2026-2027

CADDO PARISH
PUBLIC SCHOOLS

STUDENT HANDBOOK

1961 Midway Ave.
Shreveport, Louisiana



Excellence. Every One. Every Day.

www.caddoschools.org

CADDO PARISH
PUBLIC SCHOOLS
Excellence. Every One. Every Day.

Dear Caddo Parish Families,

It is my great honor to welcome you to the 2026-2027 school year in Caddo Parish Public Schools!

Whether you are new to our district or returning for another year, I want you to know how excited we are to partner with you in your child's educational journey. Every day, our teachers, school leaders, and district staff are working together to create learning environments where all students are known, challenged, and supported. This is at the center of what **"Excellence. Every One. Every Day."** means to us. We are committed to bringing it to life in every classroom, hallway, and office across our district.

To help you throughout the school year, the 2026-2027 Student Handbook outlines key policies, procedures, and services available to support students and families. I encourage you to take time to read through it carefully. When we all understand the expectations and resources in place, we're better equipped to work together for our children's success.

We know you may have questions as you read through this handbook's contents, and we want you to know that we are here for you. Whether it's reaching out to your child's school or contacting our district office, our team is ready to assist you in any way we can. Strong schools begin with strong partnerships, and we look forward to supporting your family every step of the way.

Thank you for trusting us with the opportunity to educate and uplift your children. Let's make it a school year to remember.

Sincerely,

K. Burton

Keith Burton
Superintendent

www.caddoschools.org
1961 Midway Avenue
Shreveport, Louisiana 71108
318.603.6300

The Caddo Parish School Board

1961 Midway Avenue Shreveport, Louisiana 71108
Telephone 318-603-6300 Fax 318-631-5241



Keith Burton
Superintendent



Steve Umling
District 1



Jasmine Green
District 2



Dr. Terence Vinson
District 3



Don Little
President - District 4



Dr. Bonita Douzart
District 5



Mary Trammel
District 6



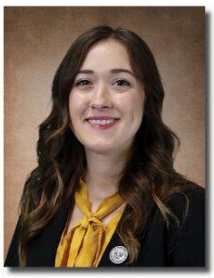
Jerry Bowman, Jr.
District 7



Jeri Bowen
District 8



Barry E. Rachal
District 9



Katie McLain
District 10



Jessica Yeates
District 11



Dottie Bell
District 12

All policies in this handbook are subject to change due to the actions of the Louisiana Legislature, the Board of Elementary and Secondary Education, the state and federal courts, the Caddo Parish School Board, and the district administration. For the latest updates and information, go to

www.caddoschools.org.

Caddo Parish School Board Handbook Verification Letter

By signing this form, you acknowledge that you are aware of the contents of the **Caddo Parish Schools Student Handbook** that includes:

1. School Calendar for 2026-2027
2. JG Discipline Policy
3. JCDAE StudentUse of Electronic Telecommunication Devices
4. GBN/Internet Use Policy
5. School Bus Conduct & Safety Instructions
6. Bullying and Anti Hazing (Policy JCDAF)
7. Grading Scale & Updated Information
8. Graduation Requirements (Policy IKFB)

NOTE: Failure to return this verification letter will not relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained within the Caddo Parish Schools Student Handbook.

Please answer both statements below by checking Yes or No:

1. My child may use e-mail and the Internet while at school according to the rules outlined.

   O Yes O No

2. My child's school work can be published on the Internet and photographs of my child can be published in print and/or electronic form including but not limited to yearbooks and directories.

   O Yes O No

The Caddo Parish School Board is requiring you to check the appropriate boxes and sign the Handbook Verification Letter Your signature indicates review of the handbook, which includes the Discipline Policy, Use of Electronic Telecommunication Devices, Bring Your Own Device Policy, Internet Use Policy, School Bus Conduct and Safety, Bullying and Anti-Hazing Policy, Graduation requirements, Yearly Calendar and Grading Policy. Additionally, we request that you discuss these policies with your child, thereby maximizing the benefits of your child's educational experience. If you have questions throughout the school year, please contact your child's school principal. Please detach this signed page and return it to your child's homeroom teacher no later than September 26, 2026.

Print Name of Student Enrolled: _____

Homeroom Teacher /School Name: _____

Date _____ Signature of Parent or Guardian **- SIGNATURE REQUIRED**

Date _____ Signature of Student

CPSB & David Raines Community Health Centers

CPSB and David Raines Community Health Centers (DRCHC) have a long-standing partnership that provides general health care services and support for students who attend specific sites within our district. If your child attends a school that has a School-based Health Clinic (SBHC) or that receives services via a mobile medical unit that is owned and operated by DRCHC, you will be allowed to provide consent or **"Opt Out"** of the behavioral health services provided by their staff.

Through the established school-based consent process, your child will be able to receive the medical and wellness services provided by DRCHC. However, if you do not wish for him/her to receive behavioral health services, you must indicate below and sign.

_____ I do not want my child to participate in behavioral health services provided by DRCHC

_____
Student's Name Parent's or Guardian's

_____
Signature/Date

Please note: The Consent Form **DOES NOT** include an authorization for the SBHC to administer immunizations/vaccinations to students. SBHC Staff checks the Louisiana Immunization Network Web Application (LINKS) to see if the student needs any of the mandated childhood immunizations/vaccinations. This search is usually done during "Well Child Visits" or if requested by the school. In the event the student is missing a vaccination(s), SBHC Staff contacts the parent/guardian and sends a stand-alone permission form home for them to review and give written consent for the SBHC to administer the vaccination(s). The SBHC **WILL NEVER** administer any immunizations/vaccinations without a parent/guardian's written consent.

School-based Health Centers are located at the following campuses:

Atkins Elementary
Bethune/Oak Park Elementary
Broadmoor Stem Academy
J. S. Clark Academy
Keithville Elementary/Middle
Turner Elementary/Middle
Walnut Hill Elementary/Middle
Woodlawn High School

Mobile Medical Services are provided at these campuses:

Caddo Middle Career & Technology School
Creswell Elementary
North Caddo Elementary/Middle
*North Caddo High School
*Huntington High School
*Donnie Bickham Middle School

- denotes plans are being discussed for mobile medical services at this site.

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Section 1: General Information



Enrollment/Registration

Enrollment/registration requirements for students transferring to Caddo Parish Public Schools.

1. Verification of parent/legal guardian address:
    a. an acceptable bill includes a current utility bill in parent/legal guardian name (i.e., gas ***or*** water ***or*** electric bill only) ***or***
    b. current lease (including signature page) in parent/legal guardian name that includes the child's name ***or***
    c. proof of home ownership in the name of the parent/legal guardian such as mortgage statement or deed or tax statement
2. Birth certificate (if birth is within the State of Louisiana birth certificate can be obtained from the local Caddo Parish District Courthouse. If the birth was outside of the State of Louisiana, parent/legal guardian has thirty (30) days to provide the child's birth certificate).
3. Social security card (can be requested from www.ssa.gov). A copy of the child's social security can be accepted instead of the original.
4. Current Louisiana Immunization record (can be obtained from the Caddo Parish Health Unit, or personal physician).
5. Leave records from previous school, or email or fax number from previous school attended to allow Caddo schools to request school records.

For parent/legal guardian that does not have a bona fide residence

1. Submit a **notarized statement** from the primary occupant (homeowner or renter) and the parent/legal guardian verifying that the **parent/legal guardian and the student(s)** reside at that address. (Parent/legal guardian and homeowner must appear before notary together).

2. Submit a **copy of one of the following:**
    a. **current utility bill** in the homeowner/renters' name (**gas *or* water *or* electric only**)
    b. current lease in homeowner's name, including signature page
    c. proof of home ownership in homeowner's name such as deed or mortgage statement or current tax statement ***and***

3. Submit **two (2) additional forms of documentation to link the parent/ legal guardian to the new address** (i.e. driver's license, cell phone bill, eviction notice, utility disconnect, social services form, mail, etc).

Change of Address/ Telephone Number

To maintain communication with parents/ legal guardians, it is extremely important that contact information is current at all times. Whenever the address or telephone number changes, it is important that the parent/ legal guardian provide proof of new residence or change of telephone number to the new District School Attendance Clerk, Registrar, or Counselor. Acceptable proof for change of address can be:

A. Current utility bill in the parent/ legal guardian name (**gas *or* water *or* electric only**) *or*

B. **Current** lease in parent/ legal guardian name, including signature page *or*

C. Proof of home ownership in parent/ legal guardian such as a deed *or* mortgage *or* **current** tax statement

Withdrawal from School

Parent/ legal guardian(s) of children who are leaving the District or are moving to another school attendance zone within Caddo Parish should notify the school a few days prior to the last day of attendance. Library materials, textbooks, and other school property must be returned before the transfer is complete. He or she will also be required to pay for books or other equipment that is lost or damaged. In addition, the Parent/ legal guardian must complete and sign a withdrawal form. At this time an **unofficial** leave form will be issued to the parent. This form must be presented to the new school in a timely manner. Please note the student will NOT be officially dropped until notification is received from the school the student will be enrolling into. Official drop papers will then be sent directly to the enrolling site. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. If a student is not enrolled in a school or approved education program, a Truancy Petition will be filed with the Juvenile Court system.

Emergency Closure of Schools

When school is closed or canceled due to inclement weather or emergencies, an official announcement will be issued through media outlets. Parent/ legal guardian(s) should monitor local media outlets to determine if school has been canceled or closed early. The school district also will make use of other communication channels such as the district website and official social media accounts to announce such closures and/or cancellations. Whenever possible, the district will also utilize the "J Call" notification system. To sign up for automated telephone calls or text-messaging notifications, visit the district's website.

Visitors to the Building

Parent/ legal guardian(s) are welcome to **request a visit** to the school. When planning to visit, please contact the school office at least one day in advance to allow the building Principal to set a schedule. The Principal has the discretion to set reasonable parameters on school visits (adherence to CDC pandemic guidelines, length of stay, number of visitors, etc.). Visitors should

limit their visit to the area(s) of the building they have indicated upon check-in with the office. **ALL** visitors must contact the school prior to coming and must report immediately upon arrival to the school office. Friends and/or relatives of students may not be brought to school as visitors. Unruly or disruptive conduct by student relatives/visitors that interferes with the educational environment or with the extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

2026-2027 Caddo Parish Public Schools Calendar

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2026
6-7 Teacher PD Days
10 ~ First Reporting Period Begins

SEPTEMBER 2026
7 ~ Labor Day (Schools Closed)

OCTOBER 2026
1 ~ Students Attend (Full Day) / Conferences (PM)
2 ~ No Students / Conferences/Prof Dev (AM)
2 ~ First Reporting Period Ends
5-9 ~ Fall Break (Schools Closed)
12 ~ Second Reporting Period Begins

NOVEMBER 2026
3~ Election Day (Schools Closed)
23-27 ~ Thanksgiving Holidays (Schools Closed)

DECEMBER 2026
17 ~ Students Attend (Full Day) / Conferences (PM)
18 ~ No Students / Conferences/Prof Dev (AM)
18~ Second Reporting Period/1st Semester Ends
21 – Jan 4 ~ Christmas Holidays (Schools Closed)

JANUARY 2027
5 ~ Teacher PD Day
6~ Third Reporting Period Begins/First Day for Students
18 ~ Martin Luther King, Jr. Holiday (Schools Closed)

FEBRUARY 2027
12-15 ~ Winter Break/Presidents' Day
(Schools Closed)

MARCH 2027
4 ~ Students Attend (Full Day) / Conferences (PM)
5 ~ No Students / Conferences/Prof Dev (AM)
5 ~ Third Reporting Period Ends
8-12 ~ Spring Break (Schools Closed)
15 ~ Fourth Reporting Period Begins
26-29 ~ Easter Holiday (School Closed)

APRIL 2027
29 ~ High School Voter Registration Day

MAY 2027
7 ~ Last Day for Seniors
14-19 ~ Final Exams (Non-Senior Students)
19 ~ Last Day for Students
19 ~ Fourth Reporting Period Ends/Second Semester Ends
20 ~ Last Day for Teachers

- First/Last Day for Students
- Teacher PD/Work Day – No Students
- Holidays (Schools Closed)

CADDO PARISH PUBLIC SCHOOLS
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January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Approved 12.16.2025

2027 Caddo Schools Graduation Schedule

School	Date	Time	Location
Southwood	Wednesday, May 19, 2027	8:30 a.m.	Shreveport Convention Center
Huntington	Wednesday, May 19, 2027	12:00 p.m.	Shreveport Convention Center
Green Oaks	Wednesday, May 19, 2027	3:30 p.m.	Shreveport Convention Center
Ombudsman	Wednesday, May 19, 2027	6:00 p.m.	Shreveport Convention Center
Woodlawn	Thursday, May 20, 2027	8:30 a.m.	Shreveport Convention Center
Caddo Virtual	Thursday, May 20, 2027	12:00 p.m.	Shreveport Convention Center
North Caddo	Thursday, May 20, 2027	3:30 p.m.	Shreveport Convention Center
C.E. Byrd	Thursday, May 20, 2027	7:00 p.m.	Shreveport Convention Center
Booker T. Washington	Friday, May 21, 2027	8:30 a.m.	Shreveport Convention Center
Northwood	Friday, May 21, 2027	12:00 p.m.	Shreveport Convention Center
Caddo Magnet	Friday, May 21, 2027	3:30 p.m.	Shreveport Convention Center
Captain Shreve	Friday, May 21, 2027	7:00 p.m.	Shreveport Convention Center

Dates and times may be changed due to extenuating circumstances

Student Accident Information for 2026-2027

Student Insurance Program

The Caddo Parish School Board shall make available student accident insurance for purchase for students attending schools of the School District. An application form provided by the insurance carrier shall be sent home with students during the first week of school. The schools shall not be liable for any premium payment. Claim forms shall be furnished by the insurance carrier and copies shall be available in the school office.

Extracurricular Activities Insurance Coverage

The parents/legal guardians of all students or the student if eighteen (18) years of age or older, participating on any interscholastic athletic team, including varsity football, junior varsity football, junior high football, all basketball, baseball, track, swimming, any other competitive sport for boys or girls, cheerleading squads, dance team, band, and any sponsored work-based program, shall be required to purchase student accident insurance or shall be required to submit a signed form declining student insurance and acknowledging full personal responsibility for any expenses associated with any injury suffered by the student as a result of participating in any extracurricular activity. The insurance form must be presented to the school before the student shall be permitted to participate in any athletic or other activity for which insurance coverage is needed.

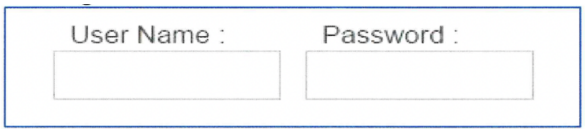
- **Adopted:** April 20, 2021
- **Ref:** La. Rev. Stat. Ann. §17:81
- **Board minutes:** 2-18-81, 8-19-81, 4-20-21
- **Organization:** Caddo Parish School Board

Online Registration System Instructions

We are excited that your child will be attending a Caddo Parish Public School. Our school system has an easy-to-use, secure online registration system that will allow you to complete the forms required for registering your child as well as uploading the documents required for registration. To begin the Online Registration process, follow the directions below:

1. Log on to https://jgrade.caddoschools.org/register/ using your computer, tablet, or cell phone or scan the QR code above.
2. The **Online Registration Screen** will appear. Prior to beginning the enrollment process, you may want to gather the following required documents.
   Parent/ Guardian Information
   - current utility bill (gas or electric or water in the parent/guardian name)
   - Current lease or mortgage
   - Parent Driver's License/ Photo ID

   Student information
   - Birth Certificate
   - Social Security card
   - Current Louisiana health/ shot card
3. Enter your first name, last name, a valid cell phone number, and a valid email address in the **Create an Account** section on the right. Click **Start.**
4. You will receive the validation code for registration via email and/or text. Enter the code and click **Continue.**
5. Create a **User Name** and **Password** and record the information for future reference. Complete each of the remaining blanks and click **Submit.**



6. Click on the **Parent/ Guardian** button to the left and follow the prompts to enter your information. Please be careful of spelling, capitalization, and punctuation. Your input will be saved exactly as it is entered. Dates should be entered as MM/DD/YYY and phone numbers as xxx-xxx-xxxx. Required fields are indicated with a red asterisk (*).

   Instructions will be listed on each section throughout the application process. Be sure to **Click Save and Continue** to ensure that the information you are entering is saved in your application. Review your application prior to submitting.
7. If you need assistance, call 318-603-6308 or visit the Student Services Center - Attendance Department at 1638 Murphy Street Shreveport, LA 71103.

Checklist of Required Records for Student Enrollment

OWNER OF RESIDENCE	**RESIDING WITH ANOTHER**
PARENT ID	**PARENT ID**
PROOF OF RESIDENCY Current utility bill (gas *or* water *or* electric) ***Or*** Current Lease Agreement ***Or*** Current Mortgage Statement	**NOTARIZED AFFIDAVIT** (stating that parent/legal guardian *and* the student(s) live with the owner)
STUDENT'S BIRTH CERTIFICATE	**PROOF OF RESIDENCY** Owners' current utility bill (gas *or* water *or* electric) ***Or*** Current Lease Agreement ***Or*** Current Mortgage Statement
STUDENT'S SOCIAL SECURITY CARD	**2 DIFFERENT FORMS OF MAIL THAT LINKS THE PARENT TO THE ADDRESS** (Mail with parent name on it and the address on the affidavit that connects the parent to the residence stated on the affidavit)
STUDENT'S CURRENT LOUISIANA IMMUNIZATION RECORD (Out of state immunization, record must be Converted to a Louisiana immunization Record)	**STUDENT'S BIRTH CERTIFICATE**
STUDENT'S WITHDRAWAL RECORD	**STUDENT'S SOCIAL SECURITY CARD**
STUDENT'S RECENT/ FINAL REPORT CARD	**STUDENT'S CURRENT LOUISIANA IMMUNIZATION RECORD** (Out of state immunization, record must be Converted to a Louisiana immunization Record)
	STUDENT'S WITHDRAWAL RECORD
	STUDENT'S RECENT/ FINAL REPORT CARD

Section 2: Attendance Policies



School Attendance & the Law

Compulsory School Attendance Laws (R.S. 17:221) are designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. Law assigns the basic responsibility for regular attendance to the parent/ legal guardian of the child. The school board is keenly aware that it shares with parent/ legal guardians of the child this responsibility. The school board also recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S. 17:221 requires that children attend school each day scheduled by the school system).

Exemptions
The following exemptions from school attendance, in accordance with R.S. 17:226, State of Louisiana are:

1. Children mentally, physically, or emotionally incapacitated to perform school duties.
2. Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays.
3. Children exempt by statute.

Absences and Attendance

A. The days absent for elementary and secondary school students shall include excused absences, unexcused absences, and suspensions/expulsion.
B. Excused Absences—absences which are not considered for purposes of truancy, including absences incurred due to extenuating circumstances in accordance with §1103 of this Chapter.
C. Unexcused Absence—any absence not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program.
D. Suspension/Expulsion—absence 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.
E. 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.
F. Daily attendance shall be taken in accordance with R.S. 17:232. Beginning with the 2026-2027 school year, student attendance shall be submitted daily to the LDOE, including the number of students in attendance, the number of students absent, and the truancy status of each student.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:226, R.S. 17:235.2, and R.S. 17:416.
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1274 (June 2005), amended LR 36:482 (March 2010), LR 37:1127 (April 2011), LR 39:2206 (August 2013), LR 50:947 (July 2024).

Suspension of Driver's License

If a student is less than eighteen years of age and is habitually absent or tardy, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of a student in accordance with the provisions of:

R.S. 32:431.1.: La. Rev. Stat. Ann. § 17:221, 17:233

Attendance Policy for Elementary, Middle, & High Schools

(Bulletin 741- Louisiana Administrative Code)

Student Absences Due to Personal Illness And/Or Serious Illness in the Family

Key Terms:

Chronic Absenteeism: Students who are enrolled for at least 10 days and are absent 10% or more of days enrolled. Incorporates all absences: excused, unexcused, suspensions and expulsions.

Truancy: A student is considered truant once they receive five unexcused absences or five tardies in a semester.

Parent/legal guardian notes shall be evaluated and timely recorded in the JCAMPUS system, which signifies that the day is excused and will not count to our truancy. Parents may submit 3 notes per semester, and will be accepted by school administration for no more than three (3) days. If a student is absent more than three (3) days, a physician's excuse is required or the parent note must be presented to the Director of Attendance or his/her designee for the determination as to whether the parent / legal guardian note is valid or not. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

School administration shall contact the Director of Attendance and/or designee for a determination as to whether the absence will be excused if school administration believes that (1) a parent/legal guardian note is forged (2) the note is not being provided by a parent/legal guardian due to personal illness of the student or serious illness in the family; or (3) if the student has a pattern of habitual absences. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

In addition, failure to provide a parent note within three (3) days of a student's return to school will result in the day(s) being counted as unexcused and counted toward truancy. Otherwise, the parent/legal guardian must appeal the school's decision to the Director of Attendance within five (5) school days of the school's decision. The division of the Director of Attendance and/or his designee shall be final and not subject to appeal.

AUTHORITY NOTE: Promulgated in accordance with **R.S. 17:226, R.S. 17.235.2,** and **R.S. 17:416; Bulletin 741** section 1105

School Board Policy: May 2025

Parent Notes for Excused Absences

For the 2026-27 SY, our district will incorporate the practice of limiting the number of parent notes that can be submitted to address student absences. The recommendation to the Superintendent is that we limit the parent note excuse, to 3 notes for illness per semester.

1st Semester – August 10 – December 18;

2nd Semester – January 6 – May 19

See specific details below:

- Parents can submit a written, typed, or emailed note to the school to excuse an absence caused by only the illness of the student if the parent did not take the student to a medical provider.
    - The number of days allowed to be covered by a parent note or the maximum allotted number of notes should not exceed 3 days of absences.
    - The School Attendance Team can continue to excuse absences based on individual cases as needed. (i.e. family has house fire, death of a family member, traveling for funeral, etc.).
    - The parent/guardian has 3 days to submit the parent note to the school.
    - When dealing with Chronic Illness letters on file (provided by a healthcare provider)
- The parent/guardian has 3 days to submit the parent note/contact the school via email/phone.
    - The school may contact their assigned Supervisor of Child Welfare/Attendance (SCWA) for guidance if it believes that the parent/guardian is abusing the Chronic Illness Letter Policy.
    - As schools coordinate their available resources, effort and attention should be given to determining the root cause(s) of any child's absence patterns.
    - Schools that are not in the truancy and behavior pilot group, or those who don't have TASC Officers assigned to their site, are still able to submit Harbor Referrals on behalf of families that may be in need of services to address the issues that are contributing to truancy or extreme behaviors. (**Harbor Referrals are located on the CPSB Website**)

Caddo Parish Public Schools

1961 Midway Avenue

Shreveport, LA 71108

(318) 603-6300

Parental Excuse

Date _____

To whom it may concern:

Please excuse my child, _____, (child's name) from being absent from school on _____ (dates of absence[s]) due to illness.

I understand that my child is responsible for completing all work/assignments/tests that were missed while absent from school.

Contact me by phone at _____ (phone number) or by email at _____ (email address), if you have any questions

_____

Parent/Guardian Signature

This letter may be used to excuse a maximum of three (3) days per semester due to illness of the student.

Caddo Parish Public Schools

1961 Midway Avenue

Shreveport, LA 71108

(318) 603-6300

Excusa de los Padres

Fecha _____

A quien corresponda:

Por favor, justifiquen la ausencia de mi hijo/a, _____, (nombre del/de la hijo/a), el día _____ (fecha de la(s) ausencia(s)) debido a enfermedad.

Entiendo que mi hijo/a es responsable de completar todos los trabajos, tareas y exámenes que no haya presentado durante su ausencia.

Si tiene alguna pregunta, contácteme por teléfono al _____ (número de teléfono) o por correo electrónico a _____ (dirección de correo electrónico).

_____

Firma del Padre/Tutor

Esta carta puede utilizarse para justificar un máximo de tres (3) días por semestre debido a enfermedad del/de la estudiante.

Caddo Parish Public Schools

1961 Midway Avenue

Shreveport, LA 71108

(318) 603-6300

Chronic Illness Form

Instructions for Parent/Guardian:

1. **Purpose:** This form is to be completed by your child's medical provider to inform the Caddo Parish Public School System about a chronic medical condition that may impact your child's school attendance, health, and academic success.
2. **Annual Renewal:** This form must be renewed annually at the beginning of each school year or whenever there is a significant change in your child's medical condition. Please ensure a new form is completed by the medical provider and submitted to the school.
3. **Absence Notification:** For each instance your child is absent from school due to the chronic medical condition, you are required to contact the school to inform them of the absence and its reason. This ensures proper tracking and support.
4. **Submission:** Once completed by the medical provider, please return this form to your child's school principal or designated school nurse.

CADDO PARISH PUBLIC SCHOOLS

Attendance and Census Department

Physical Address: 1638 Murphy Street, Shreveport, Louisiana 71103
Mailing Address: 1961 Midway Avenue, Shreveport, Louisiana 71108
Phone: (318) 603-6308 Fax: (318) 603-5579

Medical Provider Information (To be completed by Medical Provider)

SECTION A: Medical Diagnosis and Impact

1. **Patient Name**_____
2. **Primary Medical Diagnosis (es):**

   _____

   Date of Diagnosis: (MM/DD/YYYY) _____
3. **Brief Description of the Medical Condition:** (Please explain the nature of the chronic illness in lay terms and its potential impact on the student's daily functioning. including physical, cognitive, and emotional aspects.)

   _____

   _____

   _____

4. **Common Symptoms and Manifestations:** (Check all that apply and provide details)

   ☐ Fatigue/Low Energy: _____

   ☐ Pain (Type/Location): _____

   ☐ Gastrointestinal Issues: _____

   ☐ Respiratory Issues: _____

   ☐ Neurological Symptoms: _____

   ☐ Mobility Limitations: _____

   ☐ Cognitive Challenges (e.g., memory. concentration): _____

   ☐ Emotional/Behavioral Changes: _____

   ☐ Other (Please specify): _____
5. **Severity of the Condition:**

   ___Mild ___Moderate ___Severe

   __ Fluctuating (Explain typical pattern): _____
6. **Potential Impact on School Attendance:**
   - Expected frequency of absences due to this condition:

     __ Rarely __ Occasionally (1-3 days per month) ____Frequently (More than 3 days per month)

     ___ Unpredictable (explain): _____
   - Are absences typically planned or unplanned

     _____
7. **Potential Impact on Academic Performance:** (e.g., concentration, endurance, completing assignments. participating in class)

   _____

   _____

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8. **Potential Impact on Physical Education/Recess/Extracurricular Activities:**
   - ☐ No limitations
   - ☐ Limited participation (Please specify limitations):
     _____
   - 0 Exclusion (Please specify reasons): _____

9. **Medications required during school hours:** (Please list medication name, dosage, frequency, route, and any side effects relevant to school staff).
   _____
   _____
   - Are there any specific storage requirements for these medications? Is so, list them.
     _____

10. **Emergency Protocol/Action Plan:** (Describe steps to be taken by school personnel in case of a medical emergency related to this condition. Attach a separate emergency action plan if available).
    _____
    _____
    _____
    _____

SECTION B: Medical Provider Certification

I, the undersigned licensed medical provider, certify that I specialize in the student's medical condition and have personally examined and treated the student named on this form. The information provided above is accurate and reflects the student's current medical status and needs as they pertain to the school environment. I understand that this information will be used by the Caddo Parish Public School System to provide appropriate support and accommodations for the student.

Medical Provider's Full Name: _____

Medical Provider's Specialty: _____

Clinic/Hospital Name: _____

Clinic/Hospital Address: _____

Phone Number: _____

Medical Provider's Signature: _____

Date: (MM/DD/YYYY) _____

HOMEBOUND SERVICES

Caddo Parish School Board
Eddie B. Jones Special Program Center
Department of Exceptional Children
2226 Murphy Street
Shreveport, LA 71103
(318) 603-6914 Fax (318) 603-6803

Homebound Application for Temporary Placement Due to Physical Illness or Injury

Student's Name_____ Age___ Date of Birth _____ Sex

Address_____ Phone_____

Parent(s) _____ School_____

Note: Is this student currently in a Special Education Program? Yes No

► **MUST be signed by parent/guardian:** I give permission for Homebound Services to discuss my child's medical status with the physician completing the application.

_____ / _____
Parent/Guardian Date

MEDICAL CERTIFICATION

A properly licensed physician must complete sections I, II, III, and IV.

I. The undersigned certifies that the above-named student is physically unable to attend school for the following reason (give specific medical diagnosis with brief description):

_____

_____

II. In the event of pregnancy, expected delivery date_____

Note: Homebound services begin AFTER the birth of the baby

III. The undersigned further certifies that the above-named student is free from infectious or communicable disease and is able to benefit from hospital/home instruction with the following limitations or modifications:

_____

_____

IV. The expected duration of the condition which prevents school attendance is:

___ 3 weeks	___ 4 weeks	___ 5 weeks	___ 6 weeks	7weeks
8 weeks	9 weeks	10 weeks	11 weeks	12 weeks*

Date Student is to return to school: _____

***Re-certification of a medical illness/injury and the need for continued Homebound Service beyond the above checked duration requires a letter from the physician updating the student's condition and prognosis to justify continuation of homebound services.

Physician's Name (type or print)_____

Address_____ Telephone_____

Physician's Signature Date

PHYSICIAN FAX COMPLETED FORM TO: Homebound Services, at 318-603-6803

HOMEBOUND SERVICES

Caddo Parish School Board
Eddie B. Jones Special Program Center
Department of Exceptional Children
2226 Murphy
Shreveport, LA 71103
(318) 603-6914
Fax (318) 603-6803

Homebound Application for Temporary Placement
Due to Acute Emotional Crisis

Student's Name _____Age_____ Date of Birth_____Sex___

Address _____ Phone_____

Parent(s)_____ School_____

Note: Does this student receive special education services? _____YES _____ No

► **Must be signed by parent/guardian:** I give permission for Homebound Services to discuss my child's medical status with the physician completing this application.

_____ / _____
Parent/Guardian Date

The placement of a student in Homebound Services for emotional concerns requires, as stated in the Pupil Appraisal Handbook, Bulletin 1706a, completion of items I, II, III, and IV by a psychologist or psychiatrist licensed to practice in Louisiana.

I. 1. This student is being provided a program of continuous care and treatment that would be seriously disrupted by movement to the general educational environment: Yes_No_
If yes,how?_____

_____

2. This program of care and treatment in concert with the proposed homebound instruction should permit the return of the student to the general educational environment: Yes No ___

II. The expected duration of the condition that prevents school attendance is:

_____3 weeks _____4 weeks _____5 weeks ___ 6 weeks ___ 7 weeks

_____8 weeks ___ 9 weeks ___ l0weeks ___ 11 weeks 12 weeks*

Date Student is to return to school: _____

*NOTE: Re-certification of an emotional diagnosis and the need for continued Homebound Service beyond the above checked duration requires a letter from the physician updating the student's condition and prognosis to justify continuation of homebound services.

III. **DESCRIPTION OF THE TREATMENT PLAN:**

A. Specific diagnosed condition:_____

_____

How does this condition prohibit school attendance? _____

_____

B. Activities prescribed:_____

_____

C. Frequency of treatment activity: _____

_____

D. Expected duration of
treatment:._____

_____

E. Plan of Action for returning the student to the general educational environment: _____

_____

F. Other specific therapy (e.g., prescribed medications): _____

_____

IV. The undersigned certifies that the above-named student is receiving a program of care and treatment as prescribed in Part III above:

Name (type or print) _____ Date_____

Address _____ Phone _____

Signature_____ (Stamped signature is NOT acceptable)

Recommended Date for Homebound Services to Begin_____

[PHYSICIAN FAX COMPLETED FORM TO: Homebound Services at 318-603-6803

Attendance Policy in High School

Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child's own faith (verified with a letter from the religious leader), natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance in consultation with the school principal. The student shall present the excuse in writing upon return to school. Days suspended shall be considered unexcused; however, the student is able to make up work for full credit. For any other extenuating circumstances, parent/ legal guardian shall have the right to appeal to the Director of Child Welfare and Attendance.

Based on state and local policies, the student shall accept responsibility for absences. When a student returns to school after an excused absence, the student has the number of days equal to the number of days of consecutive absences, following the return to class to make up work.

Elementary & Middle School Attendance Policies

Tardiness to School

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. School shall follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo parish School Board.

Tardy Matriculation: Elementary and Middle Schools

First Tardy:	Parent check-in with the student and a verbal warning issued.
Second Tardy:	Parent check-in with student and official notice of penalties if referred to juvenile court and parent conference.
Third Tardy:	Same as the Second Tardy and parent conference.
Fourth Tardy:	Parent check-in with students along with a conference with the Counselor or Coordinator.
Fifth Tardy:	Parent check-in with student, conference with principal/ or designees and additional notice of penalties if referred to juvenile court.
Sixth Tardy:	Parent check-in with student and referral to Child Welfare and Attendance
Seventh Tardy:	Same as Sixth Tardy.

Eighth Tardy:	Parent check-in with student and referral to Juvenile Court
Ninth and Subsequent Tardies:	Parent Check-in with students and continue with Juvenile Court referral.

Accumulated tardies will terminate at the end of each semester. At no time does a tardy turn into an absence. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designees for review and approval prior to implementation and publication.

Tardy Matriculation: High Schools

First Tardy:	Warning from the classroom teacher and recorded.
Second Tardy:	Parental contact with documentation from the classroom teacher and official notice of penalties.
Third Tardy:	Refer to the administration or designees for a warning and parental contact and official notice penalties.
Fourth Tardy:	Parent return conference.
Fifth Tardy:	One day ISS or its equivalent with parental contact.
Sixth Tardy:	Two days ISS and referral to Child Welfare and Attendance.
Seventh and Subsequent Tardies:	Two days ISS Court Referral and Notification to Dept. of Public Safety and Corrections for possible suspension student's driver's permit or license.

Accumulated tardies will terminate at the end of each semester. At no time does a tardy turn into an absence. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designees for review and approval prior to implementation and publication.

HABITUAL TARDINESS - REFERRAL TO JUVENILE COURT/ PARENTAL PENALTIES/ SUSPENSION OF STUDENT DRIVING PRIVILEGES

In accordance with state law the parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

Any student who is a juvenile and who is habitually tardy shall be reported by the Supervisors of Child Welfare and Attendance to the juvenile court of Caddo parish pursuant to the provisions of

Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, to be dealt with in such manner as the court may determine.

A student shall be considered habitually tardy when the 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 occurrence of being tardy within any school semester.

A. The principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before the student's third 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 tardy. The student's parent or legal guardian shall sign a receipt for such notification.
B. In accordance with state law the parent or legal guardian of any student in kindergarten through grade eight who is considered habitually tardy shall be in violation of the provisions of state law and shall be punished as follows:
    a. 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.
    b. Any subsequent offense shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.
C. If a student is less than eighteen years of age and is habitually tardy 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.
D. For purposes of this Policy and law, 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.

Check In Procedures

Students arriving at school after the school day has begun must report to the office with a parent or legal guardian. A medical excuse or other documentation shall be presented for excusal consideration.

Check Out Procedures

- ***Elementary School***
    - Students may be checked out by parents or legal guardians no later than 2:30 p.m. A valid photo identification must be shown upon request.
- ***Middle School***
    - Students may be checked out by a parent or legal guardian no later than 2:00 p.m. A valid photo identification must be shown upon request.
- ***High School***
    - Students may be checked out by a parent or legal guardian no later than 3:00 p.m. A valid photo identification must be shown upon request.

It shall be the policy of the Caddo Parish School Board that each school will have a written procedure dealing with student checkouts. All staff responsible for checking students out will receive training on the procedure and training will be documented. The procedure shall contain a minimum of the following:

1. The person checking student out shall show a picture I.D.
2. The person checking student out shall be listed on the student information sheet that has been completed and signed by parent/guardian.
3. If official paperwork is received that changes custody or does not allow a parent access to the child, that information shall be uploaded into document archives from the Student Master in JCAMPUS. Official court papers must be signed by a judge.
4. If school receives a phone call to allow student to be checked out, a verification call must be made to the parent/ legal guardian from phone numbers listed on student information form.
5. If there is any doubt as to whether the person checking the student out has the appropriate authorization please contact the security office for assistance.

JCAMPUS is the official reporting system and parents should be provided official JCAMPUS generated documents.

Section 3: Academics



Grading Systems (Policy IKA)

(Partial Credit for Missed Work - Suspension/Unexcused Absence)

Whenever a student is suspended, removed from a classroom due to disorderly conduct, or when the student's absence is unexcused, the teacher shall assign school work missed and the student shall receive either full or partial credit as recommended by the teacher as follows:

1. The teacher shall assign school work missed and designate the time for completion of the assignment;
2. Once the assignment is completed, the teacher shall:
    a. Determine if the assignment is completed and turned in on time;
    b. Determine if other students (those not suspended, removed from the class, or with an excused absence) received credit for the same or similar work;
    c. Determine if other students received points for the work missed in statement 2b above then the teacher shall grade the assignment and provide the student with an appropriate raw score of not less than 50% of the total points earned for the assignment.
3. If the student believes the teacher improperly assigned the grade for the assignment missed, the student may appeal to the school principal. The principal or his/her designee may only review to determine:
    a. If other students received credit for the same or similar assignment missed;
    b. If the student turned in the assignment timely in accordance with the teacher's directive;
    c. Whether the teacher assigned the total points in accordance with policy; and
    d. Whether an obvious error was made in the calculation of grade or the assignment of points, to which the principal shall refer to the teacher for correction and/or revision of grade.

Grading Policy

Grades 1-5

At the elementary level, each grading period will be reported as a discrete unit indicating only the work accomplished during that nine weeks (ten weeks for an extended school year) with equitable distribution of total points among the grading periods. Points shall be converted to a percentage at the end of each grading period, and the appropriate letter grade assigned in accordance with the Caddo Parish grading scale. Quality point values will be assigned to each letter grade according to

the scale below. The final grade will be determined by dividing the sum of quality points by the number of grading periods. Letter grades only will be assigned for elementary music, art, physical education, and conduct. A resulting grade-point average of not less than .75 is required to earn a "D" letter grade. In all other cases, fractions of .5 or higher are to be rounded up to the next highest letter grade equivalent, and fractions of less than .5 are rounded off to the lower letter grade equivalent. A final percentage of at least 59.5% will also convert to a "D."

Grades 6-8

At the middle school level, each grading period will be reported as a discrete unit indicating only the work accomplished during that nine weeks (ten weeks for an extended school year) with equitable distribution of total points among the grading periods. Points shall be converted to a percentage at the end of each grading period, and the appropriate letter grade will be assigned in accordance with the Caddo Parish grading scale. Quality point values will be assigned to each letter grade according to the scale below. The final grade will be determined by dividing the sum of quality points by the number of grading periods. Letter grades only will be assigned for elementary music, art, physical education, and conduct. A resulting grade-point average of not less than .75 is required to earn a "D" letter grade. In all other cases, fractions of .5 or higher are to be rounded up to the next highest letter grade equivalent, and fractions of less than .5 are rounded off to the lower letter grade equivalent. A final percentage of at least 59.5% will also convert to a "D."

Uniform Grading Scale in Grades K-12

For Regular, Enriched and Advanced Courses (Enriched, Honors, Gifted, Advanced Placement, all Dual Enrollment, International Baccalaureate-If Offered)

Grading Scale for Regular Courses	
Grade	**Percentage**
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

Grading Scale for Science/SS (Grades 1-2), Health (Grades 1-5)

Grade	**Criteria**
Satisfactory (S)	Students must achieve a minimum of 75% or above accuracy on assigned tasks during a nine-week period and shall have an "S" recorded. A minimum of four (4) checkpoints should be conducted throughout each nine-week period. The tasks may include, but are not limited to, the following:

	• Daily assignments • Task performance • Oral Presentations • Integrated Lessons from Reading/Math
Needs Improvement (N)	If students achieve below the minimum score of 75% on assigned tasks during a nine-week period, an “N” shall be recorded. A minimum of four (4) checkpoints should be conducted throughout each nine-week period.

Grading Criteria for Art, Physical Education, and Music

Each student is to be given a letter grade according to the following criteria:

Category	Percentage
Participation: Effort & Classroom Performance	75%
Skill Development Evaluation & Teacher Observation	25%

Homework

If homework is considered a portion of a student’s grade, it shall not count for more than ten percent of the grade.

Graduation Requirements

During the first two years of high school, students should focus on building on the knowledge and skills they gained in previous grades. Every 9th and 10th grade student will take core academic classes to work towards a diploma. Following the student's 10th grade year, a student may choose to work toward a Jump Start TOPS Tech Pathway or pursue the TOPS University Pathway. Decisions are made with counseling and guidance, based on the student's interests, capabilities, and ambitions. To complete the FAFSA application for student aid after high school, the link below will take you to the FAFSA site. Please see the school counselor with any questions on graduation pathways and/or FAFSA.

Individual Graduation Plan and Graduation Requirements

https://www.google.com/url?q=https://doe.louisiana.gov/docs/default-source/counselor-toolbox-resources/individual-graduation-plan-igp.pdf&sa=D&source=docs&ust=1753888341658944&usg=AOvVaw3FDDBQO-59CrpGGj3eL7nK

Complete the FAFSA

https://studentaid.gov/h/apply-for-aid/fafsa

Complete the Louisiana TOPS

https://mylosfa.la.gov/

Progress Reports & Report Cards

Progress Reports

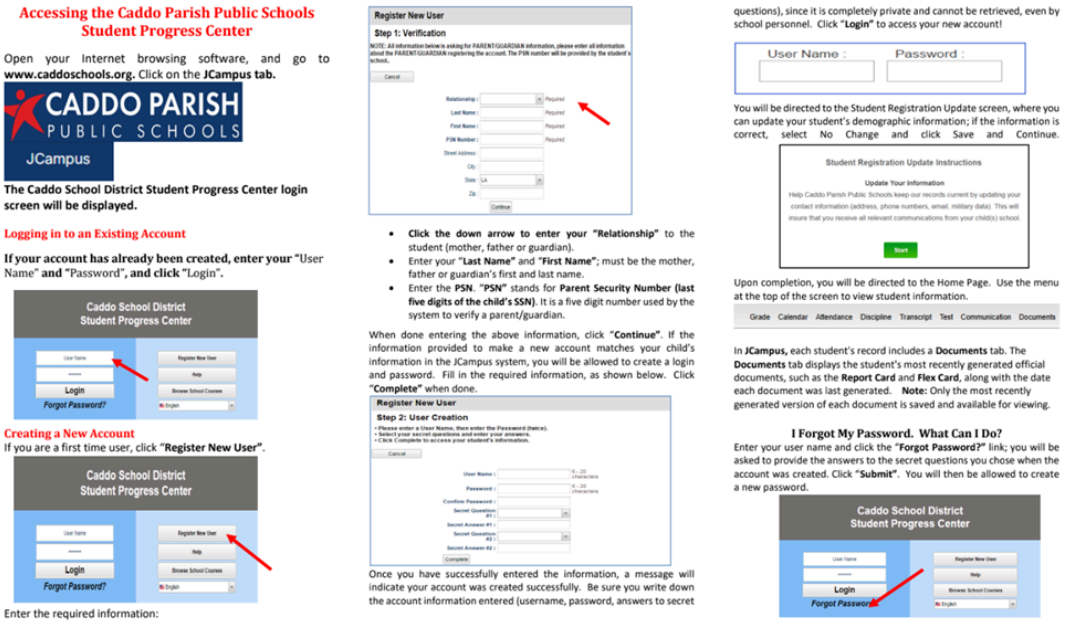
Progress reports provide families with an opportunity to monitor academic performance and address any concerns before the end of the grading period. Student progress reports are available electronically through the JCampus Parent Portal every 4½ weeks throughout the school year.

Report Cards

Official report cards are available electronically through the JCampus Parent Portal the week following the conclusion of each 9-week grading period.

Accessing Student Progress Information through the JCampus Parent Portal

In order to access student progress information, simply follow the directions provided in the graphic below:



Printed Copies

The district is committed to ensuring that all families have access to student academic information. Parents or guardians who do not have reliable access to technology or the internet may request a printed copy of a student's progress report or report card from the school.

LOUISIANA DEPARTMENT OF EDUCATION

Office of Assessments, Accountability, and Analytics

2026-2027 Assessment Calendar

Pre-K to Grade 8

Grade Level(s)	Assessment	Delivery	Date(s)
K	Shaywitz Dyslexia Screener	No students; teacher survey online	March 1-May 8, 2027
K-3	K-3 Statewide Literacy and Numeracy Screeners	CBT: For BOY or MOY, administer grade 3 first. For EOY, administer grade 3 as early as possible in the administration window	**Beginning of Year (BOY):** First 30 days of school **Middle of Year (MOY):** December 1-31 Accommodations Final**:** November 1 **End of Year (EOY):** April 1-30 Accommodations Final**:** March 2
3	Grade 3 Literacy Rescreening	CBT	**For qualifying grade 3 students:** Last week of school through June 30. (Minimum two week wait between 2nd and 3rd Grade EOY administrations)
3-8	LEAP 2025	**PBT:** Grade 3 only **CBT:** Grades 3-8	**CBT:** April 1-May 12 **PBT:** Grade 3: April 7-9 (ELA/math) April 12-13 (science and social studies) Accommodations Final**:** March 2

Grades 9-12

Grade Level(s)	Assessment	Delivery	Date(s)
9-12	LEAP 2025 High School	CBT	**Fall:** November 30-December 18 Accommodations Final**:** October 30 **Spring:** April 1-May 12 Accommodations Final**:** March 2 **Summer:** June 21-25
11	ACT	CBT	**Window 1:** February 23-26, March 1-5 Online standard time, accommodations online and paper **Window 2:** March 9-12, March 15-19 Online standard time, accommodations online and paper Accommodations determined by ACT
11-12	ACT WorkKeys Standard (Optional)	CBT	**Online Testing:** September 30-April 5
	ACT WorkKeys Accommodated (Optional)	CBT	**Fall Window 1:** Sept 30, Oct 1-2; 5-9, 12 **Fall Window 2:** October 14-16, 19-23, 26 **Spring Window 1:** March 10-12, 15-19, 22 **Spring Window 2:** March 24-26, 29-31, April 1-2, 5
9-12	CLEP (Optional)	CBT	**Open Window:** Complete by May 19
9-12	AP (Optional)	CBT	**Open Window:** Complete by May 19

Small Populations

Grade Level(s)	Assessment	Delivery	Date(s)
3-8, 11	LEAP Connect	CBT	February 15-March 19 Accommodations and eligibility final January 16
K-12	ELPT/ELPT Connect	CBT	February 15-March 19 Accommodations and eligibility final January 16
K-12	ELPS	CBT	**Open Window:** Within first 30 days of student's enrollment
Entering 5 or 9	State Placement Test for LEAP	CBT	**Open Window:** Notify DRC 30 days prior to administration

National and International Assessments (Selected Schools)

Grade Level(s)	Assessment	Delivery	Date(s)
4, 8, 12	NAEP	CBT	January-March selected schools

KEY

ACT: American College Test

AP: Advanced Placement, various subjects

CBT: Computer-Based Test

CLEP: College Level Examination Program, various subjects

ELPS: English Language Proficiency Screener

ELPT: English Language Proficiency Test

ELPT Connect: ELPT Alternate Assessment

K3 Literacy Screening: Statewide administration in mCLASS

K-3 Numeracy Screening: Statewide administration in KITE

LEAP 2025 Grades 3-8: ELA, mathematics, science, social studies

LEAP 2025 High School: English I, English II, Algebra I, Geometry, Biology, US History, Civics

LEAP Connect: Alternate Assessment; grades 3-HS ELA, mathematics, science

NAEP: National Assessment of Educational Progress

PBT: Paper-Based Test

Window: A range of days from which school systems or schools choose the dates and times for assessment administration

ACT WorkKeys: Optional assessment that measures essential workplace skills

TOPS (Taylor Opportunity Program for Students)

https://mylosfa.la.gov/

TOPS is a program of state scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities.

The four different award components of the TOPS Program are:

- TOPS Opportunity Award
- TOPS Performance Award
- TOPS Honors Award
- TOPS Tech Award

Questions:

E-mail: https://mylosfa.la.gov/about/contact/
Telephone: 1-800-259-5626

Write:
LOSFA (Louisiana Office of Student Financial Assistance)
P.O. Box 91202
Baton Rouge, LA 70820-9202

TOPS Core Curriculum

For the Opportunity, Performance and Honors Awards
For High School graduates of 2018 and thereafter

Units	Courses[1]
ENGLISH = 4 Units	
1 Unit	English I
1 Unit	English II
1 Unit from the following:	English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)
1 Unit from the following:	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)
MATH = 4 Units	
1 Unit	Algebra I
1 Unit	Geometry
1 Unit	Algebra II
	Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence
1 Unit from the following:	Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL; AP Computer Science A
SCIENCE = 4 Units	
1 Unit	Biology I
1 Unit	Chemistry I
2 Units from the following:	Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II or AP Chemistry or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II, or AP Physics II; Biology II or AP Biology or IB Biology II or Human Anatomy and Physiology
SOCIAL STUDIES = 4 Units	
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
1 Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
2 Units from the following:	Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, AP Microeconomics; AP Psychology, or African American History
FOREIGN LANGUAGE = 2 Units	
	Foreign Language, both units in the same language, which may also include the following AP and IB courses: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, IB Spanish V, Mandarin Chinese I-IV, Hindi I – IV, Portuguese I-IV, Vietnamese I-IV
ART = 1 Unit	
1 Unit from the following:	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; IB Theatre I, Drafting, Media Arts I - IV; Photography I, Photography II, or Digital Photography
TOTAL = 19 Units	
Please see reverse side for core (substitute) equivalents to the TOPS Core Curriculum	

Core Curriculum Course(s)	Recently Approved Equivalent (Substitute) Course(s)
Art	Digital Image & Motion Graphics, Digital Storytelling, Engineering Design & Development, Sound Design
Environmental Science	Environmental Awareness
World Geography	Physical Geography
Probability & Statistics	Statistical Reasoning
Physical Science	Principles of Engineering
Calculus	Differential Calculus I Integral Calculus I

[1] **GIFTED COURSES:** Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student's Individualized Education Plan shall be considered a "Gifted Course" and shall fulfill the core curriculum.

Beginning with students entering the 9th grade in 2014-2015 and graduating in the 2017-2018 school year and thereafter, the calculation of the TOPS Core Curriculum grade point average (GPA) will use a five- (5.00) point scale for grades earned in certain designated Advanced Placement (AP) courses; International Baccalaureate (IB) courses; Gifted courses; Dual Enrollment courses, Honors courses and Articulated courses offered for college credit by the Louisiana School for the Math, Science and the Arts used to complete the TOPS Core Curriculum. The courses currently designated to be calculated on the 5.00 point scale can be viewed at https://mylosfa.la.gov/wp-content/uploads/2020/07/tops-university-course-requirements.pdf. For the designated courses, five quality points will be assigned to a letter grade of "A", four quality points will be assigned to a letter grade of "B", three quality points will be assigned to a letter grade of "C", two quality points will be assigned to a letter grade of "D", and zero quality points will be assigned to a letter grade of "F". Note that students earning credit in courses graded on the five (5.00) point scale may earn a grade point average on the TOPS Core Curriculum that exceeds 4.00.

This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statue.

Louisiana Office of Student Financial Assistance (LOSFA)
A program of the Board of Regents
P.O. Box 91202, Baton Rouge, LA 70821-9202
(800) 259-5626
custserv@la.gov
www.mylosfa.la.gov

Updated: 07/21/2021

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TOPS TECH CORE CURRICULUM

TOPS Tech Award
For High School Graduates of 2018 through 2026[1]

The Taylor Opportunity Program for Students (TOPS) Core Curriculum is one component of the requirements to qualify for the TOPS scholarship. The curriculum outlined on this flyer is used to qualify for the TOPS Tech Award and consists of 21 units.[2,3] Students qualifying for TOPS Tech Award may also use the TOPS Opportunity, Performance and Honors Awards Core Curriculum which is outlined in a separate flyer.

ENGLISH = 4 UNITS

Units	Courses
1 Unit	English I
1 Unit	English II
2 Units from the following:	English III, English IV, AP or IB English courses, Business English, Technical Writing, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education.

MATH = 4 UNITS

Units	Courses
1 Unit	Algebra I; or both Algebra I, Part 1 and Algebra I, Part 2; or an applied or hybrid algebra course
3 Units from the following:	Geometry, Algebra II, Math Essentials, Financial Literacy, Business Math, Algebra III, Advanced Math -Functions and Statistics, Advanced Math - Pre-Calculus, Pre-calculus, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education. Integrated Mathematics I, II, and III may be substituted for Algebra I, Geometry, and Algebra II, and shall equal three mathematics credits.

SCIENCE = 2 UNITS

Units	Courses
1 Unit	Biology I
1 Unit from the following:	Chemistry I, Earth Science, Environmental Science, Agriscience I and Agriscience II (both for one unit), Physical Science, Physics, or AP or IB science courses

CONTACT **LOSFA**

Ask **LEX** (LOSFA's virtual response assistant, available 24/7 at www.mylosfa.la.gov)

Visit **mylosfa.la.gov**

Email **custserv@la.gov** or **GeauxFAFSA@la.gov**

Schedule **Virtual Office Hours** (Available 9:00 a.m. – 3:00 p.m. on Monday – Friday)

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TOPS TECH CORE CURRICULUM

SOCIAL STUDIES = 2 UNITS

Units	Courses
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
1 Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States

JUMP START COURSES = 9 UNITS

Units	Courses
9 Units	In Jump Start course sequences, workplace experiences, and credentials. A student shall complete a regionally designed series of Career and Technical Education Jump Start coursework and workplace-based learning experiences leading to a statewide or regional Jump Start credential. This shall include courses and workplace experiences specific to the credential, courses related to foundational career skills requirements in Jump Start, and other courses, including career electives, that the Jump Start regional team determines are appropriate for the career major.

[1] **2027 Graduates and thereafter have a different TOPS Tech Core Curriculum than previous graduates. Please see the TOPS Tech Core Curriculum Flyer for 2027 Graduates and thereafter**

[2] **GIFTED COURSES: Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student's Individualized Education Plan shall be considered a "Gifted Course" and shall fulfill the core curriculum.**

[3] **The calculation of the TOPS Core Curriculum grade point average (GPA) will use a 5-point scale for grades earned for certain designated courses in: Advanced Placement (AP), International Baccalaureate (IB), Gifted, Dual Enrollment, Honors, and Articulated offered for college credit by the Louisiana School for the Math, Science, and the Arts (LSMSA). For those designated courses, five quality points will be assigned to a letter grade of "A," four quality points will be assigned to a letter grade of "B," three quality points will be assigned to a letter grade of "C," two quality points will be assigned to a letter grade of "D," and zero quality points will be assigned to a letter grade of "F." The courses currently designated to be calculated on the 5.00 point scale can be viewed at https://mylosfa.la.gov/wp-content/uploads/2020/07/tops-university-course-requirements.pdf.**

CONNECT WITH **LOSFA**

Facebook **@losfa** Twitter **@losfa** YouTube **@losfa1000** Instagram **@losfa001**

LOSFA also uses Signal Vine Text Messaging to connect with students and families.
To receive important information and updates from LOSFA, sign up for Signal Vine by texting "**LOSFA**" to **56500**.

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TOPS CORE CURRICULUM

TOPS Opportunity, Performance and Honors Awards For High School Graduates of 2018 through 2026[1]

The Taylor Opportunity Program for Students (TOPS) Core Curriculum is one component of the requirements to qualify for the TOPS scholarship. The curriculum outlined on this flyer is used to qualify for the TOPS Opportunity, Performance or Honors Award and consists of 19 units. [2,3]

ENGLISH = 4 UNITS

Units	Courses
1 Unit	English I
1 Unit	English II
1 Unit from the following	English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)
1 Unit from the following	English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)

MATH = 4 UNITS

Units	Courses
1 Unit	Algebra I
1 Unit	Geometry
1 Unit	Algebra II
	Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence
1 Unit from the following	Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, Differential Calculus I, Integral Calculus I, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics, Statistical Reasoning, or AP Statistics; IB Further Mathematics HL; IB Mathematics HL; AP Computer Science A

SCIENCE = 4 UNITS

Units	Courses
1 Unit	Biology I
1 Unit	Chemistry I
2 Units from the following:	Earth Science; Environmental Science or Environmental Awareness; Physical Science or Principles of Engineering; Agriscience I and Agriscience II (one unit combined); Chemistry II or AP Chemistry or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II, or AP Physics II; Biology II or AP Biology or IB Biology II or Human Anatomy and Physiology

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TOPS CORE CURRICULUM

SOCIAL STUDIES = 4 UNITS

Units	Courses
1 Unit from the following:	U.S. History, AP U.S. History, or IB U.S. History
1 Unit from the following:	Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
2 Units from the following:	Western Civilization, European History, or AP European History; World Geography or Physical Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, AP Microeconomics; AP Psychology, or African American History

FOREIGN LANGAUGE = 2 UNITS

Units	Courses
2 Units from the following:	Foreign Language, both units in the same language, which may also include the following AP and IB courses: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, IB Spanish V, Mandarin Chinese I-IV, Hindi I – IV, Portuguese I-IV, Vietnamese I-IV

ART = 1 UNIT

Units	Courses
1 Unit from the following:	Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; IB Theatre I, Drafting, Media Arts I - IV; Photography I, Photography II, Digital Photography, Digital Image & Motion Graphics, Digital Storytelling, Engineering Design & Development, Sound Design

[1] **2027 Graduates and thereafter have a different TOPS Core Curriculum than previous graduates. Please see the TOPS Core Curriculum Flyer for 2027 Graduates and thereafter**

[2] **GIFTED COURSES: Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student's Individualized Education Plan shall be considered a "Gifted Course" and shall fulfill the core curriculum.**

[3] **The calculation of the TOPS Core Curriculum grade point average (GPA) will use a 5-point scale for grades earned for certain designated courses in: Advanced Placement (AP), International Baccalaureate (IB), Gifted, Dual Enrollment, Honors, and Articulated offered for college credit by the Louisiana School for the Math, Science and the Arts (LSMSA). For those designated courses, five quality points will be assigned to a letter grade of "A," four quality points will be assigned to a letter grade of "B," three quality points will be assigned to a letter grade of "C," two quality points will be assigned to a letter grade of "D," and zero quality points will be assigned to a letter grade of "F." The courses currently designated to be calculated on the 5.00 point scale can be viewed at https://mylosfa.la.gov/wp-content/uploads/2020/07/tops-university-course-requirements.pdf.**

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APPENDIX I: COURSE REQUIREMENTS CHART

SUBJECTS	TOPS UNIVERSITY DIPLOMA		JUMP START TOPS TECH CAREER DIPLOMA	
	# Units	Courses	# Units	Courses
English	1	**One of the following:** English I, English Language Part 1: Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE	1	**One of the following:** English I, English Language Part 1: Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE
	1	**One of the following:** English II, English Language Part 2: Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE	1	**One of the following:** English II, English Language Part 2: Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE
	1	**One of the following:** English III, AP English Language and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 1: Cambridge AICE–AS (Honors), or Literature in English Part 1: Cambridge AICE–AS (Honors)	2	**The remaining units shall come from the following:** Technical Writing, Business English, English III, English Language Part 1: Cambridge AICE - AS (Honors), Literature in English Part 1AICE - AS (Honors), English IV, any AP or IB English course, English Language Part 2: Cambridge AICE - AS (Honors), Literature in English Part 2: Cambridge AICE - AS (Honors), or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE
	1	**One of the following:** English IV, AP English Literature and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 2: Cambridge AICE–AS (Honors), or Literature in English Part 2: Cambridge AICE–AS (Honors)		
	NOTE: If a student chooses to take the A level Cambridge course, the second unit will count as an elective credit.			
Mathematics	1	Algebra I	1	Algebra I, Applied Algebra I, or Algebra I-Part 2 *(The elective course Algebra I-Part 1 is a prerequisite.)*
	1	Geometry	1	Geometry
	1	Algebra II	2	**The remaining units shall come from the following:** Financial Literacy (formerly Financial Math), Math Essentials, Algebra II, Advanced Math-Functions and Statistics, Advanced Math–Pre-Calculus, Algebra III, Pre-Calculus, Business Math, Probability and Statistics, Statistical Reasoning, Transition to College Math, or comparable Louisiana technical college courses offered by Jump Start regional teams as approved by BESE. Integrated mathematics I, II, and III may be substituted for algebra I, geometry, and algebra II and shall count as three math credits. Additional Math: Cambridge IGCSE, Math 1 (Pure Math): Cambridge AICE–AS (Honors), Math 1 (Pure Math): Cambridge AICE - AS (Honors)
	1	**One of the following:** Algebra III, Advanced Math–Functions and Statistics, Advanced Math–Pre-Calculus, Pre-Calculus, IB Math Studies (Math Methods), Calculus, AP Calculus AB, IB Mathematics SL, AP Calculus BC, AP Statistics, IB Further Mathematics HL, IB Mathematics HL, Probability and Statistics, AP Computer Science A, Statistical Reasoning, Additional Math–Cambridge IGCSE, Math 1 (Probability and Statistics): Cambridge AICE (Honors), Math 1 (Pure Math): Cambridge AICE–AS (Honors), Math 2 (Part 1): Cambridge AICE–A Level (Honors), or Math 2 (Part 2): Cambridge AICE–A Level (Honors)		
	NOTE: The Integrated Mathematics I, II, and III sequence, including the Cambridge IGCSE Integrated Math sequence, may be substituted for the Algebra I, Geometry, and Algebra II sequence.			
Science	1	Biology I	1	Biology I
	1	Chemistry I	1	**One of the following:** Chemistry I, Physical Science, Earth Science, Agriscience II*, Environmental Science, Principles of Engineering, any AP or IB science course, PLTW Principles of Engineering, Principles of engineering (LSU Partnership), Physics I: Cambridge IGCSE, Biology II: Cambridge AICE–AS (Honors), Chemistry II: AICE–AS (Honors), or Physics II: Cambridge AICE–AS (Honors)
	2	**Two units chosen from the following:** (a) Earth Science; (b) **one of** Environmental Science, Environmental Awareness; (c) **one of** Physical Science, Principles of Engineering, PLTW Principles of Engineering, Principles of Engineering (LSU Partnership); (d) Agriscience II*; (e) **one of** Chemistry II, AP Chemistry, IB Chemistry I, IB Chemistry II, or Chemistry II: Cambridge AICE–AS (Honors); (f) **one of** AP Environmental Science, IB Environmental Systems; (g) **one of** Physics I, IB Physics I, AP Physics I, Physics I: Cambridge IGCSE; or (h) **one of** AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, IB Physics II, AP Physics II, or Physics II: Cambridge AICE–AS (Honors); (i) **one of** Biology II, AP Biology, IB Biology I, IB Biology II, Biology II: Cambridge AICE–AS (Honors), or Human Anatomy and Physiology		
	*The elective course Agriscience I is a prerequisite for Agriscience II.			
Social Studies	1	**One of the following:** U.S. History, AP U.S. History, or IB History of the Americas I	1	**One of the following:** U.S. History, AP U.S. History, or IB History of the Americas I
	1	**One of the following:** Civics, American Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States	1	**One of the following:** Civics, American Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States
	2	**Two units chosen from the following:** (a) **one of** European History, AP European History, Western Civilization, or History (European): Cambridge AICE–AS (Honors); (b) **one of** World Geography, AP Human Geography, IB Geography, Physical Geography, or Geography: Cambridge AICE–AS (Honors); (c) **one of** World History, AP World History, IB History of the Americas II, or History (International): Cambridge AICE–AS (Honors); (d) History of Religion; (e) **one of** IB Economics, Economics, AP Macroeconomics, AP Microeconomics, or Economics: Cambridge AICE–AS (Honors); (f) AP Psychology, History of Religion, or African American history*		
Health and Physical Education	0.5	Health Education	0.5	Health Education
	1.5	Physical Education I and II; Adapted Physical Education I and II for eligible students in special education; JROTC I, II, III, or IV; or Physical Education I (1 unit) and 1/2 unit of Marching Band, extracurricular sports, Cheerleading, or Dance Team	1.5	Physical Education I and one half unit from among the following: Physical Education II, Marching Band, extracurricular sports, Cheerleading, Dance Team Adapted PE for eligible students or JROTC or may be substituted
	NOTE: JROTC I and II may be used to meet the health education requirement. Refer to §2347.			
World Language	2	Two units from the same language (§2345)		
Art	1	Art (§2333), Music (§2355), Dance (§2337), Theatre (§2369), Speech III and IV (one unit combined), Fine Arts Survey, Drafting, Media Arts (§2354), Photography I/II, Digital Photography, or Digital Design (§ 2338)		
Electives/ Jump Start	3	Electives	9	Jump Start course sequence, workplace experiences, and approved credentials (a minimum of one industry-based credential is required for graduation)
Total Units	24		23	

Refer to Bulletin 741 and the LDOE Graduation Requirements page the most current information.

APPENDIX II:
SAMPLE INDIVIDUAL GRADUATION PLAN FORM

BASIC INFORMATION		
Name:	9th Grade Entry Date:	O Academic Support Plan Attached
High School Attending:	Originating Middle School:	

EDUCATION GOALS					
Diploma Pathway	O TOPS University Diploma	O Jump Start TOPS Tech (Career) Diploma			
Diploma Endorsements	O Community Service Diploma Endorsement	O State Seal of Biliteracy	O STEM Diploma Endorsement		
Financial Aid & Scholarships	O TOPS Honors	O TOPS Performance	O TOPS Opportunity	O TOPS Tech Early Start	O TOPS Tech Financial Aid: Completion Date: _____

COLLEGE & CAREER GOALS			
Career Specialty/Occupation (Option 1):		Career Specialty/Occupation (Option 2):	
Career Cluster® (Option 1):	-	Career Cluster® (Option 2):	-
Jump Start Graduation Pathway:	Choose one	Jump Start Graduation Pathway:	Choose one
Post-High School Workforce Plans:	O On-the-Job Training O Military O Employment	Certifications:	O Statewide O Regional O Complementary

COURSE PLANNING										
Subjects	6th–8th/T9 Grade	9th Grade	10th Grade	11th Grade	12th Grade	Graduation Tracker			
						Min Req	Earned	Enrolled	Must Complete
English						4			
Mathematics						4			
Science									
Social Science									
Health						.5			
Physical Education						1.5			
World Languages									
Arts									
Electives/CTE									
Electives									
Credit Totals									

EXTRACURRICULAR & EMPLOYMENT ACTIVITIES						
Extracurricular						Awards/Industry-Based Certifications
Employment						
Community Service						

ASSESSMENTS																					
	Academic																	Personal			
																		Instrument		Scores/Notes	
College & Career Readiness									ACT									ACT Engage			
									WorkKeys									ASVAB			
LEAP 2025	English		English I		English II													Skills Inventory			
	Math		Algebra I		Geometry		US History											Career Interest			
	Science				Biology													Learning Styles			
	Social Studies																	ONET Profiler			
Diagnostic																					

Gifted & Talented Courses		AP, IB, & Cambridge Courses		CLEP Exams		Articulated Credit/Dual Enrollment Courses			
Course	Credit	Course	Score	Course	Credit	Course	Credit	Course	Credit

SIGNATURE APPROVALS							Dates LWC data provided:			
	6th–8th/T9	Date	9th	Date	10th	Date	11th	Date	12th	Date
Student										
Parent										
Counselor/Advisor										

Visit the **Counselor Support Library** for the most current iterations of the Department's sample IGP fillable forms.

What is the Migrant Education Program?

The goal of the Louisiana Migrant Education Program (MEP) is to ensure that all migratory students reach challenging academic standards and graduate with a high school diploma (or obtain a high school equivalency) that prepares them for responsible citizenship, further learning, and productive employment.

The program works to ensure that migratory children fully benefit from the same public education provided to other children and that they master the educational content provided by local school districts. The program offers services to help reduce educational disruptions and other problems that can result from multiple moves.

Who is eligible?

The MEP has trained professionals who conduct outreach and enroll new students into the program. The criteria are:

- A family member that has moved within the last 36 months to perform qualifying work, which includes, but is not limited to:
  - Agriculture, fishing and forestry work
  - Vegetable/fruit harvesting and processing (Strawberries, sugarcane, rice, corn, sweet potatoes; and many more!)
  - Fish/shellfish harvesting and processing (shrimp, oysters, crawfish and many more!)
  - Food/meat/poultry processing
  - Forestry/logging
  - Dairy
- And, the family member moved with children 21 years or younger who have not graduated high school or earned a high school equivalency.
- Youth 21 years or younger who moved within the last 36 months on his/her own to perform qualifying work

Contact information is on the back should you or someone you know be eligible for the program.

Special needs of migratory children and youth

Migratory children and youth face unique challenges that may lead to limited academic achievement and opportunities because their families move to follow growing seasons and new work. This movement interrupts a student's education, sometimes multiple times within the same school year. Migratory youth often drop out of school to work and have limited access to educational and social services.

Services available through the MEP

The MEP can offer a variety of free educational services to eligible migratory students to help them overcome the challenges of a migratory lifestyle. Examples of possible services include, but are not limited to:

- After school educational programs
- Tutoring and homework help
- Referrals to High School Equivalency Programs and English language programs;
- Free school lunches and other school meals
- Summer educational or enrichment programs
- Referral to credit recovery programs



LOUISIANA MIGRANT EDUCATION PROGRAM

Family Search Form Protocol

The Louisiana Migrant Education Program (LMEP) is a federally funded program [Title I, Part C] that funds high quality education programs for migratory children. Student eligibility is determined through an interview with the family conducted by a member of the LMEP Identification and Recruitment (ID&R) team. To support the team's efforts to identify potential migratory students and/or families in your district, please have **all** families complete and return the "LMEP Family Search Form" as part of your registration process.

To simplify and streamline the Search Form process for districts, we have created an **electronic Search Form** for families to complete. Steps for using the LMEP Electronic Family Search Form are as follows.

1. **Share the links found below with all families as part of your registration process**. You may send the links via an email or text blast to all families in your district. Also share the links with new enrollments throughout the school year.
2. **Once a form is submitted, there is nothing further you are required to do as the results will be sent directly to the LMEP ID&R team for follow-up.** The LMEP ID&R Team will follow up with the family to determine if the family is eligible for the MEP. If necessary, an ID&R team member may contact you for additional family contact information.

   Links to the electronic search form in English, Spanish, and Vietnamese are below.

   English Family Search Form: https://forms.office.com/r/FYjqWxZDwb
   Spanish Family Search Form: https://forms.office.com/r/hAG0xuytq4
   Vietnamese Family Search Form: https://forms.office.com/r/LayUHV7WCi

If you prefer to use the **paper Search Form** as in previous years, please follow the steps involved in the Search Form process below.

1. **Place the "LMEP Family Search Form" in all school registration packets, both paper and electronic**. This form should be given to every family as part of the yearly registration process. If a student enrolls in the school district during the year, they should complete a search form as well. In addition to English, the form is available in Spanish and Vietnamese. The PDF forms can be found under **Resources>School Districts>Search Forms** on our website at Louisiana Migrant Education Program and the electronic form can be accessed at the links shown above.

2. **Send "yes" Search Forms in to the LMEP Identification & Recruitment (ID&R) Team.** If the family answers "yes" to either of the questions on the form, please send a scanned copy of the form via email to the following email address: idr.team@louisiana-mep.org.

3. **ID&R team determines eligibility:** The LMEP ID&R Team will follow up with the family to determine if the family is eligible for the MEP. A complete list of the ID&R Team that may be contacting you or these families is listed on the second page of this letter. If they are unable to reach the family, the ID&R Team will contact the district for additional or updated contact information. The district's federal programs staff will be notified if the family is found to be eligible for the LMEP.

If you have any questions, please contact Laurie Stewart at 225-369-0560.

With thanks for your support of the LMEP,

Melanie Mayeux, MEP State Director
Louisiana Department of Education

LOUISIANA MIGRANT EDUCATION PROGRAM

Family Search Form Protocol

ID&R Team Members

These individuals will contact the families listed on the search forms in order to determine their eligibility for the LMEP.

Lorena Andrea Roberts Regional Recruiter 225-372-0419 andrea.roberts@louisiana-mep.org	Ively Pride Regional Recruiter 225-217-0490 ively.pride@louisiana-mep.org
Blanca Perez de Espinosa Recruiter/Advocate 225-605-9278 blanca.espinosa@louisiana-mep.org	Pamela McEowen Regional Recruiter 225-217-1110 pam.mceowen@louisiana-mep.org

Statewide LMEP Staff Members

These individuals may contact you once a family is determined to be eligible for the LMEP in order to establish a plan to serve the students effectively.

Laurie Stewart Assistant State Director 225-369-0560 laurie.stewart@louisiana-mep.org	Karla McGuffee Data Input Specialist karla.mcguffee@louisiana-mep.org	Traci Tucker State Data Manager 318-366-0555 traci.tucker@louisiana-mep.org

Form Updated 5/29/24

Louisiana Migrant Education Program

Family Search Form

School District/Parish: _____ **School**: _____ **School Year**: _____

To better serve your children's academic needs, our program wants to identify students who may qualify to receive **FREE** additional educational services. The information you provide will only be used for program purposes. Please answer both questions below and return this form to your child's school.

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1. **Have you or another person in your home worked in agriculture or fishing in the past 3 years?**

○ **YES** ○ **NO**

If **YES**, please check all that apply below & complete contact information.

 **Picking vegetables, fruit, pecans, hay, soybeans, sugarcane, sweet potatoes, etc.** ☐	 **Working in a poultry farm** ☐	 **Working in shrimping / crabbing / oyster fishing** ☐	 **Working in forestry / timber/ logging** ☐
 **Working in a plant nursery, orchard, tree growing or harvesting** ☐	 **Working with livestock such as cattle, hogs, alligator, crickets, or turtle farming** ☐	 **Working in rice, crawfish ponds** ☐	 Other **AGRICULTURAL** or **FISHING** work? Please explain: _____ _____

2. **Have your children moved with you for work (1) *across parish lines,* (2) *to or from another state,* or (3) *from another country* in the past 3 years?** This includes overnight or extended trips, at any time of the year, including summer, to do shrimping, crabbing, oyster fishing, or agricultural work.

○ **YES** ○ **NO** If **YES**, please give the date of your last move: _____

Parent (Guardian) Name: _____ Best time to contact you: _____

Phone Number(s): _____

Address: _____ Email Address: _____

Language/Lenguaje/Ngôn ngữ: ○ English ○ Español ○ Tiếng Việt ○ Other: _____

The purpose of this form is to help the state determine if the child(ren) in this family are eligible for the Louisiana Migrant Education Program.

For School Use Only: Please return completed forms to: idr.team@louisiana-mep.org

For Spanish or Vietnamese search forms, please visit: Resources for School Districts — Louisiana Migrant Education Program. For any further questions, please reach out to the Louisiana Migrant Education Program Identification & Recruitment Team at: idr.team@louisiana-mep.org.

Formulario actualizado 7/30/24

Programa de Educación para Migrantes de Louisiana

Formulario de Investigación Familiar

Distrito escolar/Parroquia: _____ **Escuela**: _____ **Año lectivo**: _____

Con el fin de servir mejor a las necesidades académicas de sus hijos, nuestro programa quiere identificar a los estudiantes que pueden calificar para recibir servicios educativos adicionales **GRATUITOS.** La información que usted brinde solo será usada para los propósitos del programa. Por favor conteste ambas preguntas a continuación y devuelva este formulario a la escuela de su hijo.

---

1. **¿Ha trabajado usted u otra persona de su hogar en la agricultura o la pesca en los últimos 3 años?**
(Por favor, marque todo lo que corresponda a continuación y complete la información de contacto)

○ **SÍ** ○ **NO** Si la respuesta es sí, por favor marca todo lo que corresponda y completa la información de contacto.

 **Recoger verduras, frutas, nueces, heno, soja, caña de azúcar, patatas dulces, etc.** ☐	 **Trabajar en una granja avícola** ☐	 **Trabajo en la pesca de camarones, cangrejos y ostras.** ☐	 **Trabajo en la silvicultura, la madera y la explotación forestal** ☐
 **Tareas en un vivero, huerto, cultivo o cosecha de árboles** ☐	 **Trabajar con animales como ganado, cerdos, caimanes, grillos o tortugas** ☐	 **Trabajo en campos de arroz, estanques de langostas** ☐	 ¿Otro tipo de trabajo **AGRÍCOLA** o **ICTÍCOLA** ? Por favor explique: _____ _____

2. **¿**En los últimos 3 años, ¿Se han mudado sus hijos con usted por motivos de trabajo (1) al otro lado de las fronteras regionales, (2) a o desde otro estado, o (3) desde otro país? Esto incluye viajes nocturnos o extendidos, en cualquier momento del año, incluido el verano, para ir a pescar camarones, cangrejos, ostras o trabajar en la agricultura.

○ **SÍ**○ **NO** Si la respuesta es sí, por favor indque la fecha de su última mudanza:_____

Nombre del Padre (tutor): _____ Mejor momento para contactarlo: _____

Número(s) de teléfono: _____

Dirección: _____ Correo electrónico: _____

Language/Lenguaje/Ngôn ngữ: ○ English ○ Español ○ Tiếng Việt ○ Otro: _____

El propósito de este formulario es ayudar al estado a determinar si los niños de esta familia son elegibles para el Programa de Educación para Migrantes de Louisiana.

Solo para uso de la escuela: por favor devuelva los formularios completos a: idr.team@louisiana-mep.org
Por formularios de investigación en inglés o en vietnamita, por favor ingrese a: https://louisianamigrantidr.com/documents.php.
Por más preguntas, por favor contacte al Equipo de Registro e Identificación del Programa de Educación para Migrantes de Louisiana al: idr.team@louisiana-mep.org.

FILE: JCDAE
Cf: IFBGAA

Student Use of Electronic Telecommunications Devices

No student shall possess, on his/her person, an electronic telecommunication device throughout the entire instructional day.

If a student brings an electronic telecommunication device into any public elementary or secondary school building or on the grounds thereof during an entire instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the entire instructional day or prohibited from being turned on and used during the entire instructional day. Students are allowed to use personal computers, laptops, and/or iPads, under the supervision of the teacher, in order to perform assignments and as part of the instruction when authorized by the principal.

Definitions

Electronic telecommunication devices shall include, but not be limited to, cellular telephones, personal computers, laptops, electronic instruments, iPads, iPods, wearable technology such as smart watches, smart glasses, tablet devices, e-readers, or similar devices if the device is capable of sending or receiving text messages or other similar notifications.
The instructional day shall begin at the time students arrive on their particular campus prior to the take-in bell and conclude upon the dismissal bell at their particular school at the end of the day.

School-Sponsored Events During the Instructional Day

These provisions shall also apply to any school-sponsored event, including athletic competitions and field trips, which take place during an instructional day.
Nothing in this policy is applicable to a student who Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.
Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

No student shall use or operate any electronic telecommunication device on any school bus unless the device is maintained in silent mode; if a student's use of the device is disruptive, the bus operator may require that the student(s) refrain from using the device.

Parental Contact During the Instructional Day

During the instructional day, parents or guardians may contact students through the school's office.

School Issued Devices Prohibited Use

Students shall not utilize school-issued devices to access personal messaging features and social media accounts not used for educational purposes.

Discipline

A student who violates this policy may be disciplined in accordance with policy JCDA, Student Conduct and JCDA, Student Behavior or any other applicable policy. School administrators shall, however, be allowed to hold a device when the administrator deems it appropriate for violations of policy(ies).

Revised: June 16, 2015; July 16, 2024; April 21, 2026
Ref: La. Rev. Stat. Ann. §§ 17:239, 17:416, 17:416.1; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 9-16-03, 8-17-04, 12-18-07, 8-18-09, 6-16-15, 7-16-24.
Caddo Parish School Board

Computer & Network Acceptable Use

The Caddo Parish School Board shall provide employees and students with access to the school district's electronic communication system. Electronic communication system shall be defined as the school district's hardware and software components necessary to achieve connectivity and communicate between telephones, servers and workstations, the application programs that reside on those servers and workstations that are executed by users, the files created by those application programs or users, the files downloaded or copied by users, the Internet and or any other networks accessed via the school district's electronic communication system which shall be referred to as the Caddo Public Schools Network (CPSN).
Network resources shall be provided for educational purposes and to carry out the legitimate business of the school district. The term educational purposes includes classroom activities and assignments, directed student research, interpersonal communication, professional development, collaborative projects, and dissemination of successful educational practices, methods, and materials. The School Board expects all employees, students, School Board members, and any other users, who use computing and network resources of the School Board, including electronic mail and telecommunications tools, to apply them in appropriate ways to the performance of responsibilities associated with their positions and assignments. The School Board directs the Superintendent or authorized designee(s) to specify those behaviors that are permitted and those that are not permitted as well as disseminate appropriate guidelines for the use of technology resources.

Internet Safety

In compliance with the Children's Internet Protection Act, the School Board shall use a technology protection measure that blocks and/or filters Internet access to Internet sites which contain harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing material or information, or sites that may contain information on the manufacturing of bombs or incendiary devices. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized individual for bona fide research purposes with the permission of the Superintendent or authorized designee(s). This disabling is permissible only for a student seventeen (17) years of age or older or an authorized employee for the purpose as stated.
The network and Internet user shall be held responsible for his/her actions and activities. Responsibilities include efficient, ethical and legal utilization of network resources.
As a matter of public law, any document pertaining to the public business on a publicly funded system is a public record, and this law applies to records stored on district computers.

Internet Usage

Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result

in loss of Internet privileges, suspension or other appropriate disciplinary action. The provisions of this policy shall also apply to the use of private e-mail accounts when access is attained using School Board equipment or networks and to access attained through any authorized personal digital device while on School Board property. The Caddo Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

Accountability

Faculty and staff use of school computers or the Internet shall be reserved for educational purposes and the conducting of business aspects of the school system. All personnel using school computers or a computer network located on school property, or computers accessing the Internet shall be accountable for their use. Teacher or class files on the network shall be treated as school district property subject to control and inspection by School Board personnel. Access codes or passwords shall be kept on file in a secured location by the principal or his/her designee in case an inspection is warranted. Use of the Internet, the CPSN, and/or any computers shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the CPSN and computers.
The School Board does not condone any illegal or inappropriate activities and shall not be responsible for such use by staff. The School Board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason. Failure to adhere to these regulations may result in the loss of computer privileges, access to the Internet and electronic mail account and may result in further disciplinary action up to and including termination. Furthermore, any activity that may be in violation of local, state, or federal laws shall be reported to the appropriate law enforcement agency.

Access to the information resources infrastructure, sharing of information, and security of intellectual products, all require that each and every user accept responsibility to protect the rights of the community. Any materials or files, such as, but not limited to, lesson plans, schedules, letters, memos, documents, programs, spreadsheets, databases, and/or presentations created with Caddo Parish School Board equipment and/or facilities, or during periods for which the employee is compensated by the School Board becomes the intellectual property of Caddo Parish School Board. Any employee of the School Board who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures any School Board information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security within which members of the CPSN may create intellectual products and maintain records, and has engaged in unethical and unacceptable behavior.

Users shall be responsible for the content of e-mail messages in their account. Communications on the CPSN should be viewed as public in nature. E-mail is not a confidential medium for transmitting personal messages. School Board administrators may at any time review communications to maintain integrity system-wide and ensure that staff members are

using the system responsibly. The School Board shall have access to all e-mail, which may be routinely and randomly checked. Inappropriate or profane messages, as well as messages that disrupt the educational and administrative goals of the School Board may result in loss of privileges and/or disciplinary action. Messages relating to, or in support of, illegal activities may be reported to the appropriate authorities. The School Board shall cooperate fully with any local, state, or federal officials in any investigation concerning or relating to any mail transmitted on School Board computers.
Accordingly:

1. E-mail shall not be left on the server. Users shall be expected to remove old messages on their computers in a timely fashion (monthly) and School Board administrators shall be authorized to remove such messages if not attended to regularly and properly by the user.
2. E-mail chain letters and joke lists shall be expressly forbidden and should immediately be deleted.

An employee who encounters a problem with a School Board computer, the School Board's network or his/her assigned e-mail accounts, shall immediately report the problem to the Superintendent or his/her designee. Anyone witnessing an employee or student abusing a School Board computer and/or the School Board's network shall report such information immediately to the Superintendent or his/her designee.

Unauthorized & Illegal Use

While using School Board computers and the technology network, faculty and staff shall not be under direct supervision, but shall abide by School Board policy and administrative regulations and procedures governing the use of School Board computers and the CPSN.
Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the CPSN that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the CPSN for any illegal activities shall also be prohibited. Illegal activities may include but are not limited to: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

Security

Teachers and other personnel who have computers in their charge shall be responsible for the security of those computers in terms of both hardware and software. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the network or access the Internet.

Employees should not allow others to have access to or use their e-mail accounts or disclose their, or others' passwords. All employee passwords shall be on file with the employee's immediate supervisor. Should a password be changed, the employee shall notify their supervisor immediately.

Employee's e-mail accounts shall not be readily accessible by students.

Regulations

Use of CPSN and Internet

The following regulations, terms, and conditions for the use of computers and other technology equipment and Internet resources shall not be all-inclusive, but only representative and illustrative. A user who commits an act of misconduct or inappropriateness which is not listed may also be subject to disciplinary action or suspension, or termination, or be subject to appropriate criminal or civil prosecution. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

1. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications shall not be utilized for unauthorized disclosure, inappropriate contact with employees or students, use and dissemination of personal identification or confidential information regarding any student or employee.
    A. Employees shall not post any e-mail or other messages or materials on school or school district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing, or considered inappropriate by School Board standards.
    B. Employees shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying unnecessary letters to large numbers of people.
2. The Caddo Parish School Board reserves the right to review any stored record files or programs to which users have access and shall edit or remove any material which the School Board, through its Superintendent, or his/her designee, believes is in violation of its policies and procedures. As a user of the School Board's technology and networks, including but not limited to the Internet, the user shall consent to the monitoring, access and review by the Superintendent or his/her designee of any stored electronic communications, including but not limited to e-mail transmission.
3. Any software not created by the user shall be considered as copyrighted. A user shall not copy or distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws or the license concerning computer software, documentation or other tangible assets.
4. The user shall not install any software without consent from the appropriate supervisor.

5. In consideration for the privilege of using the system, the user shall release the Caddo Parish School Board from any and all claims arising from the use/inability to use the technology systems and networks.
6. The user shall agree to indemnify the Caddo Parish School Board for any loss suffered by the School Board for any improper use of the School Board's technology network, and to compensate anyone harmed by its improper use.
7. The information provided through the technology systems and networks shall be offered as a service and shall not be a substitute for individual professional consultation.
8. The proper use of any user ID/password which may be assigned is the ultimate responsibility of the individual whose name it has been assigned. User ID's and passwords shall not be shared under any circumstances.
9. The use of technology is a privilege which may be revoked at any time for any violation of laws, policies, regulations or procedures. The Superintendent shall decide what is inappropriate use and such decision shall be final. Such violations would include, but not be limited to,
    A. submits, publishes, or displays on School Board owned or maintained resources any material that is illegal, defamatory, inaccurate, abusive, violent, profane, sexually oriented, racially offensive, obscene, encourages the use of controlled substances, or is otherwise offensive to users,
    B. violates such matters as institutional or third party copyright, license agreements and other contracts,
    C. interferes with the intended use of electronic information resources,
    D. seeks to gain or gains unauthorized access to information resources,
    E. uses or knowingly allows another to use any computer, network, system, program, or software to conduct any commercial or personal business or activity, or solicit the performance of any activity which is prohibited by law,
    F. uses or knowingly allows another to use any computer, network, system, program, or software to devise or execute any artifice or scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations,
    G. uses or knowingly allows another to use any computer, network, system, program, or software for commercial purposes, product advertisement, solicitation of other staff or students to use goods or services, or political lobbying,
    H. without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with, the integrity of computer-based information, the CPSN, and/or information resources,
    I. without authorization, engages in the use of real-time conference features (talk/chat/internet relay chat),
    J. without authorization, utilizes newsgroups,
    K. without authorization, utilizes guest books allowing comments on their web site,
    L. engages in unbridled and open-ended use of the network in terms of access time, performing activities that limit, waste, or prevent other users from accessing finite resources,

M. refuses to develop, implement, or maintain security procedures that ensure the integrity of individual and institutional files,
N. uses or knowingly allows another to use any computer, network, or system to contact by electronic means any student or employee that would be considered unacceptable in content by a reasonable person.

10. No personal or student information which is protected by the Family Education Rights and Privacy Act shall be disseminated on or through the School Board's technology systems and networks, including but not limited to the Internet.

Use of E-Mail and Voice Mail

The Caddo Parish School Board, as a courtesy, may provide electronic mail (e-mail) to its employees and students and telephone voice mail access to its employees. These communication systems shall be considered property of the School Board and shall be subject to monitoring at any time, with or without notice, at the sole discretion of the Superintendent or his/her designee. Accordingly, regulations for participation by anyone using e-mail or voice mail shall include but not be limited to the following:
Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.

1. No individual student shall be given an e-mail account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
2. No CPSN user shall be permitted to engage into any form of "Instant Message Services" such as chat rooms, etc. via the CPSN.
3. No CPSN user shall engage in unauthorized access, including so called "hacking" and other unlawful activities via the CPSN.
4. No CPSN user shall disclose, use, and disseminate any personal information regarding himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.
5. No CPSN user shall post contact information (e.g. address, phone number) about himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.
6. Threatening, profane, abusive or any messages that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material shall be forbidden.
7. Any messages that are derogatory, defamatory, obscene, or otherwise inappropriate for the school or workplace shall be forbidden. The content of these messages shall include but not limited to remarks about an individual, group or organization's race, age, disability, religion, national origin, physical attributes or sexual orientation.

8. The policies of the School Board concerning discrimination, sexual harassment, threats, and workplace violence apply in full to e-mail, voice mail, Internet or other network use.
9. The e-mail and voice mail systems are intended for educational and business use and the School Board reserves the right to review, audit, and disclose all matters sent or retrieved over the CPSN or placed into its storage.
10. All communications sent in e-mail or voice mail via CPSN may not disclose any confidential or proprietary School Board information. With proper permission from the Superintendent or his/her designee, employees may send selected information in an encrypted form.

Employee Discipline & Due Process

Compliance with this policy shall be a condition of employment. Any employee who violates this policy shall be subject to disciplinary action that may include up to and including employment termination.

All Caddo Parish public schools shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through CPSN.
The results of any investigation conducted under this policy shall be considered admissible evidence in any proceeding related to workers' compensation or claims for unemployment compensation and in any other administrative proceeding, hearing or civil litigation when the inappropriate use of CPSN or computers is relevant. Action to discipline/terminate an employee under this policy shall be subject to any due process hearing that may be required by law and/or School Board policy.

Student Use of Virtual Platform

When the classroom environment is virtual (online), the standards of behavior are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected.

1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals. Students are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with faculty and staff in a polite courteous manner appropriate for speaking to adults.
3. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications on the virtual platform.
4. Students must not record the virtual classroom or student content without approval of the teacher. Learning platforms and content are proprietary and copyrighted. Reposting of classroom discussions on any other platform is strictly prohibited unless authorized by the teacher who must receive the appropriate authorizations to disclose the content.
5. All communications with other students enrolled in the virtual platform must be of a course-related nature. Any sending of unsolicited email to other classmates is prohibited.
6. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.

7. The integrity and authenticity of student work is important. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in a failing grade.
8. Do not collaborate (work with) with other students on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in the online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.
9. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.
10. Students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
11. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
12. Any student that violates this policy will be subject to disciplinary action that may result in disciplinary or legal action.

CPSN Terms & Conditions

The CPSN shall only be used for lawful purposes. Unlawful transmission of information or material in violation of Federal and/or State laws could lead to prosecution of an individual or individuals responsible for the unlawful action. The user shall abide by the provisions of this policy and shall be held responsible for any unethical or illegal activity. Any violation of this policy may mean loss of online privileges and/or disciplinary measures by the Superintendent and/or School Board. Any inappropriate activity by the user that constitutes a criminal offense shall be the legal responsibility of the user and not the school, school district, or School Board.

District Limitation of Liability

The Caddo Parish School Board technology network (CPSN) and computer system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School Board warrant that the technology network and any components shall be uninterrupted or error-free, nor that defects shall be corrected.

The School Board shall not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School Board shall not be responsible for the accuracy or quality of any advice, service, or information obtained

through or stored on school district computers and technology network. The School Board shall not be responsible for financial obligations arising through unauthorized use of the School Board technology network or the Internet.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School Board.

The School Board shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School Board's computer systems and networks.

Approved: July 28, 2015
Revised: July 28, 2020
Ref: 20 USC 7131 (Internet Safety); 47 USC 254 (Children's Internet Protection Act (CIPA)); La. Rev. Stat. Ann. §§ 17:81, 17:100.7, 17:280; Board minutes, 7-28-15, 7-28-20
Caddo Parish School Board

Student Records

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Limited access to student records may also be granted certain school officials and others as outlined in this policy. Any access to, or disclosure and release of student information shall be in accordance with federal and state law and regulations. Nothing in this policy is intended to prohibit students whether under the age of 18 years or not from taking tests, performing tasks as required by teachers or administration or performing assignments that necessarily provides them access to their student records.

Definitions

1. Aggregate data shall be defined as, for purposes of this policy, statistics and other information that relate to broad classes, groups, or categories from which it is not possible to distinguish the identities of individuals.
2. Custodian of student records shall be defined as the person who has physical custody and control of books, records, or documents. Generally, this person is the Superintendent or such person designated as custodian of student records by the Superintendent.
3. Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
4. Educational records shall be defined as records which are directly related to a student and are maintained by the School Board or school by a person acting for the School Board or school. Excluded from the term educational records are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.
5. Legitimate educational interest shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know.
6. Parent or legal guardian shall mean a student's parent, legal guardian, or other person responsible for the student.
7. Personally identifiable information shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:

A. Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
B. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
C. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

8. School official shall be defined as an administrator, supervisor, principal, 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.

Access to Records

1. A person employed in a public school or other person authorized by the Superintendent may be provided or have access to a student's records.
2. Any person who is authorized by state law or the Superintendent to access a student's records on a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access. Failure to maintain the confidentiality of such information shall be punishable as provided in La. Rev. Stat. Ann. §17:3914.
3. Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of the School Board shall authorize access to such a computer system to any person or public or private entity except as authorized below.
4. The following persons may access a public school computer system on which student information for students at a particular school is stored:
    A. A student who has reached the age of eighteen (18) or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. Such access shall be limited to information about the student. A student who has reached the age of eighteen (18) or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
    B. A teacher of record. Such access shall be limited to information about his/her current students.
    C. The school principal and school registrar.
    D. A School Board employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
    E. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the School Board would otherwise provide.
    F. A person authorized by the state to audit student records.

5. The following persons may access a computer system of the School Board on which student information for students from throughout the system is stored:
    A. The Superintendent.
    B. A School Board employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
    C. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
    D. A person authorized by the state to audit student records.
6. Persons permitted access to a student's records shall only have access to those education records in which they have a legitimate educational interest. Proper administrative regulations and procedures shall be maintained to ensure compliance with this provision.
7. The School Board shall maintain a record of each request for access to the records of each student. The School Board shall maintain a record of all requests for access with the education records of the student, as long as the records are maintained.

Disclosure of Student Information

No official or employee of the School Board shall provide personally identifiable student information to any member of the School Board or to any other person or public or private entity, except such an official or employee may, in accordance with applicable state and federal law:

1. Provide a student's identification number and aggregate data to the School Board, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE) solely for the purpose of satisfying state and federal reporting requirements.
2. Provide to the Louisiana Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. Notice of what items of student information collected and that disclosure shall be restricted to Louisiana postsecondary education institutions or to the Louisiana Office of Student Financial Assistance and of a parent's right to withdraw their previously provided consent shall be provided annually. The Louisiana Department of Education may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, or as expressly authorized by statute, if applicable requirements are met.
3. Provide to the Louisiana Board of Regents, to be used only by Board of Regents staff for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and to evaluate comparative postsecondary performance

outcomes based upon student transcript in order to develop policies designed to improve student academic achievement. Notice of what items of student information collected and that disclosure shall be restricted to the Board of Regents solely for the purposes of providing reports to the school governing authority and developing policies designed to improve student academic achievement and of a parent's right to withdraw their previously provided consent shall be provided annually.

4. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in La. Rev. Stat Ann. §17:3914.
5. Provide for the transfer of student information pursuant to the provisions of La. Rev. Stat Ann. §17:112.

With limited exception as allowed by state or federal law or regulation, any redisclosure and/or release of personally identifiable information shall require a legitimate educational interest of the recipient.

Release of Student Information

1. In accordance with federal statutory provisions, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.
2. In accordance with La. Rev. Stat. Ann. §17:112, the principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records, if applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.
3. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.
4. A record of all authorizations for release of information shall be maintained by the School Board and all such authorizations shall be included in the student's records.
5. Once the parent, guardian, or student of majority age has granted permission for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914, such data shall

be disclosed solely for purposes of processing a student's application for postsecondary education or receipt of financial aid.

6. The School Board may disclose personally identifiable information from student records to appropriate parties, including the parents of a student 18 years old or older, in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
7. The School Board and employees may disclose education records or information from education records, without the consent of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:
    A. Disclosure of education records or information from education records shall only be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.
    B. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.
    C. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.
    D. Any other provisions necessary to comply with federal law or rules.

Inspection of Student Records by the Parent

1. Schools shall provide for the review of student records by parents or guardians, or any student eighteen (18) years of age or older. Parents and students shall be given notification of their right to review the student records.
   Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent.
2. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal maintaining those records within the school system no more than ten (10) days after the date of receipt of the request. There shall be no charge for a parent or legal guardian to receive student records electronically. If the parent or legal guardian requests hard copies of the records, a charge for copies as approved by the School Board shall be assessed per page of records.
   The parent, legal guardian or student, if the student is eighteen (18) or over, shall, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder

stating their position. If further challenge is made to the record, the parent, legal guardian, or student if 18 or older, may request a hearing.

3. If, as a result of the hearing, the School Board decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
    A. Amend the record accordingly; and
    B. Inform the parent or eligible student in writing.

If, as a result of the hearing, the School Board decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School Board or both.

4. The hearing shall be held within a reasonable time after receipt of the request for the hearing from the parent or eligible student.
   The hearing shall be conducted by the Superintendent. At the hearing the parent or student eighteen (18) or over shall be given a full and fair opportunity to present evidence relevant to issues raised. The parent or student may, at his/her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney. The Superintendent shall make his/her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision shall be communicated to the school and parent in writing within ten (10) working days following the date of the hearing.

Interagency Information Sharing Agreements

Caddo Parish School administration is authorized to enter into interagency sharing agreements as authorized by La. Children's Code Art. 541 et. seq. provided the agreement includes the specific data to be shared among agencies, the person or persons allowed by each party to have access to the other party's data, and the security arrangements between parties to ensure the protection of the data from unauthorized access that may threaten the privacy of persons and the confidentiality of the data. The agreement shall be in writing and shall be provided to the court exercising juvenile jurisdiction, and to each agency involved in the treatment, care, and rehabilitation of the child.

Destruction of Student Records

All student records shall be destroyed by shredding under the supervision of the Caddo Internal Auditor on or after the nineteenth (19th) birthday of regular education students and the twenty-second (22nd) birthday of special education students. All closed distribution, copyrighted test protocols of special education students shall be destroyed every three (3) years upon completion of the state-mandated reevaluation. Parents may request and receive these records (except for copyrighted test protocols) before they are destroyed.
The following Education and Health Records shall not be destroyed:

1. Records on which there is an outstanding request to inspect and review;

2. Explanations resulting from hearings on challenged content or education records are being maintained in the record.

Information Allowed to be Shared Pursuant to LA Rev. Stat. Ann. §17:3914(H)

The School Board recognizes that there is certain student information that is inherently a part of the educational process that will necessarily result in third parties being privy to information while students are being educated such as classroom participation which necessarily allows other students to hear the responses of other students. Also, students may be otherwise used during the educational process. The School Board therefore declares that the superintendent may allow the disclosure of student information within and around its facilities in order to facilitate the educational process.
The School Board also finds that the sharing of the following student information furthers a legitimate education purpose as provided for in La. Ag. Opinion No. 15-0103 dated July 29, 2015 and a parent or student who has reached the age of eighteen (18) years may authorize the disclosure:

- student participation in various school sanctioned extracurricular activities, sports, organizations or clubs;
- student participation in programs and activities related to school sanctioned performances or productions, events, award programs and graduations;
- student authorization and utilization of online resources and educational tools;
- for student participation in yearbook, school photography, or other publications containing school directory information; and
- student receipt of various awards and honors.

The superintendent shall require parental authorization for disclosure as necessary. Parental or student participation in the various programs as offered shall be deemed authorization for disclosure.

Annual Notification

All parents/guardians shall be notified annually of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and applicable state law. Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the Caddo Parish School Board.

Directory Information

The school district may not disclose information simply because it is the type information that could be put in a directory. The information may be disclosed only if it is in a directory or publication such as a yearbook or school directory in accordance with FERPA requirements. Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory information has been designated by the School Board to include the student's name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities

and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. A parent or eligible student may refuse to allow the School Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory information. A parent or student over the age of 18 years may, however, refuse to have their information placed in a directory or other publication if the directory/publication has not been printed.

Policy Information & References

Adopted: April 20, 2021

Ref: 20 USC 1232(g-i) (Family Educational Rights and Privacy Act); 20 USC 7908 (Armed Forces Recruiter Access to Student Information); 34 CFR 99.1-99.67 (Family Educational Rights and Privacy-Federal Regulations); La. Rev. Stat. Ann. §§ 9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code, Art. 131, Art. 134, Art. 250; Board minutes, 7-23-02, 10-19-04, 11-16-06, 8-18-15, 3-20-18, 4-20-21

Caddo Parish School Board

FILE: JAAA
Cf: GAEAA, JCDAF
Cf: JCEA, JGCE

Title IX Sexual Harassment

The Caddo Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours. Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator. The Caddo Parish School Board's Title IX Coordinator's name and contact information is provided to applicants for admission and employment, students, parents or legal guardians, school students, employees, and published in the Student Code of Conduct, and on the School Board's website. Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

Definitions

As used in this policy:

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any employee of the School Board. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the School Board with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School Board investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the Caddo Parish School Board with which the formal complaint is filed. A formal

complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under and by any additional method designated by the School Board. As used in this paragraph, the phrase document filed by a complainant means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the School Board) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator shall not be a complainant or otherwise a party to any grievance procedure, and shall at all times comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Notice means whenever any employee: witnesses sexual harassment; hears about sexual harassment or sexual harassment allegations from a complainant (i.e., a person alleged to be the victim) or a third party (e.g., the complainant's parent, friend, or peer); receives a written or verbal complaint about sexual harassment or sexual harassment allegations; or by any other means.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Caddo Parish School Board conditioning the provision of an aid, benefit, or service of the Caddo Parish School Board on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Caddo Parish School Board's education program or activity; or
3. Sexual assault as defined in 20 USC 1092, dating violence as defined in 34 USC 12291, domestic violence as defined in 34 USC 12291, or "stalking" as defined in 34 USC 12291.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School Board's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School Board shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School Board to provide

the supportive measures. The Title IX Coordinator shall be responsible for coordinating the effective implementation of supportive measures.

Coverage

This policy applies to all students, employees and non-employee volunteers, to the elected members of the School Board, and to all students of the Caddo Parish School District. It applies at school, and locations, events, or circumstances over which the School Board has exercised substantial control over both the respondent and the context in which sexual harassment occurs.

Title IX Coordinator

The Superintendent shall designate and authorize a "Title IX Coordinator" to coordinate the Caddo Parish School Board's efforts to comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. The Title IX Coordinator shall undergo and receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The name, office address, electronic mail address, and telephone number of the Title IX Coordinator shall be published as required by Part 106 of Title 34 of the United States Code of Federal Regulations.

Response to Sexual Harassment

If the Caddo Parish School Board has actual knowledge of sexual harassment in an education program or activity, then the Title IX Coordinator shall be informed and the Title IX Coordinator shall offer supportive measures and follow the grievance procedures adopted pursuant to this policy.

The Superintendent and/or the Title IX Coordinator shall develop and maintain a Title IX Grievance Procedure that complies with 34 CFR 106.45, including investigation of any incident of which it has actual knowledge. The Title IX Grievance Procedure shall include the procedures to appeal any determination regarding sexual harassment under Title IX.

Nothing shall preclude the School Board from removing a respondent from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines an immediate threat to the physical health or safety of a complainant, student, or other individual arising from the allegations of sexual harassment justifies immediate removal. Neither shall the School Board be precluded from placing a non-student employee respondent on administrative leave during the pendency of the grievance process developed according to this policy. In both such instances the respondent shall be provided with notice and an opportunity to challenge the decision contemporaneously with or immediately following the removal. This provision shall not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.

Title IX Recordkeeping

The Caddo Parish School Board shall retain for a period of seven (7) years records of each sexual harassment investigation including any determination regarding responsibility, any appeal and the result therefrom, any informal resolution and the result therefrom, and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

For any response to actual knowledge of sexual harassment, the Title IX Coordinator shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance the Title IX Coordinator shall document the basis for a conclusion that its response was not deliberately indifferent and document the measures designed to restore or preserve equal access to the School Board's education program or activity. If no supportive measures were provided to a complainant, then the Title IX Coordinator shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Nonretaliation

Neither the Caddo Parish School Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for other policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, constitutes retaliation.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited by this policy. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The Caddo Parish School Board shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 USC 1232g, or FERPA regulations, 34

CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination as set forth in this policy.

Suspected Child Abuse

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse as found in School Board policy JGCE, Child Abuse, then all school employees with knowledge shall be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made in addition to any procedures for handling sexual harassment complaints.

Adopted: July 28, 2020

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

Caddo Parish School Board

FILE: IDDFC
Cf: EBCB, IDDF

Cameras in Special Education Classrooms

The Caddo Parish School Board shall install and operate cameras that record both video and audio in each special education classroom, as required by state law, and in accordance with procedures promulgated by the Superintendent. The School Board shall verify periodically that the cameras remain in operation. Should a camera be out of operation for more than two (2) consecutive days, the school shall provide notice to parents of students in the affected classrooms via normal school communication channels.

For purposes of this policy, classroom shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent (50%) of the instructional day. Classroom shall not mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

The School Board shall ensure/provide:

1. Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.
2. Written notice of the placement of the cameras shall be provided to persons who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.
3. Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.
4. Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.
5. Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including:
    A. Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request.
    B. Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected violation to the appropriate law enforcement agency.
6. Each camera installed shall be in compliance with the National Fire Protection Association's Life Safety Code.
7. Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.

Recordings made pursuant to this policy shall be confidential and shall not be public record. However, a recording may be viewed by the Superintendent or his/her designee, the parent or legal guardian of a recorded student, or by law enforcement officials as provided in the policies required by item number 5 above.

The recordings shall not be considered "personally identifiable information" as defined in La. Rev. Stat. Ann. §17:3914.

New policy: April 19, 2022
Revised: December 20, 2022
Revised: January 20, 2026
Ref: La. Rev. Stat. Ann. §17:1948; Board minutes, 4-19-22, 12-20-22, 1-20-26
Caddo Parish School Board

Section 4: Child Nutrition



The goal of the Caddo Parish Child Nutrition Programs is to serve nutritious and appetizing meals to our children. Every child has the right to a nutritious breakfast and lunch to aid in academic success.

All meals served meet the required patterns by age/grade group established by the U.S. Department of Agriculture. However, if it has been determined by a physician, physician assistant, or nurse practitioner that there is a special dietary need or a condition that prevents you from eating the regular school meal, your school cafeteria will make any reasonable substitutions prescribed by a physician. The required form is available at https://www.caddoschools.org/o/cpps/page/child-nutrition-program. Please click the nutrition link entitled Medical Statement Form for Meal Modification. If a substitution is needed, there will be no extra charge for your meal, but a physician, physician assistant, or nurse practitioner must complete and sign the form. Allergens are not always permanent; therefore, Special Diet Requests **MUST be updated each school year**.

Children need healthy meals to learn. All schools offer healthy meals for breakfast and lunch every school day. Elementary, middle, schools with 7th-12th grade students, and all high schools will receive breakfast and lunch at no cost to the household under the Community Eligibility Provision program (CEP).

FREE AND REDUCED MEAL APPLICATIONS ARE NOT REQUIRED TO RECEIVE FREE MEALS!!

All Students grades KG - 12th may purchase a second lunch meal for $5.19. A second breakfast meal is $3.25 for all students.

New Prepayment System

School Cafe will be our new online payment site to make prepayments for second meals and extras convenient and easy. School Café will allow parents to add money to their child's lunch account, view account balances and recent purchases, and set up notifications for upcoming payments. Parents can create and access an account using https://www.schoolcafe.com/CADDOPARISHPUBLICSCHOOLS. This can be done from home, office, or on-the-go with the School Café Mobile app.
The School Café prepayment system will also be available for school staff and parents.

Breakfast and Lunch Prices

Cost & Payment Requests

	Breakfast		Lunch	
STUDENTS	**FULL PRICE**	**REDUCED PRICE**	**FULL PRICE**	**REDUCED**
ELEMENTARY & SECONDARY	$0.00	$0.00	$0.00	$0.00
EMPLOYEES	$3.25		$5.19	

Charges for Extra Items

	Breakfast		Lunch	
With Meal	Entrée	$1.25	Meat	$1.75
	Meat and/or Bread		Dessert	.50
			Fruited Yogurt	$1.00
			Vegetable/ Fruit	.50
			Bread	.50
			Frozen Novelties	.75
			Ketchup	.10
With or Without Meal	Milk, 8 oz.	.50		
	Juice, 4 oz.	.50		
	Bottle Water	.50		

Community Eligibility Program (CEP)

We are pleased to inform you the following schools listed below will continue the option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2026-2027.

What does this mean for you and your children attending the school(s) identified above?

Great news for you and your students! All enrolled students of the school sites named below are eligible to continue to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2026-2027 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If we can be of any further assistance, please contact us at 318-603-6331 or email Ms. Lynch at klynch@caddoschools.org.

CEP Eligible School Sites

AMI Lakeshore	Fairfield Elementary	Pine Grove Elementary
Atkins Elementary	Fair Park Middle	Ridgewood Middle
Donnie Bickham Middle	Forest Hill Elementary	Riverside Elementary
Blanchard Elementary	Green Oaks Performing Arts High	Shreve Island Elementary
Broadmoor Middle	Herndon Magnet Middle	South Highlands Elementary
Byrd High	Caddo Middle Career & Technology	Southern Hills Elementary
Caddo Heights Math/Science	Huntington High	Southwood High
Caddo Magnet High	Judson Fundamental Elementary	A.C. Steere Elementary
Caddo Middle Magnet	Keithville Elementary/Middle	Summerfield Elementary
Caddo Virtual Academy	Midway Elementary	Summer Grove Elementary
Captain Shreve High	Mooringsport Elementary	Turner Elem/Middle
Cherokee Park Elementary	North Caddo Elem.Middle	University Elementary
Claiborne Fundamental Elem	North Caddo High	Walnut Hill Elementary/Middle

J.S. Clark Elementary	North Highlands Elementary	B.T. Washington New Technology
Ombudsman Academic Recovery	Northside Elementary/Middle	Westwood Elementary
Creswell Elementary	Northwood High	Woodlawn Leadership Academy
Eden Gardens Elementary	Bethune/Oak Park Elementary	Youree Drive Middle

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, oUices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the State or local Agency that administers the program or contact USDA through the telecommunications relay service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   program.intake@usda.gov

This institution is an equal opportunity provider.

Revised: 10/14/2026/KL/CNP

Section 5: Transportation



Safety Instructions and Behavior Rules for School Bus Riders

School bus transportation is a PRIVILEGE The safety and welfare of student riders depend on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.
2. Students must BE ON TIME AT THE BUS STOP or loading stations. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if the rider is late. Drivers will NOT STOP for anyone running after a bus.
3. Wait for the bus to come to a COMPLETE stop before trying to get on or off the bus. If a student must CROSS THE ROAD, wait for the DRIVER TO SIGNAL student across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
4. After boarding the bus, sit down and remain seated until the bus reaches the student's stop. THE DRIVER WILL ASSIGN SEATS and students shall sit in the seats assigned to them.
5. NO fighting, pushing, tripping, kicking, bullying or sexual harassment, etc. will be tolerated on the bus.
6. NO student will be allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
7. NO loud or boisterous speech, swearing or shouting on the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
8. DO NOT sit with more than the proper number in one seat.
9. DO NOT extend any part of student's body out of the bus windows.
10. DO NOT throw anything in or out of the bus window. Any damages or costs incurred by a student throwing an object out of the bus will be the responsibility of the student's parents or guardians and not the Caddo Parish School Board.
11. DO NOT eat or drink on the bus.
12. DO NOT bring live animals, reptiles, insects, etc. on the bus.
13. DO NOT bring firearms, knives, explosive devices, firecrackers, glass objects other than eyeglasses, or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.
14. TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.

15. Keep the aisle clear. Personal items should be stored on your lap or under the seat.
16. Keep the bus clean.
17. USE HANDRAILS when boarding or departing the bus.
18. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.
19. In the afternoon, students will be discharged ONLY at their regularly designated stops. If other arrangements must be made, a NOTE OF PARENTAL PERMISSION must be presented to the PRINCIPAL prior to such needed change. The PRINCIPAL will then notify the bus driver in writing. Space must be available on the bus.
    19A When a student is Lost or Unsure of their bus stop, they should ALWAYS remain on the bus and Notify the Bus Operator.
20. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by the school administration.
21. The primary focus of the bus driver is to operate the bus safely.
22. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore, the board encourages all students and parents to report inappropriate behavior such as bullying or sexual harassment to the bus driver or an administrator at the school immediately.
23. No cell phones or electronic communication devices are to be used on the bus except as authorized by board policy.
24. In summary, no distracting or dangerous activity will be allowed on the bus.
25. Under NO Circumstances should a student exit a school bus at an UNAPPROVED location.
26. Students should remain on bus, notify the Bus Operator if lost or unsure of the appropriate drop off location.
    When in doubt, remain on the bus and notify the Bus Operator if.
    a. An adult is normally at the stop but is not present
    b. You feel threatened by someone at the bus stop
    c. There are loose animals and you feel afraid

Bus Stop Locator

Bus stop information can be obtained by visiting the Caddo Parish Public Schools website at www.caddoschools.org and clicking on the Transportation Bus Stop icon. Bus stops are assigned based on the address of record.

Section 6: Discipline Policies

FILE: JDF
Cf: JCD, JD
Cf: JDD, JDE

Virtual Instruction Discipline

The Caddo Parish School Board recognizes that students may be at home or in another location that is not on school property as they participate in virtual instruction. The Caddo Parish School Board specifically recognizes and takes into consideration the students' and families' right to privacy and other constitutional rights. However, the Caddo Parish School Board is required to provide educational services to all students. Students who attend school through virtual instruction shall participate without causing substantial interference with the educational process of other students.

Therefore, the Caddo Parish School Board declares that when a student is participating in school utilizing virtual instruction, the student is hereby expected to follow the rules of the Caddo Parish School Board so as to not interfere with the instruction of other students. This policy provides clearly defined conduct which the Caddo Parish School Board believes will cause substantial interference with the educational process and has created narrowly tailored disciplinary guidance in order to address the compelling governmental interest of providing quality education to all students while receiving virtual instruction. The discipline guidelines are intended to be progressive in nature depending upon the particular action(s) of the student.

Conduct that is unacceptable and which would lead to the imposition of discipline in the regular classroom is typically unacceptable in the virtual classroom as well. Regardless of the model of instruction, student conduct is governed by La. Rev. Stat. Ann. §17:416 and the Student Code of Conduct and/or Student Handbook. At the same time, for alleged misconduct which occurs during virtual instruction, school-based administrators shall consider the need for maintaining order and appropriate conduct, the school's interest being impacted, and the student's and family's right to privacy and constitutional rights while at home or in a location that is not school property.

A student and his family shall not waive their constitutional rights by electing virtual Instruction. At the same time, students engaging in virtual instruction shall insure that, prior to logging into and during any virtual classroom, the view from their camera is free of any object, writing, picture, or other display which, if possessed on school buses, in the classroom, or on school property, would subject the student to disciplinary action. Students are 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 are not expected to be performing non-classroom related activities while participating in virtual classroom instruction. Non-classroom related activities include but are not limited to operating a motor vehicle. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct* and this *Virtual Instruction Discipline policy* may be subject to discipline in accordance with the *Student Code of Conduct* and this policy.

The following non-exclusive list of behaviors are prohibited in the virtual classroom and may result in disciplinary action:

1. Bullying and/or cyberbullying
2. The use of harassing or discriminatory language
3. Use of obscene language, profanity, inappropriate language, writing or drawings Displaying obscene gestures, drawings, images, audios, videos, etc.
4. Displaying pornography or nudity whether in a printed or digital context
5. Committing lewd or sexual acts or simulations*
6. Repeated disruptions of the classroom
7. Display of nudity, indecent dress, disrobing, etc.
8. Exhibiting disrespect for the teacher or other school personnel
9. Interference with the instructional audio or video
10. The handling or display of weapons or facsimile weapons
11. Use or display of drugs, alcohol, tobacco, or vaping devices
12. Divulging confidential information
13. Cheating on assignments, i.e. sharing work, answers, etc.
14. Violation of computer/password security
15. Violations of the Board's/School's Acceptable Use Policy or Device Contract
16. Operating a motor vehicle during virtual instruction.

* 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.

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. As with all other forms of misconduct, the level of discipline, if any, for violations in a virtual setting will depend upon the age of the student, seriousness of the offense, the disruptive nature of the misconduct, whether the conduct involved violence or the threat of violence, whether the misconduct impacted the safety or orderly environment of the classroom, the student's prior disciplinary record, etc.

Although the Caddo Parish School Board has listed certain offenses which clearly substantially interfere with the educational process, it recognizes that all offenses cannot be described in one document. If a student commits a serious offense that is not written in these guidelines that substantially causes disruption in the virtual instruction setting, that student may be removed from the school setting and may be subject to discipline up to and including expulsion.

This policy and discipline guidelines are to be provided to the students and their parents in accordance with Caddo Parish School Board policy.

1. 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, or objects that raise legitimate concern for the safety and well-being of students in virtual classrooms.

2. If infraction is not listed on the virtual discipline policy grid and a student commits any other serious offense, the regular Discipline Grid is used.

New policy: December 15, 2020
New regulation: February 23, 2021.

Ref: La. Rev. Stat. Ann. §17:416; Board minutes, 12-15-20
Ref: La. Rev. Stat. Ann. §17:416; Board minutes, 2-23-21

FILE: JD
Cf: BD, IDDF, IHAD
Cf: JBE, JCD, JDD, JDE
Cf: JDF, JDF-R

Discipline

It is the purpose of the Caddo 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 Caddo 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 while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's 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 must 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.

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

1. Oral or written reprimands.

2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.

3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.

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

Student Removal from Classroom

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct the teacher may 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. A student removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

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

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

1. Conferencing with the principal or his/her designee.

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

Parental Notification

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

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

Upon the student's third removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian may be 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.

Discipline of Students with Disabilities or Exceptionalities

Student with disabilities. The Individuals with *Disabilities Education Act of 2004* (IDEA '04) clarifies the authority of school officials to take disciplinary action, including ordering a change in a student's placement to an appropriate interim alternative educational setting, another setting, or suspension. This section contains requirements regarding the discipline of students with disabilities. All behavior incidents involving students with disabilities must be addressed using only the requirements of IDEA '04. (See also *Discipline Continuum Checklist contained in Caddo Parish Discipline Resource Manual for Teachers and Administrators*).

A. Change in Placement. A change in placement occurs if a student with a disability is removed (suspended/expelled) from the student's current placement for more than ten (10) consecutive school days and/or if a student is subjected to a series of removals that constitute a pattern, which cumulate to more than ten (10) school days in a school year. In-school suspensions (ISS) shall not be counted in this ten (10) days if Free Appropriate Public Education (FAPE) is provided.

B. Authority of School Personnel. To the extent removal (suspension/expulsion) would be applied to children without disabilities, a school official may:

    i. Remove a student with disabilities to an appropriate interim alternative educational setting, another setting or suspension for not more than ten (10) consecutive school days for any violation of school rules.

    ii. Special Circumstances. Order a change in placement of a student with disabilities to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) days if the student carries a weapon to school or to a school function; knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function; or has inflicted serious bodily injury upon another person while at school, on school premises, or

at a school function under the jurisdiction of a State or local educational agency.

1. The terms "weapon," "illegal drugs," and "controlled substance" are defined in Louisiana Bulletin 1706, Section 519; 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.
2. If the removal is for more than ten (10) consecutive days or if the student is subjected to a series of removals that constitutes a pattern, which cumulates to more than ten (10) school days in a school year, only the IEP team has the authority to determine the interim alternative educational setting which must be selected so as to enable the student to continue to progress in the general curriculum and to continue to receive the services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP.
3. The interim alternative educational setting must also include services and modifications designed to address the behavior and prevent the behavior from recurring. Before sending a student to an education placement, which would be considered a more restrictive setting, the IEP team must complete a re-evaluation.
4. Free Appropriate Public Education (FAPE) must be provided which includes: access to the general education curriculum; implementation of the student's current IEP; and access to IOWA/LEAP 2025 / GEE preparation and remediation.

NOTE: The designee shall inform the principal of each instance of removal of a student from the school.

C. IEP Team Involvement. If a suspension exceeds ten (10) consecutive or cumulative school days, it will be considered to be a change of placement and the LEA must schedule an IEP team meeting immediately. The following procedural safeguards must be met:
    i. A Manifestation Determination Review (MDR) must be conducted to determine if the behavior subject or disciplinary action is a manifestation of the student's disability.
    ii. A Functional Behavioral Assessment must be conducted to determine why the behavior occurred.
    iii. A decision regarding the provision of FAPE must be made and the student must be provided services set up by the IEP team so that IEP goals can be reached.

iv. A Behavioral Intervention Plan must be developed. If a behavior plan currently exists, the IEP team must review and revise the behavior plan to address the behavior violation so that it does not recur. Those revisions must include strategies, supports, and other instructional programming to address the behavior.

D. Manifestation Determination Review (MDR). The manifestation review process is required whenever an action involving a removal of a student with disabilities from his or her current placement is being contemplated due to a violation of the code of student conduct.

The local educational agency, the parent, and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall immediately review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine if the Manifestation Determination is related or not related - The Manifestation Determination Review will be considered related if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability, or if the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the local educational agency, the parent, and relevant members of the IEP Team determine that either subclause (1) or (II) above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

The Manifestation Determination Review will be considered not related, if the conduct in question was not caused by or had a direct and substantial relationship to the child's disability; or if the conduct in question was not the direct result of the local educational agency's failure to implement the IEP. If the Local educational agency, the parent, and relevant members of the IEP team reviews all relevant information and the conduct is determined not to be a manifestation of the child's disability, the student with a disability shall be treated as a regular education student and shall be disciplined in alignment to Louisiana Revised Statute 17:416.

With the exception of the special circumstances described in paragraph Bii above, if it is determined that the conduct was a manifestation of the child's disability, the child shall be returned to the placement from which he was removed, unless the parent and the local educational agency agree to a change of placement as part of the modification of the behavioral intervention plan.

E. Notifications. Not later than the date on which the decision to take disciplinary action is made, the LEA shall notify the parents of that decision, and of all procedural safeguards.
F. Appeal Process.

i. The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination under this

subsection, or a local educational agency that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request a hearing.

ii. A state hearing officer shall hear, and make a determination regarding, an appeal requested under subparagraph 7 F(1) above. The hearing officer may order a change in placement of a child with a disability. In such situations, the hearing officer may:

1. return a child with a disability to the placement from which the child was removed; or
2. order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

iii. When an appeal has been requested by either the parent or the local educational agency:

1. the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period imposed as discipline, whichever occurs first, unless the parent and the State or local educational agency agree otherwise; and
2. the State or local educational agency shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.

G. Protections for Children who have not been determined to be eligible for special education and related services. A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the local educational agency may assert any of the protections provided for in IDEA if the LEA had knowledge (as determined in accordance with Paragraph (a) of this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

i. Basis of knowledge. An LEA shall be deemed to have knowledge that a child is a child with a disability if before the behavior that the precipitated the disciplinary action occurred:

1. the parent of the child has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services;

2. the parent of the child has requested an evaluation of the child; or
3. the teacher of the child, or other personnel of the local educational agency, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education of such agency or to other supervisory personnel of the agency

ii. Exception. A local educational agency shall not be deemed to have knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child or has refused services under IDEA or the child has been evaluated and it was determined that the child was not a child with a disability who engaged in comparable behavior.

iii. Conditions that apply if no basis of knowledge. If a local educational agency does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to disciplinary measures applied to children without disabilities who engaged in comparable behaviors.

iv. Limitations. If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under this subsection, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

H. Reporting Criminal Activity. Nothing in this policy shall prohibit school officials from reporting a crime committed by a student with a disability to appropriate law enforcement authority. School officials shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.

Discipline of Students Claiming a Disability Under Section 504 of the Rehabilitation Act

The provisions of IDEA as described above to the extent applicable to Section 504 of the Rehabilitation Act shall be applied while disciplining a student claiming a disability under the Act.

Appeal from Order of Disciplinary Action

Individuals who feel that their rights may have been violated are provided the following appeal procedure.

1. The student, parents or other person responsible for the student shall first attempt to resolve the matter with the teacher or other school personnel responsible for imposing the disciplinary action. If not resolved with that person, an appeal to the principal shall be made.
2. In the event the matter is not resolved at the individual school level, the student, the parents or the party responsible for the student shall have the right to appeal the disciplinary action to the superintendent's designee.
3. The superintendent's designee shall conduct a hearing on the merits of the case under appeal. Upon the conclusion of the preliminary hearing, the superintendent's designee shall determine whether the suspension or disciplinary action should be remitted or amended in any manner or if another corrective or disciplinary action shall be taken.
4. If the decision of the superintendent's designee results in disciplinary action other than a suspension of nine days or less, then the student, the parents, or tutor may, within five days after the decision is rendered, request the Caddo Parish School Board to review the findings of the superintendent or designee at a time to be set by the school board; otherwise, the decision of the superintendent or designee shall be final. (See Exception for Appeal After a Recommendation or Order of Expulsion).

Tardiness to School

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment conducive to learning and educational accountability. School shall follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo Parish School Board.

Elementary & Middle Schools

First Tardy:	Parent check-in with student and a verbal warning is issued.
Second Tardy:	Parent check-in with student and official notice of penalties if referred to juvenile court and parent conference.
Third Tardy:	Same as Second Tardy and parent conference.

Fourth Tardy:	Parent check-in with student along with a conference with the Counselor or coordinator.
Fifth Tardy:	Parent check-in with student, conference with principal/or designee and additional notice of penalties if referred to juvenile court.
Sixth Tardy:	Parent check-in with student and referral to Child Welfare and Attendance.
Seventh Tardy:	Same as Sixth Tardy.
Eighth Tardy:	Parent check-in with student and referral to Juvenile Court.

Ninth and Subsequent Tardies: Parent check-in with student and continue with Juvenile Court referral.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication.

High Schools

First Tardy:	Warning from the classroom teacher and recorded.
Second Tardy:	Parental contact with documentation from the classroom teacher and official notice of penalties.
Third Tardy:	Refer to the administration or designee for a warning and parental contact and official notice of penalties.
Fourth Tardy:	Parent return conference.
Fifth Tardy.	One day ISS or its equivalent with parental contact.
Sixth Tardy:	Two days ISS and referral to Child Welfare and Attendance.
Seventh and Subsequent Tardies:	Two days ISS Court Referral and Notification to Dept. of Public Safety and Corrections for possible suspension of student's driver's permit or license.

Accumulated tardies will terminate at the end of each semester. Penalties for repeated tardiness to assigned classes shall be developed by each school administration and school improvement committee. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication.

HABITUAL TARDINESS - REFERRAL TO JUVENILE COURT/PARENTAL PENALTIES/ SUSPENSION OF STUDENT DRIVING PRIVILEGES

In accordance with state law the parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

Any student who is a juvenile and who is habitually tardy shall be reported by the supervisors of Child welfare and attendance to the juvenile court of Caddo Parish pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, to be dealt with in such manner as the court may determine.
A student shall be considered habitually tardy when the 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 occurrence of being tardy within any school semester.

A. 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 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 tardy. The student's parent or legal guardian shall sign a receipt for such notification.

B. In accordance with state law the parent or legal guardian of any student in kindergarten through grade eight who is considered habitually tardy shall be in violation of the provisions of state law 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. (ii) Any subsequent offense shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school or community service activities, or a combination of forty hours of school or community service and attendance in parenting classes or family counseling sessions or

programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

C. If a student is less than eighteen years of age and is habitually tardy 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.

D. For purposes of this Policy and law, 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.

Discipline of Students Engaged in Virtual Instruction

The School Board shall adopt disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction, including clearly defined consequences of conduct, and shall take into consideration the students' and their families' rights to privacy and other constitutional rights while at home or in a location that is not school property. Any such disciplinary measures adopted by the School Board shall be included in the policy *JDF, Virtual Instruction Discipline and regulation JDF-R, Virtual Discipline Guidelines.*

Definitions

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

Out-of-school suspension means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

In-school suspension mean removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention may subject the student to immediate out-of-school suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the behavior and conduct of the student.

Expulsion (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.

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

Virtual instruction means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

Revised: November, 2020
Revised: September 21, 2021
Revised: July 19, 2022
Ref: 42 USC 12112 et seq. (Equal Opportunity for Individuals with Disabilities); La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1, 17:416.13; Regulations for Implementation of the Exceptional Children's Act Bulletin 1706, Louisiana Department of Education; Board minutes, 7-19-95, 9-21-21, 7-19-22.

CPSB Elementary Discipline Guidelines

JCDA-1 Board Approved 4.21.26

INFRACTION NUMBER	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
1	13 14	13 14	Possessing Weapons Prohibited under Federal Law (guns & explosives) Not Federally prohibited	The principal renders due process to the student and the student is suspended up to one (1) day or up to a maximum of nine (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence Is present. In the case of a student in Kindergarten through Grade Five who is found carrying or possessing a knife, the blade of which equals or exceeds two inches in length, the principal may, but is not required to, recommend the student's expulsion.			
2	70,55	23	Battery of teacher or other school personnel	The principal renders due process. (Same as infraction 1)			

3	07 (D) 09 (A)	07(0) 09 (A)	Possessing or using any controlled substance or alcohol	The principal renders due process. (Same as infraction 1}			
4	59	37	Initiating any false alarms and/or bomb threats	The principal renders due process. (Same as Infraction 1)			
5	27	23	Threatening teacher or other school personnel	The principal renders due process. (Same as infraction 1)			
6	11.24,72	11 20(3)	Defacing, stealing, or destroying school property	The student is suspended for up to three (3) days or it may be extended up to nine (9) days pending a hearing. The parent/guardian is required to pay for damages.	The student is suspended up to five (5) days or it may be extended to nine (9) days pending a hearing. The parent/ guardian is required to pay for damages.	The student is suspended for nine (9) days pending an expulsion hearing. The parent/guardian is required to pay for damages.	
7	10	10	Initiating/instigating a confrontation	The student is assigned in-school suspension (ISS) for three (3) days with a parenU guardian conference.	The student is assigned in-school suspension (ISS) for three (3) days with a parent/guardian return and referred for counseling.	The student is assigned in-school suspension (ISS) for up to five (5) days with a parent/guardian return and a discipline contract.	The student is suspended for up to nine (9) days pending an expulsion hearing.

8	16,91	16	Participating in a fight	The student may be suspended out of school (OSS) for up to three (3) days with a parent/guardian return.	The student may be suspended out of school for up to three (3) days with a parent/guardian return and is referred for counseling by the school counselor. A school building level committee (SBLC) meeting is held to discuss behavior intervention strategies.	The student is suspended out of school for up to nine (9) days pending an expulsion hearing.	
9	45 N(CB)	35 36	Bullying or hazing students (Footnote: 1 and 2) Cyber Bullying	The principal renders due process (same as infraction 1)			
10	38,83	35	Sexual Harassment	The principal renders due process and follows the District Sexual Harassment guidance.			
11	89	5	Threatening a student with serious bodily harm	Same language as infraction 1 and disciplinary actions as outlined in policy JCDAF are made.	The student is suspended for up to five (5) days with a parent/guardian return and referred for counseling.	The student is suspended for up to five (5) days with a parent/guardian return and placed on a student discipline contract.	The student is suspended for up to five (5) days pending an expulsion hearing.

12	29	15	Possessing or using fireworks	Same language as infraction 1.			
13	8	8	Possessing any tobacco, lighters, vapes, e-cigarettes, and/or matches. Using any tobacco, vapes, non-THC or nicotine products	A FINS referral, along with mandated counseling may be filed. Student will be assigned to in-school suspension (ISS) for up to 10 days. Parent/guardian must attend a mandatory vaping class along with their child. Behavior Contract	Due process is rendered and the student may be suspended up to nine (9) days pending a hearing.		
14	44, 51,76	1	Unauthorized use or operation of electronic devices during an instructional day.	See policy JCDAE The item is willingly relinquished to the administration. Mandatory meeting with the parent/guardian to review expectations and the parent/guardian will be provided a copy of the Electronic Device Guidelines. Refusal to relinquish the items results in a parent/guardian return meeting to review expectations followed by two (2) days of in-school suspension (ISS).	See policy JCDAE The item is willingly relinquished to the administration. Mandatory meeting with the parent/guardian to review the expectations. Refusal to relinquish the item results in up to two (2) days out of school suspension (OSS) followed by a parent/guardian return meeting and referral to the school counselor.	See policy JCDAE The student is suspended for up to two (2) days with a parent/guardian return conference. The student is barred from bringing the item for the remainder of the semester. Refusal to relinquish the items results in up to a three (3) day out of school suspension (OSS) followed by a parent/guardian return meeting, referred to the school counselor and school building level committee (SBLC).	See policy JCDAE The student is suspended up to nine (9) days pending an expulsion hearing.

15	81	1	Loitering on any school campus, bus, or school sponsored-events while suspended	The principal contacts the parent/guardian and the student is released to the parent/guardian.	The principal contacts the Truancy Center and parent/guardian. The student Is released to the Truancy Center or parent/guardian.	The principal contacts the SRO and a citation is issued for trespassing.	The student's suspension is extended up to nine (9) days pending an expulsion hearing.
16	28	5	Participating in gambling	The student is assigned two (2) days in-school suspension (ISS), counseling and parent/guardian contact is made.	The student is suspended for up to two (2) days pending a parent/guardian return.	The student is suspended for up to three (3) days with a parent/guardian return and referred for counseling.	The student is suspended for up to nine (9) days pending an expulsion hearing.
17	01,97	1	Disobeying or refusing to comply with any reasonable request	The student will receive counseling and will be placed in in-school suspension (ISS) for the remainder of the day, and Parent / guardian contact is made. The student will complete a reflective activity while in in-school suspension (ISS).	The student is suspended for up to three (3) days with a parenU guardian return, counseling and/or interventions are initiated.	The student is suspended for up to four (4) days with a parent/guardian return and a student discipline contract is developed.	The student is suspended for up to nine (9) days with a parent/guardian return pending an expulsion hearing.
18	21	5	Possession of an imitation/toy weapon	The student is suspended for up to three {3) days with a parent/guardian return.	The student is suspended up to five {5) days with a parent/guardian return and referred for counseling.	The student is suspended for up to nine (9) days pending an expulsion hearing.	

19	41	3	Using forged notes or forged official forms	The student is assigned after school detention or its equivalent for one (1) day and parent/guardian contact is made. Student is referred for counseling.	The student is placed in in-school suspension (ISS) for three (3) days with a parent/guardian return.	The student is suspended for up to three (3) days with a parent/guardian return and referred for counseling.	The student is suspended for up to nine (9) days pending an expulsion hearing.
20	18	18	Leaving class/school without permission	The student will receive counseling and/or interventions initiated and parent/guardian contact is made.	The student is assigned in-school suspension (ISS) for two (2) days and parent/guardian contact is made. A behavior contract is developed.	The student is suspended for up to two (2) days with a parent/guardian return.	The student is suspended for up to nine (9) days pending an expulsion hearing.
21	31	43	Violating the parish/school dress code	The school policy is reviewed with the student and the student is given an opportunity to change with parent/guardian contact.	The student is assigned after school detention for two (2) days or its equivalent, parent/guardian contact is made and the student is permitted to change with an unexcused absence for classes missed.	The student is suspended for up to three {3) days with a parent/guardian return and referred for counseling.	The student is suspended for up to nine (9) days with a parent/guardian return and referred to the school psychologist/ counselor/ social worker/behavior intervention specialist.
22	04,98	4	Using profanity toward school personnel	The student is assigned two (2) days in-school suspension (ISS) or after school detention. The student will complete a reflective activity, is referred for counseling, and parent/guardian contact is made.	The student is suspended for up to three (3) days with a parent/guardian return and a behavior contract is developed.	The student is suspended for up to five (5) days with a parent/guardian return and student behavior is contract is developed.	The student is suspended for up to nine (9) days pending an expulsion hearing.

23	04,36,68	4	Using profanity towards other students	The student will complete a reflective activity, be referred for counseling and parent/guardian contact is made.	The student is assigned in-school suspension (ISS) or after school detention for three (3) days.	The student is suspended for up to five (5) days with a parent/guardian return and referred to the school psychologist/counselor/ social worker/behavior intervention specialist.	The student Is suspended for up to up to nine (9) days pending an expulsion hearing.
24	37	5	Engaging in mutual displays of affection (kissing, etc.)	The student is assigned two (2) days after school detention or its equivalent and parent/guardian contact is made.	The student Is assigned two days of in-school suspension (ISS) pending parent/guardian conference.	The student is suspended for up to three (3) days with a parent/guardian return and referred for counseling.	The student is suspended for up to five (5) days with a parent/guardian return and referred to the school psychologist/counselor.
25	05,46	5	Committing sexual acts and/or immoral practices or acts	The principal renders due process to the student and the student is suspended up to a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/ guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
26	3	3	Making unfound charges against school personnel	The principal initiates an investigation and renders due process. Student is referred for counseling.	The principal renders due process to the student and the student is suspended up to three (3) days of counseling.	The principal renders due process up to a maximum of nine (9) days pending an investigation. The student and parenU guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.	

27	21	21	Possession of counterfeit cannabinoids, copycat drugs, imitation drugs, salts and synthetic cathinone	Same as infraction 1.			

In order to discipline student(s), teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described inPolicy GBCB and must utilize Form JGReasonable Suspicion Checklist to describe observations indicating that student was under the influence of alcohol •Program developed by Drug Education and offered at no cost to student/parent.

1. Bullying investigation required.
2. CPSB will train new employees, with student contact, a minimum of 4 hours,and all school employees and bus drivers, with student contact, 2 hours annually with respect to bullying as outlined in JCDAF.

CPSB Middle/High Discipline Guidelines

JCDA-2 Board Approved 4.21.26

INFRACTION NUMBER	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
1	13 14	13 14	Possessing weapons or using any tool or instrument to do bodily harm. Prohibited under Federal and State Law (guns & explosives) Not Federally prohibited	The principal renders due process to the student and the student is suspended up to three (3) days or up to a maximum of nine (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.			
2	55,70	23	Battery of teacher or other school personnel	The principal renders due process ... (same as infraction 1)			
3	63	16	Gang Fight/Group fight	The principal renders due process ... (same as infraction 1).			
4	07(0) 09 (A)	07 (0) 09(A)	Possessing or using any controlled substance or alcohol	The principal renders due process ... (same as infraction 1).			
5	9	9	Under the influence of alcohol	The student will receive up to three (3) days suspension with mandatory counseling.	The principal renders due process ... (same as infraction 1).		
6	59	5	Initiating any false alarms and/or bomb threat	The principal renders due process ... (same as infraction 1).			
7	27	2	Threatening teacher or other school personnel	The principal renders due process ... (same as infraction 1).			
8	11,24, 72	11, 27 20(S)	Defacing or Destroying School Property Stealing	The student may be suspended up to three (3) days. The parent/ guardian is required to pay for damages.	The student is suspended up to five (5) days. The parent/guardianis required to pay for damages.	The student is suspended for up to nine 9) days pending an expulsion hearing. The parent/guardian is required to pay for damages.	

9	16,90	10	Initiating / instigating a confrontation, or videotaping to initiate / instigate a confrontation	Student is subject to a discretionary suspension up to three (3) days and counseling with a parent /guardian return conference.	The student is suspended up to (5) days with a parent/guardian return. Referred to the school counselor and SBLC.	The student is suspended for up to nine (9) days pending an expulsion hearing. Charges may be recommended by the administration.	
10	16	16	Participating in a tight	The student may receive up to a (5) day suspension with a parent/guardian return conference, attend Conflict Resolution/Fight Diversion class, or school-based clinic and participate in counseling. Charges may be recommended by administration.	The student may be suspended up to (5) days, Student will be referred to mandatory counseling, needs assessment, and school building level committee (SBLC)/IEP meeting with parent/guardian child and appropriate staff. Charges may be recommended by administration.	The student may be suspended for up to nine (9) days pending an expulsion hearing. Charges may be recommended by administration.	
11	45 77(CB)	35 36	Bullying, threatening, or hazing students. (1) Cyberbullylng	Same language as infraction 1 and disciplinary actions as outlined in Policy JCDAF.	The principal renders due process ... (same as infraction 1) and disciplinary actions as outlined in Policy JCDAF.		
12	38,83	35	Sexual Harassment	The principal renders due process and follows the District Sexual Harassment guidance.			
13	81	45	Loitering on any school campus, bus or school-sponsored events while suspended.	The principal contacts the SRO-SLO, a citation is issued for trespassing, and the parent/guardian is notified.	On the second infraction, the SRO-SLO is contacted and charges are tiled for trespassing. The parent/guardian is notified.	The principal contacts the SRO, charges are tiled and the suspension extended up to nine (9) days pending an expulsion hearing. The parent/guardian is notified.	
14	29	15	Possessing or using fireworks.	Same language as infraction #1.			
15	8	8	Possessing any tobacco, lighters, vapes, e-cigarettes, and/or matches. Using any tobacco, vapes, and/or e-cigarettes, non-THC or nicotine products.	A FINS referral, along with mandated counseling may be tiled. Student will be assigned to in-school suspension (ISS) for up to ten (10) days.	Due Process is rendered and the student may be suspended for up to nine (9) days pending a hearing.		

				Parent/Guardian must attend a mandatory vaping class with their child. Behavior Contract			
16	44,51,76	42	Unauthorized use or operation of electronic devices during ar instructional day	See Policy JCDAE The item is willingly relinquished to administration. Mandatory meeting with the parent/guardian to review the expectation and the parent/guardian will be provided a copy of the Electronic Device Guidelines. Refusal to relinquish the item results in a parent/guardian return meeting to review expectations followed by two (2) days of ISS.	See Policy JCDAE The item is willingly relinquished to administration. Mandatory meeting with the parent/ guardian to review the expectation. Refusal to relinquish the item results in up to two (2) days out of school (OSS) followed by a parent/guardian return meeting and referral to the school counselor.	See Policy JCDAE The student is suspended up to two (2) days with a parent/guardian return conference. The student is barred from bringing the item for the remainder of the semester. Refusal to relinquish the item results in up to three (3) days out of school suspension (OSS) followed by a parent/guardian return meeting and referral to the school building level committee meeting (SBLC).	See Policy JCDAE The student is suspended up to nine (9) days pending an expulsion hearing.
17	01,97	1	Disobeying or refusing to comply with any reasonable request	The student is assigned after school detention or its equivalent for one (1) day and parent/guardian contact Is made. The student is placed on a parent/guardian return and referred to the school counselor.	The student is assigned to in-school suspension (ISS) and a behavior contract is developed. The student is also referred to the school building level committee (SBLC).	The student is suspended for up to three (3) days with a parent/guardian return and is also referred for counseling.	The student is suspended for up to nine (9) days pending an expulsion hearing.
18	41,100	38	Using forged notes or forged official forms	The student is assigned after school detention or its equivalent for two (2) days and parent/ guardian contact Is made.	The student is suspended for up to three (3) days with a parent/guardian return.	The student is suspended for up to five (5) days with a parent/guardian return and referred for counseling.	The student is suspended for up to nine (9) days pending an expulsion hearing.
19	18 26	18 18	Leaving class/school without permission Skipping	The student is assigned to in school suspension (ISS) for two (2) days and the student is placed on a parent/guardian return.	The student is suspended for up to two (2) days with a parent/guardian return.	The student is suspended for up to three (3) days with a parent/guardian return.	The student is suspended for up to nine (9) days pending an expulsion hearing.
20	32	43	Violating the district/school's dress code	Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire. Student returns to class	Student is assigned one (1) day of after-school detention or its equivalent with a mandatory parent/guardian conference and the opportunity to change	Student is assigned three (3) days in school suspension (ISS) and parent/guardian contact is made.	Student is suspended up to three (3) days. Contact is made with parent/guardian.

				after reviewing the policy and parent/guardian is called.	clothing.		
21	17	17	Violating traffic and safety regulations.	The principal holds a conference with the student and SRO concerning traffic safety regulations. The parent/guardian is notified of revocation on the next infraction.	The principal revokes parking privileges for five (5) school days and parent/guardian contact is made.	The principal revokes parking privileges for 15 school days with a parent/guardian conference.	The principal uses administrative discretion to revoke parking privileges up to the remainder of the school year. Parent/ guardian contact is made.
22	98	4	Using profanity toward school personnel.	The student is suspended for up to three (3) days and a mandatory counseling is held with the student and the parent/guardian.	Same language infraction 1.		
23	04,36,68	4	Using profanity toward other students.	The student is assigned In School Suspension (ISS) for two (2) days and parent/guardian contact is made.	The student is suspended for up to two (2) days with a parent/guardian return and a behavior contract is developed.	The student is suspended for up to three (3) days with a parent/guardian return and is referred to the counselor.	The student is suspended up to nine (9) days pending an expulsion hearing.
24	28	5	Possession of dice.	The student is assigned two (2) days in-school suspension (ISS) and parent/guardian contact Is made. The dice are confiscated.	The student is suspended for up to two (2) days with a parent/guardian return. The dice are confiscated.	The student is suspended for up to three (3) days with a parent/guardian return and referred to counseling. The dice are confiscated.	The student is suspended for up to nine (9) days pending an expulsion hearing.
25	28	39	Participating in gambling.	The student is suspended up to two (2) days pending a parent/guardian return.	The student Is suspended for up to three (3) days with a parent/guardian return and referred for counseling.	The student is suspended for up to nine (9) days pending an expulsion hearing.	
26	37	5	Engaging in mutual displays of affection (kissing, etc.)	Student is assigned two (2) days after school detention or its equivalent and parent/guardian contact is made.	The student is assigned two (2) days in-school suspension (ISS) pending a parent/guardian conference.	The student is suspended for up to three (3) days with a parent/guardian return and referred for counseling.	The student is suspended for five (5) days with a parent/ guardian return and referred to the school psychologist/ counselor/ social worker/behavior intervention specialist.

27	5	5	Committing immoral practices or acts.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/guardian are informed if the suspension Is extended to Include pending an expulsion hearing or rescinded.			
28	3	8	Making unfound charges against school personnel.	The principal renders due process to the student and the student is suspended up to three (3) days with a parent/guardian return.	Suspended up to five (5) days with counseling and a parent/guardian return.	Suspended up to nine (9) days and recommended for expulsion. Parent/guardian is notified.	
29	21	21	Commits other serious offenses. Engaging in sexual acts.	Same as infraction 1.			
30	21	21	Commits other serious offense. Possession of counterfeit cannabinoids, copycat drugs, imitation drugs, salts, and synthetic cathinone	Same as infraction 1.			

1. In order to discipline student(s), a teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG Reasonable Suspicion Checklist to describe observations indicating that the student was under the influence of alcohol •Program developed by Drug Education and offered at no cost to student/parents.
2. CPSB will provide bullying training, a minimum of 4 hours for new employees and 2 hours each year for all employees in contact with students, including bus drivers, as outlined in policy JCDAF: Bullying Investigation Required

Suspension

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

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

A student who is suspended for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.
No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

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

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

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

Any student, 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.

Appeal

Any parent, or legal guardian of a student suspended shall have the right to appeal to the Superintendent or his/her designee. This appeal shall be made within five (5) school days. The Superintendent or his/her designee 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. If the parent attends the hearing and the Superintendent or his/her designee upholds the decision of the principal, the decision of the Superintendent and/or his/her designee shall be final.

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 1/2) 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, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two and one half (2 1/2) inches or longer, the principal may recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two and one half (2 1/2) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in in-school suspension.

Assault or Battery of School Employees

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

Suspension Not Applicable

Suspension of a student shall not apply to the following:

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

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

Dress Code Violations

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

Credit for School Work Missed

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

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

Recusal of Administrator in Discipline Matters

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

the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

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

Suspension of Students with Disabilities or Exceptionalities

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

Definitions

Definitions of terms used herein shall have the meaning set forth in policy JD, Discipline.
Revised: August, 2015
Revised: November, 2015
Revised: November, 2020
Revised: September 21, 2021
Revised: April 21, 2026
Ref: La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:416.3; Goss v. Lopez, 95 S. Ct. 729 (1973); Louisiana Handbook for School Administrators, Bulletin 741; Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 9-21-21.

Expulsion

The Caddo 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

School Board Review

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.

Parish District Court Appeal

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

Firearms, Knives, and Drugs

Any student, in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches (2 ½") in length, or any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of 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

#	Target Group / Context	Policy Provision
1	General Student Body	Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2	Grades Pre-K through 5	The principal may recommend expulsion to the Superintendent for any student in grades pre-kindergarten through five who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches in length.
3	Grades 6 through 12	Any students in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product or found guilty on the first occurrence of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.
4	Grades 6 through 12	Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.
5	Grades Pre-K through 5	Any student in pre-kindergarten through five, after being suspended on three (3) occasions for committing drugs or weapons offenses during the same school year, shall, upon committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.
6	Federal Regulations (All Grades)	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 (explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine, or similar device).

#	Target Group / Context	Policy Provision
7	Felony Conviction / Incarceration	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 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:

- 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.
- 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.

Readmittance Following Expulsion

Required Parent Conference

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

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions.

On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds.

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

Readmittance After All Expulsions

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

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

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other

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

Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide to the 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 therefore.

Credit for School Work Missed

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

Recusal of Administrator in Discipline Matters

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

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

Expulsion of Students with Disabilities or Exceptionalities

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

Definitions & References

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

Revision History: August 2015; November 2020; September 21, 2021; December 20, 2022; July 2024; July 2025; April 21, 2026.
References: 18 USC 921 (Firearms - Definitions); 20 USC 7151 (Gun-Free Schools Act); La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:2092; Goss v. Lopez, 95. S. Ct. 729 (1973); Louisiana Handbook for School Administrators, Bulletin 741; Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 11-7-84, 11-1-89, 3-17-93, 9-21-21, 12-20-22.

Bullying and Hazing

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

Bullying

Bullying shall mean:

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

interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

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

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

Hazing

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

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

Notice to Students and Parents

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

Reporting

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

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

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

Students and Parents

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

School Personnel

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

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

False Reports

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

Investigation Procedure

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

1. **Timing**
   The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed as expeditiously as possible, but not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.
2. **Scope of Investigation**
   An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender

and alleged victim shall not be interviewed together.

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

3. **Parental Notification**
   Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parent or legal guardian of each involved student no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice. Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

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

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

4. Documentation
   At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians of each involved student, the principal or his/her designee or School Board shall:
   A. Prepare a written report containing the findings of the investigation, including input from the involved students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of each involved student.
   B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
   C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
   D. Maintain reports/complaints and investigative reports for three (3) years.

E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.
F. As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

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

Handling Evidence

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

Appeal

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

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

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

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

Failure to Act

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

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.

Revised: July 16, 2013
Revised: September, 2018
Revised: July, 2022
Revised: December 20, 2022
Revised: July, 2025

Ref: 20 USC 1232(g-i) (Family Educational Rights and Privacy Act); La. Rev. Stat. Ann. "14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13, 17:416.14; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1991); Board minutes, 7-24-91, 8-17-04, 9-21-10, 7-16-13, 12-20-22.

Student Possession / Use of Any Tobacco or Nicotine Products, and Marijuana

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

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

Parental permission to possess/use of any tobacco or nicotine products and marijuana does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action, in accordance with provisions of the Student Code of Conduct.

Revised: December 19, 2017 Revised: September 17, 2024
Revised: April 21, 2026
Ref: 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. §§ 17:240, 17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 7-20-11, 12-19-17, 9-17-24
Caddo Parish School Board

Student Dress Code

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

Notification

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

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

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

School Uniforms

The Caddo Parish School Board may make school uniforms mandatory on a school-by-school basis either by School Board action, or school community action where survey results indicate agreement to make uniforms mandatory by a majority of parents (based on a 50% or greater return), faculty, and staff.

1. The decision of the School Board or a school community to move to a mandatory uniform policy shall be done on a school-by-school basis.
2. A standard survey shall be used parishwide for school community action.
3. A timeline, approved by the Superintendent, shall be developed in the spring preceding the year of implementation.
4. Once school uniforms are mandated on a school-by-school basis, uniforms shall be required for all students at that school. Exemptions may be granted only for the following:
   A. An established religious tenet requiring the wearing of specific garb/dress,
   B. Physical disability or certified medical condition that prevents the wearing of all or part of the school uniform, or
   C. Constitutionally protected rights.

Parents may apply for an exemption by making a written request to the school principal no later than the month of May prior to the year of implementation. For new students moving into the school community during the school year, the exemption request must be completed within two (2) weeks following enrollment.

5. School uniforms, as defined in this policy, refer to conformity in student dress. Specific uniform attire shall be recommended by the school and approved by the Superintendent.
6. Each school shall establish a committee, or use an existing school committee, to monitor the implementation of the policy.
7. Each school principal shall be responsible to seek financial assistance, where necessary, from external sources when a determination is made that a student cannot be outfitted in the mandatory uniform due to extreme family financial hardship. The Superintendent shall be informed of any problems arising in meeting this standard.
8. The Superintendent shall maintain administrative regulations for the enforcement of this policy, which shall contain an appeal procedure for parents whose exemption request has been denied.

Dress and Personal Grooming

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

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

Body Armor

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances,

parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

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

Dress Code Regulations

The basic responsibility for the appearance of the students of Caddo Parish schools rests with the parents and the students themselves. Parents have the obligation, and within certain prescribed bounds, the right to determine their student's dress. Students shall dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others.

Students and their clothing should be neat, clean and well groomed and must meet the following requirements:

1. Attire shall not be destructive to school property.
2. For health reasons, shoes shall be worn. Hosiery shall be required with closed shoes.
3. Only tops designed to be worn outside of pants, shorts, or skirts shall be worn in that manner.
4. Pants, shorts, and skirts shall be worn at the waist. No "sagging" shall be permitted.
5. Headwear or hair rollers shall be prohibited in any building.
6. Body piercing jewelry shall not be worn except in the ears.
7. Shirts, sweaters, jackets, and other tops worn over leggings shall be no shorter than four (4) inches above the knee. Skirt length should be no more than four (4) inches above the knee.
8. Sunglasses shall be prohibited in any building unless they are prescribed.
9. Bare midriffs, see-through garments, white undergarment type tee shirts, bare backs, halter tops, tank tops, tube tops and cutoffs shall not be worn. There shall be no holes or tears in clothing on school campus.
10. Loose-fitting shorts may be worn by students that are no more than four (4) inches above the knee when standing. All shorts shall be hemmed. Cutoff shorts, rolled-up jeans, sweats, athletic or spandex shorts shall not be worn. No other article of clothing shall be worn beneath the shorts for viewing.
11. Obscene, profane language or provocative pictures on clothing or jewelry shall be prohibited.
12. Satanic, cult or gang related symbolism in any form shall be prohibited on school campuses.
13. Drug related symbols in any form including advertisements or promotion of alcohol or tobacco, shall be prohibited on school campuses.
14. Principals, after consultation with their School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.

A teacher shall also be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

Dress Code Violations

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

A student enrolled in grades prekindergarten through five 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.

Revised: August, 2015
Revised: July 24, 2018
Revised: December 20, 2022

Ref: La. Rev. Stat. Ann. §§14:95.9, 17:81, 17:111, 17:416, 17:416.7; Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969); Karr v. Schmidt; 460 F. 2d 609 (5th Cir. 1972); Board minutes, 6-15-77, 7-6-83, 8-20-86, 12-6-89, 5-15-91, 7-19-95, 2-16-00, 6-19-01, 4-16-02, 7-17-07, 7-24-18.