the safety of the student and others;
- only be used to the degree necessary to stop dangerous behavior;
- be used in a manner to cause no physical injury to the student;
- be used in a manner to cause the least possible discomfort to the student; not interfere in any way with a student's breathing or ability to communicate with others;
- be directly proportionate to the circumstances and to the student's size, age, and severity of behavior.

No student shall be subjected to any of the following practices:

- any form of mechanical restraint.
- physical restraint that places excessive pressure on the student's chest or back or that causes asphyxia.
- the use of seclusion or physical restraint that is unreasonable, unsafe, or unwarranted.
- seclusion or restraint when the student is known to have a certified medical or psychological condition th precludes such action.

If a student is placed in seclusion or physically restrained, the school employee who secluded or restrained the student shall report the incident in accordance with Policy 713.30.01.

School Bus Transportation

- Students who ride the school bus to and from school should recognize that it is a privilege not a right.
- Students have the right to expect that the school bus will be a safe means of transportation.

Transportation: Who Is Eligible?

- All Pre-K students who live one (1) mile or more from their school of attendance.
- All grade-level students who live one (1) mile or more from their school of attendance.
- Students who are authorized through the superintendent's office or the School Board.
- In parish transfer students are not authorized bus transportation. Transportation is provided by the parent/guardian to and from the school.

Transportation For Grades Two And Under

- **All students in grades two and under must be accompanied to the bus. On the return trip, a responsible party must also be waiting at the designated stop to accept the student when the bus arrives.**
- Drivers and monitors are strictly prohibited from leaving other students on the bus to get a student to their door.
- In the event a responsible party is not at the bus stop/home to accept these students, an attempt will be made to contact the parent by phone number on record and a suitable designated stop for the child will be agreed upon. If we are unable to contact a parent, the child will be brought to the school. After normal business hours, the child will be brought to the local police authority or to the St. Landry Parish Sheriff's Department and may be reported to child protection services.
- Drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to accept the student.
- Drivers will notify dispatch and reasonable efforts will be made to contact the parents.

Undeliverable Students: Where Do They Go?

- Early Childhood and Special Education students with door stops must be met at their P.M. bus stop by a responsible party. If no one meets the student, he/she is considered "undeliverable".
- If the student has an emergency contact person on file (within the immediate vicinity of the student's home) that person will be asked to accept the student.
- If we are unable to contact a parent, the child will be brought to the school. After normal business hours, the child will be brought to the local police authority or to the St. Landry Parish Sheriff's Department and may be reported to Child Protection Services.
- Drivers will notify dispatch and reasonable efforts will be made to contact the parents.
- Parents who repeatedly use an emergency address or cause students to be taken to school risk losing transportation privileges for their student.

Bulletin 1191: State of Louisiana Department of Education Rules for School Bus Riders

- A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. A student's behavior on the bus should be no different than in a classroom. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules.

Student Rules: Supervision And Disciplinary Guidelines

A. Student shall follow directions of the operator the first time given.

B. Student shall arrive at the bus stop before the bus arrives.

C. Student shall wait in a safe place, clear of traffic and away from where the bus stops.

D. Student shall wait in an orderly line and shall avoid horseplay.

E. Student shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the operator.

F. Student shall go directly to an available or assigned seat when entering the bus.

G. Student shall remain seated and keep aisles and exits clear.

H. Student shall exhibit classroom conduct at all times.

I. Student shall refrain from throwing or passing objects in, from or into buses.

J. Student is permitted to carry only objects that can be held on his/her lap.

K. Student shall not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance in the bus.

L. Student shall refrain from eating and drinking in the bus.

M. Student shall not carry hazardous materials or non-service animals into the bus.

N. Student shall respect the rights and safety of others.

O. Student shall refrain from leaving or boarding the bus at locations other than the assigned stop.

P. Student shall refrain from extending head, arms or objects out of the bus windows.

Q. Student shall refrain from hitching rides via the rear bumper or other parts of the bus.

Bus Discipline

- Discipline problems on the school bus will be dealt with by the principal or a designee of the school responsible for the student, in accordance with state laws and parish regulations. The principal or a designee will act as necessary to ensure operational safety of the buses.
- Procedures for removing a student with disabilities from a bus must follow the same procedures as when a student with disabilities is removed from school through suspension or expulsion.

Bus Discipline Progression

I. First Offense

1. Conference will be held by the bus driver with the student.
2. Parent/guardian will be notified by the bus driver.

II. Second Offense

1. Conference will be held by the bus driver with the student.
2. Parent/guardian will be notified by the bus driver.
3. LDOE bus referral will be given to the principal. Additional consequences may be given at the discretion of the principal.

III. Third Offense

1. Written notification to parent/guardian will be made.
2. LDOE bus referral will be given to the principal. Additional consequences may be given at the discretion of the principal. Student will be denied bus transportation for 3-5 days.

IV. Fourth Offense

1. Written notification to parent/guardian will be made.
2. LDOE bus referral will be given to the principal. Additional consequences may be given at the discretion of the principal. Student will be denied bus transportation for 15 days.

V. Fifth Offense

1. Written notification to parent/guardian will be made.
2. LDOE bus referral will be given to the principal. Additional consequences may be given at the discretion of the principal. Student will be denied bus transportation for the remainder of the semester.

VI. Sixth Offense

1. Written notification to parent/guardian will be made.
2. LDOE bus referral will be given to the principal. Additional consequences may be given at the discretion of the principal. Student will be denied bus transportation for the remainder of the school year.

*NOTE: Major offenses will result in more severe punishment such as suspension/expulsion from school. Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/guardian. Bus transportation is provided by the St. Landry Parish School Board.

St. Landry Parish School Board Artificial Intelligence (AI) Guidelines: Student and Teacher Use

1. Introduction and Purpose

Artificial Intelligence (AI) is rapidly transforming various aspects of our lives, including education. These guidelines outline the responsible, ethical, and effective use of AI tools by students and staff within St. Landry Parish School Board and its entities to enhance learning, foster innovation, and prepare our community for an AI-driven future. These guidelines aim to maximize the benefits of AI while mitigating potential risks, ensuring academic integrity, data privacy, and equitable access for all.

2. Scope

These guidelines apply to all students, teachers, administrators, and staff members of St. Landry Parish School Board when using AI tools and resources in connection with school-related activities, on school-owned devices, or on personal devices used for creating content for school assignments.

3. Approved AI Resources

St. Landry Parish School Board has evaluated and approved the following AI resources for use by students and teachers. These tools have been selected based on their educational value, privacy safeguards, and alignment with district pedagogical goals.

● **Gemini (Google):** A powerful conversational AI model that can assist with research, brainstorming, summarization, and creative writing. **Google has promised not to train its model on the inputs of education accounts.**

● **Magic School AI**: Designed specifically for educators, offering tools for lesson planning, rubric generation, differentiation, and communication.

● **Brisk:** Designed specifically for educators, offering tools for lesson planning, rubric generation, differentiation, and communication.

● **School AI** - Teachers Only: Provides AI-powered learning assistance, content creation support, and personalized feedback for students and teachers.

● **Kami AI:** Integrates with Kami (a PDF annotation and markup tool) to offer features like text-to-speech, summarization, and comprehension checks.

● **Grammarly - Teachers Only**: An AI-powered writing assistant that helps with grammar, spelling, punctuation, clarity, engagement, and delivery.

● **NotebookLM (Google) - Teachers Only:** An AI-powered research and writing assistant that helps users summarize, analyze, and generate content from their own uploaded documents.

Any use of AI tools not explicitly listed as "Approved AI Resources" must be pre-approved by [relevant district departments, e.g., Technology Department or Curriculum Department] and adhere to all guidelines outlined in these guidelines.

4. General Principles for AI Use

All members of the St. Landry Parish School Board community are expected to adhere to the following principles when engaging with AI:

● **Human Oversight and Critical Thinking:** AI tools are assistants, not replacements for human thought, creativity, and judgment. Users must critically evaluate AI-generated content for accuracy, bias, and relevance.

● **Academic Integrity:** AI must be used in a manner that upholds the highest standards of academic honesty. AI-generated content should be treated similarly to any other external resource and properly cited when used in academic work.

● **Privacy and Data Security:** Protecting personal and sensitive information is paramount. Users must never input confidential student data, personally identifiable information (PII), or sensitive district/school information into AI tools.

● **Ethical Considerations:** Users must be aware of potential biases in AI algorithms and data. AI should be used to promote fairness, avoiding the generation or perpetuation of discriminatory or harmful content.

● **Transparency**: When AI is used to generate content or assist in a task, its involvement should be transparently disclosed where appropriate, especially in academic contexts.

● **Accessibility:** AI tools should be utilized to reduce barriers and enhance learning opportunities for all students, including those with diverse learning needs.

5. Responsible Use of AI

5.1. Responsible Use by Students

Students are encouraged to use approved AI tools to enhance their learning, creativity, and productivity, always under the guidance of their teachers and within the framework of academic integrity.

Examples of Responsible Student Use:

● **Brainstorming and Idea Generation:** Using AI to generate initial ideas for essays, projects, or presentations, followed by independent development and critical thinking.

● **Research Assistance:** Asking AI for summaries of complex topics, explanations of concepts, or to identify keywords for further research (always verifying information with reliable sources).

● **Writing Support (with proper citation):** Using AI for rephrasing sentences for clarity, provided the original ideas and core content are the student's own. If AI significantly contributes to the structure or content, it must be cited.

● **Learning and Practice:** Using AI tools like Kami AI for comprehension checks on readings or to generate practice questions for studying.

● **Coding and Problem Solving:** Using AI to debug code, understand programming concepts, or explore different approaches to solving a problem in computer science classes, provided the student understands the solution.

● **Language Learning:** Practicing conversational skills or getting translations with AI tools.

● **Creative Exploration:** Generating ideas for stories, art, or music compositions, which the student then develops independently.

5.2. Responsible Use by Teachers and Staff

Teachers and staff are encouraged to leverage approved AI tools to streamline administrative tasks, enhance instructional practices, and personalize learning experiences for students, while maintaining professional judgment and ethical standards.

Examples of Responsible Teacher/Staff Use:

● **Lesson Planning and Resource Creation**: Using Magic School AI or Gemini to generate lesson plan outlines, create differentiated assignments, or brainstorm engaging activities.

● **Assessment Support:** Generating rubrics, creating varied question types, or drafting feedback comments (always reviewed and customized by the teacher).

● **Personalized Learning: I**dentifying learning gaps, suggesting tailored resources, or adapting content to individual student needs.

● **Professional Development:** Using AI to research new pedagogical strategies, summarize educational research, or create presentations for colleagues.

● **Administrative Efficiency:** Drafting communications to parents, summarizing meeting notes, or organizing data (ensuring no PII is entered into unauthorized tools).

● **Accessibility**: Using AI features like text-to-speech or translation to support diverse learners.

● **Curriculum Development:** Analyzing learning objectives and generating alignment suggestions for standards.

6. Non-Responsible Use of AI

6.1. Non-Responsible Use by Students

Any use of AI that undermines academic integrity, compromises safety, or violates district policies is strictly prohibited.

Examples of Non-Responsible Student Use:

● **Plagiarism and Academic Dishonesty:** Submitting AI-generated content (text, code, images, etc.) as one's own original work without proper citation or explicit permission from the teacher. This includes using AI to complete assignments designed to assess original thought or skill without disclosure.

● **Generating Harmful or Inappropriate Content:** Using AI to create or disseminate hate speech, discriminatory content, violent material, sexually explicit content, or any content that violates the district's Acceptable Use Guidelines or Code of Conduct.

● **Misinformation and Deepfakes:** Using AI to create or spread false information, manipulate images/videos (deepfakes), or impersonate others.

● **Sharing Personally Identifiable Information (PII):** Inputting personal information about oneself or others (e.g., full names, addresses, student IDs, grades, health information) into unauthorized AI tools or public AI platforms.

● **Circumventing Learning:** Using AI to avoid engaging with the learning process, such as generating answers to problems without attempting to understand the underlying concepts.

● **Bypassing Security Measures:** Attempting to use AI to bypass school network security or content filters or attempting to create and run code that would compromise the St. Landry Parish School Board network.

6.2. Non-Responsible Use by Teachers and Staff

Any use of AI by teachers or staff that violates professional ethics, compromises student privacy, or undermines the integrity of the educational process is strictly prohibited.

Examples of Non-Responsible Teacher/Staff Use:

● **Automated Grading Without Review:** Relying solely on AI to grade student work without human review, critical judgment, and understanding of student context.

● **Generating Biased Content:** Using AI to create instructional materials or assessments that perpetuate stereotypes, biases, or discrimination.

● **Sharing Confidential Student Data:** Inputting or allowing AI access to confidential student PII (e.g., grades, disciplinary records, health information) into public AI platforms.

● **Over-reliance on AI:** Allowing AI to replace essential human interaction, personalized instruction, or professional judgment in teaching and student support.

● **Using AI for Disciplinary Actions:** Relying on AI-generated assessments or recommendations for disciplinary actions without thorough human review and due process.

● **Misrepresentation:** Presenting AI-generated content as solely their own original work in professional contexts without disclosure where appropriate.

7. Legal and Ethical Considerations

St. Landry Parish School Board is committed to upholding all relevant federal and state laws regarding student privacy and data security.

● **Family Educational Rights and Privacy Act (FERPA):** This federal law protects the privacy of student education records. The district will ensure that AI tool usage complies with FERPA, particularly concerning the disclosure and access to student PII.

● **Children's Online Privacy Protection Act (COPPA):** While primarily for commercial websites, COPPA's principles guide our selection of online tools for students under 13, ensuring parental consent and data protection.

● **Louisiana Revised Statutes (R.S.) 17:3914 - Student Information; Privacy:** This Louisiana law specifically protects student PII, prohibiting the collection of non-academic data and restricting the sharing of PII with external entities without explicit consent. All AI tools and their use must strictly adhere to R.S.

17:3914, ensuring that no student PII is sold, transferred, shared, or processed for commercial advertising or marketing.

● **District Data Privacy Policies:** All AI use must align with St. Landry Parish School Board's existing data privacy and acceptable use policies. Staff must ensure that any third-party AI vendors comply with district data security agreements.

● **Data Breach Notification:** In the event of a data breach involving student PII, the district will follow all Louisiana state laws requiring notification to impacted individuals without unreasonable delay.

8. Consequences for Non-Responsible Use (Referenced from Student Handbook)

Violations of these AI guidelines will be treated as breaches of academic integrity, acceptable use, or professional conduct, and will result in disciplinary action as outlined in the St. Landry Parish School Board Student Handbook and relevant employee policies.

8.1. Student Consequences (as per St. Landry Parish School Board Student Handbook, Section X: Academic Integrity / Acceptable Use Policy)

The following are general guidelines; specific disciplinary actions may vary based on the severity of the offense, intent, and prior disciplinary record.

● **First Offense (Minor):**
○ Warning and re-education on responsible AI use.
○ Redo the assignment without AI, or with proper disclosure/citation.
○ Possible reduction in grade for the specific assignment.
○ Parent/guardian notification.

● **Second Offense (Moderate):**
○ Zero on the assignment.
○ Detention or in-school suspension.
○ Meeting with student, parent/guardian, teacher, and administrator.
○ Temporary or permanent restriction from using AI tools in school.

● **Severe Offenses (e.g., repeated plagiarism, creating harmful content, sharing PII, attempting to bypass security):**
○ Out-of-school suspension.
○ Failure of the course.
○ Referral to law enforcement if illegal activity is involved (e.g., cyberbullying, illegal content generation).
○ Permanent restriction from using school technology and AI tools.
○ Potential expulsion.

8.2. Teacher and Staff Consequences

Violations by teachers or staff members will be addressed in accordance with St. Landry Parish School Board's employee policies and professional conduct guidelines. This may include, but is not limited to:

● Verbal or written reprimand.

● Mandatory professional development on AI ethics and data privacy.

● Suspension without pay.

● Termination of employment, especially in cases involving student data privacy breaches or ethical misconduct.

● Referral to relevant professional licensing boards or law enforcement as appropriate.

9. Training and Professional Development

St. Landry Parish School Board is committed to providing ongoing training and professional development for all students, teachers, and staff on ethical and responsible use of AI tools. This will include:

● Asynchronous Learning Modules on AI literacy and prompt engineering.

● Guidance on integrating AI into curriculum and instruction.

● Asynchronous Learning Modules on Data Privacy and Security Best Practices for Using AI.

10. Guidelines Review and Updates

These guidelines are representative of a living document and will be reviewed annually, or as needed, to adapt to advancements in AI technology, changes in educational practices, and updates to relevant laws and regulations.

11. Disclaimer

While St. Landry Parish School Board strives to provide access to beneficial AI tools, the district is not responsible for the content generated by AI tools outside of approved platforms or for the misuse of AI tools by individuals. Users are ultimately responsible for their actions and the content they produce or disseminate using AI.

12. Acknowledgements

These guidelines were drafted with the assistance of an artificial intelligence large language model, Gemini, to compile information and structure the content based on guidelines provided by the LDOE. The final content is being presented for review and approval by St. Landry Parish School Board leadership.

Student Computer/Network Acceptable Use Policy

The St. Landry Parish School Board is making Internet access available to students to prepare them to participate productively in the information society of the 21st century. Internet access will give students the opportunity to inquire, study, communicate, and gain new understandings about our global society.

Students have the right to use the district's educational network as a tool to enhance learning, as it becomes available at their location.

Students have the responsibility to learn and follow guidelines that are deemed appropriate in using the educational network. All access to the Internet will be teacher directed and will conform to the following:

Rules For Use Of Computer Network And Internet:

Students shall:

• Sign a statement as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies before using the computers at St. Landry Parish School Districts.

• Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.

• Not access visual depictions that are obscene, pornographic, or abusive to minors.

• Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.

• Not access objectionable or inappropriate material over the Internet.

• Not post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, slanderous, sexually harassing, terrorizing, or illegal. Students shall not use any language online that is not permitted in the classroom.

• Not post personal information about themselves (last names, addresses, or telephone numbers) or any other person.

• Not forward personal mail without permission.

• Not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.

• Observe the copyright law. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.

• Not make any purchase on the Internet while using school equipment or Internet service.

• Not use e-mail, chat rooms, net meeting rooms, and other forms of direct electronic communication, including instant messaging systems unless authorized.

Also Note:

• Installation of software is allowed only by the District's administration and should not be undertaken by any other user.

• Users are not permitted to work in or to modify the Network Operating System.

• Unauthorized exploration of or changes to any system files are prohibited.

• The St. Landry Parish School Board computers must be used only for educational activities and are limited to activities that have been approved by a teacher or staff member.

• The presence of food or drink in the vicinity of the computers or computer related equipment is forbidden.
• Documents and/or mail stored on the District network should be deleted regularly in order to conserve file space.
• The St. Landry Parish School Board reserves the right to purge accounts after proper notification of exceeding space regulations.
• Students are not to download large files unless necessary; students should download the file at a time when the system is not being heavily used and immediately remove the file from the system computer once the research project in question is completed.
• Users must remember to log off any computer before leaving the area as user ids will be used as the primary method for tracking computer usage.
• If a user is concerned that their password is no longer secure, then see the system administrator for a new password.
• CDs and portable memory devices will no longer be allowed for use of file storage. All students should utilize their Google drive, as it is the preferred form of file storage.
• Interpretation, application, and modification of the policy is within the sole discretion of the St. Landry Parish School Board.
• Any questions or issues regarding this policy should be directed to the St. Landry Parish School Board Administration.

Students who may inadvertently access a site that is pornographic, obscene, or abusive to minors shall immediately disconnect from the site and inform the teacher.

Consequences
Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the violation.

All school and district rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

Any parent or guardian who has questions or concerns about their child's Internet Access is encouraged to discuss these concerns with the school principal. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

School Discipline

ACADEMIC SUCCESS IS DIRECTLY CORRELATED WITH INSTRUCTIONAL TIME RECEIVED BY THE STUDENT.

In the effort to fully implement School Wide Positive Behavior Interventions and Supports, R.T.I and reduce the loss of instructional time due to out-of-school suspensions and expulsions, each school within the St. Landry Parish School Board will utilize a wide variety of corrective strategies that do not remove children from instructional time. These strategies are designed to prevent the occurrence of student infractions, teach alternative or replacement behaviors, or motivate students to demonstrate compliance with school expectations outlined in the Code of Conduct. Corrective strategies must be implemented by educational personnel prior to utilizing out-of-school consequences. As such, these strategies serve as a first line of remediation in the successful management of student behaviors.

Corrective Strategies: Alternative to Suspension and Expulsion

PBIS Tier 1 Strategies/Interventions

PBIS Tier 1 (Universal) systems, data, and practices support all students in all settings by providing a foundation for proactive support and preventing unwanted behaviors. It focuses on modeling, teaching, and acknowledging positive social, emotional, and behavioral skills for everyone.

For students with behavioral difficulties, teachers should use various corrective strategies and supportive interventions to help them succeed and address the problem behavior. The goal is to teach alternative, positive behaviors.

Some potential approaches include:

- Conference with the student and teacher and/or principal/designee
- Contact and/or conference with parent/guardian
- Detention - After school, In School, Saturday - During this time, provide instruction designed to teach replacement behaviors when appropriate.
- In School Suspension (ISS) - During this time, provide instruction designed to teach replacement behaviors when appropriate.
- Loss of Privilege
- Referral to School Counselor
- Referral to SBLC
- Referral to FINS
- Reflective Activity - focus on teaching replacement behaviors for repeated infractions
- Restorative Justice practices
- Reteach and model classroom and school-wide expectations
- Schedule change or adjustment
- Schedule re-teaching of PBIS School-Wide Behavioral Expectations
- Seat Change
- Teach Social Emotional Lessons

- Teaching, Modeling, of expectations and skills using effective instructional strategies
- Temporary classroom change
- Temporary removal from classroom (K-5, at least 30 min; 6-12, rest of class period) - during this time, provide instruction designed to teach replacement behaviors when appropriate
- Transition supports (transition before and after the bell)
- Written apology with appropriate model and/or guidance from school personnel

PBIS Tier 2 Interventions/Strategies

Tier 2 interventions are provided for some students who require support in addition to Universal Tier 1 support. These students are at risk of identifying more intense social, emotional, or behavioral challenges, which if not addressed, could eventually require more intensive Tier 3 interventions.

Some potential interventions include:

- Backpack Safety Check
- Behavior Contract
- Check-in/Check-out (CICO)
- Group counseling with counselor
- Mentoring with specific focus on the remediation of behavioral infractions and plans to teach replacement behaviors.
- Return to SBLC to discuss behaviors
- School-Home-Note System
- Self-Monitoring protocol
- Social Emotional Learning Group with teacher, staff, or counselor - examples include teaching effective de-escalation strategies designed to prevent the occurrence of behavioral infractions, conflict resolution, appropriate communication, additional basic social skills

PBIS Tier 3 Interventions/Strategies

For students who do not respond to Tier 2 interventions that have been delivered with fidelity and the data suggests more intense interventions would be beneficial.

Interventions and supports provided at the Tier 3 level are highly individualized and are used with few students who exhibit the most significant, severe challenging behaviors. Typically, Tier 3 interventions are provided to a very small percentage of the student population. Ideally, the needs of the majority of the school population will be met with less intensive Tier 1 Corrective Strategies and Tier 2 Interventions.

Some potential interventions include:

- Functional Behavior Assessment
- Behavioral Contract
- Behavior Intervention Plan
- Classroom Management Plan
- Individual counseling with school counselor
- Referral to wrap around agencies

Due Process

1. No student shall be punished for committing any offense except in accordance with law and School Board regulations. Every student shall be afforded due process of law. A copy of the Student Code of Conduct and Discipline Policy listing School Board regulations requiring or prohibiting certain conduct and the ensuing punishments for violations shall be made available to all students.

2. Due process shall include that the student be advised by the principal or a designee of misconduct of the regulation which has been violated and the detailed reasons for such accusation. The student must be asked to explain his or her version of the facts to the school principal or a designee. A student accused of committing a battery on any school employee shall be suspended by the principal or designee from school immediately and the student shall be removed immediately from the school premises with the necessary notifications and other procedures to follow as soon as practicable. For short-term suspension, the student has the right to appeal to the superintendent or his designee. Should the offense call for long-term suspension or expulsion, the student shall be entitled to a hearing before the superintendent or a designee. For an expulsion there may be an appeal to the School Board. Students are entitled to be represented by anyone they choose, including an attorney. The right of due process is more fully described in La. R.S. 17:416, et seq., of the laws of the State of Louisiana and in this handbook. If behavior warranting expulsion occurs at the alternative school, due process for expulsion has already occurred, and no additional expulsion hearing is required.

3. Students with disabilities, who have been placed in an alternative setting through the Individualized Education Program (IEP) process, or, for students who are under a Section 504 Plan, through the Section 504 process, must be provided due process at the alternative setting, if behavior warranting expulsion occurs at the alternative setting.

Discipline Policy

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

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

Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's Student Code of Conduct.

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

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

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

1. Oral or written reprimands.
2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.

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

Student Removal From Classroom

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

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

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

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

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the school building level committee.
5. Restorative justice practices.
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school work and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

<u>Parental Notification</u>

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

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

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

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

Parent Conferences

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

Reports To Principal

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

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

Delinquent Students

Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for

expulsion, assignment to an appropriate alternative educational placement, or transfer to adult education if the student is:

1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation;
2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or
3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

Recusal Of Administrator In Discipline Matters

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

Discipline Of Students With Disabilities Or Exceptionalities

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

Virtual Discipline

In response to the COVID-19 pandemic, the St. Landry Parish School System has made virtual classes available to students. Students may also be required to attend school virtually when schools are closed due to inclement weather or other unanticipated emergencies. The St. Landry Parish School Board adopts this Virtual Discipline Policy in order to clarify expectations for student conduct in the virtual classroom and to provide notice of the possible consequences of inappropriate conduct in the virtual classroom.

Regardless of the model of instruction, student conduct is governed at all times by La. Rev. Stat. Ann. §17:416 and the Student Code of Conduct. Conduct that is unacceptable in the physical classroom is, under most circumstances, equally unacceptable in the virtual classroom. While students and parents normally have an expectation of privacy in their home, conduct that occurs in front of a camera and in view of peers and teachers in the virtual classroom may subject students to disciplinary action.

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the Code of Conduct, the severity of the infraction, and the appropriate penalty, if any, under the circumstances.

Privacy and the Virtual Classroom

Students and parents, typically, have a reasonable expectation of privacy with regard to what takes place in their home outside of the view of teachers and peers in the virtual classroom. In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit "classroom" space – free, to the extent possible, from toys, images, messages, personal

property, or other items that may distract from teaching and learning or that may subject the student to disciplinary action if possessed on school busses, in the regular classroom, or on school property.

Students should be cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the Student Code of Conduct and this Virtual Discipline policy may be subject to discipline in accordance with the Student Code of Conduct and this policy.

School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

Conduct in the Virtual Classroom

Students are responsible for all content posted through their online account. Students are prohibited from sharing their online account username or password or using the username or password of another student. Students are required to have their camera on for the purpose of daily attendance. After attendance has been completed, students may turn cameras off, though students may be required to turn cameras on for the purpose of assessment, assignments, participation, etc.

Following is a **non-exclusive** list of behaviors that are prohibited in the virtual classroom and that may result in disciplinary action in accordance with the Student Code of Conduct and this policy:

- Antagonistic, harassing, or discriminatory language of any kind with regard to race, color, religion, sex, gender, intelligence, age, orientation, disability, socioeconomic status or any other legally protected characteristic or activity
- Bullying and/or cyberbullying
- Use of obscene, degrading or profane language (written, verbal, pictures, drawings, audio, video)
- Displaying pornography, nudity or images of nudity
- Committing lewd or sexual acts
- Handling or displaying weapons, including toy or facsimile weapons*
- Any criminal or other illegal activity encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs or alcohol*
- Illegal posting, distribution, upload or download of copyrighted work of any kind
- Sharing assignments, questions/answers, or any other action that would violate any expectations or rules relative to academic honesty
- Posting personally identifiable information in any format other than via private message
- Indecent dress or disrobing
- Interference with the instructional audio or video
- Use or display of illegal drugs, alcohol, tobacco or tobacco products, or vaping devices*
- Violations of the School Board's/School's Acceptable Use Policy or Device Contract

Consequences of Inappropriate Online Conduct

Parents and students must be aware that conduct that is unacceptable and disruptive in the regular classroom environment is, typically, unacceptable in the virtual classroom. The School Board recognizes, however, that virtual learning is a new experience for students and families, and that the context in which student conduct occurs must be taken into account in determining the appropriate penalty, if any, imposed for violations of the Student Code of Conduct in the virtual classroom.

Student conduct that occurs in the virtual classroom may be subject to progressive discipline, which, depending on the seriousness of the conduct at issue, will include an initial verbal warning and consultation with the student's parent or guardian prior to any formal disciplinary action. The seriousness of the conduct at issue will dictate the actions of administrators and the nature of the penalty ultimately imposed. For example, a student may be subject to a severe penalty, even for a first offense, depending on the seriousness of the conduct at issue.

Some factors that administrators will take into account in determining the penalty to be imposed, if any, for conduct that occurs in the virtual classroom will include:

- Age of the student
- Whether the conduct disrupted learning in the virtual classroom
- Whether the conduct was violent or threatening in any way
- Whether the conduct was illegal
- Whether the conduct interfered with the rights of teachers and/or students to work and learn in a safe and orderly environment free from inappropriate images, messages, language or behavior
- Whether the student has committed prohibited conduct in the past
- Whether the student has received prior warnings or discipline for similar conduct

*Conduct in the virtual classroom related to the display or handling of weapons or drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student, must be reported immediately to the School Principal and/or School Resource Officer in order to assess whether the matter must be reported to local law enforcement and/or the Department of Children and Family Services.

Discipline Procedures

Suspension

The St. Landry Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a student for a specified period of time in accordance with statutory provisions.

Prior to any out-of-school suspension or assignment to alternative placement, the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication or by a certified letter sent to the address shown on the student's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

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

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No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification,the truancy laws shall be effective. On not more than one occasion each school year when the parent, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, or legal guardian, court, or other appointed representative responds.

If a teacher, principal, or other school employee is authorized to require the parent, or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor. In the event there is no school counselor assigned to that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.

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

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

Any student in grades pre-kindergarten through five, after being suspended on three (3) occasions for committing drugs or weapons offenses during the same school year, shall upon committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student 's reinstatement shall be subject to the review and approval of the School Board.

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

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

Appeals

Any parent, or legal guardian of a student suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

Mandatory Suspension

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

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

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

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

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

Assault or Battery of School Employees

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises without the benefit of required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

Suspension Not Applicable

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course,or school-approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider’s order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider’s order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student 's intent to use the firearm or knife in a criminal manner.

Dress Code Violations

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

Credit For School Work Missed

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive the same credit originally available for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

Recusal Of Administrator In Discipline Matters

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children,brothers, sisters, and parents of the spouse.

Suspension Of Students With Disabilities Or Exceptionalities

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

Expulsion

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

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

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

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

Appeals

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

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

Firearms, Knives, And Drugs

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

Virtual Instruction

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

Additional Reasons For Expulsion

Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.

1. The principal may recommend expulsion to the Superintendent for any student in grades pre-kindergarten through five who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches in length.

2. Any students in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.

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

4. Any student in pre-kindergarten through five, after being suspended on three (3) occasions for committing drugs or weapons offenses during the same school year, shall, upon committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

5. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A weapon, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.

6. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of two-thirds ⅔ of the elected members of the School Board, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

Expulsion Not Applicable

Expulsion shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.

2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider’s order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider’s order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for

possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

Dress Code Violations

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

Required Parent Conference

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

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Readmittance After All Expulsions

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

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

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system’s alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student’s expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if

applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

Review of Records

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

Credit For School Work Missed

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was expelled.

Recusal Of Administrator In Discipline Matters

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

Expulsion Of Students With Disabilities Or Exceptionalities

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

Discipline for Students with Disabilities

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is the federal statute which mandates that each child with a disability is entitled to a Free Appropriate Public Education (FAPE), including educational services, related services, and transition services. The IDEA and the accompanying federal and state regulations dictate the allowable duration of disciplinary removals of students with disabilities as well as the heightened procedural safeguards that must be implemented before and after a student with a disability is suspended from school.

The 10 Day Rule

A school district may suspend a student with a disability in the same manner as a student without a disability for up to 10 days consecutively or cumulatively during the school year. Once a student has been removed for 10 school days in a school year, even if those days are not consecutive, certain procedural safeguards apply, described below, for each additional suspension to ensure that subsequent removals are not an improper

change in placement. In keeping with this general rule, the Louisiana regulations define a change of placement as occurring in the following situations:

1. a student with a disability is removed from his or her current educational placement for more than ten consecutive school days; or

2. a student with a disability is subjected to a series of removals that constitute a pattern because they cumulate to more than ten school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

Additionally, any removal from school, even if the school does not initiate the paperwork for a formal suspension, counts toward the 10-day rule. Every day a student with a disability spends out of school as a result of school action, whether formal or informal, apply toward the 10-day limit.

Procedural Safeguards

Protections designed to defend the rights of children with disabilities and their parents. Safeguards include the right to participate in IEP meetings, examine educational records, participate in complaints and due process procedures, and many other protections under the IDEA.

Procedural safeguards are provided in the Louisiana's Educational Rights of Children with Disabilities Handbook.

Manifestation Determination Review (MDR)

A Manifestation Determination Review (MDR) is a process by which parents and the school system personnel meet to determine if the student is being subjected to a disciplinary change in placement for behavior that is a manifestation of his or her disability. Whenever the school system proposes to change the placement of a student with a disability based on a violation of the code of conduct, the school district must provide the parent with the "Parent Prior Written Notice for Change of Placement," a copy of the Office Discipline Referral stating the behavioral infraction. The school district must conduct an MDR within 10 school days of the decision to change the student's placement. When conducting a manifestation determination, the district, parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the student's IEP, Evaluation/Re-evaluation, any teacher observations, and any relevant information provided by the parents. The IEP team shall then determine:

(a) If the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or

(b) If the conduct in question was the direct result of failure to implement the IEP.

If either is applicable the conduct shall be determined to be a manifestation of the student's disability. If the behavior is determined to be a manifestation of the student's disability, the IEP Team shall:

(a) Conduct a functional behavioral assessment (FBA) unless the school district has previously completed one related to the behavior that led to the change in placement. Following the FBA, implement a behavior support plan (BSP) for the student.

(b) If a Behavior Support Plan (BSP) has already been developed, it is essential to review and, if needed, modify the BSP to effectively address the current behavior issues.

If the behavior is determined not to be a manifestation of the student's disability, disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration in which the procedures would be applied to students without disabilities. Nevertheless, a student with a disability who is removed from his or her current placement shall continue to receive educational services, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP, and receive, as appropriate, a functional behavioral assessment, behavioral intervention services and modifications, that are designed to address the behavior violation so that the likelihood of the behavior reappearing is reduced.

Functional Behavioral Assessment (FBA)

As per the Louisiana Educational Rights of Children with Disabilities, the definition of an FBA is a set of activities used to find out the cause of a child's behavior before deciding what to do to change the behavior (intervention).

Behavior Supports

As per the Louisiana's Educational Rights of Children with Disabilities, the definition of behavior supports is as follows: List supports and services the school district will give the student with disabilities to increase positive behavior and reduce the impact of negative behavior on learning.

Special Circumstances

School personnel may remove a student to an interim alternative education setting for no more 45 school days without regard whether the behavior is determined to be a manifestation of the student's disability, if the student:

(a) carries or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the school district;

(b) knowing possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the school district; or

(c)has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the school district.

The federal law defines illegal drugs as controlled substances under Schedule I, II, III, IV, or V as listed in 21 U.S.C. 812(c) but not controlled substances that are legally possessed or used. As to weapons offenses, the federal law only includes those weapons meeting the definition of "dangerous weapon" under 18 U.S.C. 930(g)(2), which is limited to "a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than 2 ½ inches in length." Under 18 U.S.C. 1365(h)(3) "serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Services During Removals

Regardless of whether the behavior is manifestation of the student's disability, the law requires that if a student with disability has been removed from his or her current placement for more than ten school days in a school year, the school district must continue to provide educational services during the course of the removal. These services must allow the student to continue to receive educational services so as to enable the student to

participate in the general education curriculum and to progress toward meeting the goals set out in the student's IEP.

Appeal Process

The parent of a student with a disability, who disagrees with any decision regarding disciplinary placement, or the manifestation determination, may request a due process hearing through Louisiana Department of Education.

Disciplinary Protections for Children Not Yet Identified as Having a Disability

A student is entitled to procedural protections under IDEA for discipline even if he or she is not yet classified as a student with a disability, provided that the school district had knowledge that the student was a child with a disability before the student violated the code of conduct for which disciplinary action is being contemplated.

Subject to specific exceptions, a school district may be determined to have had knowledge of a student's disability if:

1. The parent of the student expressed concern in writing to administrative personnel that the student needs special education and related services.

2. The parent has requested an evaluation of the student; or

3. The teacher of the student, or other district personnel has expressed specific concerns about a pattern of behavior demonstrated by the student to the director of special education or to other district personnel the behavior or performance of the student demonstrates the need for these services.

Behavioral Health Support For Students

Referral For Assessment And Treatment

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

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

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

Sexual Harassment Complaints

Any student complaint about another student engaging in sexual harassment reported to a teacher or counselor shall be immediately reported to the principal. The principal is responsible to investigate the complaint. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The principal may request assistance of the superintendent in investigating student on student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of the Student Code of Conduct Handbook and Discipline Policy. Student complaints about an employee shall be handled as provided in the School Board's Risk Management Plan.

Dating Violence

Dating Violence is defined as a pattern of behavior where one person threatens to use, or uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.

Dating Violence Warning Signs:

• **For Victim** - Physical signs of injury; isolation from family and friends; loss of interest in activities that were once enjoyable; making excuses for dating partner's behavior; noticeable changes in eating or sleeping patterns; alcohol or drug use; loss of self-confidence; excessive text messaging or calling from dating partner.

• **For Perpetrator** – Threatening to hurt others in any way: insulting a dating partner in public or private; frequently insisting on walking a dating partner to class; damaging or destroying a dating partners belongings'; attempting to control what a dating partner wears; extremely jealous.

Instructions for Reporting or Seeking Help –

- Any student who is a victim of, or a witness to, dating violence should immediately talk to someone they trust like a parent, teacher, school administrator, counselor, nurse, or school resource officer.
- Louisiana Coalition against Domestic Violence (Free, Confidential, 24 hrs.)
- Statewide Hotline: 1-888-411-1333
- National Hotline: 1-800-799-7233

Communications With Language-Minority Students/Parents

All schools with language minority students are obligated to provide written or verbal communications with these students and parents or guardians in a language they can best understand. This handbook may be translated or interpreted to meet the Office for Civil Rights (OCR) standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974.

Communicable Disease Control Policy

Current immunization records are required for all students entering school for the first time, including kindergarten, in compliance with the immunization schedule established by the legislature in La. R.S. 17:170 unless compliance is waived pursuant to the statute. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers, and exclusions, including the necessary Vaccine Preventable Disease Section's School Immunization Report forms to provide for control of preventable communicable diseases.

Fees/Fines Due For Lost/Destroyed Books/School Property

Students shall be required to pay full price for textbooks and library books that are lost or damaged beyond use. The School Board also requires students to pay for any other school property damaged resulting from student misconduct. The School Board shall hold the diploma of any high school student until all fees and fines have been paid.

Graduation

High school students must meet all course and attendance requirements and pass all sections of the end of course test prior to graduating. In addition, these students must meet the same criteria to participate in graduation exercises.



ST LANDRY PARISH DISCIPLINE MATRIX
2026-2027 SY

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

Every student has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning. An orderly, safe environment can best be achieved through the implementation of consistent school-wide positive behavior supports and discipline plans at every school in the St. Landry Parish School System. All teachers must follow classroom management plans, MTSS/PBIS, Leader in Me, or school specific interventions. **The best preventative intervention is to build positive relationships with all students.**

Positive Behavioral Interventions and Supports (PBIS) is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments. PBIS emphasizes teaching students to behave in ways that contribute to academic achievement and school success and that support a school environment where students and school staff are responsible and respectful. PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing, and monitoring appropriate behaviors and by treating many minor misbehaviors as “teaching moments” rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and non-discriminatory manner.

Role of Multi-Tiered System of Supports (MTSS/PBIS) – A well-managed classroom and school is the most proactive approach to maintaining appropriate student behavior in any school. Clearly established rules must be taught to students, reinforced frequently, and enforced consistently by all administration, faculty, and staff. Consequences for violations of the rules should be assigned to students quickly, fairly, and consistently to have the greatest impact on changing the behavior of students. Positive reinforcement of correct behaviors exhibited by students also serves to impact the behaviors of all students.

ACT No. 324 of 2024 provides the foundation for the public school board to adopt rules and regulations and implement a program to assist school personnel in identifying signs and symptoms of a student with behavioral or emotional challenges that may cause the student to be at risk of their behavior escalating into aggression or disruption, disciplinary actions including suspension or expulsion, or juvenile delinquency. In order to accomplish this, after any second suspension of a student during the same school year, the principal or his/her designee shall submit a School Building Level Committee (SBLC) referral on behalf of the student. During the SBLC meeting, the principal or his/her designee and the behavior interventionist shall conference with the

student's parent or legal guardian to discuss the student's behavior and if it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal and his/her designee and the behavior interventionist shall provide referral sources for the student and family to seek support services for assessment and treatment.

CORRECTIVE STRATEGIES

Corrective Strategies include but are not limited to:

After-school detention in conjunction with instruction designed to teach replacement behaviors when appropriate
Behavioral contracts and/or Behavior Support Plans
Check-in/Check-out (CICO)
Conference with the principal/designee
Effective de-escalation strategies designed to prevent the occurrence of behavioral infractions.
Home/school communication system
In School Detention (Lunch Detention, Recess Detention, etc.) in conjunction with instruction designed to teach replacement behaviors when appropriate.
In School Suspension (ISS) in conjunction with instruction designed to teach replacement behaviors when appropriate
Loss of privilege
Mentoring with specific focus on the remediation of behavioral infractions and plans to teach replacement behaviors.
Peer Mediation
Pre-correction and effective limit-setting strategies designed to prevent the occurrence of behavioral infractions.
Reflective activity focused on teaching of replacement behaviors for repeated infractions.
Restitution
Restorative justice practices
Refer the student to SBLC for behavior
Referral to the school counselor
Saturday Detention in conjunction with instruction designed to teach replacement behaviors when appropriate.
Schedule adjustment
Re-teaching of school-wide behavioral expectations using direct instruction, modeling, and corrective feedback when appropriate.
Seat change
Self-charting of behavior in conjunction with corrective and reinforcing feedback from educational and/or administrative personnel
Short-term Behavioral Progress Reports (Daily/Weekly) in conjunction with corrective and reinforcing feedback from educational and/or administrative personnel and communication with home environment when appropriate.
Teaching, Modeling of expectations and skills using effective instruction strategies.
Temporary classroom change
Temporary removal from classroom (K-5, at least 30 min; 6-12, rest of class period) in conjunction with instruction designed to teach replacement behaviors when appropriate.
Written Apology with appropriate model and/or guidance from school personnel

*****Ensure that infractions have been addressed through PBIS and Restorative Practices (use corrective strategies suggested on page 87) prior to issuing consequences*****

Infraction	Definition of Infraction	Consequence
01 - Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority.	1. Detention 2. Progression of in school suspension 3. Progression of out of school suspension 4. Recommend long term suspension.
02 - Treats authority with disrespect	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.	1. Detention 2. Progression of in school suspension 3. Progression of out of school suspension 4. Recommend long term suspension.
03 - Makes an unfound charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from associating or dealing with them.	1. Progression of in school suspension 2. Progression of out of school suspension 3. Recommend long term suspension.
04 - Uses profane and/or obscene language	Vulgar verbal messages, words or gestures that include swearing or name calling.	1. Detention 2. Progression of in school suspension 3. Progression of out of school suspension 4. Recommend long term suspension.
05 - Commits immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms.	1. Progression of In School suspension 2. Progression of Out of School suspension 3. Recommend Long Term Suspension
06 - Conduct or habits injurious to his/her associates (intent or no intent)	Any intentional but not malicious act, for example, but not limited to play fighting, horseplaying, pushing, shoving, slapping that causes injury, damage, or pain to another.	1. Detention 2. Progression of in school suspension 3. Progression of out of school suspension 4. Recommend long term suspension.

07 - Uses or possesses any controlled dangerous substances in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles. First time offenders found guilty of possessing marijuana, THC, or any of its chemical derivatives	1. Out of School Suspension and Recommend Expulsion for two complete semesters (other than first time offender of marijuana, THC, or any of its chemical derivatives) 1. May recommend long term suspension or expulsion
08 - Uses/Possesses tobacco or lighter	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products including but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, dip; any electronic smoking device, electronic cigarettes, and ALL nicotine delivery systems including vaping and herbal delivery systems, or any paraphernalia (including but not limited to lighter, matches, vape, etc) linked to the above on school grounds, at school-sponsored events, or on school transportation vehicles.	1. First offense: Depending on the severity of the case, use and possession of such products, may result in suspension for the first occurrence. Additional offenses involving use and possession of such products may warrant suspension up to a recommendation for a long term suspension or expulsion. In such cases, documented prevention and intervention strategies as well as a progression of consequence shall be adhered to.
09 - Uses/Possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution, sale, or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.	1. Progression of Out of School suspension 2. Recommend Long term suspension 3. Recommend expulsion
10 - Disturbs the school Habitually violates rules	Behavior causing major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling, or screaming, noise with materials, and/or sustained out of seat behavior. The student has had repeated/accumulated (4 or more) infractions in another category and continues to violate the same rule or the student's fourth out of school suspension.	1. Detention 2. Progression of In School suspension 3. Progression of Out of School suspension 4. Recommend Long Term Suspension

11 - Cuts, defaces, injures school - Vandalism	Damage, destruction, or defacement of property belonging to the school or others, including but not limited to chromebooks, computers, desks, equipment, textbooks, seats on a bus. **(Requires restitution)**	1. Progression of In School suspension 2. Progression of Out of School suspension 3. Recommend Long Term Suspension
12 - Writes or draws obscene/profane language/pictures	Writes or draws pictures, words, or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, inc.	1. Progression of In School suspension 2. Progression of Out of School suspension 3. Recommend Long Term Suspension
13 - Possesses weapons prohibited under federal law	Possessing weapon(s) designed to expel a projectile by action of an explosive, for example but not limited to firearms-loaded or unloaded, parts of a firearm, bullets, explosives.	1. Recommend Expulsion
14 - Possesses weapons not federally prohibited	Possesses firearms, dangerous weapons, knives or blades (2 ½ inches or greater in length), which may or may not be used to inflict bodily injury or damage to property. This includes any instrument, look-alike weapon, or object not prohibited by federal law that could place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker, and/or storage space. This includes ANY items that could be deemed dangerous and does not belong at school, for example, but not limited to mace, pepper spray, BB guns, pellet guns, airsoft guns, tasers, look-alike weapons , and sharp objects.	**Possession of a dangerous weapon -** Recommend Expulsion **Use of a dangerous weapon -** Recommend Expulsion **Use of an object as a weapon -** Recommend Expulsion **Possession of a look-alike weapon -** Out of school suspension, Recommend long term suspension, or Recommend expulsion
15 - Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.	1. Progression of In School suspension 2. Progression of Out of School suspension 3. Recommend Long Term Suspension
16 - Instigates or participates in fights including group fights	**Instigates** - A hostile confrontation **not resulting** in physical contact involving two or more individuals. **Participates** - A hostile confrontation **resulting** in physical contact involving two or more individuals.	**One on One and Two or more on One:** 1. Progression of out of school suspension 2. Recommend Long term suspension 3. Recommend Expulsion

The Fighting Policy is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related or school-sponsored activities.	**Zero Tolerance Related to Fighting at School** The appropriate law enforcement authority shall be notified by telephone whenever a fight occurs at school involving students who are fourteen (14) years or older. Principal and assistant principals have the discretion of calling appropriate law enforcement authority with respect to students involved in fighting who are under 14 years of age, if the situation warrants. The principal or assistant principal will make the call.	**Self Defense:** If it can be determined that a participant in a fight was provoked into fighting and only engaged in self-defense, that participant may not be subjected to suspension. **Third Party Causing Group Fight:** If a third party inserts and participates in a one-on-one fight already in progress, the third party may be recommended for long term suspension or expulsion.
17 - Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations	1. Progression of in school suspension 2. Progression of out of school suspension 3. Recommend Long Term Suspension
18 - Leaves classroom without permission	Exiting a classroom or instructional area without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class. This includes Skipping Class and Out of Assigned Area	1. Detention 2. Progression of In School suspension 3. Progression of Out of School suspension 4. Recommend Long Term Suspension
19 - Habitually tardy and/or absent	Reporting late to class after the bell when the day begins without permission from school staff. Also, reporting to class after the tardy bell rings without permission from a school staff member.	1. Detention 2. Progression of In School suspension 3. Progression of Out of School suspension 4. Recommend Long Term Suspension
20 - Takes another's property or possessions without permission	Taking, obtaining, or gaining the property of another without permission or knowledge of the owner.	1. Progression of in school suspension 2. Progression of out of school suspension 3. Recommend Long Term Suspension
21 - Commits any other serious offense	Any other serious offense not covered by any other these codes resulting in or not resulting in the need for law enforcement intervention. This code includes violation of stay away agreement and violation of any other type of agreement upon written contract	1. Progression of out of school suspension 2. Recommend long term suspension or expulsion

27 - Crime of Violence - Threatening Students/Faculty	Threatening faculty or student; an expression of intent to do harm or act out violently against a school employee /student.. Can be spoken, written or symbolic ***Must conduct a Threat Assessment if recommending long term suspension or recommending expulsion**	1. Out of school suspension 2. Recommend Long Term suspension 3. Recommend expulsion
28 - Gambling	Wagering money or property.	1. Progression of out of school suspension 2. Recommend Long Term Suspension
32 - Improper Dress/Dress Code Violation	Improper and/or out-of-dress code or not visibly wearing a school ID. Note: Pursuant to R.S. 17:416(J)(1), students in grades Pre-K through 5th grade shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies (willful disobedience).	1. Detention 2. Progression in school suspension 3. Progression out of school suspension
33 - Failure to serve Assigned Consequence	Failure to serve administration issued consequences such as: Detention, In-School Suspension, or other assigned consequences.	1. If the failed consequence was detention, then issue ISS 2. If the failed consequence was ISS, then issue OOS.
38 - Sexual Harassment	Intimidation, bullying, or coercion of a sexual nature. ***Complete Bullying Form and Implement Stay Away Agreement***	1. Out of school suspension 2. Recommend long term suspension
41 - Dishonesty - forging signature, grades or cheating	Dishonesty, forging signature, deception, and/or forging signature or grades, and/or lying to a school official.	1. Detention 2. Progression in school suspension 3. Progression out of school suspension
45 - Bullying	**Apply Code 45 upon CONFIRMATION of Bullying as per definition below. If unconfirmed, use different code(s) as warranted.** ***LDOE Bullying Form must be completed and Implement Stay Away Agreement*** Unwanted and repeated written, verbal, or physical behavior, including any threats, insulting, or dehumanizing gesture to an adult	1. In school suspension 2. Out of school suspension 3. Recommend long term suspension

	or student. This includes any acts that may occur off school campus but cause a school disruption. Threats, harassment, bullying and intimidation means: 1. A pattern of any one or more of the following: a. Gestures, including but not limited to obscene gestures and making faces, written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. b. Electronic communications or images transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device. *See Cyberbullying c. Physical acts, including but not limited to hitting,kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property. d. Repeatedly and purposefully shunning or excluding from activities. 2. Where the pattern of behavior: a. Is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any	

	school-sponsored activity or event. b. Must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.	
51 - Unauthorized Use of Technology	a.) Cell phone violation b.)The improper use of any type of electronic telecommunication device on or off campus in a manner which causes a substantial disruption to any SLPSB facility or campus. c.) Possession (as seen or heard by a school official) or operation of any cell phone (texting, talking, recording, taking/looking at pictures, or used as a music device) prohibited by district policy, including cell phones, smart watches, MP3 players, iPods, headphones, cameras, tablets, laptops, or book readers, etc. as well as similar devices that transmit data or information during the instructional day.	1. Detention then progression of in school suspension (a) 2. Progression of out of school suspension (b, c) 3. Recommend long term suspension (b, c)
56 - Crime of Violence - Rape/Sexual Assault/Battery	Forced attempt or actual anal, oral, or vaginal penetration by using sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object. ***Threat assessment must be completed***	1. Recommend Expulsion

57 - Crime of Violence - Arson (starting a fire)	Intentional damaging by any explosive substance or setting fire to any property of another, without consent of the owner.	2. Recommend Expulsion
59 - Causing a false fire alarm or making bomb threats	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, making a bomb threat, or discharging a fire extinguisher. *Tampering with fire alarms or causing a false alarm of fire. *Act 209 - Communicating of false information of planned arson or bomb threats	Out of school suspension or recommend long term suspension or recommend expulsion *Recommend Expulsion - If reported to law enforcement, the student shall have a mandated mental health examination through a licensed mental health provider.
61 - Crime of Violence - Burglary	The unauthorized entering of a school structure, vehicle, or property, movable or immovable, or any theft therein.	1. Recommend Expulsion
66 - Possession of over the counter (OTC) or prescription drugs	The possession/use and/or distribution of any over-the-counter medicine, whether prescribed or not, without permission from school officials.	**Possession/Use** Without evidence of a prescription or physician's order on file at school: Out of school suspension or Recommend long term suspension **Intent to Distribute:** Recommend Expulsion
67 - Possession of body armor	Possession, including the wearing of any type of gear that protects the person from attack by another.	1. Out of school suspension 2. Recommend Long Term Suspension
69 - Crime of Violence - Murder	Unlawful killing of another human being.	1. Recommend Expulsion
70 - Crime of Violence - Assault and Battery	Aggressive action directed at students, which may involve unwanted physical contact while on school grounds or at a school-related activity, and/or a written or verbal threat to cause physical harm to a student with or without the use of a weapon. **Threat Assessment must be completed.**	1. Recommend Expulsion
71 - Crime of Violence - Kidnapping	Intentional, forcible seizing and carrying of any person from one place to another without consent.	1. Recommend Expulsion

72 - Criminal Damage to Property	Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement. (R.S. 14.5 may co-occur with other violations).	1. Recommend Expulsion
73 - Crime of Violence - Misappropriation with violence to the person (Robbery)	Taking something of value using force, intimidation, or weapons.	1. Recommend Expulsion
74 - Illegal carrying and discharge of weapons	Discharge or use of weapon as described under "Weapon Type Code" in SIS user guide.	1. Recommend Expulsion
75 - Crime of Violence - Serious Bodily Injury	An injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of bodily member, organ, or faculty.	1. Recommend Expulsion
77 - Cyber Bullying	**Apply Code 45 upon CONFIRMATION of Cyberbullying, as per definition below. If unconfirmed use different code(s) as warranted.** **LDOE Bullying Form must be completed.** **Stay Away Agreement implemented.** The transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. This includes any acts that may occur off school campus but causes a school disruption. Reporting Procedures: Any student who believes he or she has been a victim of threats/harassment/bullying/cyberbullying or intimidation by another student is encouraged to immediately report the incident to the principal or his/her designee. During the course of the investigation the student shall provide a written statement to the principal or designee.	1. Out of school suspension 2. Recommend Long Term Suspension

78 - Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2 ½ inches)	Possesses pocket knife or blade cutter with a blade length <2 ½ inches, refer to code 14 for blades greater than 2 ½ inches	1. Out of school suspension 2. Recommend Long Term Suspension
79 - Public Indecency	Exposure of body parts such as genital/buttock areas or female breasts in view of the public.	1. In school suspension 2. Out of school suspension 3. Recommend Long Term Suspension
80 - Obscene behavior or Possession of Obscene/Pornographic material	Engaging in behavior of a sexual nature, including consensual sexual activity. Possession of sexual images in any form, for example, but not limited to electronic/tablet/computer/flash drive/phone, video, book, magazine, photo, drawing. This code includes public display of affection; participating in kissing, touching or other acts of inappropriate public affection.	1. Progression of in school suspension 2. Progression of out of school suspension 3. Recommend long term suspension
81 - Trespassing	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property and/or school-related event while on a restrictive access, suspension, or expulsion.	1. Progression of in school suspension 2. Progression of out of school suspension 3. Recommend long term suspension
82 - Misusing Internet	Student engages in inappropriate use of computer (example: accessing sites not assigned by instructor) and/or violates SLPSB Computer and Internet Use Policy.	1. Detention 2. Progression of in school suspension 3. Progression of out of school suspension 4. Recommend long term suspension
100 - False Report	It is determined through investigation that a student provided a false report to school administrators during the course of an incident. This includes providing false information (verbal or written) to school officials while investigating any act that is unlawful and/or a violation of established school board policies or procedures with intent to obstruct an investigation.	1. Out of school suspension 2. Recommend Long Term Suspension

104 - Academic Dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception.	1. In school suspension 2. Out of school suspension 3. Recommend Long Term Suspension
105 - Crime of Violence	Any other crime of violence not noted in any other category.	1. Recommend Expulsion
106 - Crime of Violence - Assault of district school employee	Intentionally engaging in conduct (without physical contact) that places an SLPSB Employee in reasonable apprehension of bodily harm; includes assault and/or written or verbal threat to cause physical harm to a staff member with or without the use of a weapon that includes all of the following elements: **INTENT** - an intention that the threat is written, posted, heard, or seen by anyone. **FEAR** - a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out. **CAPABILITY** - the ability of the offender to actually carry out the threat directly or with a weapon or other instrument that can be easily obtained. **Threat Assessment must be completed**	1. Recommend Expulsion
107 - Crime of Violence - Battery of district school employee	The unlawful use of any physical force on an SLPSB Employee, including hitting, beating, or offensive touching without the Employee's consent where police charges may or may not be filed and could result in serious harm or bodily injury, including a situation where a staff member is intervening in a fight or other disruptive activity. **Threat Assessment must be completed**	1. Recommend Expulsion
114 - Crime of Violence - Threat of Terrorism or Violence ***Threat assessment must be completed**	Threat of violence through communication, whether oral, visual, gestures, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, employee, or guest to be in sustained fear for his safety, cause the evacuation of a building,	1. Recommend Expulsion

	lockdown, shelter in place or cause other serious disruption to the operation of a school. It could also include any intent to kill, maim, or cause great bodily harm to a student, employee, or guest on school property or at any school function. **<u>MANDATORY EVALUATION</u>** *If a student is reported to a local law enforcement agency for threats of terrorism or violence, the student shall not be permitted to return to school until undergoing a formal mental health evaluation.*	

Student Code of Conduct Glossary of Terms

After-School Detention – Corrective strategy designed to typically address first time discipline offenses. It involves students remaining after school for a specific period of time (e.g., one hour) to complete social skills activities that are related to the student's referral concern(s) and/or to complete academic assignments. School administrators have the discretion to utilize multiple consecutive After School Detentions as an alternative to other consequence strategies such as ISS or OSS.

Alternative Program(s) – Under Louisiana law, children who are expelled must be offered alternative education. Some school districts place children in a different setting, such as a separate alternative school.
SLPSB operates two alternative schools; one in Opelousas and one in Eunice.

Behavior Contract – the behavioral contract is a simple written agreement serving as a reinforcement tool that is widely used by teachers to change student behavior. The behavior contract spells out in detail the expectations of the student, the teacher, and sometimes the parent and indicates the appropriate consequences should the student neglect to behave according to the contract. The student usually has input into the conditions that are established, which means that the student is more likely to be motivated to abide by the terms of the behavior contract than if the terms were imposed by someone else.

Behavior Intervention Plan (BIP) – a plan that is developed following a Functional Behavioral Assessment (FBA). Behavior support plans are written documents that describe the behavior to be changed, and strategies or interventions implemented to address the target behavior. After being referred to the RTI team for displaying a pattern of major infractions, plans are developed by the student's teacher and reviewed by the RTI team. Behavior support plans assist the teacher in proactively and effectively dealing with behavior and aid in communicating behavioral expectations to individual students or an entire classroom. BSPs also communicate the reinforcers for achieving the goals or objectives and help teachers remain consistent. The use of a behavior support plan assists in establishing the expectations of the teacher and includes specific teaching strategies designed to assist the student in learning the behavioral expectations outlined by the teacher. In addition, BSPs permit frequent feedback regarding the effectiveness of the management strategies being employed, assist in documentation of student or class progress, and provide useful guidelines for interacting with students. Finally, BSPs must be implemented with adequate amounts of treatment integrity by teaching and administrative staff in order to effectively address the academic and behavioral needs of the student.

Bus Suspension – a corrective strategy in which a student is not allowed to ride the bus for a specified period of time. This strategy can be used if a student commits an infraction covered by the Student Code of Conduct on a school bus after other corrective strategies have been used.

Change of Placement – occurs when either (1) a student with a disability is removed from his or her current educational placement for more than ten consecutive school days; or (2) a student with a disability is subjected to a series of removals that constitute a pattern because they cumulate to more than ten school days in a school year.

Check-In/Check-Out (CICO) – a positive behavioral support for students who demonstrate moderate behavior problems. It is intended to provide frequent reinforcement for compliance with behavioral goals. Each of the behavioral goals should be defined in clear behavioral terms. The goals are set and altered by the SBLC team with the assistance of the PBIS team lead. The PBIS team lead or designated mentor meets twice daily with the student to individually provide pre-correction and social skills training related to each of the designated behavioral goals. The student will review the goals each morning with the PBIS team lead or designated mentor in order to completely understand the behavioral expectations. Teaching staff must provide the student with corrective and reinforcing feedback throughout the day in order to assist the student in learning the desired replacement behaviors. CICO systems must be implemented with adequate levels of treatment integrity in order to be effective for the student.

Corrective Strategies – also known as alternatives to suspension and expulsion, Corrective Strategies may include, but are not limited to those found on the Corrective Strategies: Alternatives to Suspension & Expulsion List.

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

Detention – a form of discipline used in schools in which a student is required to spend extra time in school. A detention usually takes place during the period after the end of the regular school day. However, detention may take place at other times, such as before the school day, on the weekend (traditionally known as Saturday School), and during breaks in the school day, such as lunch. Detention is usually considered one of the milder forms of disciplinary action available to a school.

Discipline – the steps or actions that teachers, administrators, support staff, parents, and students follow to enhance student academic and social success.

Due Process Hearing – an administrative hearing to resolve special education disputes between parents and schools. The Individuals with Disabilities Education Act (IDEA). Includes rules of procedure for resolving such disputes. A due process hearing is usually a formal, contested, adversarial trial.

Exceptionality – a child's specific educational classification under Louisiana Bulletin 1508. There are several types of exceptionalities, including Autism, Deaf/Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Disability, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment. In Louisiana, "exceptionality" also includes students classified under 1508 as "Gifted" and/or "Talented".

Expulsion – any denial of school attendance for the remainder of the school year, for a time designated during the current or next school year.

Extortion – the communication of threats to another in order to obtain money, property or services.

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

Free and Appropriate Public Education (FAPE) – the standard of education that schools must offer to children with disabilities or exceptionalities. This means that the school must help to create a specific plan (i.e., individualized education program) for an eligible child to address the child's unique learning needs; offer special education and related services required to address those needs; and offer placement in an appropriate educational setting. FAPE differs for each student because each student has unique needs. FAPE ensures that all students with disabilities receive an appropriate public education at no expense to the family.

Functional Behavioral Assessment (FBA) – As per the Louisiana's Educational Rights of Children with Disabilities, the definition of an FBA is a set of activities used to find out the cause of a child's behavior before deciding what to do to change the behavior (Intervention).

Home-School Communication System – Communication with families about school programs and student progress through effective school-to-home and home-to-school communications.

Individuals with Disabilities Education Improvement Act (IDEA) – a federal law mandating that all children with disabilities have available to them a free, appropriate public education (FAPE) that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living. It provides funds to assist states in the education of students with disabilities and requires that states ensure the rights of children with disabilities and their parents are protected. IDEIA also assists states in providing early intervention services for infants and toddlers with disabilities and their families. Individualized Educational Plan (IEP) – a document that sets out a specific program for educating children with special needs. Under federal special education law (IDEA), all children ages 3-21 identified as having a disability under that law must be offered an IEP.

IEP Team – a group of people who are responsible for developing, reviewing, and revising the IEP (Individualized Education Program) for a student with special needs. The IEP team must review each student's progress yearly to determine current progress and future needs. The review needs to consider whether annual goals for the child are being achieved, staff and parental concerns about the student's progress, the results of any re-evaluation conducted, and what changes need to be made. By law, the IEP Team must include the following individuals:

- At least one general education teacher, if the student is (or might be) participating in the general education environment.
- At least one special education teacher or provider
- A representative of the local educational agency (LEA) who is knowledgeable about specially designed instruction for students with disabilities, the general curriculum, and the availability of LEA resources
- The parent/guardian
- The student, as appropriate
- Someone who can interpret the instructional implications of evaluation results, who may be another team member.
- Other people whom the parent/guardian or the school have chosen to invite who have knowledge or special expertise regarding the child

In-School Detention – a form of discipline used in schools in which a student is required to spend time away from his peers. A detention usually takes place during breaks in the school day, such as lunch or recess. Detention is usually considered one of the milder forms of disciplinary action available to a school where the student is not removed from instructional time. Failure to participate or comply may subject the student to immediate out-of-school suspension.

In-School Suspension (ISS) – Corrective/consequence strategy that involves the temporary removal of a student from the regular school classes and the placement of a student in an approved educational program, located at one particular school in each school zone. Students assigned to ISS should complete all academic assignments that are in keeping with the student's curriculum. Students' assignment to ISS may occur for specific periods of time (1-9 days) deemed appropriate by school administrators to effectively address behavioral infractions. Failure to participate or comply may subject the student to immediate out-of-school suspension.

Instructional Supports – changes that teachers can make in the classroom to help students with exceptionalities learn more effectively and efficiently. These changes may include modifications to the classroom environment or method of teaching, as well as finding different methods to assist the student in expressing what he or she has learned. The teacher may also arrange for extra assistance from other school professionals.

Intervention Services (IS) – interventions used prior to referring a student for a multi-disciplinary evaluation to determine if special education services are needed. Intervention services must be implemented with adequate levels of treatment integrity in order to be effective in addressing student academic and behavioral concerns.

Least Restrictive Environment (LRE) – The federal law special education law, IDEA, mandates that students with disabilities must be educated with their non-disabled peers to the maximum extent appropriate based on the student's needs. This is known as the Least Restrictive Environment (LRE). The IEP Team (including the parent) determines the placement that the student needs to provide the services on the student's IEP and the team must choose the least restrictive environment able to provide those services.

Local Education Agency (LEA) – a public board of education or other public or quasi-public authority within a state that maintains administrative control of public elementary or secondary schools in a city, county, township, school district or other political sub-division.

Manifestation Determination Review (MDR) –A Meeting to review the relationship between a child's disability and his or her behavior that needs disciplinary action.

Multi-Disciplinary Evaluation (MDE) – an assessment of a student's current functioning levels, strengths, and educational needs. Federal and state regulations require that a comprehensive evaluation be conducted to determine if a student has a disabling condition which qualifies him/her to receive special education services. A Re-evaluation should happen at least every three years (See the definition of "re-evaluation" below).

No Child Left Behind Act (NCLB) - The No Child Left Behind Act of 2001, commonly known as NCLB, is a federal law that aims to improve the performance of United States primary and secondary schools by increasing the standards of accountability for states, school districts, and schools, as well as providing parents more flexibility in choosing which schools their children will attend.

Out-of-School Suspension – is the temporary removal of a student from school. Suspensions are limited in time and the student should be able to return to school after the term of suspension is completed. During the suspension period, students are not permitted to visit their school campus, removed from all classes of instruction on public school grounds and all other school-sponsored activities.

Placement - If a student is receiving special education or related services under IDEA, the student's placement is the educational setting that the IEP team determines is appropriate for the student, as reflected in his/her written IEP. Placement does not mean the room the student is in, but the program and services most appropriate for him/her, as stated in the IEP.

Positive Behavioral Interventions and Supports (PBIS) – a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling, and supporting appropriate student behaviors to create positive school environments. The program defines and teaches core behavioral expectations, acknowledges, and rewards appropriate student behavior and establishes a consistent continuum of consequences for problem behavior.

Re-evaluation – If a child currently receives special education services, the need for re-evaluation must be considered every three years, however; a re-evaluation may be requested more frequently if needed. The purpose of a re-evaluation is to: (1) determine whether a student continues to have a disability and needs special education and related services; (2) determine current levels of performance and identify educational needs; (3) determine if any changes need to be made on the IEP that would enable the student to meet annual goal(s) and participate, as appropriate, in the general curriculum.

Related Services – transportation and such developmental, corrective, and other supportive services are required to assist a child with a disability to benefit from special education. The following are included within the definition of related services: speech-language pathology and audiology services; psychological services; physical and occupational therapy; recreation, including therapeutic recreation; early identification and assessment of disabilities in children; counseling services, including rehabilitation counseling; orientation and mobility services; medical services for diagnostic or evaluation purposes; school health services; social work services in schools; parent counseling and training; and transportation.

Response to Intervention (RTI) – a process that provides high-quality research-based instruction and interventions that are matched to a student's needs. This process incorporates data developed to examine the student's learning rate over time to make appropriate educational and instructional decisions regarding assistance to at-risk students. In the RTI process, students with academic delays and/or behavioral challenges are given one or more research-validated interventions. The student's academic progress is monitored frequently to see if the interventions are sufficient to assist the student in reaching the instructional level of his or her grade. If collected data indicates that the student does not demonstrate adequate progress despite several implemented research-based interventions, consideration for special education may be warranted. Finally, the RTI model requires that academic and behavioral interventions must be implemented with adequate levels of integrity by educational staff in order to adequately evaluate student response or failure to respond to intervention.

Restorative Practices – refers to an approach to student discipline that focuses on resolving conflict, repairing relationships, and assisting students to redress harms caused by their conduct, and may include positive interventions and processes such as mediation, family group counseling, and peer mentoring.

Sexual Assault – any physical contact of a sexual nature without voluntary consent. While associated with rape, sexual assault is much broader, and the specifics may vary according to social, political, or legal definition.

State Education Agency (SEA) – the agency primarily responsible for the supervision of the state's public elementary and secondary schools. In Louisiana, the SEA is the Louisiana Department of Education.

Suspension – See listing for "Out-of-School Suspension".

504 Plan – a plan that outlines the services needed by a student that has been identified 504 eligible and protected under Section 504 of the Rehabilitation Act. Essentially, Section 504 covers students who have been defined as having any physical or mental impairment that interferes with any major life activities (learning, walking, talking, etc.). These students may or may not fall under the protection of IDEA 2004 (Individuals with Disabilities Education Improvement Act).

Parent and Family Engagement Policy (File IFD)

PART I.

DISTRICT LEVEL RESPONSIBILITIES AND ACTIVITIES

Listed are the district level responsibilities and applicable activities and the school level responsibilities as it relates to Parent and Family Engagement (PFE). The **St. Landry Parish School System** agrees to implement the following statutory requirements:

A. Involve parents and family members in jointly developing the local educational agency's Title I, Part A plan under section 1112, and the development of school support and improvement plans under section 1111(d). (WRITTEN POLICY sec.1116)

1. A select district advisory council will represent St. Landry Parish parents and family members to help develop, revise, and review the parent and family engagement policy.
2. The district's plan will be included on the district website, in the student handbook, and in correspondence sent home; Attached to the plan will be an option for parents to provide real-time input.

B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities. These activities must improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education. (WRITTEN POLICY sec.1116)

1. PFE Coordinator will maintain a google classroom fitted with partners, volunteer opportunities, example activities, and sample logs. This classroom will be accessible to both Parent Educators and Faculty Representatives.
2. Parent Educators and Faculty Representatives will work collaboratively to strengthen the school's Parent and Family Engagement program.
3. PFE Coordinator, together with community partners, will implement district workshops that seek to promote parental engagement and mitigate resource inequalities.

C. Coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs. (WRITTEN POLICY sec.1116)

1. PFE Coordinator shall attend professional development opportunities and perform research that aims to provide updated research-based strategies essential to promoting parental engagement.
2. PFE Coordinator will seek and share best practices and program improvement strategies.
3. Parent Educators and Faculty Representatives will attend professional development opportunities gaining knowledge to perpetuate a high-quality education within the school system.

D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served, including identifying—

● Barriers to greater participation by parents/families in activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

● The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and Strategies to support successful school and family interactions. (WRITTEN POLICY sec.1116)

1. Needs assessments will be administered to parents on the school level and evaluated upon completion; the results, thereof, will be used to improve the program.
2. The district and all schools will participate in a self-assessment evaluating the effectiveness of both district and school policies.
3. The district's Parent Advisory Council will field calls and concerns identifying the needs and barriers of parents and families of their assigned zone.

I. Use the findings of such evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies. (WRITTEN POLICY sec.1116)

1. PFE Coordinator will elicit the help of the Parent Advisory Council and district leaders in analyzing the assessments/surveys.

II. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy. (WRITTEN POLICY sec.1116)

1. Parent Advisory Council will meet at least twice per year to address policy and parental issues.
2. Electronic option to provide input on the policy will be on the website and on outgoing correspondence.
3. Calendar of district events will be posted on the PFE website.
4. PFE Coordinator will develop a 1 Year Action Plan based on the 6 Types of Parental Involvement.

III. Reserve at least 1 percent of the LEA's allocation under subpart 2 to assist schools to carry out the activities. (RESERVATION sec.1116)

1. The district will support programs and disseminate information on best practices that reach parents and family members at home, in the community, and at school, especially those programs and best practices geared towards increasing the engagement of economically disadvantaged parents and family members.
2. The district will provide professional development regarding parent and family engagement strategies.

IV. Provide materials and training to help parents to work with their children to improve their children's achievement ((BUILDING CAPACITY sec.1116))

1. The district shall, through Parent Educators, maintain parent resource centers which are designed to encourage and support parents in more fully participating in the education of their children.

PART II.

SCHOOL LEVEL RESPONSIBILITIES

A. Jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents and made available to the local community and updated periodically to meet the changing needs of parents and the school. (SHARED RESPONSIBILITY sec.1116)

B. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. (POLICY INVOLVEMENT sec.1116)

C. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. (SCHOOL PFE POLICY sec.1116)

D. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. (POLICY INVOLVEMENT sec.1116)

E. Jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards (SHARED RESPONSIBILITY sec.1116)

F. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State academic standards and identify the ways in which each parent will be responsible for supporting their children's learning (SHARED RESPONSIBILITY sec.1116)

G. Address the importance of communication between teachers and parents on an ongoing basis and develop identifiable community partnerships. (SHARED RESPONSIBILITY sec.1116)

H. Notify the parents of each student that the parents may request, and the agency will provide the parents, upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. (RTK sec. 1112)

I. Provide to each individual parent information on the level of achievement and academic growth of the student. (RTK sec.1112)

J. Provide timely notice that the student has been assigned or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. (RTK sec. 1112)

K. Organize a Parent Action Team whose primary purpose is to oversee and create parent and family engagement activities that improve the academic quality of all students while integrating parent and family involvement (LEA)

L. Assure Parent Action Team meetings take place- beginning, middle, and end of the year. (LEA)

M. Complete yearly evaluation of the school's Parent and Family Engagement program (LEA)

N. Using the 6 Types of Parental Involvement, develop a 1 Year Action Plan to be outlined in the school's School Improvement Plan. (LEA)

PART III.

ADOPTION

This LEA's Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the agenda and sign-in of the District Parent Engagement meeting.

This policy was adopted by the St. Landry Parish School System in May 2025. The LEA will distribute this policy to all parents of participating Title I, Part A children.

Parent Notification
Compliance with Public Law 114-95, Section 1112(e)(1)(A)(i)-(ii)] and
Section 1112(e)(1)(B)(ii)]

To: All Parents or Guardians
From: Tawasha O. Thomas, Parent and Family Engagement Coordinator
Subject: Notification to Parents of Teacher/Paraprofessional Qualifications

In accordance with Every Student Succeeds Act (ESSA)/ PARENTS' RIGHT-TO-KNOW, this is a notification from St. Landry Parish Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner: a) information regarding the professional qualifications of your student's classroom teachers and/or paraprofessionals.

The information regarding the professional qualifications of your student's classroom teachers/paraprofessional shall include the following:

I. If the teacher has met state certification/qualification criteria for the grade level and subject areas taught;
II. If the teacher is teaching under emergency or other provisional status through which state certification/qualification criteria are waived;
III. The teacher is assigned in the field of discipline of the certification;
IV. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

Teachers may meet this requirement if the district is implementing its approved District Innovation teacher certification policy or if the teacher meets the State Certification assignment rules.
If you would like to receive any additional information about any of the above issues, please contact Tawasha O. Thomas at (337) 948-3657 ext. 10203.

Complaint Procedure for Programs Covered under ESSA

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

a. A statement that the St. Landry Parish School District has violated a requirement of federal statute or regulations which apply to programs under ESSA.
b. The facts on which the statement is based.
c. Information on any discussions, meetings, or correspondences with SLPSB regarding the complaint.

Local Complaint Procedures

1. Referral

Complaints against the St. Landry Parish School District will be sent in writing to the Director of Federal Programs.

2. Acknowledgement

The Director of Federal Programs will acknowledge receipt of the complaint in writing.

3. Investigation

The Director of Federal Programs and other pertinent district administrators and staff will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the district superintendent.

4. Opportunity to Present Evidence

The superintendent may, in his/her discretion, provide for the complainant and/or the complainant's representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.

5. Report and Recommended Resolution

Once the superintendent has finished further investigation and taking of evidence, he/ or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The superintendent will issue the report to the complainant, complainant's representative, and the Director of Federal Programs.

6. Right to Appeal

When necessary, the complainant may appeal the recommended resolution to the LDE.

LDOE Complaint Procedures Elementary & Secondary Education Act of 1965

If there are any of the Federal Programs under Every Student Succeeds Act (ESSA) that St. Landry Parish School District are not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online at the following website address: https://bese.louisiana.gov/policy

Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-2721. Bulletin 741, Section 349 contains detailed procedures established for resolving complaints filed against the LDE or a local education agency (LEA) pursuant to provisions of ESSA.

Summarized from the above handbook, complaints to the LDE must:

(1) be in writing

(2) describe a violation of the law or a violation of federal statutes or regulations

The written complaint must include:

- A statement of the violation of a requirement of a pertinent federal statute or regulation
- The facts on which the statement is based, including the name of the Local Education Agency (LEA)
- A proposed solution for the problem
- The parent's signature and contact information
- Only violations occurring within the past year

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the time line has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the LDE.

a. Follow-Up - The Director of Federal Programs will ensure that the resolution of the complaint is implemented.

b. Time Limit - The period between the St. Landry Parish School District's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Filing a Complaint:

Local complaints should be addressed as follows:
Ramica Robinson
Director of Federal Programs
St. Landry Parish
P. O. Box 310
Opelousas, LA 70570

STUDENT AND PARENT/GUARDIAN ACKNOWLEDGMENT
ACCESS TO HANDBOOK
2026-2027

Dear Parent,

Please remove this page and return to your child's school so that we may maintain a record of you having received the student handbook.

Thank you,
Principal

Date_____

This is to certify that I have read and have access to the "St. Landry Parish School Board Student Code of Conduct."

I understand that it is my responsibility to ensure thorough review of the Policies and Guidelines therein.

I will adhere to all of the following:

- assure my child's attendance at school (except when absent for reasons due to illness or other excused absence)
- ensure my child's arrival at school on time each day
- ensure my child completes all assigned homework
- encourage my child to follow all state policies regarding discipline
- encourage my child to obey all school and classroom rules
- ensure that my child adheres to the parish uniform dress code
- attend all required parent/teacher/principal conferences

I know that I can access the St. Landry Parish School Board Student Handbook at http://www.slpsb.org.

_____ _____

Parent's Signature Student's Signature

Names of children attending St. Landry Parish School Board schools and grades of each:

Name	Grade	Name	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you have any questions, please feel free to contact your child's school.

Consent for Media Release of Art, Writing, Picture, or Video

Dear Parent/Guardian,

Your child's art, writing, picture, audio recording, or video recording may be considered for publication on the St. Landry Parish School District's website, your school's website, or other media outlets throughout the coming school year. These images or recordings may include individual or group settings. With your consent, photographs and video recordings may be used for educational, informational, and promotional purposes, including but not limited to:

- School or program websites
- Social media platforms
- Newsletters or printed materials
- Classroom or instructional use
- Live video streaming or live feeds of school activities or events

The websites may be accessed on the Internet at http://www.slpsb.org. Live streams, when used, may be accessible to families and/or the general public and will be limited to school-related activities. For that to occur, we must have this form signed and returned to the school. Please complete and return the following consent form. Forms will be filed at the school location. The following information is considered private and will not be placed in any publication, except as described below.

Today's Date _____ School Year _____

Student's Name _____

Mailing Address _____

City, State, and Zip code _____

Home Phone _____

Age _____ Grade _____

Teacher's Name _____

School _____

I give permission for my child's writing, picture, art, audio and/or video of my child, my child's first name and last name, age, grade, and school's name to be published on the St. Landry Parish School Board websites at http://www.slpsb.org, the school's website, or in other media outlets as described above. This consent will remain in effect for the current school year unless revoked in writing.

_____
Parent or Guardian Signature

_____
Date

Consent for Email Account

I, _____ understand that my child has been given an email account by the St. Landry Parish School District. This account is provided and supports the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA). I understand that the district has determined what features my child has access to, which may include email, homework drop boxes, message boards, chat rooms, logs, and digital storage lockers. I understand that all email messages and postings will be automatically filtered or inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review. Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action. I further understand that my student's administrator can view my student's email account and digital locker at any time. While the district uses a variety of measures to protect its users, no system will stop 100% of inappropriate content. The district accepts no responsibility for harm caused directly or indirectly by its use.

By signing this agreement, I and my son/daughter agree to use the provided email account in an appropriate manner and abide by the district's policies for use.

_____ Date: _____
Student's Name (PRINT)

_____ Date: _____
Student's Signature

_____ Date: _____
Parent/Guardian's Signature

School: _____ Grade: _____

ST. LANDRY PARISH SCHOOLS
STUDENT/PARENT
ANNUAL COMPLIANCE/CODE OF CONDUCT/COMMITMENT FORM
2026-2027

Dear Parent/Guardian and Student:

The 1999 Louisiana Legislature passed HB 1990 (Act 1004) that requires each student in grades 4-12 and their parents to annually sign a statement of compliance. After signing, please return this form to your child's school. This will verify that you received and read the 2026-2027 student handbook from your child's school and that your child and you agree to comply with the rules and regulations contained therein.

STUDENT

My signature below indicates that I have received and reviewed the rules (code of conduct) and information contained in the 2026-2027 Student Handbook for my school, and that I will adhere to all of the following:

• attend school regularly (except when absent for reasons due to illness or other excused absences)
• arrive at school on time each day
• make significant effort toward completion of homework assignments
• follow all state discipline rules contained in state statutes, including La. R.S. 17:416
• adhere to all school and classroom rules
• follow the school district's uniform dress code

Furthermore, I acknowledge that I have been instructed to bring all this information to my parent(s) or guardian(s) so that they are aware of the rules, policies, and general information concerning my education in the St. Landry Parish School system.

_____ _____
STUDENT'S SIGNATURE DATE

PARENT(S)/GUARDIAN(S)

My signature below indicates that I have received and reviewed all policies, rules and general information contained in the 2026-2027 student handbook for my child's school, and that I will adhere to all the following:

• assure my child's attendance at school (except when absent for reasons due to illness or other excused absence)
• ensure my child's arrival at school on time each day
• ensure my child completes all assigned homework
• encourage my child to follow all state policies regarding discipline encourage my child to obey all school and classroom rules ensure that my child adheres to the parish uniform dress code attend all required parent/teacher/principal conferences.

_____ _____
PARENT/GUARDIAN'S SIGNATURE DATE

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