POINTE COUPEE PARISH SCHOOL BOARD

2026-2027

STUDENT RIGHTS & RESPONSIBILITIES

HANDBOOK & CODE OF CONDUCT

337 Napoleon Street / Post Office Drawer 579
New Roads, Louisiana 70760
(225) 638-8674 (Office) --- (225) 638-3237 (Fax)
http://www.pcpsb.net (Website)

Table of Contents

Equal Education Opportunity/ Terms of Handbook	1
Vision/Mission Statements	2
Superintendent's Message	3
Pointe Coupee Parish School Board Members	4
Public Schools & Programs	5
School Schedules/Transportation Contact Information	6
School Calendar	7
Notice of Handbook Accessibility (Receipt of Handbook Form)	8
Computer Access and Use Policy Denial of Permission Form	9
Teacher Bill of Rights	10 & 11
General Attendance Policy	12 &13
Kindergarten	13
Student Absences and Excuses	14-18
School Admission	18-20
Court Order	20
Admission of Children of Military Families	20 & 21
Admission of Expelled Students	21
Admission of Students who Commit a Felony	21
Admission of Homeless Students	21
Admission of Students with Special Needs	21
Services to Students with Disabilities & Foreign Exchange Students	22
Homeless Students	22-25
Homeless Children/Youth Dispute Resolution Procedure	25 & 26
Student Transfers and Withdrawal	26
M to M and Out of Parish	27
Withdrawal	28
Student Dismissal	28
Truancy	29
Student Assignment	30-34
Student Rights and Responsibilities	34
Parental Rights/Student Rights of Privacy	34 & 35
Use of Pronouns and Given Names	36-37
Student Searches	37-40
Guidelines for Use of Metal Detectors	41-43
Student's Smoking, Tobacco, & Marijuana Use	43
Dangerous Weapons	43 &44
Student Alcohol and Drug Use	44- 46
Drug Free Zones	46
Drug Testing Program for Student Athletes	46-53
Drug Testing Authorization Form	54

Bus Conduct/Carpool & Bus Line Safety	55 & 56
Electronic Telecommunications Devices	56 - 58
Computer Access & Use (Internet Safety)	58-64
Bullying and Hazing Policy	64-72
Assault and Battery of a School Teacher	72 & 73
Body Armor	73 & 74
Mandatory Dress Code	75-80
Parent & Student Grievance Policy & Procedures	80-84
Sexually Related Student Misconduct	84 & 85
Parental and Family Engagement	86-91
Corporal Punishment	91-94
Virtual Discipline	95 & 96
Student Conduct	97-108
Parent Conferences	109 & 110
Discipline	110-115
Suspension	116-121
Expulsion	121-127
Discipline of Students with Disabilities	127 & 128
Section 504	128
Education of Students with Exceptionalities	134-137
Pointe Coupee Alternative Program *(PCAP)*	137-139
Co-curricular Activities/Extra Curricular Activities	140-141
Adult Ed/Hiset (GED)	141-142
Curriculum	142 & 143
Grading/Promotion Procedures/Credit Recovery/Honor Roll/Grading Scale	144
Graduation Requirements & Graduation Exercises	145 & 146
Class Rankings	146 & 147
Continuous Learning	147 & 148
School Wellness	148-158
Student Health Services	158-165
Immunizations - Administration of Medication	165-177
Administration of Medication & Form	178
Student Automobile Use	179-182
Student Privacy and Education Records (FERPA)	182-192
Student Fees, Fines, and Charges	192 & 193
Economic Hardship Waiver	193 & 194
Damage to Textbooks/Instructional Materials	194 & 195
Appendix A: Schedule of Fees	196
Student Voter Registration	197
Glossary	197-202

EQUAL EDUCATION OPPORTUNITY

The Pointe Coupee Parish School Board directs that all students enrolled in the schools under its jurisdiction shall be afforded equal educational opportunities in strict accordance with law. No student shall be excluded from participation in or denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, natural, protective, or cultural hairstyle, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability.

The Superintendent or designee shall investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Students who experience less than equal educational opportunities or experience discrimination shall report and appeal any harassment or discriminatory practice to appropriate school officials.

Tabitha Ransom, Supervisor
Title IX
Pointe Coupee Parish School Board
Post Office Drawer 579
New Roads, LA 70760
225-638-8674, extension 4835
tabitha.ransom@pcpsb.net

TERMS OF STUDENT HANDBOOK

The Pointe Coupee Parish School Board Handbook of Student Rights and Responsibilities: Code of Conduct will be reviewed and revised during the months of April, May, and June. Any stakeholder wishing to make suggestions or to express concerns regarding the Handbook should do so in writing before June 1st and submit such suggestions and concerns to:

Pointe Coupee Parish School Board
Child Welfare and Attendance Department
Post Office Drawer 579
New Roads, LA 70760

POINTE COUPEE PARISH PUBLIC SCHOOL SYSTEM

VISION

The vision of the Pointe Coupee Parish Public School System is to educate students to become leaders and innovators who can compete in a global society.

.....

POINTE COUPEE PARISH PUBLIC SCHOOL SYSTEM

MISSION

The Pointe Coupee Parish Public School System is committed to providing:

- Excellence in education every day through high-quality curriculum and instruction;
- Equitable and diverse opportunities to all students;
- Engagement of all stakeholders to advance and promote district growth.

The charge of the Pointe Coupee Parish Public School System is to provide students with rigorous coursework through various pathways to prepare them to be college and career ready in the 21st century.

Pointe Coupee Parish School Board
Kim Canezaro, Superintendent
337 Napoleon Street

Post Office Drawer 579
New Roads, Louisiana 70760-0579
(225) 638-8674 (Office) (225) 638-3237 (Fax)
http://www.pcpsb.net (Website)

Dear Parent/Guardian and Student:

Please review the **2026 - 2027** Pointe Coupee Public School System's Student Handbook, as it will serve as a guide relative to your child's rights and responsibilities. If you have any questions or need assistance, please contact one of the following employees at (225) 638-8674, at the extension number provided:

CENTRAL OFFICE ADMINISTRATION

Natalie Aguillard	4813	Director of Human Resources
Amanda Fontenot	4883	Head Start Department Supervisor
Stephen Langlois	4809	Chief Financial Officer
Andrew Duhe'	4862	Supervisor of Operations
Kate Guillory Roy	4863	Supervisor of Child Nutrition Program
Brandi Forbes	4869	Chief Academic Officer
Tabitha R. Ransom	4835	Supervisor of 21st CCLC
Dr. LaShonda Victorian	4810	Supervisor of Child Welfare and Attendance
Dawn Albert	4825	Supervisor of Diverse Learners
Tiffany Davis	4867	CLSD Coordinator

On behalf of the Pointe Coupee Parish School Board and all employees, I wish you a very successful school year.

Sincerely,

Kim Canezaro

Kim Canezaro, Superintendent

POINTE COUPEE PARISH SCHOOL BOARD MEMBERS

Mr. Chad Aguillard, School Board Member - District D
811 Parent Street
New Roads, LA 70760

Mr. Frank Aguillard, Jr., School Board Member – District E
10664 Island Road
Ventress, LA 70783

Ms. Lisa Loupe D'Aquila, School Board Member – District G
312 Gisele Street
New Roads, LA 70760

Mr. Walter Grezaffi, School Board Member – District A
P. O. Box 99
Batchelor, LA 70715

Mr. Aubry Hendricks, School Board Member – District B
P.O. Box 96
Lottie, LA 70756

Mr. Jason Lemoine, School Board Member – District H
P.O. Box 361
Fordoche, LA 70732

Mrs. Anita LeJeune, School Board Member – District F
3987 Wye Road
Lakeland, LA 70752

Mr. Thomas A. Nelson, School Board Member – District C
P. O. Box 896
New Roads, LA 70760

PUBLIC SCHOOLS/PROGRAMS
POINTE COUPEE PARISH SCHOOL BOARD

Livonia High School **Valverda Elementary School**

Dr. Rosie Courville, Principal
3118 Highway 78
Post Office Box 549
Livonia, LA 70755
School Phone: 225.637.2532
Athletic Department: 225.637.3662
Cafeteria: 225.637.2524
Fax: 225.637.3024

Sara Taylor, Principal
1653 Valverda Road
Louisiana Highway 977
Maringouin, LA 70757
School Phone: 225.637.2695
Fax: 225.637.2595

Rosenwald Elementary School
LaMonica Edwards, Principal
1100 New Roads Street
New Roads, LA 70760
School Phone: 225.638.6341
Cafeteria: 225.638.8066
Fax: 225.638.7148

Rougon Elementary School
April dos Ramos, Principal
13258 Louisiana Highway 416
Post Office Box 626
Rougon, LA 70773
School Phone: 225.627.4291
Cafeteria: 225.627.5459
Fax: 225.627.5111

Upper Pointe Coupee Elementary
Carolyn Wells, Principal
4739 Louisiana Highway 419 West
Post Office Drawer 69
Batchelor, LA 70715
School Phone: 225.492.2555
Cafeteria: 225.492.2494
Fax: 225.618.4938

STEM Magnet Academy of Pointe Coupee
Marcie Cazayoux, CPA
8434 Pointe Coupee Road
Morganza, LA 70759
Phone: 225.618.4999
Fax: 225.618.4997

PC Virtual Learning Academy & PC Alternative Program (PCAP)
Tanya Burgess, Chief Program Administrator
337 Napoleon Street
New Roads, LA 70760
Phone : (225) 638-8674, EXT 4829 (PCVLA) or EXT 4836 (PCAP)
Fax: 225.638.3237

SCHEDULES

School	Arrival Time	Start Time	End Time
Livonia High	7:30 am	7:50 am	3:00 pm
Rosenwald	7:45 am	8:10 am	3:10 pm
Rougon	7:45 am	8:10 am	3:10 pm
STEM	7:45 am	8:05 am	3:15 pm
UPCE	7:45 am	8:10 am	3:10 pm
Valverda	7:45 am	8:05 am	3:10 pm

Principals will assign teachers to morning and/or afternoon duties as needed to provide for the safety of all students.

*Student arrival time indicates the time in which buses will be unloaded and carpoolers can exit vehicles.

TRANSPORTATION CONTACT INFORMATION

Lisa Myer - Transportation Clerk
Pointe Coupee Parish School Board
(225) 618-4816

FIRST STUDENT CONTRACTED TRANSPORATION DEPARTMENT
(225) 638-9902

Pamela Banks, First Student Field Supervisor
(225) 304-0501, ext. 103

Brad D'Arensbourg, First Student Location Manager
(225) 304-0501, ext. 101

First Student is located at 1222 Hospital Road
New Roads, LA 70760

School Year (2026-2027) Calendar

Teachers Work Day	**August 4-7, 2026**
Grades 1-12 First Day	August 10, 2026
Labor Day (Holiday)	September 7, 2026
Virtual Learning Day/Teacher Work Day	September 22, 2025
Parent/Teacher Conferences (No Students)	**October 13, 2026**
Virtual Learning Days/Teacher Work Days	**October 12 & 13, 2026**
Teacher Work Day	**November 2, 2026**
Election Holiday	**November 3, 2026**
Veteran's Day (Holiday)	November 11, 2026
Thanksgiving (Holiday)	November 23 - 27, 2026

Pointe Coupee Parish School Board
Kim Canezaro, Superintendent
Post Office Drawer 579
New Roads, Louisiana 70760-0579
Telephone Number (225) 638-8674/Fax Number (225) 638-3237

NOTICE OF HANDBOOK ACCESSIBILITY

Dear Parent or Guardian:

The Pointe Coupee Parish School Board's Rights and Responsibilities Handbook and Code of Conduct will be posted and available to you via the district's website at www.pcpsb.net. This is to certify that you have been made aware of the location of the **2026-2027** handbook. By signing below, you and your child (ren) agree to fully and faithfully comply with all rules, regulations, and policies included in this handbook and also understand that failure to do so may result in the student's removal from the school. If you DO NOT have access to the internet and the district's website, you may request a hard copy of the handbook by contacting the Office of Child Welfare and Attendance at (225) 638-8674, extension 4810.

Name of School: _____

Name of Student: _____

Grade: _____Homeroom Teacher: _____

_____ _____
Student's Signature/ Date Parent's Signature/ Date

My signature denotes that I give my permission for the Pointe Coupee Parish School Board to: (1) release personally identifiable information on my child (such as name, address, grade, school, age, etc.) to valid agencies (such as, State Department of Education, Title I, Social Security, etc.; (2) publish my child's work to classroom/district websites; and (3) publish or make public my child's unidentified picture, still or video, taken at a school event if the Pointe Coupee Parish School Board deems it useful for the school's mission of education. Furthermore, I give permission for my child to use the internet and email system at school. Any disagreement with these stated permissions shall be communicated to the principal in writing by the end of the first week of school.

_____ _____
Parent/Guardian Signature Date

If you AGREE to your child having access to the Internet and the conditions outlined in Policy IFBGA, NO ACTION is REQUIRED.

COMPUTER ACCESS AND USE POLICY
DENIAL OF PERMISSION FORM

I have read and understand the Computer Access and Use policy of the Pointe Coupee Parish School Board (FILE:IFBGA) found in the District's Student Handbook.

I **DO NOT** give permission to the school to allow my child to have access to the Internet.

I further understand that it is my responsibility to sign a Denial of Permission form in the presence of school administration each year.

Student's Name: _____

Parent's /Legal Guardian's Name: _____

Parent's/Legal Guardian's Signature: _____

School Administrator: _____

Date: _____

Academic School Year: _____

**This form is to be kept on file at the school.

STOP! If you wish to deny permission for your child to have access to the Internet, bring this form to school and complete it in the presence of your child's principal.

TEACHER BILL OF RIGHTS
(LSA-R.S. 17:416.18)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1. A teacher has the right to teach free from fear of frivolous lawsuit including the right to qualified immunity and to a legal defense ,and to indemnification by the employing school board, pursuant to R.S. 17:416.1 (C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.

2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:233 and through 416.6 and any city, parish, or other local public school board regulation.

3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416 (A)(1)(C).

4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(C).

5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.

6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:2355.1 and 416(A).

8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.

9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

**No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.*

ATTENDANCE

File: JB -*Cf: IDCJ JBA, JBD; Cf: JBE, JD; Revised: June 2023; July 2023*

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

- *Half-day attendance*- A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- *Whole-day attendance*- A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six hour school days) per semester or 60, 120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

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

<u>ATTENDANCE FOR REMOTE OR HYBRID INSTRUCTION</u>

During remote or hybrid instruction, students are considered to be in attendance when attendance is checked and recorded on each school day at

the beginning of each class period in accordance with La. Rev. Stat. Ann 17:232, and Bulletin 741, Louisiana Handbook for School Administrators, and one of the following requirements is met:

- The student logs into synchronous online instruction at the designated time for the course in which the student is enrolled.
- Evidence exists that the student accessed a planned asynchronous instructional activity.

Remote instruction is an educational model in which the student and educator are not physically present in a traditional classroom environment where instruction may be facilitated by the use of computers, technology, and the internet.

Hybrid instruction is instruction provided via a combination of face-to-face and remote models.

JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until her or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the Board's authority may extend beyond the limits set forth above, in accordance with state law.

KINDERGARTEN

File: IDCC Revised: October, 2021

The Pointe Coupee Parish School Board shall offer full-day kindergarten instruction to each child who turns five (5) years of age on or before September 30th of the calendar year in which the school year begins. Each child entering kindergarten for the first time shall be given a valid and reliable readiness assessment at the beginning of the school year. The results of this assessment shall be used for measuring student readiness for kindergarten and for planning instruction. The parent or guardian of each child shall be advised of the child's level of readiness.

STUDENT ABSENCES AND EXCUSES

File: JBD-Cf: JB, JBA, JDD, JGFC; Revised: July 2023; August 2025

The Pointe Coupee Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. The parent or legal guardian shall be responsible for the attendance of the student at the school to which the student is assigned.

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

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

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

TYPES OF ABSENCES

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

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

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

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

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

EXTENUATING CIRCUMSTANCES

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

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. Extended hospital stay in which a student is absent as verified by a physician or dentist;
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state; or
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.

8. Absences as verified by the principal or his/her designee as stated below: 1. Prior school system-approved travel for education; 2. Death in the immediate family (not to exceed one week); 3. Natural catastrophe and/or disaster.
9. Expectant and parenting high school students shall be granted excused absences as delineated in policy JQE, Expectant and Parenting Students.

For any other extenuating circumstances, the student's parents or legal guardians must make a formal appeal in accordance with the due process procedures established by the school system. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

MENTAL OR BEHAVIORAL HEALTH ABSENCES

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

SCHOOL-APPROVED ACTIVITIES

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

CHILD PERFORMERS

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

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school

authorities upon the students' return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for

those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, verification from an obituary, or other certifiable document must be presented within three (3) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed. Parent notes submitted will be used for the purpose of making up school work missed, but will not excuse the absence.

REPORTING ABSENCES

The attendance of all school pupils shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

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

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter. High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS

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

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

SCHOOL ADMISSION

File: JBC Cf: JBCBB, JDE, JGCB; Revised: January, 2017, October, 2021

The Pointe Coupee Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the Board may prescribe. The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

*Resides within the geographic boundaries of the school system.

*Meets the eligibility requirements for school entrance pursuant to statutory provisions.

*Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.

*Has not received a high school diploma or its equivalent.

*Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics: 1. The person voluntarily withdrew from school, 2. The person is pregnant, 3. The person is a parent, or 4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be

limited to grade twelve (12). The admission or readmission of a person with exceptionality shall be subject to federal and state law governing the age of eligibility for services with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana will be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of this state will be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.

2. Present to school officials satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.

3. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.

4. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day

public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.

1. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

COURT ORDER

The Pointe Coupee Parish School Board shall accept only children from Pointe Coupee Parish to attend its schools in order to comply with the most recent Federal court order under which the Board is operating.

ADMISSION OF CHILDREN OF MILITARY FAMILIES

The School Board shall allow a dependent child of an active duty member of the United States Armed Forces, of the military reserve forces, or of the National Guard or a Department of Defense civilian to register and preliminarily enroll in a public school in the Pointe Coupee Parish School System by remote means, including electronic means, prior to becoming a resident of the state, provided all of the following apply:

1. The student's parent or legal guardian is transferred or pending transfer to a military installation or comparable duty location in Louisiana pursuant to an official military order.
2. The student's parent or legal guardian provides a copy of the official military order transferring the parent or legal guardian to a military installation or comparable duty location in Louisiana to the School Board.
3. The student's parent or legal guardian completes and submits all required registration and enrollment forms and documentation to the School Board, except that proof of residency shall not be required until ten (10) days after the arrival date specified on the parent or legal guardian's transfer orders.

The School Board shall provide a student of a military family who remotely registers the same enrollment opportunities available to resident students,

including requesting and applying for school assignment, registering for courses, participating in extracurricular activities, and applying to any school or program

that requires an additional request, including a lottery for admission to a specific school or program. A student of a miliary family registered and enrolled shall not attend school until proof of residency is provided in accordance to School Board Policy.

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board. No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other Pointe Coupee Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Students*.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Neither the School Board nor any public school shall require the parent or legal guardian of any student to disclose the student's medical information or special education needs prior to enrolling the student in a public school, unless otherwise specifically required by law. Nothing herein shall prohibit a public school from providing an enrollment preference to a student with special needs when the student's parent or legal guardian has voluntarily provided the school with information regarding such needs.

SERVICES TO IDENTIFIED STUDENTS with DISABILITIES under the INDIVIDUALS WITH DISABILITIES ACT

Federal and state laws and regulations provide that a free appropriate education be made available to all identified children with disabilities, ages 3-21, including children who have been suspended or expelled from school. Pointe Coupee Parish Pupil Appraisal personnel through such techniques as observations, interviews, and testing will identify students who are eligible for special education programs and related services. Parents are an integral part of each child's education and have the opportunity to participate in educational decisions including the identification, evaluation, and educational placement of the child with disabilities. The Pointe Coupee Parish School Board assures that policies and procedures are in effect to address the unique educational needs of each child with an identified disability and to ensure the child's access to the general curriculum and other appropriate programs and services.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students will be enrolled on a temporary basis for cultural enrichment. The students will be placed on an appropriate grade level according to their chronological age and transcripts, if available. Students seeking a diploma must meet state requirements.

HOMELESS STUDENTS

File: JBCBB *Cf:JBC, JBCBB-P*

The Pointe Coupee Parish School System will make every effort to ensure that all homeless children or youth residing within Pointe Coupee Parish have equal access to the same free, appropriate public education, including pre-school education, as provided to other children and youth. In accordance, the Pointe Coupee Parish School System will actively comply with all provisions as outlined by the Stewart B. McKinley-Vento Homeless Assistance Act (P.L. 101-645). The Director of Federal Programs will serve as the homeless liaison and collaborate with school personnel, community members, and pertinent others. The homeless liaison will coordinate all activities necessary to ascertain that homeless children are identified, given full opportunity to enroll and succeed in school, as well as, receive all other educational services for which they are eligible.

For the purpose of this policy as specified in the amendment to the McKinley-Vento Act, (42 U.S.C.11431 et. seq.), the term "homeless" refers to individuals

who lack a fixed, regular, and adequate night time residence, or have a primary nighttime residence in a shelter. Additionally included are:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

- Children and youth that have a primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- Migratory children who qualify as homeless because the children are living in circumstances described above.

Admission policies of the Pointe Coupee Parish School Board shall be interpreted to indicate that there shall be no barriers to homeless children enrolling in school. Any required records will be requested after the child has been enrolled in school.

Principals shall follow applicable procedures of identifying homeless children and referring children for appropriate services.

Title I will provide uniforms, school supplies, and fees for homeless students in order to assist in acquiring a free, appropriate, public education for homeless children.

Title I will also coordinate with school food service and guidance counselors on free lunch applications and social services.

Upon registration of a homeless child:

1. The principal or designee shall contact the homeless liaison for obtaining assistance in enrollment and acquisition of records, if needed.

2. School officials shall immediately enroll any homeless child, even if the records normally required for enrollment (i.e. previous academic records, medical records, proof of residence or other documentation are unavailable.

3. School officials shall contact the previously attended school to obtain copies of the child's academic and medical records (including immunization).

4. In the case of homeless children who are fleeing domestic violence situations, determination will be made at the time of enrollment as to who may or may not pick up the child from school.

5. The homeless liaison shall be contacted to assist in acquiring school supplies, uniforms, or other items needed to holistically assist the child.

6. Provisions shall be made to immediately acquire free meal benefits for the child. If necessary, school officials may accept documentation from the director of the homeless shelter or the local homeless liaison may complete an application and approve the child for free meals based solely on the knowledge that the child is homeless.

7. Each school shall continue the child's education in the school of origin for the remainder of the academic school year, or for the following academic year, or shall enroll the child in the attendance area in which the child is living whichever is in the best interest of the child.

8. Disputes regarding placement of the child shall be promptly referred to the homeless liaison who will make efforts to

rectify the dispute immediately according to state and federal homeless directives.

HOMELESS CHILDREN AND YOUTH DISPUTE RESOLUTION PROCEDURE

New Procedure: May, 2018

The Pointe Coupee parish School Board shall abide by federal mandates to ensure that homeless children and youth have access to appropriated public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies shall not act as barriers to the enrollment, attendance, or school success of homeless students.

The following process shall be used when a dispute arises regarding where the Pointe Coupee Parish School Board is the appropriate agency for the education of homeless child or youth.

DISPUTE RESOLUTION PROCESS

1. If a dispute arises over eligibility, or school selection or enrollment in a school, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending the resolution of the dispute, including all available appeals. The dispute process may be initiated, in writing, by the parent/guardian, unaccompanied youth, principal or other school officials.
2. The parent/guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be referred to the School Board's Homeless Liaison. Upon receipt of the referral, the liaison shall carry out the dispute resolution process within a reasonable amount of time. This shall include providing the parent/guardian of the youth or (in the case of an unaccompanied youth) the youth a written explanation of any decision related to school selection of enrollment made by the school or the School Board, including the rights of parents, guardians, or unaccompanied youth to appeal any such decisions.
3. After reviewing pertinent information related to the dispute, the School Board's Homeless Liaison shall provide the parent with a decision, in writing, within five (5) business days of the receipt of the written complaint.

4. If the written resolution is not acceptable to the parent/guardian/unaccompanied youth, the Homeless Liaison shall then forward the dispute to the State Homeless Coordinator.
5. In the case of an unaccompanied youth, the Pointe Coupee Parish School Board's Homeless Liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of such dispute.

STUDENT TRANSFER AND WITHDRAWAL

File: JBCD- Cf: JBA, JBCC Revised: September, 2010

TRANSFER

Students shall be required to attend the school in the attendance area in which their residence is located. Students who wish to attend a school other than the one designated for their attendance zone of residence may apply for transfer when circumstances warrant. All requests for transfer shall be in writing, and shall include reasons for the transfer as well as other pertinent information that the Board may require. The Superintendent shall consider for approval all requests for student transfer if such transfer is determined to be in the best interests of the student and the school system. No school shall accept a student not residing in that school's attendance zone unless the student has an approved transfer request on file. Any decision made by the Superintendent regarding the transfer of a student may be appealed to the School Board for a final determination in accordance with state law.

When a student transfers to another school within the parish, the following procedure shall be followed:

1. The original copy of the student's records or folder shall be sent to the principal of the school to which the student transfers. This includes application for free and reduced price lunches.
2. A copy of the student's transcript shall be kept in the principal's office of the school being transferred from. The date of the transfer shall be recorded on the transcript.
3. An acknowledgment of receipt of student's records by the principal of the school the student is transferring to shall be signed and forwarded to the principal of the school the student transfers from. Acknowledgment forms for receipt of students' records will be used by all principals.

TYPES OF TRANSFERS

MAJORITY TO MINORITY TRANSFERS

The Pointe Coupee Parish School Board shall permit *majority to minority transfers* of students. Such transfers involve the transfer of a student who is legally zoned at a school where his/her race is in the majority to another school where he/she would be in the minority race. In accordance with any existing court order, such transfers are limited to students of African-American and Caucasian races. Requests for majority to minority transfer shall only be accepted during the application period, which shall be designated and publicized parish-wide. Only requests submitted during the application period shall be considered. Approved transfers shall be effective for the following school year and become official after the student registers at the requested school, and once registered at the requested school, that child shall remain there for the entire year.

Transportation of students approved for majority to minority transfers shall be provided in the most cost effective manner possible.

OUT-OF-PARISH TRANSFERS

All students, upon entering the Pointe Coupee Parish Public School System for the first time, shall be required to present a copy of their official birth records, social security card, health immunization records, and a drop letter or packet from the previous schools to the school principal. A copy of their report card or a similar document shall also be presented for the purpose of grade placement. Should the student fail to furnish a grade placement document, he/she will be placed at the grade level indicated by the parent until such document is secured. The school principal has the responsibility of obtaining an official copy of the student's transcript of grades from the school system previously attended for the purpose of verification of grade placement.

After the student has been placed at a grade level, with or without verification, he/she then must meet all promotional criteria at that grade level for promotion. All exceptions shall be referred to the Supervisor of Child Welfare and Attendance for proper placement.

A student that fails a grade and transfers from the local public school system to another school outside the system cannot return in the same year in a higher grade than that which he/she left. Students transferring into the Pointe Coupee Parish Public School System from an unapproved school will be administered a test for placement determination or a proficiency test in the case of a high school Carnegie unit.

WITHDRAWAL

Students shall be required to attend school in accordance with statutory provisions. Students may be permitted to withdraw from school however, if approved by the Superintendent and Board. Such withdrawal must be in accordance with such rules and regulations as may be prescribed by the Board.

STUDENT DISMISSAL

Should a parent or guardian need to take his or her child out of school during the day the parent must contact the principal. A written request for early dismissal by the student's parent/guardian may be submitted. Telephone request for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. Valid identification

should be presented by anyone checking a student out of school. This is for the child's protection. Reasons other than those involving emergencies, sickness or deaths are not accepted as valid.

The Pointe Coupee Parish School Board is aware that because of legal separation and divorce, many children enrolled in the public schools live with a parent having legal custody, with the other parent being legally non-custodial. The Board is also aware that problems may arise when a non-custodial parent attempts to pick up a child at school. Consequently, it shall be the responsibility of the parent with legal custody to provide the principal of the school with a certified copy of the judgment of the court granting custody and with a written request not to permit the non-custodial parent to pick the child from school.

Also, students will be assigned to one bus only. Temporary bus changes may be allowed at the discretion of the principal or his/her designee.

TRUANCY

File: JBE; *CF: IHAD – Revisions Adopted: July, 2024*

The Pointe Coupee Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, or after school while waiting for their bus., or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5^{th}) unexcused absence or fifth (5^{th}) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child. *Tardy*, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to
the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

RESPONSIBILITIES OF PARENT/ LEGAL GUARDIANS

The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the School Board, until the student has caught up with his or her school work. The parent or legal guardian shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his or her missed school work and any assistance fair conducted by the School District that provides information on supports available to families. The principal of each school or his/her designee shall note any concerns that school personnel have relative to a child's school attendance on the back of any Supplemental Security income form that the school receives relative to that child.

Student Assignment

File: JBCC-*Revised: January, 2017*

ATTENDANCE ZONE REQUIREMENTS

The Pointe Coupee Parish School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall require a student to attend the appropriate school as determined by the residence (domicile) of the student or the parent, legal guardian, or legal custodian, or if he/she is eighteen years old or has been emancipated by a court order, by the student's own domicile. However, the School Board reserves the authority and responsibility to assign and/or transfer a student to any of the public schools within its jurisdiction, if circumstances warrant.

The parent or legal guardian of a pupil may file in writing to the School Board an objection to the assignment of the pupil, in which case the School Board shall review the assignment and investigate the circumstances in order to render a decision.

The School Board, by statute, shall be required to assign a student to attend any public school requested by a parent or other legally responsible person when the requested school has space available and is of suitable grade level, and the child resides not more than one (1) mile from such school. Such assignment shall be made if not specifically contrary to the provisions of law, rule, regulation, or an order of a court of competent jurisdiction. Assignment shall also be made without regard to parish boundaries.

Legal custody is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the child or minor. Beginning with the 2009-2010 school year the Pointe Coupee Parish School Board shall no longer accept students under provisional custody. Students enrolled under provisional custody arrangements prior to the beginning of the 2009-2010 school year shall be allowed to remain in the school system until they graduate.

The school principal or designee shall be responsible for monitoring the school enrollment list and shall immediately terminate and/or transfer an unauthorized student. Subject to any existing federal court orders, the Pointe Coupee Parish School Board shall have the authority to determine student residency for school attendance and school transportation purposes

(La. Rev. Stat. Ann. §17:104.1). Consistent with such authority, the address of a student's parent(s) or legal guardian(s) shall determine the school to which the student will be assigned.

In the event that the parent or legal guardian gives custody of the student to another through a court order then the student shall be assigned to school based on the residence address of the person to whom custody has been awarded. Documentation supporting changes in custody of students must be submitted to the Hearing and Truancy Offices and/or Supervisor of Child Welfare and Attendance. **School system employee(s) shall have the authority to review such legal documentation and to make home visits to verify that the student is actually living with the person to whom custody has been awarded. In the event that it is determined that the child is not actually residing with the person to whom custody has been awarded, then the School Board shall have the right to transfer and/or reassign the student.**

The person who enrolls the child in school (parent, legal guardian, or provisional custodian) shall be responsible for all of the parenting responsibilities of the child related to school activities, such as attending conferences, signing report cards, participating in the school discipline process and for those students riding school buses, ensuring that they get to their "pick up" location before school and get home from their "drop off" location after school. The "pick up" and "drop off" locations for each student shall be based on the residence address of the person who has custody of the child at that time. **The authorization of medical treatment of the child will remain with the parent or legal guardian.**

Any child temporarily residing within the district who has no permanent address, or who has been abandoned by his/her parent, or who is in foster care, shall be enrolled and allowed to attend school in the zone appropriate to the special circumstance of the child. Surrogate parents may be appointed when appropriate for special needs students.

VERIFICATION OF RESIDENCE

The School Board shall require verification of residence of those students whose residence is suspected to be outside the attendance zone of the school the student is attending. When investigating the residence of a student, the School Board shall attempt to verify the primary place of residence of the legal parent or legal or provisional guardian. Such verification of residence shall be based on such items as the following:

1. Voter registration card of parent or custodian, or

2. Property tax statement of parent or custodian showing homestead exemption, or

3. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parents. Verification of the physical residency of the legal custodian, tutor/tutrix or nonparent shall also be required, or

4. Any other documentation as may be stipulated by the School Board.

ASSIGNMENT OF STUDENTS WITH EXCEPTIONALITIES

Unless the *Individualized Education Program* (IEP) of a student with an exceptionality, except a gifted and talented student, requires some other arrangement, the School Board shall require the student with such an exceptionality to be educated in the school that the student would attend if he/she did not have an exceptionality. However, if the educational needs of the student cannot be achieved satisfactorily in a regular class setting, the student may be placed in an educational environment designed to meet the appropriate needs of the student, as determined by the IEP committee.

However, a student with an exceptionality, except a gifted and talented student, shall be assigned to a school as requested by the parent, in accordance with La. Rev. Stat. Ann. §17:1944, if all the following conditions are met:

1. The parent submits a written request to the School Board responsible for the student and the respective School Board having jurisdiction over the school being requested, by not later than April first of the school year proceeding the school year for which the parent is requesting the school assignment. The request shall include a recommendation from at least two (2) licensed physicians who have treated the student during the year prior to the submission of the request.

2. The School Board responsible for the student and the respective School Board having jurisdiction over the school being requested by the parent enter into an agreement for the assignment of the student to the requested school.

3. The requested school is located at least ten (10) miles from the school to which the student is assigned, in accordance with applicable school attendance zone requirements.

4. The requested school is located at least fifteen (15) miles from the student's home.

5. The requested school is not located in a public school district in which fifty percent (50%) or more of the public schools in the district are charter schools and fifty percent (50%) or more of the public schools in the district participate in a single application and enrollment process for public school enrollment.

CLASSROOM ASSIGNMENT

Generally, student assignments in K through 8 will be made by the principal of the school. However, in some cases schools may be structured so that students in higher grades may select classes and courses of study. The placement of a student shall be based on grades, achievement test scores, and participation in special programs.

Selection of classes and courses of study in grades 9 through 12 shall be uniformly made by individual students. Assistance in planning course of study and selection of classes shall be provided by teachers, counselors, and administrators. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment.

In grades kindergarten through second grade, the parent of twins, triplets, etc. (more than one child at a single birth event) may request that their children be placed initially in the same, or separate, classrooms, if the children are in the same grade at the same school. Such a request shall be presented to the Superintendent or his/her designee no later than fourteen (14) days either after the first day of the school year or after the first day of attendance if the child enrolls after the fourteenth day of the school year. Notwithstanding any law, rule, regulation, or School Board policy to the contrary, the request of the parent for initial placement shall be granted subject to further review.

As soon as possible after the end of the student's first grading period, the Superintendent or his/her designee shall review the initial placement of the child. If the Superintendent or his/her designee, in consultation with the school principal, the child's(ren's) teacher(s), and the parent, determines that the initial placement of the children is disruptive to the school or is not

in the best educational interests of the child(ren), the initial placement of the child shall be modified, and the child(ren) shall be placed in accordance with School Board policy otherwise applicable to the child(ren).

STUDENT RIGHTS AND RESPONSIBILITIES

File: JC-Adopted December 1976

Freedom of speech is a constitutional right guaranteed to all citizens. The Pointe Coupee Parish School Board shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students. All students shall be free to express their points of view in an orderly manner in keeping with democratic ideas. All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the system or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to others and to develop tolerance for the view points and opinions of others and to recognize the right of other individuals to form and hold different points of view.

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

FILE: IFDA Cf: IDDH, IFD; Cf: JBCBB, JR Revised: December, 2017

The Pointe Coupee Parish School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents of children enrolled in the district's schools of these rights.

At the beginning of each school year, parents of each child enrolled in the public schools of Pointe Coupee Parish shall be notified of:

1. Their right to view, upon request, any instructional material used in the curriculum for the student of time after the request is received.
2. Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Pupil Rights Amendment*.
3. Their rights concerning the collection or use of any personal information for the purpose of marketing the information or for selling that information, including arrangements to protect student

privacy that are provided by the School Board in the event of collection, disclosure, or use and their right to opt their child out of participation.

4. Their rights, including the right to opt out of participation, concerning the administration of any non-emergency, invasive physical examination or screening that is: required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.
5. Their rights under the Family Education Rights and Privacy Act of 1974 (FERPA), including giving notice to the parent of the categories of information which the School Board has designated as directory information with respect to students, and allowing a reasonable period of time after such notice for the parent to inform the School Board that any or all of the information so designated should not be released without the parent's prior consent.

In addition, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Pointe Coupee Parish School Board to notify parents:

1. Annually, of their right to request from the School Board information regarding the professional qualifications of the student's classroom teachers, including the following:

   a. Whether their child's teacher has met state licensing criteria for the grade level and subject taught.
   b. Whether their child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived.
   c. Whether the child's teacher is teaching in the field of certification of the teacher.
   d. Whether the child is provided services by a paraprofessional and, if so, their qualifications.
2. The achievement level and academic growth of their child on each of the state academic assessments.
3. Timely notice that a student has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet state certification requirements at the grade level and subject area in which the teacher has been assigned.

USE OF PRONOUNS AND GIVEN NAMES

New Policy: November 21, 2024

An employee of the Pointe Coupee Parish School Board shall not be required to address a student by a name other than the student's legal name, or a derivative thereof, and the employee shall not be required to use a pronoun that is inconsistent with the student's sex.

An employee shall not be subject to adverse employment action for declining or refusing to do any of the following:

*Address a person using a name other than the person's legal name, or a derivative thereof, or by a pronoun that is inconsistent with the person's sex.

*Identify his/her own pronouns in violation of La. Rev. Stat. Ann 17:2122

A student shall not be subject to disciplinary action for declining or refusing to do any of the following:

*Address a person using a name other than the person's legal name, or a derivative thereof, or by a pronoun that is inconsistent with the person's sex.

*Identify his/her own pronouns, in violation of La. Rev. Stat. Ann 17:2122

If a school employee refers to a minor student by a pronoun that is inconsistent with the student's sex or refers to the student by a name other than the student's legal name, or a derivative thereof, the parent may seek corrective action by the school principal so that the student will be addressed according to the student's sex, as defined below.

If the school principal intentionally refuses to implement corrective action, or if after the school principal implements corrective action, an employee intentionally refuses to honor the corrective action, then the parent shall have remedies as provided by law.

This policy shall not be construed to permit employees to disclose student information as prohibited under the Federal Education Records Privacy Act (FERPA), 20 U.S.C.A. 1232(g).

DEFINITIONS

As used herein, the following terms have the following meanings:

Employee means any individual working in any capacity at a public school including but not limited to teachers and other school employees, school bus operators, extracurricular personnel, and independent contractors.

Legal name means a person's name as may be evidenced on his/her original birth certificate issued at or near the time of birth.

Parent means a student's parent or legal guardian.

Sex means a person's immutable biological sex, either female or male, as may be evidenced on his original birth certificate issued at or near the time of birth.

Female means an individual whose biological reproductive system is developed to produce ova and who has, had, will have, or would have, but for a developmental or genetic anomaly or historical accident, the reproductive system that at some point produces, transports, and utilizes eggs for fertilization.

Male means an individual whose biological reproductive system is developed to fertilize the ova of a female who has had, will have, or would have, but for a developmental or genetic anomaly or historical accident, the reproductive system that at some point produces, transports, and utilizes sperm for fertilization.

Student means a person enrolled at a public school on a full-time or part-time basis.

STUDENT SEARCHES

FILE: JCAB Revised: July, 2018

SEARCH OF BUILDINGS, DESKS, AND LOCKERS

The Pointe Coupee Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board may search either physically or with the use of metal detectors any public school building, desk, locker, area or grounds of said public school

for evidence that a law, School Board policy, or school rule has been violated. Students shall have no expectation of privacy in use of the lockers which have been assigned to them, and the acceptance and use of locker facilities by students shall constitute consent by them to the search of such locker facilities at any time by authorized school personnel.

SEARCH OF STUDENTS AND/OR THEIR PERSONAL EFFECTS

Any teacher, principal, administrator, or school security guard may search the person of a student or his/her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated a law, a school rule, or a school board policy. Such search shall be conducted in a manner that is reasonably related to the purposes of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Random searches with a metal detector of students and/or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the students. Strip searches of students are specifically prohibited.

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide school authorities with a consent to search of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches of vehicles may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the students whenever possible. If the vehicle is locked, the student shall unlock the vehicle upon request by school administrator/designee. If the student refuses to unlock the vehicle, proper law enforcement officials shall be summoned and the student shall be subject to disciplinary action for such refusal. Any student not present during a vehicular search shall be informed of the search as soon as practicable thereafter.

USE OF CANINES

The administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

CONFISCATION

If, during any search, school personnel discover and confiscate any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance of it until such time as the implement or material can be given to law enforcement personnel. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement official or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

NOTIFICATION OF AUTHORITY TO SEARCH

Students and parents shall be notified at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board's search authority shall be posted at entrances to all School Board buildings.

RECORDS OF SEARCHES

Whenever any search of a student, his/her personal effects, or his/her vehicle is conducted pursuant to this policy, the school administrator/designee conducting the search shall prepare a written report

of it as soon thereafter as is reasonably practicable. Such record shall include the name of the student, the name(s) of the person(s) conducting the search, the circumstances leading to the search, and the results of the search. This written, dated, and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/designee as a result of the search.

DISCIPLINE OF STUDENTS

Any student found to be in possession of any item in violation of a law, a school rule, or a school board policy shall be subject to disciplinary action in accordance with school board policy and school rules. Investigative facts and/or seized items resulting from searches shall be immediately turned over to the proper law enforcement officials.

DEFENSE AND INDEMNIFICATION OF EMPLOYEES

If any teacher, principal, administrator, or school security guard employed by the School Board is sued for damages by a student or person qualified to bring suit on behalf of the student based on a school search, the School Board shall provide the employee with a defense to the suit and shall indemnify the employee against any judgement rendered against him/her provided that the employee has acted in accordance with the provisions of this policy. The School Board shall not indemnify any employee against a judgment if there is a specific finding therein that the action of the employee was maliciously, willfully, and deliberately intended to harass, embarrass, or intimidate the student.

GENERAL GUIDELINES AND PROCEDURES FOR THE USE OF HAND-HELD AND WALK-THROUGH METAL DETECTORS

File: JCABB-Cf: *JCAB, JCABA*

Purpose: Any search pursuant to these guidelines is designed to deter the bringing of weapons and other dangerous items onto school grounds and to thereby reduce the potential for violent incidences.

General Guidelines and Procedures: These guidelines are designed to ensure that searches conducted with a metal detector are lawful, unbiased, and respectful of the right of privacy. Therefore, principal or designee will be present when these searches take place. Pointe Coupee Parish Resource Officers along with Law Enforcement Officials shall be in charge of operating metal detectors in the schools.

Prior to conducting searches using metal detector, school system officials shall take the following actions:

- Students shall be put on notice through announcements on the public school address system and/or in other ways that they are subject to being searched with metal detectors at any time.
- As soon as practicable, the student handbook will be awarded to further inform the students and their parents or guardians of the
- school board policy of using metal detectors for searches. The public
- will also be made aware of the use of metal detectors at school and at extracurricular activities through the local news- papers and cable television stations. Students and non-students will be made aware that they are subject to being searched by metal detectors anytime they are on school property.
- The public will also be made aware of the use of metal detectors at school and extracurricular activities through the local newspapers and cable television stations.

Procedures:

1. The principal or designee and resource officer along with law enforcement officials will operate the walk-through metal detectors.
2. All students entering the school may be subjected to the walk-through metal detectors, although the law enforcement officials or the school principal or designee could choose to limit the search by a pre-determined random or general formula.

Example: Random - Search every third or fourth person entering school, every other bus, or every other classroom.

General - All students and spectators at an event are searched as they enter or all students at school today. The school principal or designee and/or law enforcement officials are prohibited from selecting a particular student or spectator to search unless there is a reasonable suspicion to believe that the student or person is in possession of a weapon and/or dangerous instrument.

3. The principal or designee or law enforcement officials will ask the student to place any bags or parcels on the table and remove all metal objects from his/her person, along with any metal objects from any bags, parcels, or other containers being carried. After the above request has been made and the student has been given the opportunity to comply, the student will be asked to walk-through the metal detector.
4. If the detector activates on the person, the student will be asked to step out of line and to remove any remaining metal objects from his/her person. The student will be asked to extend both hands out with the palms up. The hand-held scanning device should be passed along the front, back, and both sides of the person being scanned without touching the body. If the hand-held scanning device also activates, the law enforcement official or principal or designee will ask the student once again to produce the signal-triggering metal object.
5. If the student refuses to produce the metal object, then a reasonable suspicion will be deemed to exist and the individual will be personally searched ("pat down") by the principal or designee of the same sex. At least one witness of the same sex as the student shall be present throughout the search.
6. If a student is personally searched (as outlined in the preceding paragraph), then his/her parent or guardian shall be notified.
7. Any illegal objects (i.e., firearms, knives, or other implements which can be used as weapons) found during the search will be turned over to law enforcement officials.
8. If the metal detector activates on any bags, parcels, or other containers being carried by the student, a request to remove any

remaining metal objects from the said container shall be made. If the student refuses, and the hand-held scanning device activates again, then a reasonable suspicion exists and a search of the container in question will be conducted. Should any illegal objects be found during the search, it will be turned over to law enforcement officials.

STUDENT SMOKING, TOBACCO, AND MARIJUANA USE

FILE: JCDAA Cf; EB Revised: July, 2024

Student possession or use of any tobacco product, smokeless tobacco, marijuana in any form, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Pointe Coupee Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. School Board property shall include any elementary or secondary school buildings or grounds, buildings, 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 smoke or use of tobacco products does not exempt a student from this policy. A student found to be in violation of this policy shall be disciplined in accordance with the Student Code of Conduct. In addition to disciplinary action, those students who are found in violation of this policy, shall be referred to the school's health provider (nurse, health center, or social worker) for a tobacco intervention. The school's health provider shall have the option of referring the student to the Fax to Quit Louisiana Program, coordinated by the Department of Health and Hospitals Tobacco Control Program, which refers the student to the Louisiana Quit-line, a free counseling service done over the phone for tobacco cessation.

DANGEROUS WEAPONS

File: JCDAB- Revised: July, 2021; Cf: JCAB, JDD, JDE

The Pointe Coupee Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exceptions. If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school

property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency. The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material may result in a misdemeanor. When a principal or designated administrator violates any provisions of this policy, a report on such violations shall be made by the complainant to the Superintendent. The Superintendent or his/her designee shall conduct a hearing on the alleged offense. If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.

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

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.

FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property, at a school-sponsored function, within 1000 feet of school property, or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, and within a school bus shall be designated *firearm-free zones*, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

STUDENT ALCOHOL AND DRUG USE

File: JCDAC-Revised: July 2021; JDD, JDE, IDBB

The Pointe Coupee Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his possession on a school

bus, on school premises, or at a school function away from the school, any alcoholic beverages, tobacco, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statues, unless dispensed by a licensed medical provider as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or School Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or legal guardian, by telephone, of any student found in violation of this policy. If the parents or legal guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the School Building Level Committee chairperson in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the Student Assistance Team, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

Referral of Student Required

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school

principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

If evidence of abuse is found, the principal or his/her designee shall refer the student to an alcohol and drug abuse treatment professional chosen by the student's parent or legal guardian. If it is determined by the professional that the student needs treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration that student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

DRUG-FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statue on or around school property or an area within 2000 feet of any property used for school purposes by any school, or on any bus. These areas shall be designated as *Drug Free Zones*. The Pointe Coupee School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

DRUG TESTING PROGRAM FOR STUDENT ATHLETES

File: IDFAA-Cf: IDFA Revised: December, 2015

DEFINITIONS

Drug:	Any substance considered illegal by Louisiana Statute or which is controlled by the Food and Drug Administration.
Student Athlete:	Any student participating in high school inter-scholastic athletic programs sponsored by Pointe Coupee Parish School System. A cheerleader or dance team member shall be considered to be a student athlete.
Sport Season:	Fall, Winter and Spring seasons begin on the first day of practice allowed by the Louisiana High School Athletic Association. This policy will be in affect 24 hours a day 7 days a week.
Calendar Year:	A 12-month period from the date of occurrence.

Majority to Minority Transfer: In accordance with Civil Action No. 65-3164-A, students who are attending public schools in Pointe Coupee pursuant to majority-to-minority transfer provisions or who subsequently transfer under such provisions shall be immediately eligible to participate on athletic teams at the schools to which they have transferred or will transfer to in the future.

MISSION STATEMENT

In keeping with the mission of the Pointe Coupee Parish School System the role of the drug abuse prevention policy and programs is to build partnership(s) between faculty, administrators, coaches, parents and students in order to reduce alcohol and other drug related barriers to academic athletic and personal development.

In this context, the school system's mission is to anticipate, plan for and respond to the needs of a diverse and changing student body by providing services that:

- create supportive environments in which students are empowered to make responsible and healthy lifestyle choices
- promote non-use behavior
- communicate realities, misperceptions, and secondary effects alcohol and drug abuse
- employ strategies that will improve the school environment as well as individual attitudes toward responsible behavior
- provide policies which emphasize that the use of alcohol and other drugs will not be tolerated
- provide educational programs

This policy shall be reviewed by the School Board after each school year. In addition, the policy shall be reviewed annually for costs and other significant data.

DRUG EDUCATION PROGRAM

All middle and high school athletic programs shall adhere to the following requirements. Under the authority of the principal, coaches shall be responsible for the implementation of these requirements.

1. Every sport must have a preseason meeting with parents to cover expectations of the coach and the athlete. Drug enforcement policy and regulations shall be covered and a drug testing contract shall be signed at this meeting or prior to the beginning of the current sports season.

2. Every athletic program is required to have a minimum of one drug education meeting per season.

3. Random testing shall be done throughout the season as determined by the Superintendent or his/her designee, whereas a minimum of 5% of all active athletes will be screened each month. If a student athlete fails the urine screening test, a second test will be administered the same day. If a student fails the second test, the second urine sample will be sent to a certified lab for confirmation at the expense of the student athlete.

4. Unless otherwise stipulated, all costs associated with the administration of the initial and random drug screening shall be the sole and exclusive responsibility of the Pointe Coupee Parish School System. If the urine confirmation test or lab test is positive, it shall be considered a violation of the substance use policy. The record keeping and results of all testing shall be kept confidential. The records shall be stored in a locked cabinet and only be accessible to district administration, involved parents or guardians, and the Athletic Director. Such random testing may be either a drug screening or lab urine test. Individuals shall be randomly selected on a lottery basis and tested. A student may also be referred for testing by the athletic department or a recommendation of a coach if there is reasonable suspicion of a violation. If a student athlete fails the urine screening and confirmation or urine testing, he/she shall be subject to the penalties as listed in the Substance Use Section.

   The Superintendent or his/her designee shall take reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all participating student athletes are in the pool, assuring that the person drawing the names has no way of knowingly choosing or failing to choose particular students for the testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the selection process by at least two (2) adults.

5. The Athletic Department and coaches shall actively participate in the Drug Free Schools Program in conjunction with other drug education programs developed by the Athletic Department.

6. Pointe Coupee Parish School System shall refer individuals who have violated the policy to the Drug Free Schools Coordinator for drug education/intervention.

TESTING PROCEDURES FOR STUDENT ATHLETES

Consent:

Each student wishing to participate in any interscholastic athletic program, and the student's custodial parent or guardian, shall consent in writing to drug testing pursuant to the *Drug Testing General Authorization Form*. No student shall be allowed to participate in any interscholastic athletic program without such consent.

Student selection:

Student athletes will be randomly selected throughout their sports' season. If an athlete participates in more than one sport during the same season, drug-testing for the second sport is not required.

Sample Collection

If a urine test is required, the student athlete shall be required to supply a sample for either a urine screening or urine lab test. The student athlete must abide by the rules and regulations of the collector or agency.

Prescription Medication

Students who are taking prescription medication shall provide a copy of the prescription or a doctor's verification in a sealed envelope to the school official within 48 hours of the drug screening test. If necessary, that envelope will be forwarded to the testing lab with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Such information provided by the student shall not be disclosed to any other to school official. Students who refuse to provide school verification and test positive shall be subjected to disciplinary actions specified in this policy.

Scope of Tests

If a lab urine test is required, the testing lab shall be instructed to test for one or more illegal drugs. This is also true for a urine screening test. The Superintendent or his/her designee shall decide from week to week which illegal drugs shall be screened but in no event shall that determination be made after selection of students being tested. Student athlete samples shall not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug intoxication.

Limited Access to Results

Personnel administering the drug screening or those contracted to perform lab urine tests shall be authorized to report results only to the Superintendent or to his/her designee. All costs associated with the administration of the initial and random drug screening shall be the sole and exclusive responsibility of the Pointe Coupee Parish School Board. However, any evaluation or drug counseling which may be mandated as a result of positive tests shall not, under any circumstances, be the responsibility of the Pointe Coupee Parish School Board.

NO ACADEMIC PENALTY

No student athlete shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy shall not be documented in any student's academic records. Information regarding the results of drug tests shall not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student's custodial parent or legal guardian shall be the notified in writing in a language that they understand at least 72 hours before response is made by the District.

SUBSTANCE USE VIOLATIONS

The following procedures shall be followed upon receipt of a positive result from the drug testing described herein:

Self-Referral (cannot be a self-referral on random test day)

- An Administrator/Parent Conference shall be required when a student initiates a self-referral.
- After a self-referral a student athlete shall be ineligible to participate in his/her sport until he/she has enrolled in a drug education program and serves five (5) days without practice, and one suspension from any athletic event. Failure to enroll and attend the drug education program shall result in the athlete being dropped from the team for the rest of the season and the athlete may not participate in another sport until drug education has started. When eligible to return, the athlete must have doctor's clearance to be drug free and physically fit to continue practicing. Any costs incurred shall be the responsibility of the student athlete.

- A minimum mandatory urinalysis every thirty (30) days for the duration of the sports season shall be required at the expense of the student athlete.

- An athlete/cheerleader may self-refer only one time during high school career.

VIOLATIONS

An Administrator/Parent Conference shall be required when a student athlete commits a violation.

FIRST POSITIVE - Both the individual who has tested positive and his/her parent/guardian shall be immediately notified. Before continued participation is permitted in the particular program, the student shall submit to drug evaluation in an effort to determine the necessity of drug counseling and/or other treatment, which if needed, shall be at his/her expense. The refusal to participate in the recommended treatment after evaluation or even to the evaluation itself shall constitute disqualification from participation in any interscholastic athletic program for the remainder of the school year. The student must test negative at the end of a two-week counseling/treatment period before being allowed to resume participation. Students may, during the two-week counseling/treatment period, observe any practices, but may not participate in any games or related activities. During the random selection process, the two-week non-participation clause will go into effect from the date of the first regularly scheduled game of that particular sport. There will be a mandatory urine screen or lab test every thirty (30) days at the expense of the student. Duration to be determined by the intervention program.

SECOND POSITIVE - Any individual who tests positive for a second time during an eight semester period and his/her parent(s) and/or guardian(s) shall be immediately notified. The athlete participant shall be immediately dismissed from his/her activity and shall be ineligible for participation in any of the school's interscholastic athletics for the remainder of the school year. There shall be a mandatory drug assessment and education program at the expense of the student athlete. There shall be a mandatory urine screen or lab test every thirty (30) days at the expense of the student. Duration to be determined by the intervention program.

THIRD POSITIVE - Any individual who tests positive for a third time during an eight semester period (four years of eligibility) shall be terminated from interscholastic athletics for the remainder of his/her time in high school in

the Pointe Coupee Parish School System. Students and their parents are encouraged to seek further intervention and counseling to be incurred at the expense of the student.

All tests shall be received and reviewed by only the Superintendent of Schools or his/her designee. The custodial parent(s) and/or guardian(s) shall be immediately notified by the responsible person. Such notification shall be confirmed in writing. Furthermore, the Superintendent, or his/her designee, shall immediately notify the principal of the student's school, who will then without delay, notify the student as soon as possible. Confidentiality of the test results shall be maintained at all times.

VERIFIABLE SUBSTANCE USE VIOLATIONS

The following is a list of examples of verifiable substance violations by student athletes.

1. Any coach personally observes a substance violation;
2. Any district administrator or staff personally observes a substance violation;
3. police report to the school district outlines a substance violation;
4. A personal confession by a student athlete of substance use;
5. A violation reported by a parent or guardian of a student athlete;
6. A positive urinalysis;
7. A refusal to take either a urine screening test or lab urine test;
8. The possession or selling of any illegal substance or being under the influence;

All information given to the administration by a student shall be investigated and may form the basis for probable cause. No substance abuse violations will be based on hearsay evidence alone.

There shall be no excuse relating to possession, including drug residue found in drug paraphernalia. The district drug policy as well as the athletic drug policy applies. Student athletes shall not be exempt from current school rules and policies as they relate to the selling, possession, and/or use of drugs and alcohol during school hours or while participating in school related activities.

APPEALS PROCESS

All violations may be appealed to the *Drug Advisory Committee*. This committee will be made up of one administrator, one counselor, one teacher, one community member and the athletic director. The parish athletic director shall be the chairman of the drug advisory committee. The Superintendent or his/her designee shall determine the membership of the committee on an annual basis.

POINTE COUPEE PARISH PUBLIC SCHOOL SYSTEM

DRUG TESTING POLICY GENERAL AUTHORIZATION FORM

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by the Pointe Coupee Parish School Board and the sponsors for the activities in which I participate.

I authorize the Pointe Coupee Parish Public School System to conduct an initial urinalysis to test for drugs and/or alcohol use. I also authorize the Pointe Coupee Parish Public School System to conduct random testing during the current school session. I authorize the release of information concerning the results of such a test to the Pointe Coupee Parish Public School System, to myself, and to my custodial parent/guardian.

I understand that I am responsible for any additional expenses incurred as a result of any violations of this policy.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

_____

Student Signature & Date

_____

Parent or Guardian Signature & Date

_____

Athletic Department Signature & Date

CONDUCT ON THE SCHOOL BUS

1. The driver is in full charge of the bus and the students on the bus.
2. Students shall obey the driver and respect the orders of monitors or patrols on duty.
3. Students shall occupy the space designated for them by the driver.
4. Students shall be on time for the bus; the bus cannot wait for those who are not on time.
5. Students who must cross the road after alighting from the bus, should pass in front of the bus and not behind it. The driver should see that the way is clear before the student is permitted to cross the road.
6. Students shall observe the following:
    a. Never stand in the road while waiting for the bus
    b. Never throw waste paper or other rubbish on the floor or out the window of the bus
    c. Do not mark or otherwise deface the bus.
    d. Avoid unnecessary conversation with the driver.
    e. At all times keep arms and head inside the bus windows.
    f. Ge on or off the bus, or change seats in the bus only when it is not in motion.
    g. Do not leave the bus without the driver's consent, except at home or at school.
    h. Report to the drive at once any damages to the bus.
    i. Students shall not be permitted to board the bus if they have any of the following items in their possession: tobacco, matches, cigarette lighters, weapons, alcohol, obscene or vulgar literature, drugs, animals (cats, dogs, etc.), except for Seeing Eye Dogs.
    j. Students while aboard the bus shall not be permitted to eat, drink or smoke.
    k. Students shall bring no band instruments, projects or other objects too large or too hazardous to be held by the passenger or stored safely under the seat.
    l. Fighting on the school bus may result in suspension from riding on the school bus to and from school.

Should any student persist in violating any of these regulations, it shall be the duty of the driver to notify the principal and after due warning has been given to the student, the PRINCIPAL, not the BUS DRIVER, shall then forbid such disobedient student the privilege of riding the bus until permission to ride again has been given by the Pointe Coupee Parish School Board. This may be in addition to any other punishment authorized by policy for violation of rules of student conduct.

CARPOOL AND BUS LINE SAFETY **New Policy: July 2023**

The Pointe Coupee Parish School Board shall require safety rules for carpool and bus lines at any school that includes any of the grades kindergarten through five. The safety rules shall require, but not be limited to, the following:

1. Students shall remain a safe distance from the pick-up area behind something material or immaterial intended to block passage, as deemed appropriate for the particular school building.
2. Students shall wait in the pick-up area and wait for vehicles to come to a complete stop.
3. A student being dropped off shall remain in the appropriate passenger restraint until the vehicle in which he/she is a passenger comes to a complete stop.
4. A student in grades kindergarten through three shall be accompanied by a school employee while he/she is walking to and from a pick-up area.

ELECTRONIC TELECOMMUNICATION DEVICES

File: JCDAE Cf; JD Revised: July 2024; February 20, 2025

No student, unless authorized by the school principal or his/her designee, shall possess, use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or elector-mechanical paging system in any elementary or secondary school building, or on the grounds thereof during the instructional day, or in any school bus used to transport pubic school students. *Use* of operation of an electronic telecommunication device shall mean the device is either visible, turned on or is in a mode capable of receiving or transmitting signals. The *instructional day* shall begin at the time the students arrive on campus prior to the take-in bell and conclude upon the dismissal bell at the end of the day.

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day, including wearable technology capable of sending or receiving text messages and other similar notifications.

If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away from the duration of the instructional day or prohibited from being turned on and used during the instructional day. Electronic telecommunication devices, shall include, but not be limited to, cellular telephones, wearable technology, personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, or similar devices. Additionally, camera phones with video and/or still photography capabilities, voice-recording capabilities, or future technological improvements and/or equivalent equipment may not be used unless authorized by the principal or his/her designee.

These provisions shall also apply to any school-sponsored event, including athletic competitions and field trips, which take place during the instructional day.

Electronic telecommunication devices may be left in personal vehicles.

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

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

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

A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension or expulsion from school as detailed in the *Student Code of Conduct*.

The School Board shall not be responsible for any electronic devices, including cell phones, lost or damaged while on School Board property.

Nothing shall prohibit the use and operation by any person, including

students, of any electronic telecommunication device in the event of an emergency. *Emergency* shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

CONSEQUENCES

1. The electronic telecommunication device will be confiscated and held by the school administration until the student's parent or guardian retrieves the device or until the student has completed his/her disciplinary consequence.
2. The student shall be assigned to the Saturday School for possession of a prohibited electronic telecommunications device.
3. A student who uses a cell phone or other electronic device to video or photograph another student, or students, shall be subjected to a disciplinary consequence up to and including expulsion.

COMPUTER ACCESS AND USE

Internet Safety- File: IFBGA; C*f: EBBB, EFA, EFB* Cf: JCDAF *Revised: August 2025*

The Pointe Coupee Parish School Board shall establish appropriate guidelines for accessing school system computers and related technologies and for exploring and using Internet resources within the School District to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Pointe Coupee Parish School Board. The School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding internet and cell phone safety and online content that is a threat to school safety. The information shall include the following: Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform, visual examples of possible threats, and the process for reporting potential threats, which shall be in accordance with the procedures referenced in policy EBBB, School and Student Safety. Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school. If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

In its continued efforts to comply with the Children's Internet Protection Act, the Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively violent, pervasively vulgar, or

sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World-Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging";
- Prohibit unauthorized access, including what is now known as "hacking" and other unlawful on-line activities by minors online.
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors, and
- Institutes measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of School Board computers, hardware, and Board network shall abide by all policies of the School Board any applicable administrative regulations and procedures.

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1) Acceptable Use- The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School Board regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities

shall be strictly prohibited. Subscriptions to list servers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee. In addition,

a. All hardware and software purchased, installations, and Downloads should be approved by the Technology Department.
b. All technology hardware and software resources purchased by the School Board are the property of the Pointe Coupee Parish School System and are loaned to students and faculty for their permitted use.
c. The computers and the network are NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction shall be prohibited.
d. The illegal installation of copyrighted software for use on district computers is prohibited.
e. All users, including students and employees and any other users of School Board computers, hardware, and the Board network shall abide by policies of the School Board.

2) Privileges- The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, and staff, or Board Technology Committee.

3) Network Etiquette- Users shall be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Note that Electronic Mail (E-Mail) or a user's computer activities shall not be considered private. School Board technology personnel who operate the system have access to all computers. Messages relating to or in support of illegal activities relating to or in support of illegal activities must be reported to the authorities. All users should be aware that routine monitoring of the system may lead to discover that the user has or is violating, Board policies, school district regulations, provisions of the Student Handbook, and/or the law. Routine maintenance of the system may also purge files from individual accounts.

- Use of computers, computer network and related equipment or resources in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass email messages, or annoying other users using the talk or write functions) shall be prohibited. Hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system shall be prohibited.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors shall be prohibited on the network.
- The illegal installation of copyrighted software for use on Board computers shall be prohibited.
- Use of the network to access or process obscene or pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) shall be prohibited.

4) Security- Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal, who shall then notify the Pointe Coupee Parish school Board Technology Department. The problem shall not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer system shall be denied access to the Internet.

5) Vandalism- Vandalism shall result in cancellation of privileges and or other disciplinary actions. Vandalism for purposes of this policy is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or any other networks that are connected to the Board's network. This includes, but is not limited to, the uploading or creation of computer viruses.

No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.

6) **Consequences of Misuse-** School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane or language or pictures or violates the Code of Conduct for computer use, or any rules contained in the *Acceptable Use Agreement*.

7) **Bypassing Filters or Security Systems –** Attempts to remove, modify, or bypass software and configurations installed to prevent access to pornographic material or other objectionable materials shall be prohibited. Such violations shall result in cancellation of computer use privileges and appropriate disciplinary action.

8) **Monitoring-** School Board employees shall be responsible for monitoring and reviewing student Internet and/or computer-related activities, including e-mail, routing of information, or visiting sites, etc., using the system's network or any of its technology resources. Other monitoring activities to limit student access to inappropriate Internet sites shall be employed by the School Board.

REGULATIONS

The use of the Internet, including the World Wide Web, in any Pointe Coupee Parish public school must be in support of education and academic research and consistent with the educational objectives of the Pointe Coupee Parish School Board. Neither the Pointe Coupee Parish School Board nor any of the schools shall be responsible for any financial obligations incurred by users of the Internet.

Users of school system computers, computer network, technology resources, and the Internet shall be held responsible for his/her actions and activities. Unacceptable use shall result in appropriate disciplinary action, including school suspension or revoking of these privileges. Regulations for participation by anyone on the system's network shall include, but not be not be limited to, the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. Photographs, personal addresses, personal phone numbers, or last names may not be used by students on the Internet.

3. The Board may provide e-mail accounts for its employees and does not warrant access to other e-mail services or messaging services (i.e. Yahoo, AOL, and Hotmail). Students may only use e-mail accounts that have been approved and provided by the Board.
4. Using the network in ways that may disrupt the use of the network by other users (e.g. downloading huge files, sending mass email messages, or installation of unapproved software) shall be prohibited.
5. The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty. A user shall not access any Internet resources or entities not previously authorized by the teacher.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.
7. Instant messaging between students shall not be allowed on the Pointe Coupee Parish School Board network.
8. E-mail, chat, and instant messaging should be used for legitimate and responsible communication only. Hate mail, harassment, discriminatory remarks, cursing, and other anti-social behaviors shall be prohibited on the network.
9. Chat rooms may be used only with approval from the building level administrator and the guidance of the teacher for instructional activities.
10. Use of the network to access or process pornographic, inappropriate materials, or files dangerous to any individual or group shall be prohibited. Accessing information on manufacturing bombs or other incendiary devices shall also be prohibited.
11. Transmission of any material that violates U.S. or state law shall be prohibited. This includes, but is not limited to, copyrighted software, music, videos, and other materials protected by trade institutions.
12. Use of the system's network for product advertisement, political lobbying, financial gain, or any illegal activity shall be strictly prohibited.
13. Gaining unauthorized access to resources or entities shall be prohibited. Students should access only those files that belong to

them or which they have been granted permission to use by faculty.

14. Invading the privacy of individuals shall be prohibited.
15. Using the account or password of another user shall be prohibited. Distribution of passwords by other than designated staff shall be strictly prohibited.
16. Posting communications without the author's consent shall be prohibited.
17. Posting or sending anonymous messages shall be prohibited.
18. Resources offered by the Internet and paid for by the Board may not be willfully wasted.

If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material, she or he should back out of that information at once.

Should a parent/guardian desire to prohibit their child's access to the Internet, the responsibility rests on the parent/guardian to sign the *Denial of Permission form* provided in the student handbook. The *Denial of Permission form* should be signed in the presence of the school administration and is required to be executed on an annual basis. If the school does not receive a Denial of Permission form, parental permission to use the Internet will be assumed, and this permission includes access to the Internet and email system, permission to publish student work to classroom websites, and permission to have unidentified photos of the student published to classroom websites.

Adopted: July 25, 1996; Revised: March, 2012; Revised: January 24, 2013

BULLYING AND HAZING

File: JCDAF -Revised: September, 2013; July 2022; August 2025
Cf: EBBG, IFBGA JAA IHAD; Cf: JCD, JCDA, JCEA

The Pointe Coupee 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 a 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 a 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 acts. 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, 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 such 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/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 school rules or School Board policy.

INVESTIGATION PROCEDURE

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

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

Scope of Investigation: An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together. The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* Form.

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

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

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

with the following: (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 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student

Documentation: At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians of each involved student, the principal or his/her designee or School Board shall: (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 records/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, such as threats, 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, 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; or (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 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 that the student attended. No other school 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 an 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 behavior, 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 provision requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. 14:403.
Ref: La. Rev. Stat. Ann. SS 17:183, 17:416, 17:416.13

ASSAULT/BATTERY OF TEACHER

The Pointe Coupee Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student that commits a crime against a school teacher on school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception. The term "school teacher" shall include any teacher or instructor, administrator, staff person, or employee of any public or private elementary, secondary, vocational-technical training, special, or post-secondary school or institution. It also may include any teacher aid and paraprofessional, school bus driver, food service worker, and other clerical, custodial, or maintenance personnel employed by a city, parish, or other local public school board.

BATTERY

Whoever commits the crime of battery of a school teacher shall be fined not more than five thousand dollars or imprisoned not less than thirty days nor more than one year. At least seventy-two hours of the sentence imposed shall be imposed without benefit of suspension of sentence.

ASSAULT

Whoever commits the crime of assault on a school teacher shall be fined not more than two thousand dollars or imprisoned not less than thirty days nor more than one hundred eighty days, or both.

BODY ARMOR

The Pointe Coupee Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student or non-student that is wearing or possessing body armor on school property, at school-sponsored functions, or in firearm-free zones. The wearing or possessing of body armor is unlawful and shall be defined as wearing or possessing body armor, on one's person, at any time while on school campus, on school transportation, or at any school-sponsored function in a designated area including but not limited to athletic competitions, dances, parties, or any other extracurricular activities, or within one thousand feet of any school campus.

"Body armor" means bullet-resistant metal or other material intended to provide protection from weapons or bodily injury. "Campus" means all facilities and property within the boundary of the school property.

"Non-student" means any person not registered and enrolled in that school or a suspended student who does not have permission to be on the school campus. 'School" means any elementary, secondary, high school, vocational-technical, college, or university in this state. 'School bus" means any motor bus being used to transport children to and from school or in connection with school activities. The following provisions shall not apply:

1. A federal, state, or local law enforcement officer in the performance of his official duties.

2. A school official or employee acting during the normal course of his employment or a student acting under the direction of such school official or employee.
3. A person who has notified the school principal in writing at least twenty-four hours prior to wearing body armor.

4. The wearing or possessing of body armor occurring within one thousand feet of school property and entirely on private property, or entirely within a private residence, or in accordance with a concealed handgun permit issued pursuant to R.S. 40:1379.1.

5. An constitutionally protected activity which cannot be regulated by the state, such as body armor contained entirely within a motor vehicle.

6. Any student wearing or possessing body armor to or from a class, in which he is duly enrolled, that requires the use of the body armor in the class.

7. A student enrolled or participating in an activity requiring the use of body armor.

Whoever commits the crime of wearing or possessing body armor by a student or non-student on school property, at a school-sponsored function, or in a firearm-free zone shall be fined not more than one thousand dollars, or imprisoned, without hard labor, for not less than six months nor more than one year, or both. The lack of knowledge that the prohibited act each major point of entry to the school this permanent notice. If a student is detained by the principal or other school official because the school principal or other school official confiscates or seizes body armor from a student while upon school property , at a school function, or on a school bus, the principal or other school official in charge at the time of the detention or seizure shall immediately report the detention or seizure to the police department or sheriff's office where the school is located and shall deliver any body armor seized to that agency.

If a student is detained for wearing or possessing body armor on campus, the principal shall immediately notify the student's parents. Any principal or school official in charge who fails to report the detention of a student or the seizure of body armor to a law enforcement agency within seventy-two hours of notice of the detention or seizure may be issued a misdemeanor summons for the violation no more than five hundred dollars or sentenced to not more than forty hours of community service, or both. Upon successful completion of the community service or payment of the fine, or both, the arrest and conviction shall be set aside as provided for in Code of Criminal Procedure Article 894 (B).

MANDATORY DRESS CODE

FILE: JCDB -*Revised: July 2016; July 2018, May 2021; July 2022*

The Pointe Coupee Parish School Board, along with principals and central office staff, acknowledges that some uniformity in dress and appearance on the part of students should be maintained so that all schools may follow minimum requirements. It is also felt that guidelines are needed in order that students, parents, teachers, principals, and all other personnel will understand what is expected of them. Through these guidelines, fewer classroom disruptions by attention-seeking individuals will arise and disciplinary problems brought about by dress and appearance will be a at a minimum.

School administrators recognize the primary purpose of the schools is to direct the total growth of pupils physically, mentally, and scholastically. In order to do so, it is necessary to create an atmosphere which is conducive to the learning process. The School Board feels it is the responsibility of each student to use good judgement in one's total appearance so that the attention of others is not distracted from the purpose of the school. Safety and hygiene shall be a basic consideration.

Any substantial complaint concerning the dress code shall be dealt with by the school administration.

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 modifies the existing uniform policy, it shall notify in writing the parent or guardian of each student of the policy adoption or uniform 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 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.

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.

UNIFORMS

Uniforms shall be mandatory in all Pointe Coupee Parish Schools and shall be worn as follows:

Elementary School

Boys: Medium tan khaki long uniform pants or knee length uniform shorts, with a white or navy blue knit uniform shirt

Girls: Medium tan khaki long uniform pants, uniform capri pants or knee length uniform shorts, medium tan khaki uniform jumper, medium tan khaki uniform skirt or skort with a white blouse or white or navy blue knit uniform shirt. The acceptable length for shorts, skorts, skirts and jumpers is knee length.

NOTE: *Three (3) and four (4) year olds may wear elastic waist pants with no* belt.

High School

Boys*:* Medium tan khaki long uniform pants or knee length medium khaki uniform shorts.

Livonia: 7th and 8th grades: White knit uniform shirt

Livonia: 9th - 12th grades: Green knit uniform shirt

Students at Livonia High School, classified as seniors (12th grade homeroom requirement of 17 Carnegie units), have the option of wearing the traditional green knit uniform shirt or a gold knit uniform shirt**.**

Girls: Medium tan khaki long uniform pants, uniform capri pants or knee length uniform shorts, medium tan khaki uniform jumper, medium tan khaki uniform skirt or skort. The acceptable length for shorts, skorts, skirts and jumpers is knee length.

Livonia: 7th and 8th grades: White knit uniform shirt
Livonia: 9th - 12th grades: Green knit uniform shirt

STEM MAGNET ACADEMY OF POINTE COUPEE UNIFORM**:**

Boys: Medium tan khaki long uniform pants or knee length medium khaki uniform shorts, purple uniform shirt, with an orange STEM Academy Logo.

Girls: Medium tan khaki long uniform pants, uniform capri pants or knee length uniform shorts, medium tan khaki uniform jumper, medium tan khaki uniform skirt or skort , purple uniform shirt, with an orange STEM Academy Logo. The acceptable length for shorts, skorts, skirts and jumpers is knee length.

Students at STEM Magnet Academy of Pointe Coupee, classified as seniors (12th grade homeroom requirement of 17 Carnegie units), have the option of wearing the traditional purple uniform shirt with orange STEM crest or a grey knit uniform shirt with STEM crest.

Regulations:

1. Only uniform pants shall be accepted. No cargo pants, carpenter pants, or any such style with multiple oversized zippered or non-zippered pockets shall be accepted or allowed. This includes joggers, leggings, and jeggings. No sagging pants, hip-hugger or low rider pants, shorts, or skirts shall be allowed.

2. Pants, skirts, jumpers, shorts, and skorts shall be of uniform material only. No corduroy or denim material shall be allowed. Shirts shall be plain or have the school emblem on them. Any designer label insignia shall not exceed two inches (2”).

DRESS REQUIREMENTS

1. Footwear shall be worn to school, and students shall wear no-show or ankle-high socks. Knee-highs or tights shall be solid neutral colors. All shoes shall have closed toes and heels. (No backless shoes, sandals, clogs, crocs, flip flops, ballerina, or similar types of shoes are allowed). Shoes shall be laced and tied.

2. All Velcro straps shall be secured. Closed toe and heel athletic shoes or leather loafers are strongly recommended. Boots are acceptable but can be banned on an individual basis at the discretion of the administration.

3. All students in 4th through 12th grades shall wear a belt with uniform looped pants. Waistbands shall be worn on the waist and the pants shall not be more than 2 inches larger that the natural waist size. Belts should be plain with a buckle no larger than 2" x 2".

4. The hem of uniform pants, shorts, jumpers, skirts or skorts shall not be cut, split, or unseamed.

5. No exposed midriff or hips shall be allowed.

6. Uniform clothing shall never be too tight or too loose. Uniform shirts must be worn buttoned and tucked. No layered shirt looks shall be allowed.

7. Clothing and accessories with suggestive statements or symbols are not acceptable.

8. Unprescribed glasses, caps, hats, or hoods are unacceptable on school grounds unless school related. During extreme weather conditions (cold weather, rainy days, etc.) caps, hats, or hoods may be worn at the discretion of the principal, but can only be worn outdoors. Caps or hats should be in uniform colors.

9. Doo-rags, bandanas, or head scarves are unacceptable.

10. Sideburns can extend to the lobe of the ear. Beards shall be neat and clean. Mustaches should be neatly trimmed. Hair color shall not be pink, red, green, blue, etc.

11. 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.

12. Boy's hair shall be of a moderate and acceptable length. The hair shall be kept clean, neat and well groomed. Hair color shall not be pink, red, green, blue, etc. Bangs extending below the eyebrow shall be worn swept to the side and out of the eyes. Hair shall not fall past the nape of the neck. Girls shall wear their hair clean, neat, and well groomed. Hair color shall not be pink, red, green, blue, etc.

13. Suggestive or offensive tattoos shall be unacceptable for all.

14. No visible piercing shall be allowed other than earlobes.

15. Excessive amounts of jewelry shall be unacceptable. Over-sized and/or gaudy jewelry, along with gauging, shall be prohibited.

16. Students shall wear coats, jackets, or button/zip down (complete zippers that are from top to bottom) sweaters; the uniform collar shall always be visible. Sweatshirts and pullovers shall be free of writing and decals except for school logos. Elementary students shall wear blue or white sweatshirts/pullovers and high school students shall wear green or white, unless a designated school garment is approved by the school's administration. (Examples: spirit shirts, homecoming shirt/sweatshirts, school sweatshirts, etc.) No hooded outer garments are allowed.

17. Livonia High School Students and STEM Magnet Academy Students: ID Badges are part of the school uniform. It is mandatory that students wear ID badges to school on a daily basis. Badges shall be visible and worn on the collar of the shirt or directly beneath the collar point. Students shall be issued ID badges at no cost; however, if a badge is lost or misplaced, there will be a charge for every additional badge issued.

Students attending Pointe Coupee Parish School Board sponsored summer school programs shall be required to wear school uniforms.

The principal or his/her designee may exercise discretionary authority in the interpretation of the aforementioned rules, and anything else which necessitates judgment as to what is and is not proper dress. Provisions for deviations from the approved dress code may be honored on an individual basis as it relates to religious beliefs and medical conditions.

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.

PARENT AND STUDENT GRIEVANCE POLICY

File: JCE- Revised: June, 2014; CF: GAE
The Pointe Coupee Parish School Board recognizes that harmonious relations with its students and parents can be maintained and improved through effective communications. The interests of all parties can be best served by sincere efforts of all concerned to promote understanding and cooperation. Therefore, any parent or student shall have the right to appeal the application of policies and administrative decisions affecting him/her. For civil rights violations against the Child Nutrition Programs, the procedure detailed in State Department of Education Bulletin 1196, School Food Service Policies of Operation, shall be followed. All grievances shall be handled expeditiously and shall be handled according to the following procedures.

PROCEDURE

A. Definitions

1. A grievance is a claim by an individual that he has suffered harm or injury by the interpretation, application or violation of a contract, a School Board policy, a law or constitutionally guaranteed rights. The term "grievance" does not include matters for which the method of review is prescribed by law (e.g., student discipline) or where the School Board is without authority to act.

2. Any claim by an individual that there has been a violation of rights shall be a grievance, and shall be resolved through the procedures set forth. Grievance are not allowed but, with the consent of the aggrieved persons involved, several individual grievances may be consolidated for consideration.

3. An "aggrieved person" is the person or persons making the claim.

4. A "respondent" is the person or persons responsible at each level of the procedure for responding to the claim of the aggrieved person.

5. A "party of interest" is the person or persons making a claim (aggrieved person) and any person or persons who might be required to take action or against whom action might be taken in order to resolve the claim (respondent).

6. The term "days" shall mean working days, rendered within three (3) days from the date of receipt of the grievance.

7. The central office grievance committee shall be composed of the Supervisor of Child Welfare and Attendance, Program Supervisor, and one person at large selected by the Superintendent.

B. Purpose

The primary purpose of this procedure is to secure, at the most immediate level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings shall be kept confidential at each level of procedure.

C. Grievance Process

Grievances shall be processed as rapidly as possible. The number of days indicated at each level is a maximum, and every effort shall be made to expedite processing the grievance.

Level One: A student/parent with a grievance must first receive a copy of the complaints and grievances procedure and discuss the grievance orally with the principal. Within three (3) days, the principal shall render an oral decision concerning the grievance.

Level Two: In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, or, if no decision has been rendered within three (3) days after presentation of the grievance, the aggrieved person shall present the grievance in writing to the principal specifying:

A. The nature of the grievance; and
B. The nature or extent of the injury, loss, or inconvenience.
C. The results of previous discussions; and
D. The dissatisfaction with decisions previously rendered.

This written grievance must be presented to the principal within three (3) days after the individual's receipt of the Level One oral decision. The principal shall communicate his decision on the grievance to the aggrieved person in writing within three (3) days of the receipt of the written grievance. The principal shall also notify the aggrieved person of the name of the central office person to whom that decision may be appealed.

Level Three: In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or, if no decision has been rendered within three (3) days from the date of receipt of the grievance by the principal, the aggrieved person may, within three (3) school days thereafter, appeal to the member of the central office staff who has jurisdiction to deal with and help resolve the matters stated in the grievance. The appeal shall be in writing and shall set forth the same types of information called for at Level Two. The central office grievance committee charge with the responsibility of handling Level Three of this procedure may meet with the parties in interest, but, in any event, the committee must render a decision on the grievance within five (5) days from the date of their receipt of it.

Level Four: In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or, if no decision has been rendered within five (5) days from the date of the receipt of the grievance by the Supervisor of Child Welfare and Attendance, the aggrieved person may appeal to the Superintendent. The appeal shall be in writing and shall set forth the

same types of information called for at Level Two. The Superintendent may meet with the parties in interest, but, in any event, he must render a decision on the grievance within five (5) days from the date of his receipt of it.

Level Five: In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Four, or, if no decision has been rendered within five (5) days from the date of receipt of the grievance by the Superintendent, the aggrieved person may request, in writing, request that the Superintendent place the grievance on the agenda for the next regularly scheduled meeting of the Board. Such written request must include the same types of information called for at Level Two, and copies of all decisions previously rendered in connection with the grievance must be attached to the request for a hearing before the Board. The request for a hearing before the Board must be made no later than five (5) days after receipt by the aggrieved person of the decision of the Superintendent, no more than five (5) days following the last date on which the Superintendent could have rendered such decision.

The hearing shall be conducted as informally as possible, and all parties in interest shall be given the opportunity to present evidence in support of their positions. After hearing from all such parties, the Board shall render its decision on the merits of the grievance at that Board meeting or at the next regularly schedule Board meeting.

D. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record. Additionally, there shall be no recrimination against a person because a grievance has been filed in accordance with the provisions outlined herein.

2. Copies of all written decisions of grievances shall be sent to all parties involved.

3. Appeals of grievance decisions will be limited to the specific issues raised in the original grievance. The parties in interest will not be allowed to expand the issues during the grievance procedure, except to the extent necessary to respond to administrative decisions made along the way.

4. Failure by the aggrieved person to meet the timelines and requirements of this procedure shall result in dismissal of his grievance. Failure by respondent to meet timelines and requirements of this procedure shall allow the aggrieved person, at his option, to proceed to the next level of appeal.

Representation
An "aggrieved person" shall have the right to present his own grievance or may designate a representative to appear with him at Level Five of the above procedure.

The "aggrieved person" who chooses to have representation shall provide advance notice of such in writing to the superior at the respective procedural level of at least two (2) days prior to the hearing of the grievance.

SEXUALLY RELATED STUDENT MISCONDUCT
FILE: JCEA Cf: GAEAA, JAA Cf: JCDAF, JGCE August 2020

The Pointe Coupee Parish School Board disapproves of and does not tolerate sexual misconduct by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere, but does not rise to the level of sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. Sexually related misconduct includes any type of sexually coercive conduct, including, but not limited to, threats, comments, jokes or overtures of a sexual nature.

COVERAGE

This policy applies to all employees and volunteers, to the elected members of the School Board, and to all students of the Pointe Coupee Parish School District. It applies at school, school sponsored events, and in situations which are related to operations of the school.

COMPLAINT PROCEDURE

Complaints of sexual misconduct which take place at school or at a school related function or arising out of the school setting should be made to the principal of the school or to the Title IX Coordinator. Should the claim of sexual misconduct be brought against the principal of the school, the complaint should be brought directly to the Title IX Coordinator or his/her designee. Contact information for the Title IX Coordinator can be found on the School Board's website at www.pcpsb.net. The complaint need not be in writing, but students are encouraged to do so. Such reports should include

the nature of the complaint, recording the specific alleged act(s) which constitute the misconduct complained of, the person or persons who the complainant alleges committed the misconduct, witnesses to the alleged act(s) complained of, and the date and time of the alleged act(s).

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the School Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this misconduct has occurred. Information arising out of an investigation of sexual misconduct shall be confidential, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside of the investigation.

After notification of the complaint, an investigation shall be initiated within five (5) working days by the Title IX Coordinator or his/her designee to gather all facts about the complaint. The investigation may use some or all of the investigation procedures outlined in policy JCDAF, *Bullying and Hazing*.

After the investigation has been completed, a determination shall be made regarding the resolution of the complaint. If warranted, disciplinary action shall be taken up to and including involuntary termination of an employee or expulsion of a student. Any disciplinary action regarding an employee shall be placed in the employee's personnel file which shall reflect the action taken and the grounds thereafter. Any disciplinary action taken in regard to a student shall be maintained as any other student disciplinary violation.

NONRETALIATION

Retaliation against any employee or student who brings sexual misconduct charges or who assists in investigating such charges shall be prohibited. Any employee or student brining a sexual misconduct complaint or assisting in the investigation of such a complaint shall not be adversely affected, discriminated against or punished because of the complaint.

SUPSECTED CHILD ABUSE

If the victim of the alleged sexual misconduct 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 shall be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting must be made in addition to any procedures for handling sexual misconduct complaints.

PARENT AND FAMILY ENGAGEMENT

File: IFD-Cf: IDDG, IFDA, KA Revised; January 25, 2018

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

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

District Level Responsibilities

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, for the receipt of Title I funds, which includes components of the district's parent and family engagement program, to be submitted to the Louisiana Department of Education.

2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Pointe Coupee Parish in planning and implementing effective parent and family involvement activities to improve student academic achievement.

3. Coordinate and integrate parent and family engagement strategies with other relevant programs that promote parent involvement.

4. Conduct, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of components and strategies of the School Board's parent and family engagement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and parent and family engagement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the parent and family engagement policies and procedures.

5. Distribute to parents and families, in a language the parents can understand, information about the Pointe Coupee Parish School Board's parent and family engagement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law.

School Level Responsibilities

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.

2. Offer a flexible number of engagement meetings at convenient times to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.

3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parent and family engagement programs, including the planning, development, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide parent and family engagement program plan.

4. Provide parents, especially those of participating children:
   A. timely information about educational and parent and family programs;
   B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of state academic standards;
   C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible, and
   D. the School Board's written *Parent and Family Engagement Policy*.

5. If the school-wide parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

Shared Responsibilities

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

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.

2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

4. Shall, to the extent feasible and appropriate, coordinate and integrate Parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

7. May provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.

8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments and/or child care costs, to enable parents to participate in school-related meetings and training sessions.

9. May train parents to enhance the involvement of other parents.

10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

11. May adopt and implement model approaches to improving parental involvement.

12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.

13. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.

14. Shall provide such other reasonable support for parental involvement activities as parents may request.

16. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

Statement of Compliance

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

School-Parent Compact

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

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.

2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

    A. parent-teacher conferences in elementary schools, at

    B. least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

    C. frequent reports to parents on their children's progress;

    D. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and

    E. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Pointe Coupee Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Pointe Coupee Parish public schools.

CORPORAL PUNISHMENT

File: JDA Revised: August 2025; October 2025

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

The Pointe Coupee Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact, and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year.

The use of any form of corporal punishment is prohibited in any public school

unless the student's parent or legal guardian provides written consent for the use of corporal punishment in a document created by the state Department of Education solely for such purpose. Such consent applies only to the school year in which it is given.

No form of corporal punishment shall be administered to a student with an exceptionality as defined in La. Rev. Stat. Ann. 17:1942 or to a student who has been determined to be eligible for services under Section 504 of the Rehabilitation Act of 1973 and has an Individual Accommodation Plan. However, the parent or legal guardian of a student who is gifted and talented and has no other exceptionality may authorize the use of corporal punishment as otherwise provided by this policy.

Corporal punishment means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort. Taping a student's mouth shut or otherwise restricting his or her airway in any manner is prohibited regardless of parental consent.

Corporal punishment does not include:

*The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.

*The use of seclusion and physical restraint as provided by La. Rev. Stat. Ann. 17:416.21.

Corporal punishment in Pointe Coupee Parish Schools is limited to punishing a student by striking him/her on the buttocks with a standardized paddle. The Pointe Coupee Parish School Board shall allow reasonable corporal punishment of unruly students provided that it is administered in accordance with the following guidelines:

1. Corporal punishment shall be administered only by the principal or assistant principal in the presence of another adult school employee.
2. At no time shall corporal punishment be administered in the visual presence of another student.
3. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation before a decision is made to administer

corporal punishment.

4. Except for those acts of misconduct which are extremely anti-social or disruptive in nature (e.g., fighting), corporal punishment should never be used as a first line of punishment. In most cases, its use should follow specific failures of other corrective measures to affect student behavior modification.
5. Corporal punishment may be administered to a student in lieu of giving him/her a short term suspension for insubordination, disruption of classes, disobedience, skipping class, smoking or using tobacco products, fighting, disregard of the rights of others, breach of school bus rules, destroying public property, disrupting the lunchroom, obscene language, excessive tardiness to class, or other acts deemed by the principal to be sufficiently severe to warrant corporal punishment. Students should be informed beforehand through district or school handbooks, letters to parents, assemblies, or otherwise of the types of offenses that could lead to the administration of corporal punishment.
6. The use of corporal punishment shall at all times be reasonable and appropriate. Considerations in this regard shall include but not be limited to the following:
   (a) Age of child;
   (b) Size of child;
   (c) Sex of child;
   (d) Ability of child to bear the punishment; and
   (e) Physical, mental, and emotional condition of the child.
7. Corporal punishment shall not be used when disciplining Headstart or Pre-Kindergarten students, students referred to Protective Services, students in foster care, or students with severe physical, mental, or emotional disabilities.
8. Corporal punishment shall be limited to a maximum of three (3) licks for students in grades K-6 and five (5) licks for students in grades 7-12, and only a standardized paddle furnished to the schools by the Central Office shall be used to administer such punishment.

9. School principals, assistant principals, or appropriate designees who have administered corporal punishment shall notify the parent of the administration of corporal punishment to his/her child and upon request, provide a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.

10. At the beginning of each school year, school personnel and parents shall be informed of the policy and guidelines of the School Board relative to administration of corporal punishment to students. Such policy and guidelines shall also become a part of the district handbooks which are distributed to parents and students.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against the physical attack by a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

IMPERMISSIBLE CORPORAL PUNISHMENT

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be *impermissible corporal punishment*. Any accusations involving employees using impermissible corporal punishment shall be promptly investigated, in accordance with provisions of policy GAMC, Investigations.

Revised: July 20, 2023, August 22, 2024, August 2025
Ref: La. Rev. Stat. Ann. "17:416 et seq.; Board minutes, 9-23-82, 11-18-11.

VIRTUAL DISCIPLINE

FILE: JDF; Cf: JCD, JD; Cf: JDD, JDE December 17, 2020

The School Board has made virtual classes available to students including those established in response to the COVID-19 pandemic. Such virtual instruction may be continued thereafter, particularly in cases when school is closed due to inclement weather, disasters, and other emergencies. The provisions of this policy and those of all student handbooks and codes of conduct shall be applicable to misconduct, whether on-campus, during virtual instruction, on a school bus, on the streets to and from school, or at a school event or activity.

The Pointe Coupee Parish School Board has extended its on-campus conduct expectations to the virtual classroom, with a few modifications that factor in the home setting. Regular school attendance is required, and students are expected to log into classes each day. 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/her family shall not waive their constitutional rights by electing virtual instruction. At the same time, students engaging in virtual instruction shall ensure 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. Student must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct* and this *Virtual Discipline* policy may be subject to discipline in accordance with the Student code of Conduct and this policy.

In addition, a student's work should reflect the effort of the student alone. Those rules/policies governing academic honesty as well as those prohibiting

cheating apply equally in a virtual setting. All academic work should be completed by the student to ensure the ability to accurately measure the achievement of minimum standards necessary for credit/promotion.

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

*Bullying and/or cyberbullying
*The use of harassing or discriminatory language
*Displaying obscene gestures, drawings, images, audios, videos, etc.
*Displaying pornography or nudity, whether in a printed or digital context
*Committing lewd or sexual acts or simulations
*Repeated disruptions of the classroom
*Display of nudity, indecent dress, disrobing, etc.
*Exhibiting disrespect for the teacher or other school personnel
* Interference with the instructional audio or video
The handling or display of weapons or facsimile weapons
*Use or display of drugs, alcohol, tobacco, or vaping devices
*Cheating on assignments, i.e. sharing work, answers, etc.
*Divulging confidential information
*Violation of computer/password security
*Violations of the School Board's/School's Acceptable Use Policy or Device Contract

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.

*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 an dwell-being of students 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 Pointe Coupee Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student accountable for his/her behavior, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all School Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion, or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the School Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

The School Board's *Code of Conduct* shall include progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences. Before an initial referral for a student's expulsion, the *Code of Conduct* shall require the prior administration of interventions in accordance with the minor tiers in the *Code of Conduct*, except in instances where the expulsion referral is the result of accumulated minor infractions in accordance with the *Code of Conduct*, or the underlying incident threatens the safety and health of students or staff. Expulsions shall be reserved for the major tier of behavioral infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy. The *Code of Conduct* shall also include information detailing the appeal process for expulsion as included in policy *JDE, Expulsion*.

Prior to the beginning of each school year, all schools of the Pointe Coupee Parish School District shall provide each student, and his/her parent or legal guardian with a Student Handbook or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, out-of-school suspension, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or School Board policy.

ORIENTATION/NOTICE

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

year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the Student Code of Conduct, and pertinent school rules.

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

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

STATEMEMNT OF COMPLIANCE

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

TEEN DATING VIOLENCE

Teen dating violence is defined as the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner through repeated texting or posting sexual pictures of a partner online. Dating violence may take many forms, such as relationship abuse, intimate partner violence, relationship violence, dating abuse, or domestic violence. Warning Signs: Symptoms of depression and anxiety, engagement in unhealthy behaviors, like using tobacco, drugs, alcohol, exhibiting antisocial behaviors and think about suicide. Any student who feels he/she may be a victim of teen dating violence or knowledgeable of teen dating violence, should contact the school's administrator, counselor, resource officer, or teacher representative to make a report.

MINOR OFFENSES

When students commit minor offenses, it is recommended that the teacher contact, by phone or by sending home a note, the parents and inform them of the problems before referring the student to the principal. In addition, the teacher may decide to administer punish work to the student. If punish work is issued, it should be in line with the offense. For minor offenses the principal may counsel with the student; refer student to the guidance counselor, or visiting teacher; or paddling the student. (If this method is selected the principal shall abide by Pointe Coupee Parish School Board regulations regarding corporal punishment.) The teacher shall refer students to the principal when necessary, using the proper referral procedures. No student is to be sent into the halls or on the campus from a classroom. Beginning with the 1999-2000 school year in grades K-5, and adding a grade each year thereafter, students shall respond to personnel using respectful terms ("Yes, Ma'am," "Yes, Sir.") Violations shall be considered a minor offense and disciplined accordingly.

SPECIAL RULES OF CONDUCT

1.Absolutely no fighting will be allowed on the school grounds, buses, and walking to and from school Starters of fights and instigators of fights will be automatically suspended.

2.Students are encouraged to keep up with all assignments. Every student should get a phone number of at least one person in each of his classes. When he is absent, he may call this person to get his assignment for the class or classes missed.

3.Bus students do not have permission to wander on or off the campus at arrival in the morning or at dismissal in the afternoon without permission from the principal.

4.No students are to leave the school campus without permission from the principal's office. All students doing so will be suspended or dealt with in a manner deemed desirable by the principal. Parental permission must be given before a student will be allowed to leave the school campus.

5.ALL VISITORS must report to the principal upon arrival on campus.

SUSPENSIONS AND EXPULSIONS

SHORT-TERM SUSPENSION	1 – 9 days
LONG-TERM SUSPENSION	10 – 89 days
EXPULSION	90+ days

STUDENT OFFENSES AND DISCIPLINE REGULATIONS - GRADES K-6

Elementary school principals may use, at their own discretion, any of the items under *Student Offenses and Discipline Regulations - Grades 7-12* they feel appropriate, except suspending a student for excessive tardiness and/or absence. However, the following student offenses should call for a conference with the parent and/or visiting teacher, followed by a short-term suspension on the second offense. Students may be punished for any of the offenses listed, but not limited to, the following:

1. Disrespect for authority.
2. Disobedience.
3. Cursing faculty or school personnel.
4. Threatening faculty.
5. Vandalism.
6. Extortion.
7. Bullying, harassing or intimidating students.

STUDENT OFFENSES AND DISCIPLINE REGULATIONS - GRADES 7-12

Students may be punished for any offenses including, but not limited to, the following:

OFFENSE	DISPOSITION
1. Cutting class	Counseling, In-School-Suspension (ISS), or short-term suspension
2. Leaving campus	Counseling, ISS, or short-term suspension
3. Excessive tardiness	Counseling on first two offenses, notification to parent on third offense, ISS or short-term suspension, thereafter
4. Horse playing	Counseling or suspension
5. Hooky	Counseling, ISS, or short-term suspension

6. Possession of tobacco or tobacco products, and/or lighter materials (includes e-cigarettes)	Counseling, ISS, or short or long-term suspension
7. Dress code infraction	Counseling, ISS, or short-term suspension
7a. Sagging pants	Zip tie, counseling, parent notification, ISS or short-term suspension
8. Gambling	Counseling, ISS, or short-term suspension
9. Minor disturbance, classroom/campus	Counseling, ISS, or short-term suspension
10. Possession and/or use of cameras, radios, televisions, tape recorders, and/or electronic games and/or cell phones (not used instructionally as authorized by teacher	Counseling, ISS, short-term suspension, or expulsion
11. Eating in class	Counseling, ISS, or short-term suspension
12. Not having proper materials supplies, equipment needed for participation	Counseling, ISS, or short-term suspension
13. Dishonesty - forging signatures or grades, cheating, etc.	Counseling, ISS, or short-term suspension
14. Theft	Counseling, ISS, or short or long-term suspension or expulsion recommendation
15. Disrespect for authority	Counseling, ISS, or short- or long-term suspension

16. Threatening, bullying, harassing, intimidating, or cyberbullying others	Counseling, ISS, or short- or long-term suspension/expulsion recommendation
17. Use of profane and/or obscene language (verbal, written, or electronically transmitted)	Counseling, ISS, or short-or long-term suspension
18. Smoking or using tobacco Products, including vapes	Short-term suspension
19. Possession of, or discharging of fireworks	Short or long term suspension, or expulsion hearing recommendation
20. Fighting	Suspension or Expulsion (unless self-defense is determined)
21. Attacking another student	Suspension, or expulsion recommendation
22. Instigating	Long-term suspension or expulsion recommendation
23. Threatening faculty or personnel	Suspension pending expulsion hearing decision
24. Extortion	Short or long-term suspension, or recommended expulsion
25. Molesting students/ indecent behavior	Short or long-term suspension, or recommended expulsion
26. Arson	Recommendation for expulsion
27. Participating in a riot	Short or long-term suspension or expulsion hearing recommendation.

28. Inciting a riot	Suspension pending expulsion hearing recommendation
29. Vandalism - School Property	Long-term suspension until reimbursement for damages are made
30. Possession of a dangerous weapon or ammunition	Expulsion recommendation
31. Use of an object as a weapon	Long-term suspension or expulsion recommendation
32. Cursing faculty or school personnel	Suspension pending expulsion hearing decision
33. Possession or use of illegal drugs or alcohol (includes synthetic products **&** counterfeit drugs, vapes)	Expulsion recommendation
34. Act assault and battery upon faculty or school personnel	Suspension pending expulsion hearing decision
35. Possession of a knife with a blade 2 ½ inches or longer	Expulsion recommendation.
36. Inappropriate computer use/ Internet usage	Short- or long-term suspension or expulsion recommendation.
37. Dating Violence	Expulsion recommendation.

NOTE: For Offenses That Allow Counseling as a Disposition:
In addition to counseling session with student, the principal /designee shall contact the parent or legal guardian of the pupil in question and conduct a counseling session, either by phone or in person, to establish a course of action to identify and correct the behavior leading to suspension or expulsion.

- Inciting or participating in a major disturbance on campus will result in long-term suspension or recommended expulsion.

NOTE: A group of students (more than one) attacking another student will be immediately suspended with an expulsion recommendation.

STEM MAGNET ACADEMY OF POINTE COUPEE

I. Code of Conduct

This STEM Code of Conduct is intended to supplement the Code of Conduct found in the *Pointe Coupee Parish School Board Student Handbook*. The STEM Code of Conduct is applicable to the District's processes for suspensions and expulsions as outlined in the *Pointe Coupee Parish School Board Student Handbook*. However, since the success of the STEM Magnet Academy of Pointe Coupee will greatly depend on student conduct, students will be held to a higher standard of behavior. High expectations will be the cornerstone of ensuring student achievement, safety, and academic productivity. Therefore, a three strikes behavior system will be enforced on ALL School Board property and District-provided transportation. Below is a preliminary list of offenses and consequences that will be used. Students will be given three strikes before they are dismissed from the Academy. Serious offenses, described below as category A, will constitute an automatic dismissal. A hearing will be held whenever a student is dismissed from the Academy for negative behavior. At this time, the best placement (home-based school, alternative program, home school, expulsion) for the student will be determined.

CATEGORY A-AUTOMATIC DISMISSAL FROM ACADEMY

- Possession or distribution of illegal narcotics or drugs
- Possession of firearm or dangerous weapon
- Possession/Use of Alcohol
- Terrorizing [making a bomb threat – etc.]
- Bringing and/or possession of dangerous objects
- Hitting / Threatening School Board personnel
- Defying/Disrespect with vulgarity, verbal and/or aggressive behavior directed at personnel
- Instigation Discord/Fomentation
- Fighting/Assault/Disturbing the Peace
- Smoking/Possession of Tobacco, Cigarettes, E-Cigarettes, Cigars, Matches and/or Lighters, Fireworks
- Sexual Harassment/Molestation/Fondling/Indecent Exposure
- Inappropriate/Illegal use of Technology

CATEGORY B-EACH OFFENSE CONSTITUTES ONE STRIKE

- Tampering with Fire Alarm/Fire Extinguisher
- Leaving Campus without Permission/Truancy
- Cutting Class
- Destruction/Defacing School Board Property
- Stealing/Extortion
- Forgery
- Obscene Language [cursing and/or materials]
- Gambling - Possession of Gambling Paraphernalia
- Threatening/ Harassment/Intimidation of Another Student
- Inappropriate display of affection
- Willful Disobedience
- Removal from class by Administrator/Interference with Class-Campus Duties
- Leaving Class/Administrative Office without Permission
- Loitering on Campus
- Plagiarism/Cheating on Test and/or Assignment
- Consecutive Tardiness

CATEGORY C: THREE OFFENSES CONSTITUTE ONE STRIKE

- Failure to follow teacher's directions/classroom/school rules
- Littering
- Drinking/ Eating/Chewing gum in class
- Lack of instructional supplies and materials
- Failure to complete punish work/homework
- Sleeping in class
- Hallway violation [yelling, screaming, running, etc.]
- Intentional School Board dress code violations

Pointe Coupee Parish School Board's Discipline Procedures

The Superintendent of the Pointe Coupee Parish School Board will develop a district-wide Professional Development Plan to assist teachers with effective classroom management strategies evidenced by the reduction in student behavior referrals. The purpose is to: 1) Improve school-wide student behavior, 2) decrease in-school suspension rates, 3) decrease the out-of-school suspension rates, and 4) create a consistent district-wide discipline plan.

Saturday School Behavioral Clinic: Saturday School is an opportunity for students to remove an in-school suspension for reasons such as:

1. Excessive tardiness
2. Possession/Use of Cell Phones
3. Excessive Dress Code Infractions
4. Possession of unapproved electronic devices
5. Cheating
6. Other minor discipline infractions at the discretion of a school administrator

Saturday School Behavioral Clinic will be held at each campus on Saturday morning beginning at 8:00 am until 12:00 pm. This program will be in lieu of a short-term suspension. If a student fails to attend or reports after 8:00 a.m., they will forfeit the opportunity and receive their previously assigned short-term suspension. Students will be required to provide their own transportation. A parent or guardian must check the student in between 7:45 a.m. and 8:00 a.m. Students will not be allowed into the Clinic Center after 8:00 am. A student must comply with all school rules, complete all assignments, and remain the full duration of clinic in order to receive credit for attending. If a student successfully completes clinic, then the short-term suspension will be removed from their discipline record.

Short-Term Suspension
(Pointe Coupee Parish Public School Discipline Center)

All students (age appropriate) who are assigned an in-school suspension will report to the Pointe Coupee Parish Public School Discipline Center, which is **located at LIVONIA HIGH SCHOOL.** Students will be required to provide their own transportation to and from the Discipline Center. School hours will be from 8:00 a.m. until 2:00 p.m. Breakfast and lunch will be provided. An adult must check the student in on the first day of the assignments to remain in the Discipline Center. Disruptive students will be removed from the Discipline Center. If a student attends the Discipline Center for all assigned days, they will be allowed to make-up missed assignments or

tests upon returning to school. A student who chooses not to attend the Discipline Center will be given an unexcused absence for the days missed. Procedures Adopted: July 23, 2015; Revised: 2017

PARENT CONFERENCES

File: IHAD Cf: JBE, JD; Cf: JDD, JDE July, 2023

The Pointe Coupee Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

ACADEMIC CONFERENCES

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one teacher, the parent or guardian may participate in the conference by conference call.

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or legal guardian to attend at least (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.

TEACHR-STUDENT and TEACHER-PARENT RELATIONS

Teachers should become acquainted with the home life of the students. In working with the parents, teachers should be understanding and tactful. The Pointe Coupee Parish School Board encourages that parent-teacher conference be held at least twice per year to ensure the understandings and cooperation between the parents and the school necessary for the student to profit fully from his/her school experience.

DISCIPLINARY CONFERENCES

Parents may be required to attend a conference with their student's teacher/principal/school counselor under the following circumstances:

1. When a student is removed from a classroom by the teacher, the teacher or the principal or his/her designee may require that the parent or legal guardian of the student have a conference with the teacher or the principal or his/her designee. Such conference may be in person or by telephone or other virtual means.
2. Upon the third removal from the same classroom during the school year, 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 the classroom. Such conference may be in person or by telephone or other virtual means. If such conferences is required by the school, the school shall give written notice to the parent.
3. In any case where a teacher, principal, or other school employee requires the parent or legal guardian of a student under eighteen (18) 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 designee shall file a complaint wit a court exercising juvenile jurisdiction.
4. In each case of out-of-school suspension, assignment to alternative placement, or expulsion of a student, a conference shall be scheduled with the student's parent or legal guardian and the principal or his/her designee, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, electronic communication, or in certain cases, including the case of expulsion, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. If the parent or legal guardian fails to attend the required conference with five (5) school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective. 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, legal guardian, court, or other appointed representative responds.
5. When a student is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, pupil, and the school counselor if a counselor is assigned or available to that school. If no school counselor is assigned at that school, the principal may requires a conference between the parent, student and all the student's teachers and the principal or other administrator.
6. On or before a student's third unexcused absence or unexcused occurrence of being tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The parent or legal guardian shall sign a receipt acknowledging notification. Tardy, for the purpose of this enumerated item, shall be as defined in La. Rev. Stat. Ann 17:233.

DISCIPLINE

FILE: JD; Cf: BD, IDDF, IHAD, JBE; Cf: JCD, JDD, JDE, JDF Revised: October 2025

It is the purpose of the Pointe Coupee 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 schools' primary goal is to educate, not discipline; however, when the behavior of the individual student disrupts the learning environment or 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 Pointe Coupee 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 such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used shall be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself. Each teacher and school employee may take disciplinary action to correct a student who violates school rules, or who interferes with an orderly education process. No principal or administrator shall prohibit or discourage a teacher or school employee from taking disciplinary action, recommending disciplinary action, or completing a form to initiate disciplinary action against a student who violates school policy or who interferes with an orderly education process. No principal or administrator shall retaliate or take adverse employment action against a teacher or school employee for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

Disciplinary action by a school employee may include, but is not limited to:
1. Oral or written reprimands.
2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification 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 the School Board policy.

STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct the teacher shall have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee. Any student removed from class in kindergarten through grade five shall not be permitted to return to class for at least (30) minutes unless agreed to by the teacher initiating the disciplinary action. A student removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

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 work and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or school 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/her 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, via electronic means, 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 ADMINSTRATOR IN DISCIPLINE MATTERS

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students with disabilities or exceptionalities shall be to the extent allowed by applicable state or federal law and regulations and consistent with the provisions of the student's Individualized Education Program (IEP) or Section 504 Plan.

DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board's disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction adopted by the School Board are as included in policy *JDF, Virtual Discipline*.

DEFINITIONS

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 means 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 a student in a remote location to classroom instruction.

SUSPENSION

File: JDD- *Cf. IDDG, JBC, JCDAB; Cf: JD, JDD-R* Revised: July, 2024

The Pointe Coupee 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 and the School Board's code of conduct.

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, 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 the student's teachers and the principal or other administrator.

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

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

Any student in grades pre-kindergarten through five, *after being suspended on three (3) occasions for committing drugs or weapons offenses during the same 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 pupil's reinstatement shall be subject to the review and approval of the 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, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion-- but suspended instead following a hearing conducted by the Superintendent or his/her designee --shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The Court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

Mandatory Suspension

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

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

1. Is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or

2. Possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses for students in grades six through twelve. A student found carrying or possessing a knife with a blade less than two and one half (2 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 pupil from school immediately and the pupil 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 class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.

2. A student possessing any controlled 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 the 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 Worked Missed

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

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, spouse and the children, brothers, sisters, and parents of the spouse.

Suspension of Students with Disabilities

Suspension of students with disabilities shall be to the extent allowed by applicable state or federal laws and regulations and consistent with the provisions of the student's Individualized Education Program (IEP) or Section 504 Plan.

DEFINITIONS

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

EXPULSION

FILE: IDDG, IHAD, JBC, JCD, JCDA Cf: JCDAB, JCDAC, JD, JDD Revised: July 2024, August 2025

The Pointe Coupee 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 expelled for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Re. 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 statues, 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. The parent or legal guardian of a student who has been recommended for expulsion and expelled following a hearing conducted by the Superintendent or his/her designee shall have the right to submit a request for 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.

The parent or legal guardian of the student shall have such right of review by the School Board and by the district court, even if the recommendation for expulsion has been reduced to a suspension of the pupil.

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.
A student found guilty of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof shall not be subject to such expulsion unless it is the second or subsequent occurrence.

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
1.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.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 1//2) inches in length.

3.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.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.Any student in pre-kindergarten through five, after being suspended on three (3) occasions for committing drugs or weapons offenses during the same schoolyear, 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.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 designated to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.

7. 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 2/3 of the elected members of the School Board, shall not be for a period of time longer that 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 students was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

Expulsion not Applicable

Expulsion shall not apply to the following:

1.A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular 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 kindergarten through five shall not be expelled for 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 pupil. 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 pupil'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 truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parents 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 that, upon the principal or Superintendent determining the student has violated any term or condition of the agreement, the student shall be immediately removed from school premises and returned to the school system's alternative school setting without benefit of a hearing or other procedures applicable to student out-of-school suspensions or expulsions and shall be returned to the school system's alternative school setting. 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, and 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 system shall include information on the dates of any expulsions and the reasons therefor.

Credit for School Work Missed

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student as 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 shall be to the extent allowed by applicable state or federal law and regulations and consistent with the provisions of the student's Individualized Education Program (IEP) or Section 504 Plan.

DEFINITIONS

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 requires that a child who is considered a student with a disability according to the Office of Civil Rights criteria must be re- evaluated before making a "significant change in his/her placement." Suspensions equaling ten (10) days) and recommended expulsion from school constitute a "significant change in placement."

A. When a single suspension or combination of suspensions equal six (6) days, the School Building Level Committee is encouraged to meet, complete a 504 Manifestation and determine whether the child's behavior is related to his/her disability. If this is found to be so, consideration should be given to adjusting the child's school intervention program to provide for the student's disability, i.e. behavior management plan.
B. Upon ten (10) days or 4th suspension or if a child is recommended for expulsion (change of placement) from school, the school should contact Child Welfare & Attendance to schedule a hearing. The 504 Coordinator or designee will be notified of the hearing by Child Welfare & Attendance. At

that hearing, a 504 reevaluation and a Manifestation Determination will be completed to decide whether the behavior in question is related to the student's disability

C. The committee must include at least one (1) member knowledgeable about the student and his/her behavior and one (1) member with knowledge of characteristics of the disability, an administrator, and parent. Prior notice is documented on the disciplinary action letter.

D. If the behavior is not related to the disability, the child may be disciplined according to District policy. If the behavior is related to the student's disability, the child may not be excluded from school; however, the child may be put in an alternative setting after proper interventions have been in place with approval from proper authority.

EMERGENCY REMOVAL

Emergency Removal is used only when the student exhibits a substantial danger to himself/herself or others. In no case can this removal last longer than nine (9) school days. During the nine-day period, school official shall: *initiate a meeting to review the student's Individual Education Program (IEP), *consider an interim placement, *or invoke the aid of a State listed Hearing Officer,*or the courts to remove the allegedly dangerous student from school if they believe that maintaining the student in the current placement would be substantially likely to result injury to the student or others.

SECTION 504 of the Rehabilitation Act of 1973

The Rehabilitation Act of 1973, commonly referred to as "Section 504" is a nondiscriminatory statute enacted by the United States Congress that prohibits discrimination based upon a disability. The Rehabilitation Act of 1973 is a civil rights law that protects the rights of individuals with disabilities in programs and activities that receive Federal financial eligible students, employees, and other individuals with disabilities for reasonable accommodations that enable them to work and learn. A team (School Building Level Committee) knowledgeable of the student determines, with evaluation data, if the individual meets eligibility criteria. Section 504 provides an "even playing field" through accommodations. If students are in need of more exceptional services they may meet eligibility for educational services under "Individual with Disabilities Education Act (IDEA), because additional measures shall be taken to provide students with "free and appropriate public education" (FAPE).

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

POLICY: IDDF Revised: November 2024; October 2025

The Pointe Coupee Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to each student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board to eligible children with exceptionalities under three years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined through the evaluation process that a child has a disability and, by reason thereof, needs special education and related services, then the child is classified in accordance with Louisiana's Pupil Appraisal Handbook, Bulletin 1508, and becomes eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706 and all other applicable federal and state regulations.

The School Board shall establish and maintain policies and procedures in accordance with federal and state laws and regulations to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of a free appropriate public education by the School Board.

NOTIFICATION OF INDIVIDUAL RIGHTS

Each school shall provide parents, legal guardians, or tutors of students with exceptionalities written information regarding legal procedures affecting the transfer of individual rights from parent, legal guardian, or tutor to child when the child attains the age of majority, including but not limited to supported decision making, power of attorney, continuing or permanent tutorship, and limited and full interdiction. The document shall inform parents, legal guardians, or tutors and how each option relates to such transfer of rights.

At the child's first Individualized Education Program (IEP) meeting of the school year, the document shall be provided to the parent, legal guardian, or tutor of each child who is fourteen, fifteen, sixteen, or seventeen years old who participates in alternate assessment pursuant to La. Rev. Stat. Ann 17:24.4(F)(3) or an alternate pathway to promotion pursuant to La. Rev. Stat. Ann.17:24.4(H). Parents, legal guardians, or tutors shall be provided a form by which to confirm receipt of the information.

SECLUSION AND RESTRAINT

The School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's *Individualized Education Program (IEP)* or behavior intervention/management plan.

The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identifies as also having a disability under Bulletin 1508.

Definitions

Crisis Intervention means the implementation of an action plan for school personnel to implement when a student exhibits disruptive behaviors that prevent him from participating in classroom or daily activities. Crisis intervention may include the following:

The use of positive behavioral supports and sensory rooms or other calming spaces intentionally designed to help comfort and stabilize a student so that he may return to the classroom or daily activities.
In extraordinary circumstances, the use of seclusion and physical restraint as a means to safely de-escalate a situation in which a student poses a risk of imminent risk of harm to self or others.

Information about a school's use of crisis intervention, including the proper use of seclusion and physical restraint, shall be included in a school's student handbook and made available to the parent and legal guardian of each student with an Individualized Education Program or Behavioral Intervention Plan.

Imminent risk of harm shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

Seclusion shall mean a procedure that isolates and confines a student in a designated separate room or area until he or she is no longer an immediate risk of harm to self or others. Seclusion shall be used only as a last resort when de-escalation and other positive behavioral support attempts have failed and the student continues to pose an imminent risk of harm to self or others. Seclusion shall not be used as a routine school safety, discipline, or intervention measure or to address behaviors such as general non-compliance, self-stimulation, academic refusal, and other behaviors that, while disruptive to the classroom setting or other daily school activities, do not present an imminent risk of harm to self or others. School employees shall respond to such behaviors with less strenuous and less restrictive techniques, such as those included in a school's or student's crisis intervention plan or a student's Individualized Education Program or Behavioral Intervention Plan.

Seclusion room means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private safe, secure and supervised setting and from which the student is involuntarily prevented from leaving until he/she is no longer at risk of imminent harm to self or others. A seclusion room shall:

Be free of any object that poses a danger to the student placed in the room.
Have an observation window and be of a size that is appropriate for the student's size, behavior, and chronological and developmental age.
Have a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Sensory room means a room or space that is used for the monitored separation of a student in an unlocked setting in which school personnel may use positive behavioral interventions and support to help to calm or stabilize a student's disruptive behavior. A sensory room may also be referred to as a "calming room", "calming space", "comfort room", "comfort space", sensory space", "timeout room", or "timeout space". The appropriate use of sensory rooms shall not be considered seclusion, which shall only be used for the limited purpose of responding to a student posing an imminent risk of harm to self or others.

Mechanical restraint means the application of any device or object used to limit a person's movement. Mechanical restraint does *not* include: (1) A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider; and (2)

Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

Physical restraint means the use of manual restraint techniques that involve physical force applied to restrict the movement of all or part of a person's body. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) Momentary blocking of a student's action if the student's action is likely to result in harm to the student or other person; (3) A school employee holding a student for less than three consecutive minutes within any given hour for the protection of the student or others. (4) A school employee holding a student for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (5) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

Positive behavioral interventions and support means a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

School employee means a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

School health designee means a school employee designated to assess the use of seclusion and physical restraint in the event that a school nurse is not present on a school campus at the time such measure is used.

Written guidelines and procedures means the written guidelines and procedures adopted by the School Board regarding appropriate responses to student behavior which may require intervention.

Documentation and Notification

Each principal or his/her designee shall notify each parent or legal guardian of a student enrolled at the school with an Individualized Education Program of the prohibition of the use seclusion and physical restraint if the student has a condition who is known to have any media or psychological condition that precludes such action, as certified by a pediatrician, neurologist, or mental health provided in a written statement provided to the school in which the student is enrolled. Such notification shall be made annually and be incorporated into the student's Individualized Education Program meeting.

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified by phone as soon as practicable but no later than the end of the same school day. The student's parent or other legal guardian shall also be notified in writing, as outlined below of each incident of seclusion or physical restraint. The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who secluded or physically restrained a student shall document and report the incident in accordance with School Board policies. The employee shall submit such report to the school principal by the end of the next school day following the incident. The principal or his designee shall submit the report to the parent by the end of the next school day following receipt of the report. At a minimum, the incident report shall include the following:

1. The name, age, grade, gender, race, and disability of the student secluded or restrained.
2. The date, time, location, and duration of the seclusion or physical restraint.
3. The name and title of each school employee involved and who was a witness.
4. A description of the events requiring the use of seclusion or physical restraint, including a description of the procedures and types of restraint used, any actions taken in an attempt to de-escalate the situation, and the student's behavior that suggest the student posed an imminent risk of harm to self or others.
5. A description of any student injuries, visible marks, or medical emergencies that occurred during or after the seclusion or physical restraint.
6. A description of the actions taken immediately following the student's release from seclusion or physical restraint, including actions to notify the student's parent or legal guardian.
7. A description of the student's actions immediately following the student's release from seclusion or restraint.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported, in accordance with the Louisiana Board of Elementary and Secondary Education (BESE) policy, by the School Board to the Louisiana Department of Education (LDE).

Guidelines and Procedures

The School Board shall require the Superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law,

as well as regulations and guidelines promulgated by BESE. The written guidelines and procedures shall be provide to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the LDE.

At the beginning of each school year, the written guidelines and procedures adopted by the School Board shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.

Follow-Up

Following any situation resulting in the use of physical seclusion or restraint of a student, a Functional Behavioral Assessment (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in three (3) such incidents in the school year, the student's Individualized Education Program (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) including any crisis intervention plans, to include any appropriate and necessary behavioral supports. Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint, the special education director or supervisor or his/her designee shall review the student's plans at least once every three (3) weeks.

Employee Training Requirements

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

Charter Schools

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities.

POINTE COUPEE PARISH ALTERNATIVE PROGRAM (PCAP)

Students must be currently recommended for long term suspension or expulsion. Successful exit from the PCAP is contingent upon completion of requirements of the program.

Note: State attendance requirements will be enforced while students are enrolled in the PCAP.

SANCTIONS FOR DISRUPTIVE BEHAVIOR AT THE (PCAP)

A. Expelled students transferred to the PCAP shall be notified of the following:

1. Students will be suspended from the PCAP in accordance with the Pointe Coupee Parish Student Handbook.
2. Suspended students who are reporting to the PCAP shall be accompanied by their parent(s) or guardian for the initial entrance conference.
3. A parental conference is mandatory upon the return of suspended students while they are assigned to the PCAP. Additionally, all returning students shall participate in individual or group counseling.

B. Criminal misconduct, violent or disruptive behavior will result in the student being removed from the PCAP and released only to the custody of a parent or guardian. A report on the incident will be sent to the Supervisor of Child Welfare and Attendance within 72 hours and the Sheriff's Office may be contacted. The student may be expelled from the PCAP program at the discretion of the Child Welfare and Attendance Officer.

DRESS CODE

Students must follow the PCAP dress code at all times. Students who violate the dress code will be subjected to disciplinary actions.

ATTENDANCE

Students must follow the parish attendance regulations while at the PCAP. All students must bring a written excuse from their parents indicating why they were absent. A doctor's excuse may be requested to justify a student's absence. Failure to bring a written parental excuse for an absence will be recorded as unexcused.

MEDICATION

Students must follow the parish medication policy and procedures while at the PCAP. Medical orders must be brought by parents or legal guardians.

TRANSPORTATION

All bus riders –Students will be provided transportation according to the School Board approved PCAP plan. Students will adhere to the parish discipline rules and regulations while riding school buses.

BREAKFAST/LUNCH

Breakfast and lunch will be provided according to parish procedures established for the PCAP.

ASSIGNMENTS

PCAP will offer students computer-based curriculum and instruction using the State approved on-line Edgenuity Program.

REQUIREMENTS FOR ACADEMICS AND INSTRUCTION

1. All academic and instructional requirements of the Pointe Coupee Parish School Board remain in effect for students attending the PCAP.

2. Promotion and failure criteria will be based on the Pupil Progression Plan.

3. Curriculum and instruction are coordinated with the high school in the parish and should offer students the same opportunities to succeed.

4. Certified teachers in the areas of Elementary Education, Math, Social Studies, Science, English and Special Education will be assigned to the PCAP.

5. Successful completion of appropriate classroom work will result in students receiving and being considered for promotion to the next grade. The classroom and PCAP teacher will collaborate to determine a student's grade.

NINE WEEKS TESTS

Students who are assigned to PCAP during their weekly, nine weeks exams

will be allowed to take these exams in PCAP. The tests will be collected and given to the PCAP Instructor. The PCAP Instructor will administer the tests to the students and the tests will be sent back to the teacher to be graded. The classroom teacher and PCAP Instructor will collaborate to determine a student's grade.

MANDATED STATE TESTS

All mandated state tests will be administered at the PCAP under the supervision of the parish test coordinator.

SICKNESS POLICY

Any student who does not feel well (sick, cramps, fever, etc.), will be allowed to call home for assistance. However, they will be required to make up any work missed. A doctor's note may be required upon their return to the PCAP.

HOME STUDY PROGRAM

File: IDCH Cf: IDE, IDGA Revised July 25, 2024

Students of the Pointe Coupee Parish School District may be permitted to have their educational skills developed through a home study program, or in an in-home private school program, if such a program offers a sustained curriculum of quality at least equal to that offered by public schools at the same grade level. The parent or legal guardian shall submit an application to the Louisiana Department of Education for approval together with a copy of the child's birth certificate. An initial application shall be made within fifteen (15) days after commencement of the home study program. A renewal application shall be submitted to the Louisiana Department of Education by October 1 of the school year, or within twelve (12) months of approval of the initial application, whichever is later.

Pointe Coupee Parish School Board contributions for home schooled students relative to participation in public school programs/services shall be limited to textbooks only. Any child eligible by law to attend elementary or secondary school shall be eligible to participate in a home study program. Secondary students who are home schooled shall not earn a regular high school diploma unless they return to an approved school and meet all the necessary credits and requirements needed for high school graduation. Home study students shall be eligible to take the high school equivalency test upon completion of the home study program, upon proper application.

TEXTBOOKS

The School Board shall supply textbooks and other instructional materials, as available, to children enrolled in a state-approved home study program. Textbooks and any materials supplied shall be returned when the student has completed the applicable coursework. A deposit equal to one hundred percent (100%) of the replacement costs shall be required. Such deposit shall be returned when the books are returned. No refunds shall be made for lost or damaged textbooks. If books are not returned or paid for, the parent or legal guardian shall not be eligible to continue participation in the textbook rental program until all textbook debts have been cleared.

Textbooks should be issued from the school of the student's assigned attendance zone for no longer than the length of the current school term. Principals may require periodic inspection of the textbooks.

READMISSION

Students seeking admission or readmission to the Pointe Coupee Parish public schools shall be required to fulfill such screening and evaluation requirements as the Board of Elementary and Secondary (BESE) and/or the School Board may establish, including the taking of tests and diagnostic instruments used to determine appropriate grade levels or Carnegie units. The requirements and procedures for admission or readmission shall be made a part of the School Boards's *Pupil Progression Plan*. In addition, students in grades 5 and 9 transferring to the public school system shall be required to take the 4th and 8th grade LEAP tests in order to determine the appropriate grade levels. The School Board may charge a fee, not to exceed $100.00 per student, for the testing of home study students. The testing fee shall be refunded upon the student's enrollment in the public school system the semester immediately following the testing.

ACHIEVEMENT TESTING

A parent of a child in home study may request the Superintendent to permit the child to be administered the LEAP tests. Such tests shall occur on the date of the test as determined by the Superintendent. The examination shall be administered with the same restrictions and under similar conditions as provided to students enrolled in public schools with a certified teacher

administering the test. The parent shall be provided the student's score and whether the student passed the examination and met the state performance standards. A testing fee of up to thirty-five dollars ($35) may be charged to cover actual costs of administering, scoring, and reporting the results of the tests.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES OR INTERSCHOLASTIC ATHLETICS

A public school shall not disqualify a student from participating in extracurricular activities or interscholastic athletics solely because the student is enrolled in an approved home study program, so long as the student lives in the attendance zone of the public school.

A student who is enrolled in an approved home study program shall try out or apply for extracurricular activities or interscholastic athletics at the public school in the same manner, time, and place as the students who attend the public school.

After the try out or application, should the approved home study student meet the qualifications for an extracurricular activities club or an interscholastic athletics team, the approved home study student shall be required to maintain all requirements for participation that a public school student would have to meet in order to participate in the extracurricular activity or the interscholastic athletics activity, including but not limited to maintaining a minimum grade point average and complying with disciplinary standards. Failure to meet the requirements with respect to a minimum grade point average or failure to adhere to the disciplinary standards shall be grounds for the school to remove the approved home study student from participation in the extracurricular activities club or the interscholastic athletics team.

Notwithstanding any other law to the contrary, no public school may be a member of, or participate in any competition sponsored by any interscholastic extracurricular athletic association or organization that denies eligibility to a student solely on the basis of the student's enrollment in an approved home study program.

CO-CURRICULAR ACTIVITIES AND EXTRACURRICULAR ACTIVITIES

FILE: IDE Cf: IDCH, IDFA Revised: July 25, 2024

The Pointe Coupee Parish School Board shall be committed to providing for each of its schools a program of student activities to all students in a manner which allows students equal opportunity to participate in services and activities. All activities shall be in compliance with pertinent regulations of the Louisiana Board of Elementary and Secondary Education.

All work missed by students while participating in student activities or events shall be made up and completed in a manner that would be required of any other students in order to receive credit.

No student shall be allowed to participate in any event on the day or night while the student is under suspension from school.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff. Activities considered to be co-curricular are:

8. 4-H Club meetings
9. F.H.A. Club meetings
10. F.FA. Club meetings
11. Subject-oriented field trips
12. Substance abuse meetings and programs
13. Subject-oriented plays, theatrical performances, programs and Musicals
7. F.B.L.A.
8. Student government
9. Other subject-related activities

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the

overall development of the student. Students will not be allowed to be absent from class for those activities in excess of eighteen (18) hours per school year. Extracurricular activities shall not be scheduled during instructional time.

Notwithstanding any policy, rule, or regulation adopted by the School Board to the contrary, no student otherwise eligible to participate in any extracurricular activity, including interscholastic athletics, shall be limited in the number of such activities in which the student may participate in a school year.

Participation of Students in Home Study Programs

A public school shall not disqualify a student from participating in extracurricular activities solely because the student is enrolled in an approved home study program, so long as the student lives in the attendance zone of the public school, and meets the qualifications as detailed in policy IDCH, *Home Study Program*.

SPECIAL EDUCATION STUDENT PARTICIPATION

All non-academic and extracurricular services and activities shall be offered to all exceptional students in a manner that allows them equal opportunity to participate in services and activities.

Adult Education / Hiset (GED)

File: IDG; Revised: June, 2013

Students must be 18 years of age or older to enroll in an Adult Education program. However, the parent, tutor, or other person responsible for the school attendance of a child who is under the age of eighteen (18) and who is enrolled in school beyond his/her sixteenth (16^{th}) birthday may request a waiver from the Superintendent for the child to exit school to enroll and attend an adult education program approved by the Louisiana Community and Technical College System (LCTCS).

In the case of a child with no parent, tutor, or other person responsible for his/her school attendance, the Superintendent may act on behalf of the student in making such a request if one or more of the following hardships exist and if the following appropriate documentation is on file at the Pointe

Coupee Parish School Board office:

1. Pregnant or actively parenting;
2. Incarcerated or adjudicated;
3. Institutionalized or living in a residential facility;
4. Chronic physical or mental illness;
5. Family and/or economic hardships.

Family and/or economic hardship is defined as a student who acts as a caregiver or who must work to support the family due to a parent's death or illness, or needs to be removed from an existing home environment.
The Superintendent or his/her designee may approve the request without requesting action from BESE. IF the request to exit school to enroll in a LCTCS-approved Adult Education program is denied by the Superintendent, a student may request the waiver from the Department of Education for approval by BESE with documentation of reason for denial at the local level.

CURRICULUM

Revised: October 2021

The Pointe Coupee Parish School Board has the responsibility to establish and maintain a quality program of instruction for the elementary and secondary schools of the school district. The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the Louisiana Board of Elementary and Secondary (BESE), and the policies of the School Board. The organization and scheduling of subjects in the curriculum of the school district shall conform to BESE requirements and statewide content standards for required subjects. The curriculum shall provide learning experiences and prospective achievement for each child according to their individual needs and offer students a basic body of understanding, attitudes, knowledge, and skills.

By the end of the eighth (8th) grade, every student, with the assistance of his/her parent or legal guardian and school counselor, and for a student with an exceptionality, except a student identified as gifted and talented and who has no other exceptionality, the student's *Individualized Education Program* team, if applicable, shall begin to develop an *Individual Graduation Plan* to guide future academic course work and to assist the student in exploring

educational and career possibilities. By the end of the tenth (10th) grade, each student's *Individual Graduation Plan* shall outline high school graduation requirements relevant to the student's chosen postsecondary goals. Each student's *Individual Graduation Plan* shall be reviewed annually and revised as necessary to identify the courses to be taken each year until all required core courses are completed. Upon completion of the review, each student's *Individual Graduation Plan* shall be signed by the student, the student's parent or other legal guardian, and the school counselor. Prior to revising a student's *Individual Graduation Plan*, the school counselor shall meet with the student's parent or legal guardian either in person or virtually to explain the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any revisions to a student's plan shall be approved in writing by the student's parent or legal guardian.

CAREER MAJOR

The curriculum design within the high schools shall include a career major comprised of challenging academic courses and modern career and technical studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level, which includes activities designed to introduce students to occupations in demand in Louisiana. The School Board shall develop and offer one or more career major programs aligned to state and regional workforce demands, pursuant to policies adopted by BESE.

ELECTIVES

BESE has granted school systems the authority to develop, review, and approve all locally-initiated electives, in accordance with the *Louisiana Handbook for School Administrators*, Bulletin 741. The process shall ensure alignment with standards-based initiatives, compliance with current BESE policies, and all laws and regulations pertaining to students with disabilities. Elective courses shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.

Proper documentation of all approved electives shall be maintained by the School Board.

GRADING & PROMOTION PROCEDURES

- **Refer to the Pointe Coupee Parish School Board's approved Pupil Progression Plan for grading/promotion standards and procedures.**

CREDIT RECOVERY

File: IHG: June, 2013

The Pointe Coupee Parish School Board shall conduct a credit recovery program designed to allow students an opportunity to earn high school credit for courses they have failed in the past. The program shall be intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate. Credit recovery courses shall be aligned with Louisiana Board of Elementary and Secondary Education (BESE) approved statewide course content standards for required subjects. Credit recovery courses taught in a classroom setting using computer software programs designed for credit recovery must be facilitated by a certified teacher. Additional instruction to cover standards and grade-level expectations not included in the software programs shall be provided by a teacher properly certified in the content area. Students earning Carnegie credit in a credit recovery course must have previously taken and failed the course. Students shall not be required to meet minimum attendance requirements for credit recovery courses,
provided students have met attendance requirements when they took the course previously or the student's combined attendance during the previous course and the credit recovery course meet the necessary attendance requirements.

HONOR ROLL

Students will be recognized for Honor Roll as outlined below:

Honor Roll—(Lowest Grade C)—3.00 and above
A-B Honor Roll—(Lowest Grade B)—3.00 and above
A Honor Roll—(All A's)—4.00

GRADING SCALE (for regular courses)	
Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

GRADUATION REQUIREMENTS

FILE: IHF-Cf: IH, IKDB Revised: June, 2014

The Pointe Coupee Parish School Board, in accordance with the regulations set forth by the Louisiana Board of Elementary and Secondary Education (BESE), shall require students, in order to be eligible for graduation, to successfully complete at a minimum the requirements mandated by the BESE and outlined in the Louisiana Handbook for School Administrators, Bulletin 741. The Board may impose additional requirements as it deems appropriate.

GRADUATION EXERCISE

File: IKDB- Cf: IHF Revised: June, 2014

It is the policy of the Pointe Coupee Parish School Board that full participation in the graduation ceremony is a privilege and not a right for the

individual student and his/her parents. The privilege of graduating with one's class from the stage on Graduation Day is governed by the following principles:

2. Graduating seniors shall successfully complete the minimum requirements required by the Louisiana Board of Elementary and Secondary Education (BESE) for a high school diploma as outlined in Bulletin 741, Louisiana Handbook for School Administrators

2. A student who is at least seventeen (17) years of age and has met the State and Pointe Coupee Parish School Board requirements for a Skills Certificate or a Graduate Equivalency Diploma while attending the Pre-GED/Skills Option Program offered at each high school.

3. Students with Special Needs who have met Federal and State mandates for receiving a Certificate of Achievement, Skills Option Certificate or a Graduate Equivalency Diploma (as long as no rules or laws have been violated) participate in graduation ceremonies with their class.

4. Certification by Pointe Coupee Parish School's administrators that the student has followed the rules and regulations of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduate ceremony.

5. High School Diplomas, Graduate Equivalency Diplomas, Skills Certificates and Certificates of Achievement will be presented to the entire class.

The student must meet all requirements before he/she is allowed to participate in the graduation ceremony. A graduating student is held accountable for violation of any of the disciplinary policies of the School Board until completion of the graduation ceremony. The policy above is also applicable for the Class Ring Ceremony and Class Honors Night.

CLASS RANKINGS

File: IHC- Revised: November 2020

The Pointe Coupee Parish School Board stipulates that, before any student can be considered for valedictorian or salutatorian of his/her class, he/she must have been in attendance for two (2) years in the Pointe Coupee Public School District immediately preceding graduation, and must have met the high school graduation requirements as specified in *Louisiana Handbook for School Administrators* (Bulletin 741). Full credit for grades previously earned at accredited schools shall be accepted. The selection of students for valedictorian and salutatorian, as well as other honors and awards, shall be in accordance with established School Board policy.

The following guidelines and procedures have been established for the ranking of students:

1. The first semester and second semester grades shall be averaged to calculate the student's overall GPA and there will be no final grade for a course.

3. Grades received in state approved summer school courses and state approved virtual school shall be included when averaging. This includes the grades made during the regular school session, excluding grades in college courses which are not state approved dual enrollment courses. College credit shall not be included when averaging grades for class ranking.

4. If a student repeats a subject, both the "F" grade and the repeated grade shall be used in computing the average.

5. Students taking state approved (TOPS 5.0 scale) college classes for dual enrollment and advanced placement high school credit shall be awarded the following quality points: A (5), B(4), C(3), D(2), F(0), effective 2020-2021 school year. The 4.0 ranking scale will be capped at a 4.0. The 4.0 ranking scale cap will be lifted with the 2010-2011 freshman class.

6. The student who completes the prescribed high school graduation requirements at mid-term thereby graduates at mid-term. If a student has been in attendance for two (2) years immediately

preceding this mid-term graduation, then this student should validly be considered a candidate for valedictorian as well as other honors and awards.

7. The student(s) earning the highest grade point average shall be named valedictorian

8. The students(s) earning the second (2nd) highest grade point average shall be named salutatorian.

9. In situations where there is a tie for the positions of either valedictorian or salutatorian, the persons shall be named as co-valedictorians or co-salutatorians.

10. If co-valedictorians are named, a salutatorian shall still be selected.

11. Beginning with the 2020-2021 freshman class, honor graduates will be recognized according to their cumulative grade point average using the following scale:

Summa Cum Laude	3.900-5.000
Magna Cum Laude	3.700-3.899
Cum Laude	3.500-3.499
Honors	3.000-3.499

A student who transfers to Livonia High School after the start of his/her junior year is ineligible for these honors valedictorian or salutatorian but will be eligible for the Latin honors mentioned above.

CONTINUOUS LEARNING

New Policy: July 2023

In an effort to provide required instruction to students in times of extended school closures, the Pointe Coupee Parish School Board shall implement the Continuous Learning Plan, which allows modified operations for continuous learning on a short-, medium, or long-term basis. The Continuous Learning Plan shall be posted on the School Board's website. It shall be updated annually by June 30th, and reviewed by stakeholders.

Short-term modified operations: A significant portion of the Students/staff are not able to be on campus for 1-2 days for face-To-face, direct instruction. Continuous learning expectations may Be limited or smaller in scope depending on resource availability

(e.g. community is without electricity for two (2) days).
Medium-term modified operations: A significant portion of the Students/staff are not able to be on campus for 3-10 days for face-To-face, direct instruction.
Long-term modified operations: A significant portion of the Students/staff are not able to be on campus for more than ten (10) days for face-to-face, direct instruction. Operations should Have more consistency and expectations of routines and Instruction.

The plan shall include, but not be limited to: (1) Technology and connectivity; (2) Student and staff responsibilities; (3) Attendance; (4) Family strategic communication, engagement, and support; and, (5) Instructional quality.

Remote instruction is an educational model in which the student and educator are not physically present in a traditional classroom environment where instruction may be facilitated by the use of computers, technology, and the internet. Hybrid instruction is instruction provided via a combination of face-to-face and remote models.

SCHOOL WELLNESS

File: JGB Cf:EE **Revised: June 2023**

Pointe Coupee Parish School District (hereto referred to as the District) is committed to the optimal development and well-being of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, they should be exposed to positive, safe and health-promoting learning environments at every level, in every setting, through effective role modeling during the course of the school year.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day- both through reimbursable school meals and other foods available throughout the school campus- in accordance with Federal and state nutrition standards.
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
- Students have opportunities to be physically active before, during, and after school.
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness.
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits.
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the District. Specific goals and outcomes are identified within each section below.

SCHOOL WELLNESS MANAGEMENT

Leadership

The Superintendent, Child Nutrition Program Director, and Student Wellness Administrator will convene the School Health Advisory Committee (hereto referred to as the SHAC) and facilitate development of and updates to the wellness policy and will ensure each school's compliance with the policy.

The designated official for oversight is the Child and Nutrition Program's Student Wellness Administrator.

Committee Role and Membership

The District will convene a representative School Health Advisory Committee (SHAC) that will meet quarterly to establish goals and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy. The SHAC members shall be appointed by the School Board or its designee.

The SHAC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e/g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [e.g., school counselors, psychologists, social workers, or psychiatrists]; school administrators (e.g. superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP-ED). To the extent possible, the SHAC will include representatives from each school building and reflect the diversity of the community.

Each school within the District will establish an ongoing School Wellness Committee (SWC) that convenes to review school-level issues, in coordination with the Student Wellness Administrator and the SHAC. Each school will designate a school wellness champion or policy coordinator, who will ensure compliance with the policy.

Child Nutrition Program staff, at the school or district level, shall assess compliance with nutrition policies within food service areas and report on this matter to the Child Nutrition Director.

WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; includes information about who will be responsible to make what change, by how much, where and when; and includes specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

This wellness policy and any progress reports shall be maintained on the District's website at pcpsb.net.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Pointe Coupee Parish School Board central office. Documentation maintained in this location shall include, but not be limited to:

- The written wellness policy.
- Documentation demonstrating that the policy has been made available to the public.
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate in the SHAC.
- Documentation to demonstrate compliance with the annual public notification requirements.
- The most recent assessment on the implementation of the local school wellness policy.
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy, and its implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school's health and wellness environment.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy.

- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment is the District Student Wellness Administrator. The SHAC, in collaboration with individual school wellness champions, will monitor schools' compliance with this wellness policy.

Revisions and Updating the Policy

The SHAC will update or modify the wellness policy based on the results of the triennial assessments and/or as District priorities change, community needs change, wellness goals change, new health science, information, and technology emerges, and new Federal or state guidance or standards are issued.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of SHAC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

NUTRITION

School Meal Programs

The District's Child Nutrition Program is committed to serving healthy meals to children, with sufficient amounts of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium and sugar, low in saturated fat, and have zero grams trans-fat per serving (nutrition label or manufacturer's specification); and meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All public schools within the District participate in (USDA) child nutrition programs, including the *National School Lunch Program* (NSLP), the *School Breakfast Program* (SBP). The District also operates additional nutrition-related programs and activities and is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs that will:

- Be accessible to all students.
- Be appealing and attractive to children.
- Be served in clean and pleasant settings.
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA Nutrition Standards.)
- Provide adequate time for breakfast and at least 20 minutes for lunch.
- Establish food safety as a key component of all school food operations and ensure that the food service permit is current for each school site.
- Offer drinking water in areas where school meals are served and encourage hydration throughout the school day.
- Promote healthy food and beverage choices using smarter lunchroom techniques:
    1. Whole fruit options are displayed in attractive bowls or baskets when available.
    2. Daily fruit options are displayed in a location in the line of sight and reach of students.
    3. Daily vegetable options are bundled into all grab-and-go meals available to students.
    4. All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
    5. White milk is placed in front of other beverages in all coolers.
    6. Student surveys and taste testing opportunities are used to inform menu development, dining space décor, and promotional ideas.
    7. Daily announcements are used to promote and market menu options.
    8. Menus will be posted on the District website or individual school websites and will include nutrient content and ingredients
    9. Food items, menus foodservice techniques, meal decisions, etc. will be created/reviewed by a registered dietitian and administered by a team of child nutrition professionals.
    10. The District child nutrition program will accommodate students with special dietary needs.
    11.

Staff Qualifications and Professional Development

All child nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water shall be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

- Water cups/bottles will be available in the cafeteria if a drinking fountain is not present.
- Students will be encouraged to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. What happens on school grounds- before, during, and after the school day- can have a big impact on a child's health and learning. The District is committed to ensuring that all foods and beverages available to students on campus during the school day, starting at 12:00 AM (midnight) the day before until 30 minutes after the end of the normal school day, support healthy eating, while maintaining specific nutritional guidelines. The District will:

- Follow the Louisiana Smart Snack guidelines which apply to all foods and beverages sold outside of the school meal programs. This includes all snack carts, vending machines, beverages, and fundraising foods. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools, is available at: https://www.louisianafitkids.com/smartsnacks/smartsnacks
- Refrain from using food as a reward when possible and encourage rewards that include physical activity.
- Promote healthy food options and smart snacks for all events involving food (outside of school meals) on school campuses.
- Restrict fast food, family size servings, caffeinated and sugary beverages, and concentrated sweets, in the cafeteria.
- Encourage teachers and parents to offer fun activities during classroom celebrations and limit foods with minimal nutritional value. A list of parameters and healthy snacks will be provided for classroom celebrations.
- Not withhold food as a punishment.

School Concessions and/or Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas.

Schools are encouraged to use non-food fundraisers and utilize those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, talent shows, etc.).

Celebrations and Rewards

All foods offered on the school campus by schools or staff will meet or exceed the USDA Smart Snacks in School nutrition standards, including through:

- Celebrations and parties. The District will provide a list of healthy party ideas to schools and staff including non-food celebration ideas. This list is available at pcpsb.net under the Child Nutrition Program.
- Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children. In addition, will not be withheld as punishment for any reason, such as performance or behavior.

The District will provide a list of allowable foods and beverages that parents may bring as snacks for celebrations, birthdays, or holiday parties.

Nutrition Promotion and Marketing

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff shall receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion shall also include marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing evidence-based healthy food promotion techniques throughout the school meal programs using Smarter Lunchroom techniques and Breakfast in the Classroom or Grab and Go Breakfast opportunities.
- Ensuring 100% of foods and beverages promoted to students are healthy choices and meet nutritional standards expectations. The District will also strive to teach students how to make informed choices about nutrition, health, and physical activity. It is the intent of the District to protect and promote students' health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects.

- Includes enjoyable, developmentally appropriate, culturally relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens.
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods.
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise).
- Includes a variety of essential health topics, such as: relationship between healthy eating and personal health and disease prevention; food guidance from MyPlate; understanding the nutrition fact labels; balancing food intake and physical activity; preparing healthy meals and snacks; accepting body size differences; food safety; importance of water consumption; importance of eating breakfast; making healthy choices when eating at restaurants; eating disorders; social influences on healthy eating; including media, family, peers and culture; and/or how to develop a plan and track progress toward achieving a personal goal to eat healthfully.
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services.
- Includes nutrition education training for teachers and other staff.

PHYSICAL ACTIVITY

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all the components; quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement; and the commitment of the District to provide these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection).

The District discourages physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **being withheld** as punishment for any reason. The District will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe, and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District elementary students in each grade will receive physical education for at least 60 minutes per week throughout the school year.

All District secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

Recess (Elementary)

All elementary schools will offer at least 10-20 minutes of recess on all days during the school year. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hat/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Recess will complement, not replace, physical education class. Recess monitors or teachers will encourage students to be active and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District encourages teachers to provide short (3-5 minute) physical activity breaks to students during
and between classroom time at least three days per week. These physical activity breaks will complement, not replace, physical education class, recess, and class transition periods. The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks.

Active Academics
Teachers will be encouraged to incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement. Teachers shall serve as role models by being physically active alongside the students whenever feasible.

Other Activities that Promote Student Wellness
The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes. Schools in the District are encouraged to coordinate content across curricular areas that promote student health (such as teaching nutrition concepts in mathematics) with consultation provided by either the school or the District's curriculum experts. All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the SHAC/SWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events shall include physical activity and healthy eating opportunities when appropriate.

Community Partnerships
The District will develop relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities will receive information about health promotion efforts. The District will use electronic mechanisms (e.g., email or displaying notices on the district's website), as well as non-electronic mechanisms (e.g., newsletters, presentations to parents or sending information home to parents) to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

The SHAC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning
When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

GLOSSARY
Extended School Day-the time during, before, and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals, and more.
School Campus-areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.
School Day- the time between midnight the night before to 30 minutes after the end of the instructional day.
School Meals-Meals provided under the National School Lunch and Breakfast Program for which schools receive reimbursement in accordance with all applicable federal regulations, policies, instructions, and guidelines.
153*Physical Activity*-Any body movement of any type which includes recreational, fitness and sport activities.
Physical Education-The instructional program that provides cognitive content and learning experiences in a variety of activity areas.
Triennial-recurring every three years.

STUDENT HEALTH SERVICES

FILE: JGC Revised: August 22, 2024; November 21, 2024

HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Pointe Coupee Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in *Health and Safety*, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students

according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every pupil found to have any defect of sight or hearing.

EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

Dyslexia and related disorders;
Attention deficit disorder; and
Social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them.

The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identifies as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

TESTING FOR DYSLEXIA
A dyslexia screener selected by the Louisiana Department of Education shall be administered to each student in the second half of kindergarten, or upon the request of a teacher or parent or legal guardian. The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. *Phonological processing* means the appreciation of the individual sounds of spoken and written language.

OTHER HEALTH CONSIDERATIONS
The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.
2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.
3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Definitions

Psychotropic drug shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

Teacher, for the purpose of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

SEIZURE TREATMENT AND TRAINING

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

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

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:
1. A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

SICKLE CELL DISEASE TRAINING

Each school nurse shall participate in an in-service training program of at least one hour relative to sickle-cell disease using instructional materials provided by the Louisiana Sickle Cell Commission to the State Department of Education. The training may be incorporated into an existing in-service training program.

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

No noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or any other state of the United States.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1.A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2.The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3.Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate

licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4.Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5.An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.

6.Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purpose of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

IMMUNIZATION REQUIREMENTS

Louisiana Statue 17:170 makes it mandatory that all children be properly immunized in order to attend any school in our state. Immunizations required by state law include the following; diphtheria, tetanus, whooping cough, polio, measles (rubella), and other preventable communicable diseases according to a schedule approved by the state office of public health. All new enrollees are required to meet all immunization standards; or present evidence of an immunization program in progress on the date of enrollment. Any student failing to meet these requirements shall be prohibited from attending school until such time as immunization standards are met.

Varicella Vaccination will be required in Louisiana for entry into kindergarten, daycare and Headstart. This requirement also affects susceptible individuals through 18 years of age who are entering any LA school for the first time. Beginning with the 2009 - 2010 School Year and continuing thereafter, a student who is entering sixth grade, one who is eleven years of age entering a grade other than sixth grade, or one who is enrolled in an approved Home Study Program at any city, parish, or other local public school or nonpublic school will be required to provide satisfactory evidence of current immunization against meningococcal disease as a condition of entry into such grade.

The only exceptions to this mandatory requirement are if a parent /legal guardian signs a waiver due to religious beliefs and/or if a physician's issues a statement stating that the immunization is contraindicated for medical reasons.

IMMUNIZATIONS

File: JGCB Revised: 1991; June 2019; August 22, 2024

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

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

TRANSFERRING STUDENTS

A student transferring from another school system in or out of the state, shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunization
against the diseases in the schedule approved by the Office of Public Health have been performed, or a statement that such immunizations are in progress.

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

ENFORCEMENT

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

EXCEPTIONS

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

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

No teacher or school employee or administrator shall distinguish between students based on whether a student has or has not received vaccines from the schedules provided for in La. Rev. Stat. Ann. 17:170 Actions prohibited include but are not limited to discrimination based on a student's vaccination status in any of the following acts:

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

EXCLUSION FROM ATTENDANCE

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

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

Ref: La. Rev. Stat. Ann. §17:170 *Health and Safety*, Bulletin 135, Louisiana Department of Education Pointe Coupee Parish School Board

ADMINISTRATION OF MEDICATION

FILE: JGCD Revised: July 2022; July 2023, August 2024

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

1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

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

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

B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
1. name of pharmacy
2. address and telephone number of pharmacy
3. prescription number
4. date dispensed
5. name of student
6. clear directions for use, including the route, frequency, and other as indicated
7. drug name and strength
8. last name and initial of pharmacist
9. cautionary auxiliary labels, if applicable
10. physician's /dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:
1. drug name
2. dosage form
3. strength
4. quantity
5. name of manufacturer and/or distributor
6. manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

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

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

C. Except in the case of a trained unlicensed diabetes care

assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.

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

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

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

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

3. PRINCIPAL

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

4. TEACHER

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

5. SCHOOL NURSE

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

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

1. Proper procedures for administration of medications including controlled substance
2. Storage and disposal of medication
3. Appropriate and correct record keeping
4. Appropriate actions when unusual circumstances of medication reactions occurAppropriate use or resources

6. PARENT/LEGAL GUARDIAN

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

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

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

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

4.A list of all medications that the student is currently

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

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

6.Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

B. All aerosol medications shall be delivered to the school in pre-measured dosage.
C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.
D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:

1. Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.
2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
3. Assist in the development of the emergency plan for each student.
4. Comply with written and verbal communication regarding school policies.
5. Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.
6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

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

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

A. Written authorization for the student to carry and self-administer such prescribed medications.
B. Written certification from a licensed medical physician or other authorized prescriber that the student:
    1. has asthma, diabetes, or is at risk of having anaphylaxis
    2. has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis

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

    1. The name, purpose, and prescribed dosage of the medications to be self-administered.
    2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
    3. The length of time for which the medications are prescribed.

D. Any other documentation required by the School Board.

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

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or

anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. ACCEPTABLE SCHOOL MEDICATIONS

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

Medications which may be considered as acceptable under this policy:

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

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

C. Anticonvulsive medication.

D. Medication for asthma or diabetes.

E. Medication given in extenuating circumstances.

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

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

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

I. Other specific illnesses that require medication.

J. The school nurse shall have the authority to maintain a supply of naloxone or other opioid antagonists, and per La. Rev. Stat. Ann. 17:436.1 (A), the school nurse or trained school personnel may administer Naloxone or other opioid antagonist to any student or other person on school grounds in the event of an actual or perceived opioid emergency.
Trained school personnel means a school employee or volunteer who has received training on how to recognize signs of opioid-related overdose, standards and procedures for the storage and administration of Naloxone or another opioid antagonist, and emergency follow up procedures, including the requirement to summon emergency services either immediately before or immediately after administering the Naloxone or other opioid antagonist.

K. School nurses and other trained school personnel are authorized to administer life-saving medication to a student or other person on a school premises or during a school-affiliated activity whom they believe in good faith to be experiencing a medical emergency in accordance with a standing protocol of licensed health professionals authorized to prescribe medication, regardless of whether the student or other person has a prescription for the medication. Training for the administration of such medication may be provided by a medical emergency training organization, a registered nurse, or a licensed physician.

9. DIABETES

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

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

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

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

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

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

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

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

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

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

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

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

10. CLASSROOM STORAGE AND ADMINISTRATION OF AUTO-INJECTABLE EPINEPHRINE BY TEACHERS

The School Board shall allow a supply of auto-injectable epinephrine, as defined as above, to be maintained in a secure location in each classroom assigned to a student who is deemed by his/her physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine. The student's parent or other legal guardian shall annually provide the school in which the student is enrolled with all of the following:

A. The supply of auto-injectable epinephrine to be kept in each classroom.
B. Written authorization for the student to be administered the medication.
C. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.

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

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

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

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

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

11. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

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

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

12. EXTENDED DAY CARE

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

13. SUNSCREEN

In accordance with statutory provisions, sunscreen means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply a lotion based sunscreen product at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician. No aerosol products are allowed on school campuses for this purpose.

14. STUDENT CONFIDENTIALITY

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

Parent's Responsibility Regarding Routine Medications and Medical Conditions**:**

1. It is the parent's responsibility to provide written notification to the school nurse if the student has any medical condition as diagnosed by a medical doctor or takes medication at home or school on a regular basis. This notice is to be provided at the beginning of each school year.

2. Any special accommodations, including diet, restroom privileges, or activity limitations, must be accompanied by a doctor's orders.

By signing below, I give permission for the school system to share with appropriate persons and agencies information relative to my child's diagnosis, treatment and prescribed medication and procedures as the nurse determines necessary for my son's and/or daughter's health and safety.

Medical Conditions:_____

_____

_____

Routine Medications: _____

_____

_____ _____

Parent/Guardian Signature **Date**

_____ _____

School Nurse Signature **Date**

STUDENT AUTOMOBILE USE

File: JGFF-Cf: JCAB Revised: October, 2003

Students who drive automobiles, motorcycles, or scooters to school shall be required to obtain the proper operator's license, liability insurance, and register such vehicle with a designated member of the faculty. Registration of the vehicle with school officials shall constitute permission by the owner to consent to a search of the vehicle by school officials or other properly authorized individuals when circumstances warrant in accordance with Board policy or for health, safety, or security reasons.

REGULATIONS

1. Students must obtain parking permits for vehicles driven on school campuses, or on any property that is leased or being utilized for school purposes.

2. To register a vehicle, students are required to submit a valid driver's license, proof of insurance, vehicle registration, and the fee at time of application. Prior to receiving a parking permit, the student and his/her parent or guardian are required to review and sign a copy of the Student Automobile Use Policy.

3. Parking permit fees shall be assessed per school year, and may be purchased in the administrative office or designated area at each school campus.

4. Students must park in the student parking lot or assigned parking area. Upon arrival, students are required to immediately exit and lock their vehicle. The resource officer may require that a student's keys be turned in upon their arrival. Students may not return to their vehicles for any reason during the day, without administrative permission. Vehicles cannot be used for any purpose, unless administrative permission is granted.

5. Student vehicles are not to leave the campus until every bus has left the parking lot, unless permission is granted by an administrator.

6. Speed limits and safety restrictions should be closely followed by student drivers.

7. Student drivers will not be allowed to play loud music, race motors, or burn tires.

8. The Pointe Coupee Parish School Board, or the respective school, is not responsible for any damage incurred while the vehicle is parked on the school campus, or on any property that is leased or utilized for school purposes.

9. Violations of this policy may result in the suspension of driving and parking privileges for a specified period, or for the balance of the school year. If privileges are suspended, the parking permit fee shall not be refunded.

10. *Students are prohibited from loaning their vehicle to any other student.*

"Driving is a Privilege"

Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is suspended or expelled from school for ten or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows: the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

In accordance with R. S. 17:416.1 (D), the principal or headmaster at a public or private school must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as

defined in this statue, so that we may process the request for suspensive action in accordance with R.S. 32:431. The suspension will not exceed the

student's eighteenth birthday. The student may appeal this process and they may also request a hardship license.

In accordance with the policy adopted by the Pointe Coupee Parish School Board as defined and in compliance with R. S. 32:431.1, the driving privileges of a child under eighteen years of age may be denied or suspended if the child withdraws from school prior to graduation or has been determined to be habitually absent or tardy.

If a child 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 the student. The department shall deny or suspend the driver's permit or license of any person, until his eighteenth birthday, who fails or refuses to present appropriate documentation that the person has complied regarding mandatory school attendance or if the department receives written notification that the person is a dropout or is habitually absent or tardy.

Any license denial or suspension shall not extend beyond the minor's eighteenth birthday. At the conclusion of the suspension or upon receiving documentation of compliance, the department returns the license to the minor or issue a new license.

Any minor whose license is denied or suspended may be eligible for reapplication or reinstatement of driving privileges if the appropriate documentation is submitted to the department showing that the minor is in compliance. An appropriate authority shall provide written notification to any minor who he has determined to be a dropout or habitually absent or tardy and his parent or legal guardian that he intends to subject the minor to license denial or suspension. The written notification shall advise the minor of his right to seek a hearing by the school board of such determination or to make a request to the school board to obtain a hardship waiver within fifteen days of the mailing of the notification. The appropriate authority shall also send a copy of such notification to the school board.

If the school board is notified of a request of a request for a hearing or a request for a hardship license within fifteen days after the date of mailing the written notification, the board shall hold a hearing to make a determination upon such request.

If no such request is received by the board, or if the board determines after a hearing that such student is a dropout or is habitually absent or tardy and is not entitles to a hardship waiver, then the school board shall provide written notification to the department that the minor's license should be suspended or denied. The school board may grant a hardship waiver if the minor for whom a personal, family, or economic hardship requires the minor to have a driver's license for his own, or his family's employment or medical care. The minor or his parent or legal guardian may present other evidence that indicates compliance at the waiver hearing.

The School Board shall notify the department of the outcome of the minor's hardship waiver hearing within twenty-four hours after conducting the hearing. Upon a determination by the school board that a hardship waiver is warranted, the department shall issue a hardship license for provisional driving privileges to the minor upon presentation of such documentation and proof of financial responsibility as determined by the department. Such privileges shall not exceed those granted by the license that was suspended.

STUDENT PRIVACY AND EDUCATION RECORDS

File: JR Cf: IFDA Revised: January, 2018; November 2018

The Pointe Coupee Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) 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.

2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Pointe Coupee

Parish School Board or school or 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 temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.

3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

4. *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. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).

5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.

6. *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. The student's name;
    B. The name of the student's parent or other family members;
    C. The address of the student or student's family member;
    D. A personal identifier that can be used to distinguish or

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

7. *School official* shall be defined as a teacher, school principal, School Board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Pointe Coupee Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees and is under the direct control of the School Board with respect to the use and maintenance of education records. *See* 34 CFR §99.31(a)(1)(i)(B).

FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Pointe Coupee Parish School Board receives a request for access.

    Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

    Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire,

clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Pointe Coupee Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.

2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:

   A. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract.

   B. Upon request, to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. In accordance with the *Individuals with Disabilities Education Act* (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the Pointe Coupee Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student released between the School Board and the private school.

   C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII 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, if applicable requirements are met.

   D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for purposes of determining eligibility for the aid, determining the

amount of the aid, determining the conditions of the aid, or to enforce the terms and conditions of the aid.

E. 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.

F. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.

G. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.

H. To accrediting organizations to carry out their accrediting functions.

I. To parents of an eligible student, if the student is a dependent for IRS tax purposes.

J. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.

K. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.

L. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is

legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.

M. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

N. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's central office.

O. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

3. Each public school shall, at the beginning of each school year, provide a form to be signed by the parent or legal guardian of each student in grades 8-12 enrolled in the school, whereby the student's parent or legal guardian may provide consent or deny consent for the collection and disclosure of the student's information as provided in paragraphs 2(D) and 2(E) of this Subsection. The form shall contain a statement notifying the student's parent or legal guardian exactly what items of student information will be collected and that disclosure of the student information collected will be restricted to Louisiana post-secondary education institutions and the Office of Student Financial Assistance to be used soley for the purpose of processing applications for admission and for state and federal financial assistance and to the Board of Regents to be used solely for the purposes of providing reports to the school governing authority and developing policies designed to improve student academic achievement. The form shall also notify the student's parent or legal guardian of his/her right to withdraw consent previously provided. No data shall be collected pursuant to this policy, unless a student's parent or legal guardian provides written consent.

DIRECTORY INFORMATION

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Pointe Coupee Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;

2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;

3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;

4. University transcript requests, scholarships, and admissions;

5. LHSAA, NCAA, and other related sports programs or sanctioning entities;

6. Online resources and educational tools;

7. School photography and yearbook providers;

8. Any other information considered "Directory Information", to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School Board that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. §7908) and 10 U.S.C. §503(c).]. In accordance with federal statutory provisions, the School Board 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 military recruiters. Opt-out procedures will be provided in the student handbook.

ELECTRONIC DATA GOVERNANCE

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 a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

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

1. A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.

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

3. The school principal and school registrar.

4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.

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

6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system.

2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.

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

4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access 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.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Pointe Coupee Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility. This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the Pointe Coupee Parish School Board's website.

CREATION OF PROCEDURES

The Pointe Coupee Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's central office and in each school office. Any access or

disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

REQUIREMENT FOR WRITTEN CONSENT
Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized without written consent by this policy or by law.

If you disagree with the above policy and wish to opt out, submit a request in writing to: Pointe Coupee Parish School Board- Attention: Director of Accountability & I.T. – P. O. Drawer 579 – New Roads, LA 70760 (Requests must include name of parent/guardian, parent/guardian signature, child's name, child's school, and the date.

STUDENT FEES, FINES AND CHARGES

File: JS-*Cf: JS-R* *Revised: November 2019*

The Pointe Coupee Parish School Board may impose certain student fees or charges to help offset costs associated with classes or class or school activities or enrollment. Students should not be denied or delayed admission nor denied access to any instructional activity due to failure to pay a fee, and no educational record of any student may be withheld for failure to pay a fee, fine, debt, or other outstanding obligation.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not mean the cost of school meals. Fees shall not include monetary payment for extracurricular activities.

Curricular activities are those activities which are part of the instructional work that goes on in the classroom, in a laboratory, in a workshop, etc. relating to a course curriculum, in which there is full involvement of the school instructional staff.

Co-curricular activities are those activities that are relevant and supportive, that are an integral part of the program of studies in which the student enrolled, and that are under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

SCHEDULE OF FEES

The *Schedule of Fees* for all schools within the Pointe Coupee Parish School System is found in Appendix A to this policy. A student shall not charge or assess a fee unless the fee has been set and included in said *Schedule of Fees*. This policy, including the Schedule of Fees (Appendix A), shall be reviewed and revised as necessary.

ECONOMIC HARDSHIP FEE WAIVER/REDUCTION

A student or his/her parent or legal guardian may request and receive a waiver or reduction of payment of a fee due to economic hardship. Requests for waivers of fees due to economic hardship shall be considered based on objective criteria which may include, but are not limited to, the following, relative to the student or his/her family:

- Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
- Is in foster care or is caring for children in foster care.
- Is homeless.
- Is serving in, or within the previous year has served in, active military service.
- Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
- Is an emancipated minor.

Waiver Application Procedure

A written request for a waiver of fees shall be submitted to the school principal or his/her designee for consideration. The basis for the requested waiver should be stated and proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered by the school principal or his/her designee within five (5) school

days of the date of receipt of the request. Should the initial request for a waiver be denied by the school principal or his/her designee, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

A waiver may be granted in full or denied, or a fee reduction may be granted in lieu of a full fee waiver.

All records associated with at fee waiver request due to economic hardship shall not constitute a *public record* but may be audited to ensure compliance with School Board policy. A student's *personally identifiable information* associated with such a waiver request shall not be made public.

SCHOOL SUPPLIES

The superintendent shall establish administrative guidelines/procedures regarding school supplies requests. No fees for school supplies shall be assessed unless included in the *Schedule of Fees* (Appendix A).

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Each student shall be informed that he/she is responsible for every textbook issued to him/her and that in the event a textbook is lost or damaged charges will be assessed based on the condition of the textbook at the time it was issued. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement. Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/ community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act.* Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

APPENDIX A: SCHEDULE OF FEES

Grade Levels	Type of Fee	Amount (Not to Exceed)	Use of Fee	Collection Method
3-12	Athletics Fee	$20.00/sport	To defray costs of some fees associated w/sport	Based upon start of sport
3-12	Band Fee	$20.00	To defray costs of some fees/costs for activities/program and basic maintenance and repair/upkeep of instruments	Based upon schedule of student
K-12	Classroom Fee	$30.00	To defray costs of some fees/costs for activities/programs	Within the 1st month of school
11	Jr. Class Fee	$50.00	To defray costs of some fees/costs for Jr. Class activities	Within the 1st month of Jr year
12	Sr. Class Fee	$50.00	To defray costs of some fees/costs for Sr. Class activities	Within the 1st month of Sr year
3-12	Locker Fee	$10.00	To defay costs of locks and locker repairs and upkeep	As a locker is reserved during the school year
10-12	Parking Fee	$25.00	To defray costs of some fees/costs for parking lot upkeep and maintenance	As space is reserved during the school year
3-12	Student ID-Replacement Fee	$10.00	To defray costs of fees/costs for IDs, lanyards, and ID covers	As needed during the school year

STUDENT VOTER REGISTRATION

New Policy: July, 2022

The Pointe Coupee Parish School Board shall provide an opportunity for each high school senior who is at least seventeen (17) years old to register to vote by using a school computer to fill out an electronic voter registration application or by using the state mail voter registration application form.

No political or partisan group or organization shall be allowed to participate in the registration process.

GLOSSARY

Arson - The damage to property by the use of an explosive substance or the setting of a fire to any school or personal property.

Assault - An attempt to commit a battery or the intentional placing of another person in reasonable apprehension of receiving a battery which is not self-defense. Assault of a school teacher is an assault committed when the victim is a school teacher acting in the performance of employment duties.

Bullying- Any intentional gesture, whether written or verbal, or any physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Battery -The use of force or violence upon a person if actual contact is made. Battery of a school teacher is the use of force or violence against a school teacher when the teacher is acting in performance of employment duties.

Burglary - The unauthorized entry of property with the intent to steal.

Capacity - eighty percent (80%) of the optimal total student capacity at schools and grade levels at which the students seek to enroll, provided that a school is utilizing portable or modular buildings shall be considered at

capacity, as determined by School Board staffing guidelines, a school which as an anticipated enrollment of greater that eighty percent (80%) of its optimal student capacity in the grade in which the students seek to enroll shall be deemed to have insufficient capacity to allow for enrollment under public school choice. The transfer request period shall begin March 1st and end during the second week of June, annually.

Change of Placement - The removal of a special education student for more than ten (10) consecutive school days; or the student is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount time the student is removed, and the proximity of the removals to one another.

Communicating of False Information of Planned Arson or Bomb Threats - The intentional or conveyance by the use of the mail, telephone, telegraph, word of mouth, or other means of communication, of any threat or false information knowing the same to be false, including bomb threats or threats involving fake explosive devices, concerning an attempt or alleged attempt being made, or to be made, to commit either aggravated or simple arson.

Computer Hacking - The accessing or causing to be accessed of any computer, computer systems, computer network, or any part thereof with intent to view, alter, delete, or insert programs or data without authority.

Disrespect For Authority - Any unprovoked act of aggression which demonstrates a disregard or interference with authority or supervising personnel.

Disturbances–

Minor Disturbance - Any act of misconduct which is confined to a limited area and which disrupted the orderly process of educational activities in that area.

Major Disturbance - A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area.

Drugs - Illegal narcotics or any controlled dangerous substances.

Drug Paraphernalia - All equipment, products and materials of any kind which are used with drugs such as roach clips, rolling papers, pipes, etc.

Emergency - An unexpected situation that requires prompt action.

Explosive Devices - Including fireworks, bullets, bombs, and incendiary devices.

Excused Tardy - Acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies or natural disasters.

Extortion - The taking of goods or services by threats or intimidation.

Fighting - The exchange of blows between two or more students with the intent of harming one another.

Gambling - To play a game of chance where a reward is accepted.

Habitual Offender - One who has committed several offenses, not necessarily of the same type.

Harassment (of a school or recreation athletic contest official) – harassment of a school athletic or recreation athletic contest official that occurs while actively engaged in officiating and that includes verbal or non-verbal behavior by the offender that would cause a reasonable person to be placed in fear of receiving bodily harm.

Incendiary – Relating to or involving a deliberate burning of property.

Indecent Behavior – Socially unacceptable behavior, that is morally offensive.

Individual Education Program (IEP) – A plan developed by school staff, student and parent to meet the special education needs of an eligible special education student.

Intimidation – To make timid or fearful.

Look-Alike – Similar to; appear to be.

Molestation – To make indecent advances in which physical contact is made.

Pornography - Material (such as books, writing, or photographs) that show erotic behavior and is intended to cause sexual excitement.

Probation - A condition in which students are temporarily placed to assist them in adjusting to a normal school setting.

Provoking a Fight - To purposely cause or invite either verbally or physically a student or students to fight.

Reasonable Belief - A suspicion founded upon circumstances sufficiently strong to warrant a belief in a reasonable person that something is true.

Robbery - Taking of anything of value belonging to another by the use of force or intimidation.

Self-Defense - An act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor.

Serious Bodily Injury – Bodily injury which involves unconsciousness; extreme physical pain; protracted and obvious disfigurement; protracted loss or impairment of the function of a bodily member, organ, or mental faculty; or a substantial risk of death. Further provides that for purposes of the crime of abuse of children, serious bodily injury shall also include injury resulting from starvation or malnutrition.

Sexual Harassment -Student to Student or Student to Staff Harassment - In this context, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or others inappropriate verbal visual, written or physical conduct of a sexual nature at school or a school sponsored event.

Extended Definition - Sexual Harassment may also include but is not limited to verbal harassment or abuse; uninvited letters, telephone calls, or materials of sexual nature; uninvited or inappropriate leaning over, cornering, patting or pinching; uninvited sexually suggestive looks or gestures; intentional brushing against a student's or a school employee's body; uninvited pressure for dates; uninvited sexual teasing, jokes, remarks or questions; any sexually motivated unwelcome touching; or attempt or actual rape or sexual assault.

Special Education Student - Any student who is presently identified as exceptional. Any student who the system has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred, may assert any protections provided for in *IDEA Part 300 Regulations and Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17:1941 et seq); Title 28 Part XLIII Bulletin 1706 Subpart A - Regulations for Student's with Disabilities*. This does not apply to students identified as gifted or talented.

Student Athlete - Any student participating in high school interscholastic athletic programs, including Cheerleaders and Dance Team Members.

Tardy - When one is not in his or her classroom when the tardy bell rings.

Terrorizing - The initial communication of information, known by the offender to be false, that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, thereby causing any person to be in sustained fear for his or another person's safety; causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the public.

Theft - Taking other's property without permission, by stealing, fraud or trickery.

Trespassing - Unauthorized entry on a school campus other than the one a student normally attends except when the student has been assigned to an alternative program.

Truant/Hooky - One who is absent from school without permission.

Vandalism - The defacing, damaging, and/or breaking of others' property through willful misconduct.

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

Weapon - Any object which, under the circumstances, may be used to inflict bodily injury or damage to property.

Willful Disobedience - The refusal to follow a reasonable request of a teacher, administrator or an adult authority figure on campus.

Zero Tolerance - An anti-violence policy making school a safer place for learning.

Livonia High School



Rosenwald Elementary School



Rougon Elementary School



Upper Pointe Coupee Elementary School



Valverda Elementary School



STEM Magnet Academy

