

East Baton Rouge Parish

# SCHOOL BOARD MEMBERS

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Tramelle Howard, Vice President	District 3
Mark Bellue	District 1
Dodrius Larnus	District 2
Dawn Chonet Collins	District 4
Evelyn Ware-Jackson	District 5
Jill Dyason	District 6
Connie Bernard	District 8
David Tolman	District 9

1050 South Foster Drive · Baton Rouge, Louisiana 70806  
(225) 922-5400 · [www.ebrschools.org](http://www.ebrschools.org)



Effective August 8, 2019



# STUDENT RIGHTS and RESPONSIBILITIES

Handbook and Discipline Policy

**EAST BATON ROUGE PARISH SCHOOL BOARD**

Dear Parent,

Please remove this page and the next page and return to your child's school so the school will have a record that you have received and reviewed this Handbook. Notwithstanding, ignorance of this Handbook or its contents shall not constitute a defense or excuse.

Thank You!

This is to certify that I have received and read a copy of the "STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK AND DISCIPLINE POLICY." Also, I confirm that I have read and understand the "Notification of Rights Under FERPA and Student Privacy and Education Records under LA. R.S. 17:3914" beginning on page 55 of this HANDBOOK.

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

\_\_\_\_\_  
Student's Signature

Names of other children attending East Baton Rouge Parish Schools and grades of each:

\_\_\_\_\_  
\_\_\_\_\_

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

**Internet Use**

It is imperative that all students, parents, and EBRPSS employees read the Guidelines for Network and Internet Access Policy (Section 23). Students and staff will be granted rights to use the network on their signing an Acceptable Use Policy (AUP), AUP receipt sheet, or this waiver. **If any parent/guardian does not agree to the use of the district technology instructional resources by the student, please express any objections, in writing, in a separate letter to the principal.**

**Television Taping and Broadcast**

From time to time, student's pictures/video will be taken at school or at school activities. These pictures may be broadcast or used in print/TV media for public viewing. **If any parent/guardian does not agree to the use of their child's pictures in this manner, please express any objections, in writing, in a separate letter to the principal.**

**Biometric Scanning for Child Nutrition Program**

If a parent does not want their child to participate in this program, the parent shall notify the school in writing.

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**PARENT CONSENT FOR ATHLETIC PROGRAMS, AWARD PUBLICITY,  
HONOR ROLL LISTS, ONLINE RESOURCES, TOPS, COLLEGE SCHOLARSHIPS,  
NCAA, GRANTS, AID PROGRAMS, COLLEGE/UNIVERSITY ADMISSIONS, AND  
OTHER USES OF STUDENT INFORMATION**

Some of your child's information may be shared with the Louisiana Office of Student Financial Assistance (LOSFA), Louisiana High School Athletic Association (LHSAA), various clubs and organizations that your child will join (BETA, FCA, FHA, etc.), local news media (Athletics, honor roll, events, and awards), event programs (football and other sporting events, music and theatrical performances, graduation and award ceremonies, etc.), yearbooks, online resources and educational tools (digital library resources, homework help, etc.), any postsecondary education institution(s) to which your child applies, school photography providers, and some others as detailed in this Handbook.

To allow your child to appear in event programs, be recognized for awards and achievements, take pictures for ID badges, take advantage of online resources, and to insure eligibility for TOPS, you must sign to provide your consent.

**EBRPSS will follow all local, state, and federal data security rules and only share the data that is required for the purpose stated or allowed by Directory Information Notice on page 60.**

**PLEASE SIGN BELOW AND RETURN TO SCHOOL!**

**I CONSENT** to my child's school collecting my child's personal information and disclosing the personal information collected to:

- LOSFA and postsecondary education institution(s) (Cumulative records required)
- University Transcript Requests for Scholarship and Admissions
- LHSAA, NCAA and Sports Programs
- Programs for Graduations, Performances, and Award Programs
- Clubs and Organizations
- Online Resources and Educational Tools
- Louisiana Department of Education

I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect for the 2018-2019 school year.

Signature of Parent/Legal Guardian	My Child's Full Name	Grade
------------------------------------	----------------------	-------

Signature of Parent/Legal Guardian	School Name	Date
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**If any parent/guardian does not agree to any specific use as described here for the student, please express any objections, in writing, in a separate letter to the principal.**

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**East Baton Rouge Parish School System- G Suite and Digital Opt-Out Form**

If you **DO NOT** want your student to access Google Suite for education, or any other online resources, please complete the following form. The East Baton Rouge Parish School System is a Google Suite for Education district. The digital devices that are available for student use in classrooms are Chromebooks that require a G Suite for Education account in order to login. This means that by choosing to opt your child out of receiving an East Baton Rouge Parish School System G Suite for Education account, he or she may not be able to access digital content or use Chromebooks. For more information about the G Suite see the Student Handbook and Section Twenty-three.

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_

You must complete one form for every child you wish to opt-out of online digital resources.

Name of Student: \_\_\_\_\_

Grade level of Student: \_\_\_\_\_

School Student Attends: \_\_\_\_\_

I wish to have my child removed from G Suite for Education and from 3rd party digital tools that collect personally identifiable information.

Name of Parent Requesting Opt-out: \_\_\_\_\_

Parent Address: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

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

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August 8, 2019

**Dear Parent(s) & Guardian(s):**

**The East Baton Rouge Parish School System is committed to becoming an exemplary pre-kindergarten through 12th grade school system with rigorous teaching and learning where ALL students and adults meet high expectations.**

**In our continued efforts to improve educational opportunities for our children, we ask you to sign a School/Parent Compact. This compact describes the responsibilities of the child, parent, and school for providing an effective home-school partnership in an effort to raise student achievement. Signatures of all parties will seal this agreement.**

**Finally, the Every Student Succeeds Act states that parents have the right to request and receive timely information on the professional qualifications of your child's classroom teacher(s). If your child's teacher is not certified in the area in which he or she is teaching, you will receive written notification.**

**Please feel free to contact your school or the office of Federal Programs at 922-5506 if you desire further information.**

**Together, we will make a difference in the lives of our children.**

Sincerely,



**Warren Drake**  
**Superintendent of Schools**

**4 Independence Day**

Certified Employees Return  
15 (11 months)  
22 (10 months)

Support Employees Return  
16 (11 months)  
23 (10 months)

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2020						
S	M	T	W	Th	F	S
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Christmas/Winter Break  
(No School)  
6 Employee In-Service  
7 Students Return- Beginning of  
2<sup>nd</sup> Semester  
20 M.L. King Day  
(No School for Students and  
Employees)

**5-7 Employee In-Service**

8 First Day of School for  
Students

AUGUST 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2020						
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23	24	25	26	27	28	29

18 End of 4<sup>th</sup> Six Weeks  
19 Early Dismissal  
(11:30 a.m./ Secondary/ 12:45  
p.m. Elementary)  
24-25 Mardi Gras Holiday  
(Students, 9, 10, 11, 12  
Employees off)

2 Labor Day  
(No school for Students and  
Employees)

18 Early Dismissal  
(11:30 a.m./ Secondary/ 12:45  
p.m. Elementary)

20 End of 1<sup>st</sup> Six Weeks

SEPTEMBER 2019						
S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30					

MARCH 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 End of 3<sup>rd</sup> Nine Weeks  
18 Early Dismissal  
(11:30 a.m./ Secondary/ 12:45  
p.m. Elementary)

**ACT Testing Date:**  
March 17, 2020

10 End of 1<sup>st</sup> Nine Weeks  
11 Parent Teacher  
Conference/Professional  
Development  
(Students do not attend)

14-15 Fall Break  
(No school for Students and  
Employees)

31 End of 2<sup>nd</sup> Six Weeks

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

APRIL 2020						
S	M	T	W	Th	F	S
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7 End of 5<sup>th</sup> Six Weeks  
10 Good Friday  
(School System Closed)  
13-17 Spring Break  
(Students, 9, 10, 11 Employees off)

**Spring Testing Dates:**  
PBT Grades 3-4 April 27-May 1  
CBT Grades 5-8 March 30 -May 1  
CBT Grades 9-12 April 20-May 15

25-29 Thanksgiving Holiday  
(Students, 9, 10, 11 month  
employees off)

NOVEMBER 2019						
S	M	T	W	Th	F	S
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MAY 2020						
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30	31					

11 Last day for Seniors  
19-21 Early Dismissal  
(11:30 a.m./ Secondary/ 12:45  
p.m. Elementary)

21 Last Day for students  
22 Last Day for Teachers

25 Memorial Day

17-19 Early Dismissal  
(11:30 a.m./ Secondary/ 12:45  
p.m. Elementary)

19 End of 3<sup>rd</sup> Six Weeks  
End of 2<sup>nd</sup> Nine Weeks  
End of 1<sup>st</sup> Semester  
Last day for students &  
Employees

20-31 Christmas/Winter Break

DECEMBER 2019						
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29	30	31				

JUNE 2020						
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8 Certified and Support 10  
month Employees last day

29 Certified and Support 11  
month Employees last day

**12-month Employee Holidays**

July 4, 2019	Independence Day
September 2	Labor Day
October 14-15	Fall Break
November 27-29	Thanksgiving Holiday
December 20- January 3, 2020	Christmas/Winter Break
January 20	MLK Day
February 24-25	Mardi Gras
April 10-14	Good Friday, Spring/Easter Break
May 25	Memorial Day

	Half Day
	Holiday
	Return Date
	In-Service/PD
	PBT-Paper Based Test
	CBT-Computer Based Test

Board Approved March 21, 2019  
THIS CALENDAR IS SUBJECT TO CHANGE

TELEPHONE DIRECTORY

Central Office (General Information)	922-5400
Associate Superintendent of Academics	922-5645
Associate Superintendent for Instructional Services	922-5616
Assistant Superintendent for Curriculum and Instruction	922-5607
Executive Director (Middle/High Schools)	922-5616
Executive Director (Elementary)	922-5553 or 922-5416
Accountability & Assessment	226-7646
Adult Education Center	226-7650
Athletics	929-8759
English as a Second Language	922-5636
Child Welfare and Attendance	239-7869
Child Nutrition Program	226-3762
Counseling & Guidance	388-5301
Discipline Centers	
Elementary Discipline Centers:	
Eden Park Center	930-5637
Middle & High Discipline Centers:	
Bogan Walk/Keel Center	336-9988
Christa McAuliffe Center	226-7942
Rosenwald Center	356-2586
EBR Virtual Academy	922-5621
Exceptional Student Services/Pupil Appraisal	929-8600
Family & Youth Services Center	239-7800
Federal Programs	922-5573
Gifted and Talented Programs	929-8642
Health Centers in Schools	343-9505
Hearings/Suspensions and Expulsions	239-7870
Homebound/Hospital Services	771-8392
Homeless Dept.	239-7864
I CARE	226-2273
Library Services	226-7612
Magnet Programs	922-5443
Music & Art	383-2611
Pre-K Services	226-7675
Public Relations	922-5425
ROTC	354-4491
School Security	922-5625
Section 504 Coordinator	929-8718
Superintendent's Academies	922-5595
Transportation/School Districts	226-3784
Truancy Assessment Center	239-7800
Volunteers in Public Schools (VIPS)	226-4700
Wilma C. Montgomery Center	757-5783

<u>School</u>	<u>Address</u>	<u>Zip</u>	<u>Phone</u>	<u>Fax</u>
Audubon	10730 Goodwood Boulevard	70815	272-2620	272-2581
BRCVPA	2040 S. Acadian	70808	344-0084	343-6227
BRFLAIM (Primary K-2)	802 Mayflower Street	70802	343-6630	344-4962
Belfair	4451 Fairfields Avenue	70802	356-6191	355-8418
Bernard Terrace	241 Edison Street	70806	343-5769	338-0534
Broadmoor	4510 Bawell Street	70808	925-0343	926-4689
Brownfields	11615 Ellen Drive	70811	775-3527	774-5437
Buchanan	1222 E. Buchanan Street	70802	343-4585	343-4673
Capitol	4141 Gus Young Avenue	70802	343-9364	344-5861
Cedarcrest-Southmoor	10187 Twin Cedars Street	70816	293-9950	293-5028
Claiborne	4707 Denham Street	70805	357-9712	357-7141
Crestworth	11200 Avenue F	70807	778-1317	778-1114
Delmont PK-K Ctr	5300 Douglas Street	70805	355-2106	359-6515
Dufrocq	330 S. 19 <sup>th</sup> Street	70806	334-7653	334-7656
Eden Park Alternative	1650 N. Acadian Thruway East	70802	387-5224	387-0697
Eden Park Supt Acad @ Capitol Elem.	4141 Gus Young Avenue	70802	343-9364	344-5861
Forest Heights	7447 Sumrall Drive	70812	355-5681	357-0646
Glen Oaks Park	5656 Lanier Drive	70812	356-4521	356-8821
Greenbrier	12203 Canterbury Drive	70814	275-4260	275-6570
Highland	280 Sunset Boulevard	70808	766-1272	769-0630
Howell Park	6125 Winbourne Avenue	70805	356-0104	357-8134
Jefferson Terrace	9902 Cal Road	70809	293-3210	291-6627
La Belle Aire	12255 Tams Drive	70815	275-7480	272-6322
LaSalle	8000 LaSalle Avenue	70806	927-6130	923-1247
Magnolia Woods	760 Maxine Drive	70808	769-6845	769-3340
Mayfair Lab School	9880 Hyacinth Avenue	70810	761-7849	766-4507
Melrose	1348 Valcour Drive	70806	926-2353	927-7808
Merrydale	6700 Rio Drive	70812	355-0346	355-6217
Northeast (PK-6)	13801 Port Hudson-Pride Rd, Pride	70770	654-5113	654-6538
Park	2680 Bogan Walk	70802	344-2145	343-1244
Park Forest	10717 Elaine Drive	70814	272-0814	275-3194
Parkview	5660 Park Forest Drive	70816	753-5615	751-6546
Progress	855 Progress Road	70807	775-4986	774-2028
Riveroaks	950 Fountainbleau Drive	70815	275-4600	272-2447
Ryan	10337 Elm Grove Garden Drive	70807	775-2407	778-2709
Sharon Hills	6450 Guynell Drive	70811	355-6522	355-4428
Shenandoah	16555 Appomattox Avenue	70817	753-3560	756-0521
Southdowns	2050 Hood Avenue	70808	346-1127	381-7228
Twin Oaks	819 Trammell Drive	70815	275-6620	275-2828
University Terrace	575 West Roosevelt Street	70802	387-2328	387-3324

Villa Del Rey	9765 Cuyhanga Parkway	70815	924-1606	926-6806
Wedgewood	2330 Aspenwood Avenue	70818	753-7301	756-8418
Westdale Heights	2000 College Drive	70808	926-5421	926-9885
Westminster	8935 Westminster Drive	70809	927-2930	927-4009
White Hills	5300 Bentley Drive, Baker	70714	775-5891	775-0557
Wildwood	444 Halfway Tree Road	70810	766-6002	769-6803
Winbourne	4503 Winbourne Avenue	70805	355-4446	355-6570
Woodlawn	8160 Antioch Road	70817	756-3681	756-3684

<u>School</u>	<u>Address</u>	<u>Zip</u>	<u>Phone</u>	<u>Fax</u>
Brookstown	4375 E. Brookstown Dr.	70805	355-6556	355-6503
Capitol	5100 Greenwell Springs Rd.	70806	231-9292	231-9291
Glasgow	1676 Glasgow Avenue	70808	925-2942	928-3565
Greenville Alt. @ Beechwood	2555 Desoto Drive	70807	775-4285	775-4267
Greenville Supt. Academy	1645 North Foster Drive	70806	357-0139	356-6358
Istrouma Middle	1650 N. Acadian Thru. East	70802	831-9997	831-1202
McKinley	1550 Eddie Robinson Dr.	70802	388-0089	387-1434
Park Forest	3760 Aletha Drive	70814	275-6650	275-3058
Scotlandville Magnet	9147 Elm Grove Garden	70807	775-0776	775-2104
Sherwood	1020 Marlbrook Drive	70815	272-3090	273-9459
Southeast	15000 S. Harrell's Ferry	70816	753-5930	756-8601
Westdale	5650 Claycut Road	70806	924-1308	926-9929
Woodlawn	14939 Tiger Bend Road	70817	751-0436	753-0159

## High Schools (Grades 9-12)

School Hours: 7:10 a.m. – 2:25 p.m.

<u>School</u>	<u>Address</u>	<u>Zip</u>	<u>Phone</u>	<u>Fax</u>
Arlington Prep. Acad. @ Howell Park	6125 Winbourne Ave.	70805	356-0104	357-8134
Baton Rouge High	2825 Government Street	70806	383-0520	344-7413
Beliare	12121 Tams Drive	70815	272-1860	272-3782
Broadmoor	10100 Goodwood Blvd.	70815	926-1420	928-5472
EBR Readiness	2401 72 <sup>nd</sup> Avenue	70807	757-9679	757-9682
EBR Virtual Academy	6650 Cedar Grove Dr.	70812	356-4306	359-6782
Glen Oaks	6650 Cedar Grove Dr.	70812	356-4306	359-6782
Istrouma	3730 Winbourne Ave.	70805	636-2686	831-1201
Lee High	1105 Lee Drive	70808	924-9406	924-9409
McKinley	800 East McKinley Street	70802	344-7696	387-5435
Northdale Supt. Academy	10755 Cletus Drive	70815	272-2036	273-2125
Northeast (7-12)	13700 Port Hudson-Pride Rd.	70770	654-5808	654-5591
Scotlandville	9870 Scotland Ave.	70807	775-3715	774-3767
Tara	9002 Whitehall Ave.	70806	927-6100	928-0122
Woodlawn	15755 Jefferson Hwy.	70817	753-1200	751-9269

## **INTRODUCTION**

The East Baton Rouge Parish School Board, as the governing authority for the East Baton Rouge Parish Public School System, is responsible pursuant to La. R.S. 17:252 for developing and maintaining a master plan for discipline in the East Baton Rouge Parish Public School System. As part of the Plan and as required by La. R.S. 17:416.13 the Board adopts as its policy a student code of conduct. The provisions and statements in this student code of conduct apply to all employees and to all enrolled Pre- K thru 12<sup>th</sup> grade students. This student handbook provides the Code of Student Conduct and information for parents regarding the School System's management of student behavior and discipline. The School System's Master Plan for Discipline (Plan) includes requiring each school to have a discipline plan that includes school-wide expectations to promote Positive Behavioral Interventions and Support (PBIS). At the school level, a PBIS team is required to analyze the results of their discipline data monthly and to implement effective behavioral interventions for all students as a means of promoting expected behavior school-wide.

The overall goal of the School System's Master Discipline Plan is to provide a positive climate within each school and to ultimately reduce the number of suspensions for minor behavioral incidents. The School Board expects higher student achievement, higher school performance scores, increased student attendance and lower dropout rates with the implementation of Positive Behavior Interventions and Support (PBIS).

Each school must develop its own PBIS plan utilizing the district-wide minor behavior tracking form. The plan should include activities for teaching and encouraging expected behaviors. Each school's PBIS plan is to be communicated to its parents/caregivers and students, including strategies for teaching and reinforcing behavior and consequences for both positive and negative behavior. Each principal will have the teachers and applicable personnel participate in classroom management conferences and training.

## **VISION**

All East Baton Rouge Parish School System students will graduate with the knowledge, skills and values necessary to become active and successful members of a dynamic learning community.

## **MISSION**

The East Baton Rouge Parish School System, in partnership with our community, educates all students to their maximum potential in a caring, rigorous and safe environment.

## **SECURITY STATEMENT**

To ensure the safety of students and staff, the East Baton Rouge Parish School System maintains and enforces a high state of security throughout the system. Be aware that all measures allowed by law are now in effect to protect the rights and lives of the entire staff and student body. All students should have a school ID badge on all school campuses, attending school activities off campus and riding school buses.



## SECTION ONE - STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain inalienable rights. Within the constraints of a student's inalienable rights, the rights of the student body outweigh the rights of an individual. The following statements summarize student rights and responsibilities. They help explain the relationship between and among students. In exercising their rights, students may not infringe on the rights of other students by disrupting the educational process.

<p><b><u>EDUCATION</u></b>  <b>Right</b>          Students have a right to a public education.</p>	<p><b>Responsibility</b>          Students have the responsibility to avoid actions or activities, individually or in groups, which shall interfere with the rights of others to a public education.</p>
<p><b><u>LEARNING ENVIRONMENT</u></b>  <b>Right</b>          Students have the right to an orderly school and classroom environment, which promotes learning for all students.</p>	<p><b>Responsibility</b>          Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities.</p>
<p><b><u>SAFETY</u></b>  <b>Right</b>          Students have the right to an educational environment that is safe and free from threats and harassment.</p>	<p><b>Responsibility</b>          Students have the responsibility to refrain from violence and unsafe actions and from threatening or harassing others. Students also have a responsibility to inform school authorities of any problem or potential problem concerning a student or a school employee's safety.</p>
<p><b><u>ATTENDANCE</u></b>  <b>Right</b>          Students have the right to attend school within boundaries of the law and school policies.</p>	<p><b>Responsibility</b>          Students have the responsibility to attend school every day, all day, unless there is an approved reason for being absent.</p>
<p><b><u>SCHOOL COMMUNICATION</u></b>  <b>Right</b>          Students have the right to be informed about the rules, regulations, and requirements that regulate their activities at school or school-related events.</p>	<p><b>Responsibility</b>          Students have the responsibility to bring home all communication concerning school information, rules, regulations and requirements, including any disciplinary notification.</p>
<p><b><u>RELIGION</u></b>  <b>Right</b>          Students have the right to their own religious beliefs and to their own religious practices within boundaries of the law and school policies.</p>	<p><b>Responsibility</b>          Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students' religious freedom or disrupt the educational process.</p>
<p><b><u>PEACEFUL ASSEMBLY</u></b>  <b>Right</b>          Students have the right to peaceful assembly.</p>	<p><b>Responsibility</b>          Students have the responsibility to secure approval for using school facilities for assembly, to discuss with an administrator the appropriateness of the facility for the functions, and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.</p>
<p><b><u>EXPRESSION</u></b>  <b>Right</b>          Students have the right to express themselves in speech, writing or symbolism within boundaries of the law and school policies.</p>	<p><b>Responsibility</b>          Students have the responsibility to ensure that such expression does not disrupt the educational process, present health or safety hazards, damage property, infringe on the rights of others, or violate the law or EBRPSB policies.</p>
<p><b><u>PRIVACY</u></b>  <b>Right</b>          Students have the right to protection from unlawful searches and seizures of their personal possession(s) without reasonable cause.</p>	<p><b>Responsibility</b>          Students have the responsibility to refrain from the possession of materials or objects that are potentially hazardous and/or prohibited by law or other EBRPSB policies. Students also have the responsibility to cooperate with any necessary request to search their being or their belongings to ensure school/student safety.</p>
<p><b><u>TRANSPORTATION</u></b>  <b>Right</b>          Students have a right to a safe and orderly transportation to and from school or a school activity when such transportation is provided within the transportation guidelines of the EBRPSB.</p>	<p><b>Responsibility</b>          Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported, to refrain from hazardous actions and to refrain from actions prohibited by law or the requirements of the Student Handbook and other EBRPSB policies.</p>

## SECTION TWO – STUDENT ATTENDANCE

### 1. Responsibilities imposed by state laws and regulations

- a. Students between 7 and 18 years of age shall attend school. A student below the age of 7 who enrolls in school shall attend school. Any child below the age of seven (7) who legally enrolls in school including Pre-K and Kindergarten students shall also be subject to compulsory attendance.
- b. For a student who is under the age of 18 and enrolled in school beyond the student's sixteenth birthday, the parent or guardian may request a waiver for that student to exit school to enroll in an adult education program approved by the Louisiana Community and Technical College System (LCTCS). A request for a waiver will be approved if appropriate documentation is on file at the school or School Board office and one or more of the following hardships exist:
  - (1) Pregnant or actively parenting;
  - (2) Incarcerated or adjudicated;
  - (3) Physical or mental illness;
  - (4) Institutionalized or living in a residential facility; or
  - (5) Family and/or economic hardships, which are defined as a student who acts as a caregiver or must work to support the family due to a parent's death or illness or needs to be removed from an existing home environment.

If a waiver to exit school is granted and the student enrolls in an adult education program, such student will be considered in compliance with the compulsory school attendance law if the student attends 15 hours per week. See La. R.S. 17:221(F) & (I).

- c. The responsibility for a student attending school lies with the parents or the legal guardian. If the student is chronically absent or chronically late (tardy) to school, the parent and/or student may be referred to the **Office of Child Welfare and Attendance (CWA), located at 802 Mayflower Street, Baton Rouge, LA 70802.**

### 2. Registration will be provided at the Child Welfare and Attendance office for the following categories **ONLY:**

- Students with custody issues
- Students in state's custody (i.e. correctional institution)
- Students enrolling from out of the country – EL students must register in the ESL office at the Instructional Resource Center (IRC)
- Students enrolling from RSD/Charter schools

Enrollment of students (**presenting with the required residency documentation**) from public, private, and parochial schools **in and out of state will be conducted at the appropriate school site.** If residency cannot be established, please contact the Child Welfare and Attendance Office. Registration for students **transferring within the EBRPSS** will be conducted at the school site.

### 3. Pre-K – 5<sup>th</sup> grade Elementary students shall be in attendance a minimum of 167 six-hour days or 60,120 minutes a school year.

### 4. In order to be eligible to receive grades, high school students shall 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. To receive Carnegie credit for a course, students must be present for the required time listed in Bulletin 741 Section 2314 B. & C. Elementary students shall be in attendance a minimum of 167 days (60,120 minutes) a school year.

5. Students may be excused by the principal for the whole or a part of a day absence for two or fewer consecutive school days for the following reasons:
  - a. Personal illness;
  - b. Serious illness in the student's immediate family;
  - c. Death in the student's immediate family not to exceed one week; or
  - d. Natural catastrophe and/or disasters.
  
6. **Written statements from a parent, legal guardian or physician stating a reason for absences shall be given to proper school personnel within five (5) school days after the student returns to school. The number of parental statements for absences is limited to five (5) each semester. A parent note will be marked as unexcused/parent note (UNXPN) in the database which will generate an investigation by CWA if the parent notes exceed five. These parents will not be referred to a Truancy Workshop until investigation has determined if the absences are based on extenuating circumstances.**
  
7. In addition, students may be temporarily excused from attendance due to the following enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance:
  - a. Extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in the state;
  - b. Extended hospital stays in which a student is absent for three or more consecutive school days as verified by a physician or dentist;
  - c. Extended recuperation from an accident in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state;
  - d. Extended contagious disease within a family in which a student is absent for three or more consecutive school days as verified by a physician or dentist licensed in the state;
  - e. CWA may investigate any excuse from a medical provider which appears to be altered or otherwise invalid. In appropriate circumstances when an excuse is found to be invalid, CWA may refer the matter to the appropriate investigative authorities.
  - f. Observance of special and recognized holidays of the student's own faith; or
  - g. Visit with parent prior to parent's military overseas deployment to a combat zone or combat support posting or during parent's leave, not to exceed five school days. See La. R.S.17:226.
  
8. **Unexcused Absence**—any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including, but not limited to, out of school suspensions and 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.
  
9. Students granted excused absences for the above reasons shall be allowed to make up any schoolwork which was missed. Students shall request makeup work for days missed due to excused absences.
  
10. Each School Improvement Team shall establish a written tardy policy unique to that school which may include, but not be limited to, the procedures suggested in the following section:
  - a. Principals or designees may deal with first through third tardies according to individual school plan.

- b. A student who accumulates four (4) unexcused tardies is assigned to clinic or Time-Out room (TOR). The parent/guardian is contacted by the principal or a designee.
  - c. A student who refuses clinic or Time-Out Room is suspended, pending a parent/guardian conference. If the parent comes that afternoon or the next morning, no suspension is officially recorded.
  - d. If the parent/guardian does not come for a conference as requested, the student is officially suspended for two (2) days and is assigned to a Discipline Center.
  - e. The whole procedure begins again.
11. Unexcused check-ins are considered incidents of tardiness and absences in the classes missed.
  12. Upon notification from the principal or designee of a student's school on or before a student's third unexcused absence or unexcused occurrence of being tardy, the parent or legal guardian shall attend a conference with the principal or designee to receive information regarding the legal responsibility about attendance in school. La. R.S. 17:233(B)(1)(c).

**Family and Youth Service Center** - The Center provides prevention services to children who are at risk of becoming truants or dropouts. A truant is a student, 7 through 17 years of age, who does not attend school. Any child below the age of 7 who legally enrolls in school but who does not attend school shall also be considered a truant. This failure to attend school may occur with or without the permission or knowledge of parent or legal guardian. A student is considered a truant when he or she has no justifiable excuse for being absent from school.

a. Penalties:

- (1) Students who refuse to attend school on a regular basis without a legal excuse will be referred to Juvenile Services. If the student's attendance does not improve, his/her case could be brought before a juvenile court judge for further review. A student can be referred to the juvenile court system for non-attendance. As few as five (5) unexcused absences or five (5) unexcused occurrences of being tardy could result in the ruling of habitual absenteeism or of habitual tardiness.
- (2) It is a violation of the compulsory school attendance law for a parent/guardian to allow his/her children to miss school without a valid excuse. A parent/guardian who violates the compulsory school attendance law may be fined up to \$250.00 and/or sentenced to thirty (30) days in jail. The court shall impose a minimum condition of probation which may include the parent, tutor, or other person having control or charge of the child participate in forty (40) hours of school or community service activities, or a combination of service and attendance in parenting classes or family counseling or suspension of any state-issued recreational license (e.g., hunting, fishing). See La. R.S. 14:92.2(A)(2)(c); (B)(1) and (4); 17:221(A)(1) and (2); 17:233(B)(1)(d)(iii) and (iv).

**SECTION THREE – OFFICIAL INFORMATION**

1. The parent/guardian is required to provide to the student's school their current address and working telephone numbers and promptly give the school notice of any change in status concerning family information during the school year.
2. Parents or guardians have the right to review with a counselor or other designated school system personnel all official files and data which pertain to the student personally. Students 18 years of age or older may make the same request. Such students have a right to challenge the accuracy of the data through a formal hearing. Under FERPA schools must produce such records for examination within 45 days of a written request. However, for a student who has not reached the age of majority, La.

R.S.17:406.9(B)(2) requires schools to provide to parents their child's records as defined in the statute within 10 business days of a written request, either electronically or on paper. There is no charge for a parent to receive such records electronically. Paper copies shall be provided at a fee of 10 cents per page. Parents are not required to appear in person for requesting their child's records. The school administration shall respond to reasonable requests for an explanation and interpretation of the student's records. FERPA allows custodial and non-custodial parents equal access unless otherwise stipulated by a court order revoking parental rights.

3. No official record, file, or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law, unless the student and/or parent has executed a written release of such information to a person or agency. (See Section Twenty-Three use of Google G Suite.)
4. For students in the ninth grade, parents and guardians should cooperate with the school guidance counselor to complete an academic profile of the student and the revision of the profile each year that the student is enrolled in the school. La. R.S. 17:3006.
5. Parents must provide to their child's school any information of any illness, medication or medical condition that may affect the student's behavior and/or academic performance. (See Section Twenty-Five regarding Medication Policy.)
6. Parents or guardians are entitled to access and to review the instructional materials used or administered to their child and to review any survey before the survey is administered or distributed by a school to a student. The parent may have access during the school day except if testing is being conducted. The parent may have a paper copy provided of any instructional materials at a fee of ten cents per page. Parents may make copies on the school premises via mobile or another device. For a definition of instructional materials, see page 54.

#### **SECTION FOUR - DRESS, GROOMING AND UNIFORMS**

1. All students have a responsibility to wear the student school ID as required by the rules of the school the student is attending and to dress and appear on school campuses according to standards of propriety, safety and health set forth by the East Baton Rouge Parish School Board and the School Improvement Team. The requirements of each school's uniform policy help to bolster safety standards at each school.
2. A School Improvement Team may not negate any provisions or restrictions of this Handbook. Each School Improvement Team will, after consultation with the constituency they represent, recommend to the principal a suggested dress and grooming code in order that the principal may make informed decisions regarding the dress and grooming code for the school. The principal will make his/her decision in accordance with the Constitution and laws of the United States of America and the State of Louisiana. The dress and grooming policy shall be posted at each school, and a copy sent home to each parent. Any modification of the uniform policy by the School Board requires written notification to parents at least sixty days prior to the effective date of the modification. La. R.S. 17:416.7(A)(3).
3. Hats or other head apparel such as bandanas and do-rags may not be worn unless for religious, medical, or safety purposes. No designs, initials or words may be cut into a student's hair or scalp.
4. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which describe or suggest affiliation with tobacco, drugs, alcohol, illegal substances, or violence or gang-related activities or exhibits profane or obscene language/gestures. Students wearing such clothing may be asked to remove the offensive article, turn it inside out or in extreme cases, be sent home.
5. All students shall be required to wear a belt with pants that have loops. Pants shall be worn at natural waist level and shall not be excessively baggy nor sagging.

6. All students are prohibited from wearing or using mouth grills or any removable mouth jewelry and wearing body piercing jewelry such as eyebrow piercings, nose rings, heavily stretched ear loops, tongue rings, and other similar body piercings jewelry or facial jewelry.
7. Students may 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. La. R. S. 14:95.9(C)(8).
8. **Uniforms**

- a. **Elementary School**

The East Baton Rouge Parish School Board has adopted a uniform policy for all Elementary School students (Pre-K and K-5 grades [6<sup>th</sup> grade at Northeast Elementary]). Students shall comply with the following uniform policy:

- (1) Navy blue bottoms – standard uniform pants, shorts, skirts, skorts, and jumpers, not more than 5 inches above the knee (NO jeans, biking shorts, stretch pants, Capri pants, cargo pants, sweatpants, wind suits or jogging suits). Navy corduroy pants are allowed for winter wear.
- (2) Burgundy shirts/blouses allowed with a collar - turtlenecks are acceptable in winter (NO t-shirts). Shirts and blouses are to be tucked in.
- (3) Only navy blue or burgundy sweaters, sweatshirts, jackets or parkas may be worn inside the building (no hoods) and any existing winter wear may be worn outside of the building.
- (4) If a shirt is worn under the uniform shirt, it must not be seen so that the uniform shirt ONLY is visible on campus.
- (5) Closed-toed shoes/sneakers (no flip flops or house shoes).
- (6) Belts will be worn at the natural waist on bottoms with belt loops, shirts/blouses will be tucked in.
- (7) Approved club uniforms (Scouts, 4-H, etc.) may be worn on club meeting days (See page 8 for Elementary School non-compliance)

- b. **Middle School**

The East Baton Rouge Parish School Board has adopted a uniform policy for all Middle School students except for Greenville at Beechwood Alternative School and its Handbook for its uniform guidelines. All other students 6<sup>th</sup> through 8<sup>th</sup> grades shall comply with the following uniform policy:

- (1) Khaki bottoms may be standard uniform pants, Capri pants, shorts, skirts, skorts, and jumpers, not more than 5 inches above the knee are acceptable subject to individual School Improvement Team guidelines. Students shall wear only standard khaki uniform shorts (NO jeans, biking shorts, stretch pants, sweatpants or cargo pants).
- (2) **Plain** navy-blue shirts/blouses with a collar; turtlenecks are acceptable in winter (no t-shirts).
- (3) Navy blue or white sweaters, sweatshirts, jackets or parkas may be worn inside the building however any attached hoods may not be worn or used inside any building.
- (4) If a shirt is worn under the uniform shirt, it must not be seen so that the uniform shirt ONLY is visible on campus.
- (5) Closed-toed shoes/sneakers or strap-on sandals (no flip flops, house shoes, backless shoes or mules).
- (6) Belts will be worn at the natural waist on bottoms with belt loops; shirts/blouses will be tucked in.
- (7) Approved club uniforms (Scouts, 4-H, etc.) may be worn on club meeting days. (See page 8 for Middle School non-compliance)

**c. High School**

The East Baton Rouge Parish School Board has adopted a policy that allows the School Improvement Team at each high school to decide whether their individual high school students shall wear mandatory uniforms.

- (1) Where School Improvement Teams adopt mandatory uniforms, students shall adhere to the regulations adopted by those teams. (See page 9 for High School non-compliance)
  - (a) Belts will be worn at the natural waist on bottoms with belt loops; shirts/blouses will be tucked in.
  - (b) If a shirt is worn under the uniform shirt, it must not be seen so that the uniform shirt ONLY is visible on campus.
  - (c) Closed-toed shoes/sneakers or strap-on sandals (no flip flops, house shoes, backless shoes or mules).
  - (d) Pants, shorts, skirts, skorts and jumpers shall not be more than 5" above the knee.
- (2) Students at high schools that do not have mandatory uniforms shall be in compliance with the following policy:
  - (a) High school students will dress in adherence with School Board dress and grooming policy as listed on page 6, Section Four, Paragraphs 1-6, as well as dress and grooming code policies adopted by each School Improvement Team.
  - (b) Belts will be worn at the natural waist on bottoms with belt loops.
  - (c) Closed-toed shoes/sneakers or strap-on sandals allowed (no flip flops or house shoes).
  - (d) Shorts and Capri pants are acceptable subject to individual School Improvement Team guidelines. However, shorts, skirts, skorts and jumpers shall not be more than 5 inches above the knee.

**9. Uniform Disciplinary Procedures**

The following guidelines will be uniformly applied to dress and grooming regulations by each principal or designee:

- a. Uniforms are mandatory at the **Elementary School** level (grades Pre-K, K-5 [6<sup>th</sup> grade at Northeast Elementary]). The following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:
  - (1) **First offense:** letter of reminder (warning) sent to the parent/guardian from the principal or designee with the requirement that it be signed and returned the following day.
  - (2) **Second offense:** telephone call by the principal or designee to the parent/guardian.
  - (3) **Third offense:** parent/guardian will be required to attend a conference with the principal or designee.
  - (4) **Fourth offense:** The appropriate disciplinary action shall be in the sole discretion of the principal; however, it shall not include a suspension or expulsion from school or a suspension or expulsion from riding on any school bus, provided the violation is not determined to be a willful disregard of school board policies. The parent/guardian shall be required to participate in a conference with the principal or designee to assist with developing a behavior intervention plan prior to the student's return to class.
  - (5) Students in non-compliance will be required to change into the appropriate uniform before entry into class. At the end of the school day, the uniform will be returned.
- b. Uniforms are mandatory at the **Middle School** level (grades 6-8). The following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:



- (1) **First offense:** letter of reminder (warning) sent to the parent/guardian from the principal or designee with the requirement that it be signed and returned the following day.
- (2) **Second offense:** parent/guardian is called for a conference.
- (3) **Third offense:** on-site detention (clinic or time-out room).
- (4) **Fourth offense:** 2-day suspension at the appropriate Discipline Center.
- (5) Students in non-compliance will be placed in on-site detention or Time-Out Room until an appropriate uniform is obtained from home. If students are unable to obtain a uniform from home, they will remain in Time-Out Room for the remainder of the day.

c. Uniforms are mandatory at certain **High Schools** in the East Baton Rouge Parish School System. In high schools where they are mandatory, the following is the disciplinary procedure for students in non-compliance with the mandatory uniform policy:

- (1) **First offense:** letter of reminder (warning) sent to parent/guardian from the principal or designee with the requirement that it be signed and returned the following day.
- (2) **Second offense:** on-site detention (clinic or time-out room).
- (3) **Third offense:** on-site detention (clinic or time-out room).
- (4) **Fourth offense:** 2-day suspension at the appropriate Discipline Center.
- (5) Students in non-compliance will be placed in on-site detention or Time-Out Room until an appropriate uniform is obtained from home. If student(s) are unable to obtain a uniform from home, they will remain in Time-Out Room for the remainder of the day.

#### **SECTION FIVE – AFTER-SCHOOL ONLINE HOMEWORK ASSISTANCE**

Students and Parents are encouraged to access the after-school homework assistance services offered through the State Library of Louisiana and the East Baton Rouge Parish Library. To assist in locating the online services, the following information for their links are provided:

State Library Link: <http://www.homeworkla.org/>

East Baton Rouge Parish Library: <http://www.ebrpl.com/Kids/homeworkhelp.html>

#### **SECTION SIX - DUE PROCESS**

1. No student shall be disciplined for misconduct or for committing any offense except in accordance with applicable law, School Board policy, and implementing regulations. Every student shall be afforded due process of law. A copy of the **Student Rights & Responsibilities Handbook and Discipline Policy** listing School Board and School System rules and regulations requiring or prohibiting certain conduct and the possible punishments for violations shall be made available to all students and parents.
2. Each student is entitled to due process, which includes that a student:
  - Must be informed of accusations against them.
  - Must have the opportunity to accept or deny the accusations.
  - Must have explained to them the factual basis for the accusations.
  - Must have a chance to present an alternative factual position if the accusation is denied.
3. A student accused of committing a battery or an assault or making statements threatening physical harm on or to any school employee shall be suspended by the principal or designee from school immediately and the student shall be removed immediately from the school premises with the necessary notifications and other procedures to follow as soon as practicable. See La. R.S. 17:416(A)(1)(c)(vii)(aa). For students identified with disabilities and have an IEP or IAP and students suspected of having a disability in accordance with LA. ADMIN. CODE tit. 28, subpt. 1, §534 (2018), see Section Twenty-One, Exceptional Student Services and Section Twenty-Two, The Rehabilitation Act of 1973 or "Section 504" regarding Exceptional Student Services ESS/504 Discipline Procedures.

4. Any EBRPSS administrator, teacher, counselor, bus operator, or other EBRPSS employee who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication and reasonably believes the threat is credible and imminent, shall immediately report the threat to local law enforcement (East Baton Rouge Sheriff, Baton Rouge City Police, or a SRO officer). La. R.S. 17:409.3(A). If a person so reported is a student, he or she shall not be allowed to return to school until the procedures required in La. R.S. 17:409.5 have been followed and complied with by the student. If the threat is not believed to be credible and imminent by an employee, he or she shall immediately report the threat to the principal or other administrator of the facility for further investigation.
5. For a short-term suspension imposed by a principal, or the principal's designee, (ten days or less), the student has the right to appeal to the Hearings Office at the **Family and Youth Service Center, 1120 Government Street, Baton Rouge, LA 70802 (Telephone: (225) 239-7870)**.
6. In the event there is a recommendation for an expulsion, the student shall be entitled to a hearing before the Superintendent or a designee, a Hearing Officer at the **Family and Youth Service Center**. The expulsion procedures are set out in this handbook. (See pages 32-34).
7. If expelled from a regular school setting or alternative setting, the student or parents may request a review of the expulsion by the School Board.
8. Students with disabilities, who have been placed in an alternative school through the Individualized Education Program (IEP) or Section 504/Individualized Accommodation Plan (IAP) process, must be provided due process at the alternative school if behavior warranting expulsion occurs at the alternative school. Students with disabilities under an IEP or Section 504 Plan/IAP have additional rights under federal and state laws and regulations. (See Section Twenty-One – page 37 for additional information).
9. Students must read the **Student Rights and Responsibilities Handbook and Discipline Policy** and read and review it with their parents. Parents should read the Handbook.
10. Parents and students must sign and return to the school the form at the front of the Handbook acknowledging reading and receipt of a copy of the Handbook.

## **SECTION SEVEN - SEARCHES**

### **1. STUDENTS AND SCHOOL PROPERTY (La. R.S. 17:416.3)**

The Board respects the civil rights of the students attending its schools and will uphold those rights, but the Board also will not tolerate violations of law, Board policy, or school rules. Searches are used to ensure the safety of ALL individuals on campus.

Any teacher, principal, school security guard, or administrator in the School System may search any building, desk, locker, area, grounds, or vehicle parked on school property for evidence that the law, a school rule, or School Board policy has been violated. The School Board is the exclusive owner of all buildings, all desks and lockers and all are subject to be searched. The permission granted to park an automobile or vehicle on any School Board property constitutes consent of the owner and/or operator to allow a search of the vehicle.

The teacher, principal, school security guard, or administrator may search the person or personal effects of a student when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Such a search shall be conducted in a manner related to the suspected offense and is not excessively intrusive considering the age or sex of the student. Random searches with a metal detector of students or their personal effects may be conducted at any time, provided the searches are conducted without deliberate touching of the student. Standards regarding procedures for searching students shall include the following:

a. **Personal Searches**

- (1) **If at all possible, searches of students should be conducted outside the presence of other students.**
- (2) **Students should be asked to empty all their pockets before the physical search of a student is conducted.**
- (3) **If a "pat down" search of a student is to be conducted, that search should be conducted by a teacher, principal, school security guard, or administrator of the same gender if possible. The delay in finding a person of the same gender should not create a significant likelihood that the item(s) sought in the search will be altered, destroyed, or disposed of in the meantime.**

b. **Standards**

- (1) **No action taken pursuant to this policy by any teacher, principal, school security guard, or administrator, employed by the East Baton Rouge Parish School System, shall be taken maliciously or with willful and deliberate intent to harass, embarrass, or intimidate any student.**
- (2) **Whenever any search is conducted of the person of any student based on individual suspicion of that student, a written record shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search, the results of the search, and the disposition of any articles or items found and seized. This record shall be filed and maintained in the principal's office and a copy forwarded to the parent of the student involved.**
- (3) **Specially trained dogs may be used only for searches of lockers, rooms, buildings, and parking lots. A dog may not be used for the search of the person of a student.**
- (4) **Any prohibited item seized or discovered in any search shall be safeguarded by the principal or designee and maintained in a secure container. If the item is a firearm, knife, any weapon, or an illegal controlled substance or drug, the principal or designee shall notify the police and turn over any such items to the police while obtaining a receipt for the transfer of the item to the police.**

c. **Other Penalties**

- (1) **Refusal to unlock lockers or vehicles parked on school property will be punishable by short-term suspension, and in the case of a vehicle, the vehicle will be banned from campus.**
- (2) **Students who put their belongings in other student's vehicles or lockers may be subject to the same discipline as the owner(s) of the vehicle or locker.**

**2. PERSONS OTHER THAN STUDENTS**

Any school principal, administrator, teacher, or school security guard may search the person, book bag, briefcase, purse, or other object in possession of any person who is not a student enrolled at the school, or a school employee, while in any school building or on school grounds. This search may be done randomly with a metal detector. Also, when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects in violation of the School Board's policy, such persons may be searched.

## SECTION EIGHT - DISCIPLINE POLICY

### 1. GENERAL STATEMENT

Although the ultimate responsibility for student conduct rests with the student and the parents/legal guardian, it is the daily responsibility of school personnel to see that no single person interferes with the total learning environment of other students. The school demonstrates concern for the group and its welfare by preserving the proper atmosphere conducive for teaching and learning.

A part of proper atmosphere conducive to teaching and learning is the requirement that students exhibit appropriate responses to any school system employee by using the respectful terms: "Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir" as appropriate, or "Yes, Miss, Mrs. or Ms. (Surname)" and "No, Miss, Mrs., or Ms. (Surname)" or "Yes, Mr. (Surname)" and "No, Mr. (Surname)" as appropriate, each such title to be followed by the appropriate surname. La. R.S. 17:416.12.

The teachers and school employees' authority to administer discipline applies in school or on the playgrounds of a 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. La. R.S. 17:416(A)(1)(a). This handbook and the discipline policy are applicable not only for the school year but also for any summer sessions and for any alternative settings at any time.

The East Baton Rouge Parish School System prohibits the bullying of a student by another student. See the definition of bullying as provided in Section Thirty-One at page 52 and see Section Seventeen.

**The East Baton Rouge Parish School System takes a position of imposing serious punishment regarding violations involving weapons, explosives, physical attacks or a battery, and possession of illegal narcotics, drugs, controlled substances and alcoholic beverages. Such conduct shall not be tolerated by the School Board. These offenses may require immediate recommendation for expulsion. The "Zero Tolerance" for fighting policy is outlined on page 13.**

Each principal or a designee is required to plan and implement an effective means of orientation concerning the Student Rights & Responsibilities Handbook and Discipline Policy. This orientation will be conducted for teachers during the beginning of the school year prior to the beginning of classes. The orientation for students shall be during the first five days of the school year.

The orientation instruction shall include but not be limited to consequences for failing to comply with the school disciplinary rules and code of student conduct; including suspension, expulsion, the possibility of suspension of a student's driver license for one year as provided in La. R.S. 17:416.1, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function or in a firearm free zone. The instruction should be age and grade appropriate. R.S. 17:416.20. For a student enrolling after the start of the school year they shall attend an orientation about the Handbook and Discipline Policy within five days of the enrollment date. All students in homeroom classes will receive a Handbook with a signature receipt form to take home. The signature receipt form with their parents' signatures is to verify that the parents have received a copy of the handbook or current revisions and must be returned to the school. Failure to receive a handbook or to attend an orientation is not a defense nor an excuse to limit any discipline measures.

The school system via its schools shares the responsibility with parents to educate, guide, and, when necessary, discipline students. To assure parental understanding and support of the school's shared responsibility, the School Improvement Team at each school will meet to discuss school-wide disciplinary problems and trends and to make recommendations in these areas.

The disciplinary measures taken should be positive, constructive, and directed toward serving educational ends and promote Positive Behavioral Interventions and Supports (PBIS). Disciplinary measures are to be taken with parental involvement and notification. When serious rule violations take place and the incident(s) are referred to the principal or designee, the administrator is to complete the applicable School Behavior Report (either Form A or Form B) and provide copies to all as required on

the form. Administrators for guidance should consult the definitions provided by the Louisiana Department of Education regarding the code assignment on the form.

**It is the expressed policy of the School Board to utilize alternatives to suspensions and expulsions and to reserve the use of suspensions and expulsions as the last step in progressive discipline based on the nature of the offense.**

Discipline assignments take precedence over all school activities, i.e., athletic events, band practice, field trips, etc. Students suspended and/or recommended for expulsion or expelled may not attend, participate, or represent the school in any school activity during the term of the suspension or expulsion. Further, a principal may determine that a student previously suspended or expelled due to the nature of the offense will continue to lose eligibility to participate in school events, i.e., non- educational field trips, extracurricular activities, including intramural and interscholastic sports, participation in events such as 5<sup>th</sup> and 8<sup>th</sup> grade promotion ceremonies, high school graduations, junior and senior prom, and similar events.

Students who are suspended could regain the right to participate in school activities by demonstrating they have undertaken remedies such as anger management or behavior counseling (when warranted), community service, or mediation, with the understanding that corrective actions must be coupled with no other infractions being committed.

When a student transfers from one school to another, the student's discipline and attendance records for the school year shall also be transferred to the new school. The student will continue at the appropriate step in the discipline process at the new school.

**Suspensions and expulsions of a student with disabilities shall be handled in accordance with the requirements of state and federal laws and regulations applicable to such students. Copies of such laws and regulations may be obtained from the East Baton Rouge Parish Exceptional Student Services Department. The Director of Exceptional Student Services may be reached at (225) 929-8601.**

## **2. ZERO TOLERANCE FOR FIGHTING POLICY**

- a. For every fight involving students who are 14 years of age or older, school principals shall call the appropriate law enforcement authorities.
- b. Appropriate law enforcement authorities include assigned School Security Officers and Youth Resource Officers.
- c. If there are no assigned School Security Officers or Youth Resource Officers available, **the local law enforcement authorities will be called at (225) 226-7690.**
- d. These law enforcement authorities will investigate the fight and recommend one of the following actions:
  - (1) Issuing the student, a misdemeanor summons;
  - (2) Releasing the student to a parent or guardian with the agreement that both will appear in juvenile court;
  - (3) Taking the student directly to the Juvenile Detention Facility;
  - (4) Arresting the student; or
  - (5) Counseling student and releasing the student to the parent or guardian with a warning.
- e. Students involved in a fight at school will also be subject to suspension or expulsion as stated in this handbook.
- f. Pushing and shoving are not considered fighting, but once a punch is thrown, a "fight" has occurred.

- g. Since pushing and shoving may lead to fighting, which is a violation of school policy, students may be subject to suspension or expulsion.
- h. Non-aggressive self-defense allows the student to defend himself against an attack but only to the point where the attacker backs off.
- i. Counseling will include, at a minimum, anger management and conflict resolution. It will be provided and supervised by the East Baton Rouge Parish School System. Parents or guardians will be advised and encouraged to participate.
- j. **This Zero Tolerance for Fighting Policy is in effect from the time the student leaves home for school until the time the student returns home from school. It is also in effect during all school-related or school-sponsored activities. It is the student's responsibility to alert a principal, teacher, coach, etc. to any hostile attempt directed to a student. Administrators are then required to take immediate action to prevent further hostile attempts.**

### 3. OFFENSIVE STUDENT CONDUCT AT END OF YEAR

#### a. Non-Graduating Students

Any student who commits offenses during the last ten (10) days of the school year which result in recommendations for suspension and/or expulsion shall serve the suspension and/or expulsion in the next school year.

#### b. Graduating Students (also see Section Twenty-Nine, page 49)

- (1) Any senior committing a school-related serious offense (i.e., alcohol/drug/indecent/inappropriate behavior, etc.) after the last regular class period, may be excluded from year-end activities. This specifically includes, but is not limited to, participation in graduation exercises.
- (2) The principal shall also be empowered, in consultation with the Superintendent, to prohibit a senior from participating in graduation exercises for non-school related activities (i.e., arrests, gang related activities, etc.), if the principal deems that the student's participation will unnecessarily disrupt or detract from the decorum of the graduation exercises.
- (3) When a senior is prohibited from participating in graduation exercises, the diploma may be given or mailed to the student at the end of the school year.
- (4) Each school in the East Baton Rouge Parish School System with graduating seniors shall include this regulation in their senior orientation prior to the end of the year, and each senior will sign an appropriate document acknowledging receipt of these regulations. Parents will also receive a letter including information about these regulations from individual schools.
- (5) Notwithstanding any of the foregoing, the principal's decision shall be subject to the final review and approval of the Superintendent.

### **SECTION NINE - ADDITIONAL DISCIPLINARY AUTHORITY SUSPENSION OF DRIVER'S LICENSE (La. R.S. 17:416.1(D))**

Any student between the ages of 14 and 18 who is expelled or suspended from school for ten (10) or more consecutive school days or assigned to an alternative educational setting for ten (10) or more consecutive

school days for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm or an infraction involving assault, a battery on a member of the school faculty or staff, or found to have engaged in bullying another student may have his or her driver's license for the operation of a motor vehicle suspended for a period of one year, in accordance with the provisions of La. R.S. 32:431. The term "license" or "driver's license" shall include a Class "E" learner's license and intermediate license as provided for in La. R.S. 32:407. **The principal of the school that the student attended at the time of the offense shall notify the Department of Public Safety and Correction of any student expelled or suspended for ten (10) or more consecutive school days for the infractions or offenses stated above after the period for an appeal has expired.** The notice shall include a copy of the student's disciplinary determination and the student's full name, address, date of birth, social security number, and, if available, driver's license number and the name, address and telephone number of the student's parent, guardian, or custodial parent. See sample form in Section Thirty-Eight, List of Forms.

### **SECTION TEN - BUS DISCIPLINE**

1. Discipline problems on the school bus will be dealt with by the principal or a designee of the school responsible for the student in accordance with state laws and parish regulations. The principal or a designee will take action necessary to ensure operational safety of the buses.
2. Procedures for removing a student with disabilities from a bus must follow the same procedures as when a student with disabilities is removed from school through suspension or expulsion. (See Section Twenty-One, pages 37-41.)
3. Bus Regulations
  - a. Students shall:
    - (1) Should have a school ID badge or other appropriate identification for the school the student is attending to board the bus;
    - (2) Cooperate with the bus operator, because their safety depends on it;
    - (3) Be on time, because the bus will not wait;
    - (4) Cross the road cautiously when waiting for and leaving the bus;
    - (5) Follow bus operator's instructions when loading and unloading;
    - (6) Remain quiet enough not to distract the bus operator;
    - (7) Have written permission from parent or guardian and be authorized by the principal or designee to get on or off at a stop other than their own; and
    - (8) Be courteous and safety-conscious to protect and enjoy their riding privilege.
  - b. Students shall not:
    - (1) Stand when the bus is in motion;
    - (2) Extend arms, head, or objects out of windows or doors;
    - (3) Throw objects in the bus or out windows or doors;
    - (4) Use the emergency door except for emergencies;
    - (5) Eat or drink on the bus;
    - (6) Damage the bus in any way;
    - (7) Use the following items on the bus: tobacco, matches, cigarette lighters, obscene material;
    - (8) Fight on the bus;
    - (9) Board or exit the bus at the incorrect stop;
    - (10) Leave the bus without permission;
    - (11) Show disrespect to the bus operator;
    - (12) Commit an immoral or vicious act;
    - (13) Refuse to occupy an assigned seat;
    - (14) Use profane language;
    - (15) Disobey the bus operator or the bus aide;
    - (16) Carry firearms, knives or other objects or implements which can be used as weapons;



- (17) Use or possess alcoholic beverages or any controlled dangerous substance governed by the Uniformed Controlled Dangerous Substance Law in any form;
  - (18) Use electronic devices, including recording or posting recordings of persons on or off the bus;
  - (19) Bullying another student; or
  - (20) Board a bus under the influence of alcohol or illicit drugs.
- c. The following items are not allowed on the bus:
- (1) Alcohol, drugs, tobacco, matches, or cigarette lighters;
  - (2) Pets (cats, dogs, etc.);
  - (3) Glass objects (except eyeglasses);
  - (4) Weapons (including knives or objects or implements which may be used as weapons);
  - (5) Objects too large to be held in laps or placed under seats;
  - (6) Items which are inappropriate at school shall not be allowed on the bus.
- d. Students may be subject to the following consequences for bus offenses\*:
- (1) **First Offense**
    - (a) A conference will be held with the student.
    - (b) Parent/guardian will be notified.
    - (c) Warning citation will be issued.
  - (2) **Second Offense**

A conference with student and parent/guardian will be held.
  - (3) **Third Offense**
    - (a) Written notification parent/guardian will be made.
    - (b) Student will be denied bus transportation for 3-5 days.
  - (4) **Fourth Offense**

Permanent suspension for the school year from all bus transportation will be enforced after notifying parent/guardian. See Section Ten, Paragraph 2 (page 15) regarding students with disabilities.

**\*NOTE: The disciplinary response depends on, in part, the offense, previous actions, and the seriousness of the misbehavior and may result in more severe punishment, such as suspension/expulsion from school. Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/guardian.**

#### **SECTION ELEVEN - CLASSROOM AND CLASS REGULATIONS: Teacher Intervention**

- 1. Examples of classroom misconduct by a student that may result in discipline:
  - a. Violating the rules or procedures established by the teacher;
  - b. Cheating or copying the work of other students;
  - c. Refusing to participate in classroom activities;
  - d. Being tardy to class without an excuse;
  - e. Failing to bring required classroom materials or assigned work to class;

- f. Eating in class, engaging in horseplay, making excessive noise, or violating campus dress codes;
- g. Disrupting the classroom or interrupting the operation of the class;
- h. Failing to deliver or return written communications between home and school;
- i. Failing to protect individual computer-account passwords from disclosure;
- j. Cutting class;
- k. Disobeying a teacher or other school employee;
- l. Failing to use respectful terms as required by La. R.S. 17:416.12 for students in kindergarten through twelfth grade (See Section Eight, page 12);
- m. Possessing inappropriate articles at school, such as trading cards, comic books, games, and other items; or
- n. Engages in bullying.

2. Disciplinary Options/Responses may include:

- a. The teacher is to implement PBIS Classroom Minor Behavior Tracking Form;
- b. Assignment of remedial work or written reprimand;
- c. Oral or written reprimand;
- d. Conduct a teacher-student conference;
- e. Contact parent by note or telephone call to parent;
- f. Removal of classroom computer privileges;
- g. Administer constructive punish work;
- h. Written notification to parents of disruptive or unacceptable behavior with a copy provided to the principal;
- i. Impose other disciplinary measures approved by the principal and the faculty of the school and in compliance with School Board policy;
- j. Referral of the student to a social worker; or
- k. Referral of the student to the principal or designee. The principal or designee shall do one or more of the following:
  - (1) Counsel/warn the student;
  - (2) Refer the student to the guidance counselor;
  - (3) Refer to Behavior Clinic;
  - (4) Refer to Time-Out Room (TOR), where available;
  - (5) Seek and encourage parent/guardian involvement; and/or
  - (6) Refer student to I CARE counselor.
  - (7) Regarding bullying follow the procedures as implemented pursuant to La. R.S. 17:416.13 to include investigation and reporting requirements. See Section Seventeen.

3. Procedures

- a. Any teacher or staff member who observes a student violating any discipline policies may correct the student.
- b. If bullying is observed, report the incident to the principal.
- c. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
- d. The teacher should discuss the misbehavior with the parent, and administrator, or support personnel.
- e. Classroom, class behavior and behaviors at school related activities subject to Discipline Options/Responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to General Discipline Regulations options and responses including recommendations for expulsion.

**SECTION TWELVE – DISCIPLINE SUMMARY**

<b>FOUL OR ABUSIVE LANGUAGE, VERBAL HARASSMENT</b>	Suspension, on-campus suspension or recommended expulsion.
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<b>ALCOHOL</b>	See possession of alcoholic beverages required recommended expulsion.
<b>ARSON</b>	Suspension or recommended expulsion
<b>ASSAULT AND/OR BATTERY ON ADMINISTRATOR, FACULTY OR SCHOOL PERSONNEL</b>	Removal, suspension and required recommended expulsion. See page 25.
<b>ASSAULT AND/OR BATTERY ON A STUDENT</b>	Suspension, or recommended expulsion of two on one required recommended expulsion.
<b>BOMB THREATS</b>	Suspension and required recommended expulsion. See page 26.
<b>BREAKING AND ENTERING SCHOOL OR PRIVATE PROPERTY ON SCHOOL GROUNDS</b>	Suspension or recommended expulsion.
<b>BULLYING, CYBERBULLYING, INTIMIDATION, HARASSMENT, AND HAZING</b>	Suspension or recommended expulsion.
<b>UNAUTHORIZED USE OF CELL PHONES AND ALL OTHER TELECOMMUNICATION DEVICES</b>	1 <sup>st</sup> incident – notify parents to pick up device. 2 <sup>nd</sup> incident – device will be held by principal until close of school year. Additional offenses may result in suspension or recommended expulsion.
<b>CHEATING or PLAGIARISM (Including all testing)</b>	Suspension or recommended expulsion.
<b>CIGARETTES – SEE “POSSESSION OR USE OF CIGARETTES, LIGHTERS, TOBACCO PRODUCTS”</b>	See page 21, item 15. Suspension.
<b>COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS</b>	Required recommended expulsion. See page 26.
<b>COMPUTER HACKING &amp; COMPUTER NETWORK VIOLATIONS</b>	Suspension and required recommended expulsion. See page 26.
<b>COUNTERFEIT MONEY – SEE “POSSESSION AND/OR DISTRIBUTION OF COUNTERFEIT MONEY”</b>	Suspension and required recommended expulsion. See page 26.
<b>CURSING SCHOOL PERSONNEL – SEE “DISRESPECT FOR AUTHORITY/CURSING SCHOOL PERSONNEL”</b>	Removal from classroom, suspension and possible recommended expulsion. See pages 21 & 24.
<b>DISRESPECT FOR AUTHORITY/CURSING SCHOOL PERSONNEL</b>	Suspension or recommended expulsion.

<b>DISTURBANCES – SEE “MAJOR DISTURBANCES”, “MINOR DISTURBANCES”</b>	See page 26. Major – suspension and required recommended expulsion.
<b>DRUGS – SEE “POSSESSION OF DRUG PARAPHERNALIA;” “POSSESSION OF ILLEGAL DRUGS;” “UNDER THE INFLUENCE OF ALCOHOL OR DRUGS”</b>	See page 26. Required expulsion.
<b>EXPLOSIVE DEVICES – SEE “POSSESSION OR USE OF EXPLOSIVE DEVICES/FIREWORKS, AND/OR AMMUNITION AND/OR LOOK-ALIKE DEVICES”</b>	See page 26. Suspension and required recommended expulsion.
<b>EXTORTION/INTIMIDATION</b>	Suspension and recommended expulsion.
<b>FIGHTING, PROVOKING A FIGHT</b>	Suspension and recommended expulsion. See Zero Tolerance, page 13.
<b>FIRE ALARM – SEE “TAMPERING WITH FIRE ALARMS OR CAUSING A FALSE ALARM OF FIRE”</b>	Suspension and recommended expulsion.
<b>FORGERY OF ADMINISTRATOR’S, TEACHER’S OR PARENT’S NAME TO A SCHOOL DOCUMENT OR NOTE</b>	Suspension and recommended expulsion.
<b>GAMBLING</b>	Suspension and recommended expulsion.
<b>LEAVING CAMPUS</b>	Suspension and recommended expulsion.
<b>MAJOR DISTURBANCES: A. INCITING A MAJOR DISTURBANCE ON CAMPUS B. PARTICIPATING IN A MAJOR DISTURBANCE ON CAMPUS</b>	Required recommended expulsion.
<b>MINOR DISTURBANCE MOLESTING STUDENT</b>	Suspension or recommended expulsion.
<b>INDECENT BEHAVIOR/SEXUAL HARASSMENT/PORNOGRAPHY – Students should report sexual harassment to the teacher, guidance counselor or the administration. See page 28.</b>	Suspension or recommended expulsion.
<b>ORAL SEX OR ANY ACT OF SODOMY OR SEXUAL INTERCOURSE</b>	Required recommended expulsion. See page 26.
<b>POSSESSION AND/OR DISTRIBUTION OF COUNTERFEIT MONEY</b>	Suspension or recommended expulsion.
<b>POSSESSION OF DRUG PARAPHERNALIA</b>	Suspension or recommended expulsion.

<b>POSSESSION OF ILLEGAL DRUGS</b>	Required expulsion. See page 26.
<b>POSSESSION OR USE OF CIGARETTES, LIGHTERS, TOBACCO PRODUCTS, SMOKING OBJECT OR DEVICE INCLUDING ELECTRONIC CIGARETTES OR SIMILAR DEVICES</b>	Suspension or recommended expulsion.
<b>POSSESSION OR USE OF FIREARM</b>	Required expulsion. See page 27.
<b>POSSESSION OR USE OF EXPLOSIVE DEVICES/FIREWORKS, AND/OR AMMUNITION AND/OR LOOK-ALIKE DEVICES</b>	Suspension and required recommended expulsion.
<b>STEALING/THEFT</b>	Suspension or recommended expulsion.
<b>TAMPERING OR DESTROYING SCHOOL RECORDS, ROLL BOOKS, OR SCHOOL PROPERTY</b>	Suspension and required recommended expulsion.
<b>TERRORIZING OR THREAT OF TERRORISM</b>	Suspended and required recommended expulsion. See page 26 and definitions on page 55.
<b>THREATENING ADMINISTRATOR, FACULTY OR SCHOOL PERSONNEL</b>	Suspended and required recommended expulsion.
<b>THREATENING STUDENT(S)</b>	Suspended or recommended expulsion.
<b>TRESPASSING</b> While trespassing, any offense committed by a student on another school campus carries the same disposition as if it had been committed on his/her own campus	Suspended or recommended expulsion.
<b>TRUANT/HOOKY</b>	Suspended or recommended expulsion.
<b>UNDER THE INFLUENCE OF ALCOHOL OR DRUGS</b>	Suspended or recommended expulsion.
<b>VANDALISM</b>	Suspended or recommended expulsion.
<b>WEAPONS – SEE “POSSESSION OR USE OF DANGEROUS WEAPONS”</b>	See page 27.

### **SECTION THIRTEEN - GENERAL DISCIPLINE REGULATIONS: Administrator Intervention**

Incidents of student misconduct may result in a referral to the principal or designee. The disciplinary response depends on, in part, the offense, previous actions, and the seriousness of the misbehavior. Acts of misconduct include those student actions that interfere with the orderly educational process in the classroom, at the school, on a school bus, or at a school-sponsored function. A teacher who observes a student engaged in misconduct prohibited by General Discipline Regulations will timely complete and submit a discipline/referral form to the principal or other appropriate school administrator. Examples of misconduct for which a principal may suspend

a student from school or from riding on any school bus and/or recommend an expulsion include the behaviors described below:

The following list is not exclusive and only provides examples of misconduct:

1. Willfully disobeying school employees.
2. Repeatedly violating classroom or transportation rules.
- \*3. Behaving in a disrespectful manner by using foul or abusive language or gestures directed at a teacher in the classroom.
- \*4. Threatening a student, teacher, or other school staff at school or a school function.
- \*5. Preventing orderly instruction of other students, when a student violates the school's code of conduct or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, bullying, throwing objects, inciting other students to misbehave, or destroying property
- \*6. Posing an immediate threat to the safety or physical well-being of any student or teacher.

\*See Page 24.

7. Intentionally disrespecting a teacher, principal, superintendent, school board member, or employee of the school system.
8. Making an unfounded charge against a teacher, principal, superintendent, school board member, or employee of the school system.
9. Using unchaste or profane language.
10. Leaving the classroom, detention, or school grounds without the permission of school personnel.
11. Possessing matches, lighters, or other flammable materials.
12. Displaying of inappropriate affection, i.e. hugging, kissing, holding hands.
13. Harassing, intimidating, or bullying of others, including but not limited to slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation.
14. Engaging in conduct that involves immoral or vicious practices or conduct or habits injurious to other students.
15. Smoking, using or possessing lighted cigar, a cigarette, a pipe, or any other lighted tobacco product in any form, including but not limited to e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, Juul and any electronic nicotine delivery systems or any other device of instrument, whatever kind in nature that simulates the feeling or act of smoking.
16. Disturbing the school and/or habitually violating any school rule.
17. Posting or distributing unauthorized materials on school grounds.
18. Failing to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips.
19. Loitering in unauthorized areas.
20. Changing school records or documents or signing parent's name on school documents.
21. Displaying, using, ringing, texting, using as a camera or a recorder or operating any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom or electro-mechanical paging system, such as beepers or cellular telephones is prohibited during the instructional day, without the specific authorization of the school principal or designee. **The unauthorized operation of paging devices or cell phones in a class may result in discipline by the teacher including retaining the device until dismissal or a referral of the student to the principal.** Upon the first incident or referral, the principal or designee will notify the parents to come to the school and pick up the device and the principal may impose additional disciplinary measures he/she deems appropriate. In the event of a second incident or referral during the school year, the device will be held by the principal until the close of the school year at which time the parent may claim the device and the principal may impose additional disciplinary measures, he/she deems appropriate. If not claimed, the principal or other administrator will notify the parent and pager company or cell phone provider of the serial number and of intent to dispose of the device after 30 days. Paging devices or cell phones not claimed

will be sent to Property Management for disposal. Bringing to school a cell phone or similar device is solely at the student's risk. Neither the School Board nor the school shall be liable for any lost, stolen, or damaged device including any confiscated device except if a device is intentionally damaged by a school employee. **During system wide testing such as state-wide assessment, which includes end-of-year (grades 3-8) and end-of-course (high-school), students may not have or possess in the school building any such device. Cellular telephones and similar devices are to be left in vehicles, a dedicated locker with a lock or other secured place with the telephone or device in the off position.** The use and operation of any electronic telecommunication device in the event of an emergency or an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage is not prohibited. La. R.S. 17:239.

22. Cutting, defacing, or injuring any part of a public-school building, any property belonging to a school, or any school bus, whether owned by or contracted for use by the school system.
23. Displaying any profane or obscene pictures or other inappropriate graphic representations in or on any school material or any school system property or any school premises, or on any fence, pole, sidewalk, or any school bus.
24. Throwing missiles or objects liable to injure other persons on school grounds or on any school bus.
25. Fighting one on one.
26. Provoking a fight either physically or verbally.
27. Violating traffic and/or safety regulations of the school.
28. Habitually being tardy or absent.
29. Engaging in a cafeteria disturbance.
30. Violating a school's mandatory school-uniform policy.
31. Engaging in disruptive behavior on a school bus.
32. Engaging in disorderly demonstrations, sit-ins, lock-ins, or damage to school grounds, school plants or school records.
33. Accessing materials and sites on the Internet that are deemed to be inappropriate.
34. Sending or forwarding inappropriate e-mail, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes.
35. Gambling.
36. Stealing/theft of school system property, including computers and related equipment.
37. Possessing a knife with a blade less than 2 inches in length, such as a utility knife or other instrument with razor blades, at a minimum placed in in-school suspension. La. R.S. 17:416(B)(1)(b)(ii)(bb). Also, see page 26, Item 14.
38. Failing to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel.
39. Failing to adhere to terms of behavior contracts.
40. Making indecent/unsolicited sexual proposals or overtures and sexual harassment.
41. Selling or soliciting for sale any merchandise, material or substances on school campus without the authorization of the building principal.
42. Displaying disrespect toward school personnel or campus visitors.
43. Participating in activities by groups such as gangs and cults.
44. Wearing dress or attire signifying gang affiliations, obscene language and graphics, or suggesting any form of harassment or discrimination.
45. Possessing or displaying laser pens or laser pointers.
46. Using ethnic or racial slurs.
47. Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process.
48. Engaging in misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment. This includes rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or trojans; or tampering with programs or other data without authority.
49. Using school computers, facsimile equipment, or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media; or to display information that advocates unlawful activities or provides guidance on the construction or production of weapons,



illegal devices, or controlled substances.

50. Using the school computer network with the intent to incite violence or aggressive and/or disruptive action on the part of the student body, use of slanderous language, or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment.
51. Using the school computer network for soliciting or purchasing commercial materials and/or services of any kind.
52. Logging on to a computer, sending e-mail, or accessing the Internet or school system's intranet using a name or password other than the student's own.
53. Posting unauthorized Web pages, graphic images, or offensive language or comments on a school/school system server, Web page, or guest book.
54. Using the school computer network to engage in participation in hate groups.
55. Engaging in extortion, which is defined as obtaining money or information from another by coercion or intimidation.
56. Possessing or using of any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School.
57. Refusing to cooperate in, or interfering with, a random metal-detector safety search.
58. Hazing. See Section Thirty-One (page 51) for a definition.
59. Assisting (directly or indirectly) with the promotion of any behavior prohibited by this Code of Student Conduct.
60. Possessing drug paraphernalia.
61. Being under the influence of alcoholic beverages or drugs.
62. Committing a serious act or offense while under the influence of alcoholic beverages.
63. Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure.
64. Burglarizing a School System's facility.
65. Trespassing.
66. Threatening student(s).
67. Engaging in retaliation against any school employee, whether on or off campus or at a school function, such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his or her official duties.
68. Participating in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims or mission of the organization.
69. Using or operating during the school day or on a school bus or at school of an iPod, game device, or similar device at school is prohibited. The unauthorized use or operation of an iPod or similar device will result in confiscation. **The principal may impose additional disciplinary measures he/she deems appropriate.** Upon the first incident, the principal or designee will notify the parents to come to the school and to pick up the device. In the event of a second incident during the school year, the device will be held by the principal until the close of the school year at which time the parents may claim the device. Devices not claimed will be sent to Property Management for disposal. Bringing to school an iPod or similar device is solely at the student's risk. **Neither the School Board nor the school shall be liable for any lost, stolen or damaged device including any confiscated device.**
70. Committing an act of arson.
71. Any other act or conduct which disrupts the educational process such as a minor disturbance.
72. Using any Internet or social networking websites to threaten or bully others or making statements that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing that negatively affect any student or employee of the school system or that may result in disrupting the school and teaching environment, a school function, or an extra-curricular/co- curricular school activity.
73. Posting on any Internet website indecent, vulgar, lewd or slanderous photographs or video taken on the grounds of any school owned or other property owned or operated by or on behalf of the East Baton Rouge Parish School Board or in any school bus owned or operated by or on

- behalf of the School Board and which photographs or video may result in a substantial disruption of a school or are a threat to someone at school.
74. Cyberbullying. See Section Thirty-One (page 51) for a definition.
  75. Tampering with fire alarms or causing a false alarm of fire.
  76. The use of an unmanned aircraft system over the grounds of a school or school premises, except when authorized by the school principal or part of a curriculum.

#### General Disciplinary Options/Responses:

The possible options or responses include the following:

1. Advising the student of the misconduct of which he/she is accused, as well as, the basis for such accusation and allowing the student an opportunity to explain his/her version of the facts;
2. Contacting the parent by phone and written notification to parent or guardian;
3. Requiring administrator/student/parental conference;
4. Detention - classroom and/or recess;
5. Excluding from extra-curricular activities, such as field trips, and commencement exercises/award ceremonies;
6. Removing of school transportation privileges;
7. "Behavior," "behavioral," and/or "conduct" contracts;
8. Removing by teacher of the student from the classroom (following procedures as outlined below);
9. Assigning to Time-out-Room;
10. Assigning to Behavior Clinic;
11. Require completion of all assigned school and homework which was assigned during a period of suspension; or
12. Any other appropriate disciplinary actions determined by the administration with the concurrence of the teacher or building level committee.
13. For any bullying, investigate and report as required by La. R.S. 17:416.13. See Section Seventeen, page 29.

#### General Discipline Procedures

1. Referral to administrator by way of written report using approved form.
2. Administrator must confer with student and give the student an opportunity to explain the student's version of the facts and may confer with the teacher to establish appropriate action.
3. **For a student removed from the classroom by a teacher for the misconduct involving items in Section Eleven, Subparagraphs 3, 4, 5, or 6 (page 21), the principal or designee shall give the student time to explain his/her conduct and shall conduct a counseling session with the student, as appropriate. A student in kindergarten through Grade 5 shall not be permitted to return to the classroom for at least 30 minutes unless agreed to by the teacher. A student in Grade 6 through Grade 12 shall not be permitted to return to the classroom during the same class period unless agreed to by the teacher.** For students identified with disabilities and have an IEP or IAP and students suspected of having a disability in accordance with LA. ADMIN. CODE tit. 28, subpt. 1, §534 (2018) see Section Twenty-One, Exceptional Student Services and Section Twenty-Two, The Rehabilitation Act of 1973 OR "Section 504". In addition, prior to readmission of the student to the classroom, the administrator shall implement one of the following disciplinary measures:
  - a. Time-out-room;
  - b. Behavior clinic;
  - c. Detention-after school;
  - d. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee;
  - e. Teacher may require a conference with the parent, tutor, or guardian in the presence of the principal or designee before the student is readmitted, subject to applicable law;

- f. Upon the third removal from the same classroom, a conference between the parent, tutor, or legal guardian shall be required prior to readmission, subject to applicable law;
  - g. If disruptive behavior persists, the teacher may request that the student be transferred into another setting;
  - h. Suspension, if appropriate;
  - i. Require completion of all assigned school and homework which was assigned during a period of suspension. \*
  - j. The principal or designee shall provide oral or written notification to parent or legal guardian of any student removed from a classroom. The notification shall include a description of any disciplinary action taken.
  - k. Investigate and report regarding incidents of bullying as required by La. R.S. 17:416.13. See Section Seventeen.
- 4. Discipline Referral Form is retained by the principal or designee.
  - 5. Administrator is to complete applicable Louisiana Department of Education reporting forms, as appropriate and obtain, if applicable, the student's signature and the parent/guardian's signature on the form. The administrator is to provide copies of the completed form as identified on the applicable form.
  - 6. General Discipline Regulations behavior violations and Discipline Options/Responses are not limited to those stated.
  - 7. In appropriate circumstances, violations may result in an alternative response, such as a referral to Recommended Expulsion Hearing Option.

## **SECTION FOURTEEN – EXPULSION PROCEDURES**

### **RECOMMENDED EXPULSION HEARING OPTION**

A recommendation for expulsion may include any conduct stated in the previous sections for which the principal or designee may suspend the student, place the student into on-campus suspension, or recommend expulsion if the conduct is serious or persistent. The principal or other appropriate administrator makes the disciplinary determination based on the severity of the misconduct and the previous record of behavior.

Any student after being suspended on three (3) occasions for committing any of the offenses enumerated in this Handbook (tardies or dress code violations do not count), during the same school year, may on committing the fourth such offense be recommended for expulsion from all public schools of the School System until the beginning of the next regular school year or at least for one complete school semester. The Hearing Officer may determine that a long-term suspension is appropriate instead of an expulsion. Students with disabilities have certain rights which may affect the School System's suspension and expulsion determinations regarding placement and site of educational service delivery. Suspensions within the school year may be considered regardless of school (charter, other district) attended during the school year.

### **REQUIRED RECOMMENDED EXPULSION HEARING**

The following conduct requires a principal or designee to immediately suspend the student and to recommend expulsion. Upon conclusion of a hearing and upon finding that a student is guilty of conduct warranting expulsion of any of the offenses described in Subsections Nine, Ten, Eleven, or in this Subsection, the Hearing Officer shall determine whether such student shall be expelled from the school or if other corrective or disciplinary action shall be taken. La. R.S. 17:416(C)(1).

- 1. Battery, assault or making statements threatening physical harm (see definition, Page 50) to a school teacher, instructor, administrator, staff person or employee of the school system. The student shall be immediately removed from the school premises. The student shall not be readmitted to the school of the assaulted or battered or threatened employee until all hearings and appeals have been exhausted. If found guilty of violating La. R.S. 14:34.3 or 38.2 or both

by competent Court or as a result of an expulsion hearing of committing a battery or an assault on any school employee or a threat to harm any school employee, the student shall not be assigned to attend or attend the school to which the assaulted, battered or threatened employee is assigned, unless the school system has no other school of suitable grade level for the pupil to attend or if the assaulted, battered or threatened employee agrees to allow the student to return to the same school.

2. Communicating false information of planned arson or bomb threats.
3. Inciting or participating in a major disturbance on campus.
4. Possession of alcoholic beverages.
5. Possession and/or distribution of counterfeit money.
6. Use of any object as a dangerous weapon.
7. Possession or use of an object as a weapon, such as mace, pepper spray, or a box cutter.
8. Possession or use of explosive devices/fireworks, and/or ammunition or look-alike devices, such as replicas of guns similar in appearance to a real gun.
9. Tampering or destroying school records, roll books, or school property.
10. Terrorizing.
11. Engaging in conduct that contains the elements of an offense relating to sniffing glue or spray paint, including possession, use, delivery to a minor, or possession of paraphernalia used with abusable glue or spray paint.
12. Engaging in conduct that contains the elements of an offense relating to use, possession, delivery to a minor, or possession of paraphernalia used with volatile chemicals.
13. Carrying or possession of BB guns, pellet guns, paint ball guns, air rifles or other dangerous instrumentality.
14. The principal or designee shall immediately suspend a student who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length. The principal shall immediately recommend the student's expulsion **except**, in the case of a student less than eleven years of age in pre-kindergarten through grade five who is found carrying or possessing a knife which exceeds two inches in length, the principal or designee may, but shall not be required to recommend the student's expulsion. La. R.S. 17:416(B)(1)(b)(ii)(cc).
15. Two (2) or more on one (1) fight or battery.
16. Sexual battery.
17. "Hacking" or other use of computers to gain unauthorized access to the School System or other data bases, including student, faculty, or district data files, without permission. In addition to any criminal penalties, students may have their computer privileges suspended.
18. Oral sex or any act of sodomy or sexual intercourse.
19. Making a "threat of violence". See La. R.S. 17:409.2(2) and page 53.
20. Making a "threat of terrorism". See La. R.S. 17:409.2(3) and page 53.

For recommendations for expulsion, if found guilty by the Hearing Officer, the expulsion, except as otherwise provided in Required Expulsion (below) or by applicable law for students with disabilities, will be a removal from all regular school settings for a period of not less than one complete school semester and placement in an alternative school or setting. The Hearing Officer may determine that a long-term suspension is appropriate instead of an expulsion.

#### REQUIRED EXPULSION

If found guilty by a Hearing Officer, the Hearing Officer may not assign a lesser punishment for the following offenses:

1. Any student, 16 years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event following a hearing shall be **expelled from school for a minimum of a period of four complete school semesters**. La. R.S. 17:416(C)(2)(a)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin

1706 Subpart 1 - Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.

2. Any student who is under 16 years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school sponsored event following a hearing shall be **expelled from school for a minimum of a period of two complete school semesters**. La. R.S. 17:416(C)(2)(b)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 - Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.
3. Any student in kindergarten through grade five who is found guilty of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school sponsored event following a hearing shall be referred to the School Board through a recommendation for action by the Superintendent. La. R.S. 17:416(C)(2)(c)(ii). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941, et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 - Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.
4. Any student who is in grades six through twelve and who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, shall be **expelled from school for a minimum period of four complete school semesters**. The student shall be referred to the district attorney for appropriate action. La. R.S. 17:416(C)(2)(a) (I) and (b)(i) and 20 U.S.C. § 7151. Under the above circumstances, the students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 - Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973. See page 51 - Definitions for the term "firearm".
5. Any student in kindergarten through grade five who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, shall be **expelled for a minimum period of two complete school semesters**. La. R.S. 17:416(C)(2)(c)(i). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 - Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.

The Superintendent may modify the length of the minimum requirement, stated in paragraphs 4-5 above, on a case-by-case basis with the modification reduced to writing. The parent or student may make a written request to the Superintendent for any reduced length of expulsion.

**The School Drug Task Force and the District Attorney shall be notified when a student is in possession of drugs, intending to distribute drugs, or distributing drugs in a Drug Free Zone, or is in possession of a knife, firearms or explosives.**

#### SECTION FIFTEEN - CONVICTION OF A FELONY

1. 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 board. The expulsion shall require the vote of two-thirds of the elected members of the school board. See La. R.S. 17:416(D)(1). Under the above circumstances, students with disabilities will be disciplined under Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706 Subpart 1 - Regulations for Students with Disabilities, Sections 530-537 or Section 504 of the Rehabilitation Act of 1973.

2. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether said act is committed in this state or outside this state, which had it been committed by an adult would have constituted a felony in this state, may be sufficient cause for any public school system superintendent to refuse admission of said student to any school except upon review and approval of a majority of the elected members of the school board when request for admission is made to the board. (R.S. 17:416(D)(2)). Students with disabilities have certain rights under federal and state law which may affect determinations in these situations.

## SECTION SIXTEEN - ELEMENTARY SCHOOL REGULATIONS

1. **The East Baton Rouge Parish School System takes a strong position in the enforcement of the state law about weapons, explosives, illegal narcotics, drugs and controlled substances. Such conduct will not be tolerated by the School Board. Any elementary school student violating this policy shall be recommended for expulsion in accordance with state law. Regarding offenses involving physical attacks or a battery and two- or-more on one fighting, an elementary school student should generally be recommended for expulsion.**

For a student in Kindergarten through Grade 5 who possesses or distributes any illegal narcotic, drug or other controlled substance on school property, on a school bus, or a school event shall be suspended by the principal and recommended for expulsion. If the Hearing Officer recommends an expulsion, the record of the hearing and any related documents shall be referred to the School Board for approval. (See page 27, Paragraph 3.)

A student in Kindergarten through Grade 5 shall not be permitted to return to the classroom for at least 30 minutes unless agreed to by the teacher for misconduct involving items in Section Thirteen, page 21, Subparagraphs 3, 4, 5, or 6. Also, see page 24.

2. The following student offenses shall require a conference with the parent or guardian and upon request, with the Supervisor of Child Welfare and Attendance, followed by a short-term suspension on the second offense:
  - a. Bringing inappropriate or injurious articles to school or school activity;
  - b. Smoking or other use of tobacco;
  - c. Leaving class, campus or other location without permission;
  - d. Defacing or destroying property;
  - e. Being disrespectful toward teacher, other staff or other students;
  - f. Throwing objects;
  - g. Refusing to sit in assigned seat;
  - h. Using profane language;
  - i. Willful disobedience;
  - j. Committing an immoral or vicious act;
  - k. Possessing or using alcoholic beverages;
  - l. In cases of other serious offenses, such as fighting, weapons, etc., refer to pages 16-23; 24-27;
  - m. Dress and grooming regulations, refer to pages 6-8;
  - n. Drug related offenses, refer to page 27;
  - o. Required recommended expulsion, required expulsion and consequences, refer to pages 25-27;
  - p. In case the student involved in a fight is 14 years of age or older, refer to page 13; and
  - q. Bullying, refer to Section Seventeen.
3. For students in Pre-Kindergarten, the Principal may exercise discretion regarding any misconduct or incidents involving such students. Due to the age, Principals, teachers and staff should handle misconduct with parental conferences whenever appropriate and possible. In lieu of any mandatory provisions of discipline, the principal is authorized by the Superintendent and School Board to exercise discretion.

## SECTION SEVENTEEN – BULLYING, HARASSMENT AND DATING VIOLENCE

1. Students have the right to expect respect from all fellow students and to be free from any form of bullying by another student. For definitions, see Section Thirty-One, page 50.
2. Engaging in bullying may result in suspension or expulsion including possible criminal consequences and loss of driver's license as provided in La. R.S. 17:416.1.
3. Any student that believes that he or she is the subject of bullying, shall report the incident to his/her teacher and/or to the principal's office as soon as possible and cooperate in an investigation of any such incident. A sample form is provided in Section Thirty-Eight and is available at the principal's office.
4. Any student, or any parent or guardian, who witnesses bullying of a student or students or has good reason to believe bullying is taking place, may report the situation to the principal. A student or parent or guardian, may also report concerns regarding bullying to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. A report of bullying shall remain confidential.
5. Any teacher, counselor, bus operator or other school employee and any parent chaperoning or supervising a school function or activity: (1) who witnesses bullying of a student by a student or (2) who learns of bullying from a student shall report the incident to the principal or designee. A verbal report shall be submitted on the same day as witnessed. A written report shall be filed no later than two days thereafter. La. R.S. 17:416.13(D)(2)(c).
6. The principal or designee shall investigate any report of bullying in accordance with La. R.S. 17:416.13 and Bulletin 741, Section 1303 - Bullying or any report on dating violence and as required by applicable policies or regulations provided by the School Board or the Louisiana Department of Education. An investigation shall include an interview of the reporter, the victim, the alleged bully and any witnesses and shall include obtaining copies or photographs of any audio-visual evidence. Before any student under the age of eighteen is interviewed, his or her parents or legal guardians shall be notified by the principal or designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. In the event, after three documented attempts in a 48-hour period, the parents or legal guardians for a student involved in a bullying incident cannot be reached or do not respond, then the student may be interviewed without a parent or guardian present. The principal shall file any and all reports as required by the Louisiana Department of Education. If the principal or designee determines an act of bullying, the principal shall take prompt and appropriate disciplinary action pursuant to La. R.S. 17:416 and 17:416.1. If appropriate, the conduct shall be also reported to law enforcement. The principal should review La. R.S. 17:416.13 for all requirements. In case of dating violence, counseling may be required.
7. Incidents involving other forms of harassment or dating violence. Any student complaint about another student engaging in sexual harassment, sexual discrimination, disability harassment, or dating violence reported to a teacher or counselor shall be immediately reported to the principal. The principal is responsible to investigate all such complaints. The right to confidentiality, both of the complaining student and of the accused student, will be respected. The principal may request assistance of the Title IX Coordinator in investigating student on student sexual discrimination or harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge of sexual discrimination or harassment or dating violence against a student may subject that student to disciplinary action, including suspension or expulsion, consistent with the provisions of The Student Rights and Responsibilities Handbook and Discipline Policy. Student complaints about an employee shall be handled as provided in the School Board policy.

## SECTION EIGHTEEN - DISCIPLINE PROCEDURES

### 1. REMOVAL FROM SCHOOL CAN BE ONE OF THREE TYPES:

- a. Short-term suspension – denial of attendance in assigned or enrolled in a regular school setting, one (1) to ten (10) days.
- b. Long-term suspension - denial of attendance in assigned or enrolled in a regular school setting, eleven (11) to twenty (20) days, which can only be imposed by a Hearing Officer in lieu of a recommended expulsion.
- c. Expulsion - denial of attendance in a regular school setting for a period of not less than one school semester or longer.

### 2. DUE PROCESS IN DISCIPLINARY PROCEDURE

- a. Every student must be afforded due process in the disciplinary process. Procedural due process is essentially based on the concept of "fundamental fairness". It includes the student's right to be adequately notified of any charge or misconduct and the opportunity to be heard regarding any charge or misconduct. When a student has been written up or sent to the Principal's office, the following must occur:
  1. The student must be told what he or she is accused of and by whom (faculty member).
  2. The student must be given an opportunity to tell his or her version of the facts.
  3. The student must be allowed to provide any witnesses to the event.
  4. The student must be informed of the Principal's or designee's action on the infraction as to the specific consequence.
  5. Parents are not present during the Principal's investigation or interview of the student.
  6. When the Principal has decided on an action or consequence of a student's misconduct to include a suspension, a long-term suspension or a recommendation for expulsion with suspension pending a hearing, the parent must be notified by a personal telephone call using the numbers provided in the student's records or in meeting with the parent. If the notice is by a personal telephone call a letter confirming the action must be mailed to the home address on file. If the parent meets with the Principal, the letter is to be given to the parent at the meeting and the parent is to sign a copy of the letter to acknowledge receipt of the letter. If the action is a recommended expulsion with suspension pending a hearing and notice is only by a telephone call, a certified letter must be sent to the home address on file.

### 3. SUSPENSION PROCEDURES

- a. For an out-of-school suspension, including when an expulsion is recommended, a letter to the parent, tutor or legal guardian of the student in question should include the reasons for the recommendation and establish a date and time for a conference with the Principal or designee as a requirement for re-admitting the student. If the parent, tutor or legal guardian fails to attend the required conference, then the matter should be referred to the Child Welfare and Attendance and/or Families in Need of Services and/or Parent Liaison and/or District Attorney.
- b. Upon the determination that the student will be suspended from school, the student will be removed from class and kept under supervision until the end of the school day or the arrival of the parent or guardian. In the event the student caused such a disruption to the school, he or she may be removed from the school premises immediately and placed in the custody of a parent, legal guardian or next of kin. Entry of the suspension data at the school shall be made on or before the first day of the suspension.
- c. Any student suspended from school will be given a Discipline Center form which will admit him or her to a Discipline Center. For the duration of the suspension, the Discipline Center is the student's school. No transportation is provided by the School System. Students who attend the Discipline Center will be allowed to make up all work.



- d. A parent or guardian of a suspended student may contest a short-term suspension provided it is within five (5) school days after receipt of a written notification of the suspension by submitting a written or personal request to the **Hearing Office at Family and Youth Service Center, 1120 Government Street, Baton Rouge, LA 70802** or to the Principal of the student's school to review the matter. A Hearing Officer will schedule a hearing at the earliest convenience, but not later than ten (10) school days after the incident or when possible, the number of days of the suspension by the Principal. The Appeal Committee may grant the appeal or affirm the suspension based upon any information provided at the hearing by the Principal and the parent or tutor. The decision of the Appeal Committee on an appeal of a short-term suspension shall be final and there is no right of appeal of such decision to the School Board. Parents or guardians who do appeal a short-term suspension should send their students to the Discipline Center on the designated days.

#### 4. ATTENDANCE AT DISCIPLINE CENTERS FOR ALL STUDENTS GRADES K-12

All middle and high school discipline centers are open from 7:00 a.m. to 2:00 p.m. daily. Students must arrive before 7:30 a.m. each morning and be picked up promptly at 1:30 p.m. each afternoon. The elementary school discipline center is open from 8:00 a.m. to 2:30 p.m. daily. Students must arrive before 8:30 a.m. each morning and be picked up promptly at 2:30 p.m. each afternoon.

- a. A parent or legal guardian must accompany a student assigned to a discipline center on the first day and bring any application paperwork.
- b. Rules and guidelines concerning attendance and behavior while attending the discipline center will be discussed with both the parent and the student.
- c. All students must follow the dress code of their home school.
- d. Students in grades K-12 may be sent to a discipline center for suspensions from 1 to 10 days.
- e. Elementary students must bring school assignments with them to the discipline center. Middle and high school students will complete discipline center assignments and bring them back to their teachers when they return to their home school. Students receive academic credit for the days they attend in a discipline center. Recording of attendance should be entered E-School on the first day of the student's return to his/her home school.
- f. All absences while attending the discipline center must be approved by the homeschool.
- g. Students misbehaving at a discipline center or not working on curriculum assignments may be dismissed for any part of or the remainder of his/her suspension and all absences shall be recorded as unexcused. The student may be subject to further discipline procedures depending on the nature of any misconduct.
- h. NO TRANSPORTATION will be provided for any student attending a discipline center.

#### 5. LONG-TERM SUSPENSION

- a. Hearing Officers may, where otherwise provided in this Handbook, convert a recommendation for expulsion to a long-term suspension not to exceed twenty (20) school days.
- b. Each student shall be given credit for each school day said student is denied attendance due to a recommendation for expulsion in the case a long-term suspension is imposed by a Hearing Officer.
- c. The parent or guardian may request review of any long-term suspension by the School Board within five (5) days after receiving notification by certified mail. This right to a review of a long-

term suspension includes expulsions that have been modified to long-term suspensions. By requesting a review, the parent or guardian shall enclose a copy of the principal's or the designee's recommendation for an expulsion and the Hearing Officer's notification after the hearing. The School Board will review the record and documents and take whatever course of action is deemed appropriate. The School Board will notify the parent or guardian of its action. In the absence of a timely request for review, the decision of the Hearing Officer shall be final.

- d. Upon the student's return to school after a long-term suspension, the principal or a designee shall schedule a conference to be attended by appropriate school personnel and by the student and, usually, the student's parent(s), guardian(s), or other family members. Follow-up conferences should be planned as indicated or as required to assist the student in adjusting to the school environment.

## 6. EXPULSION PROCEDURES

- a. After a Principal or designee has investigated the incident and determined to make a recommendation for expulsion with the student suspended pending a hearing, the Principal should then forward the information to the Superintendent's designee, the Hearing Officer. Principals are cautioned that where the penalties are mandated under La. R.S. 17:416 (Drugs and Weapons) and other provisions of Louisiana law are not optional, the Principal must forward a recommendation for expulsion. The Principal may recommend for expulsion a student who has received three (3) suspensions in a school year, however, tardiness and dress code violations are excluded when considering three suspensions. See page 25 (Required Recommended Expulsion Hearing) and page 26 (Required Expulsion). For students identified with disabilities and have an IEP or IAP and students suspected of having a disability in accordance with LA. ADMIN. CODE tit. 28, subpt. 1, §534 (2018) see Section Twenty-One, Exceptional Student Services and Section Twenty-Two, The Rehabilitation Act of 1973 OR "Section 504".
- b. The Principal or designee shall mail a copy or otherwise deliver a copy of the proposed expulsion form (AP No. 3) including the specific reasons for the expulsion to the parent or guardian on the day that the student is suspended or removed from school, but no later than the following school day. This report will be sent by request for confirmation and delivery or certified mail, return receipt requested or hand delivered to the parent or guardian. For a student with disabilities, a Parent Notice of Discipline (IEP meeting) should be mailed with the proposed expulsion form. A copy of all information is to be forwarded to the Superintendent's designee Hearing Officer.
- c. The Hearing Officer shall schedule a hearing as soon as possible, but no later than ten (10) school days after the student's removal from school unless an alternate date is agreed upon by all parties. Pending the hearing by the Hearing Officer, the student is suspended from the student's school and denied normal attendance privileges but shall be placed in an alternative setting such as a Discipline Center.
- d. Prior to an expulsion hearing before the Hearing Officer, the parent/guardian has the right to view and request, in writing, a copy of any information to be presented by the school at the expulsion hearing. The information shall be kept on file at the school office. Notice of this right shall be included on the expulsion form. Summaries of student's statements without their identification names are sufficient information for a hearing.
- e. Except in the case of extreme emergency, a request with a valid reason to reschedule a hearing shall be made at least 24 hours prior to the date and time of the scheduled hearing.
- f. Hearing Officer shall proceed with an expulsion hearing when the parent/guardian and student fail to appear. Written notification shall be given to the parent/guardian and the Principal the findings and actions taken no later than three (3) school days after the hearing. The Principal shall make appropriate entries in the student data in the event the student has been dropped from school. When a student drops out from school, the Principal shall attend any expulsion hearing even if the student or parent/guardian failed to appear for the hearing.

- g. The Hearing Officer conducts a fact-finding hearing to determine the specific reason (the cause) for the proposed expulsion with the information presented by the Principal or designee in support of the Principal's recommendation. The student's prior performance and attendance may be presented to the Hearing Officer. The student or representative of the student may produce witnesses or other information, including written statements on the student's behalf to the Hearing Officer. If the representative is a person other than the parent or guardian, evidence of written consent of the parent or guardian to represent the student should be presented to the Hearing Officer. Questions and comments should generally be directed to the Hearing Officer.
- h. After a hearing, the information provided by the school and the student, the Hearing Officer shall determine whether the student is guilty of the charges or misconduct stated in the Recommendation for Expulsion and whether the student is expelled from school or other corrective or disciplinary action is imposed. Any student suspended or expelled shall remain under the supervision of the School Board using alternative education programs as further provided in R.S. 17:416.2.
- i. General Counsel may review expulsion hearing records when he/she reasonably believes there is a legal issue which has surfaced either at the hearing level or from any other source. Should General Counsel determine that there is a legal issue serious enough to warrant, he/she may recommend to the Superintendent that the Hearing Officer's decision be overturned and subject to the Superintendent's final decision prior to the matter going to the Board, should such be timely requested.
- j. The parent or guardian of an expelled student or student if he is 18 years of age or older, may request a review of the Hearing Officer's expulsion decision by the School Board. The request for review must be requested by mail and be postmarked within ten (10) days after receipt of written notification of the expulsion decision by the parent of a minor student. The request for review may be hand delivered to the Superintendent at the School Board offices at 1050 S. Foster Drive, Baton Rouge, LA 70806 within ten (10) days after receipt of written notification of the expulsion decision. The request for review not timely made shall not be processed unless extenuating circumstances can be demonstrated by the parent/guardian or student.
- k. For any timely requests for review by the School Board, the Superintendent shall list such request as an agenda item for the first or second next regularly scheduled meeting. If the review request is received after the deadline for completion of the Board meeting agenda, it will be placed on the agenda of the second or third next regularly scheduled meeting.
- l. A written record of the expulsion proceedings to include all information and prior decisions rendered and any statements by parents or guardian (and/or student if of legal standing) that provides a basis for the request for review will be provided to all School Board members in the agenda packet on the Monday prior to the Board meeting
- m. If a parent/guardian or student timely requests a review by the School Board of an expulsion decision, the Superintendent shall list each such request as an agenda item for the first or second next regularly scheduled meeting of the Board. If the review request is received after the deadline for completion of the Board meeting agenda, then the item will be placed on the agenda of the second or third next regularly scheduled meeting.
- n. The written record of the expulsion proceedings, to include all information and prior decisions rendered and any statement by parents or guardians (and/or student if of legal standing) that provides the basis for the request to review, will be provided to all School Board members in the agenda packet on the Monday prior to the Board Meeting at which the review is on the agenda.
- o. Upon the request of the presiding officer, the Board Members will indicate whether they have had the opportunity to review the written record of the expulsion proceedings. Upon affirmation of having reviewed the proceedings by the Members, the presiding officer will then call for a motion and second from the Members. Absent a motion and a second, the Superintendent's

recommendation stands.

- p. At a further review by the School Board, the School Board will function in a manner similar to an Appellate Court in reviewing information from the expulsion hearing. The parent or student shall have the right to determine if the expulsion review is conducted in public or private session. Each side may present to the School Board two (2) days prior to the review, a written report stating each side's position with attached documents, which were presented at the expulsion hearing. At the review by the School Board, only one person will argue for each side, and **no testimony will be taken nor, will new information be presented.** Each side should be allowed ten (10) (but not more than 15) minutes to argue the case. Members of the School Board may ask questions of either side during this presentation or following the presentation as the School Board chooses. After the arguments of both sides, the School Board shall deliberate the matter privately, if executive session is requested, but openly if an open session is requested. Following the deliberation, the School Board will meet in open session to affirm, modify, or reverse the action taken by the Hearing Officer. This decision of the School Board will be based solely on the expulsion hearing report submitted, and whatever documentary information is submitted with the report.
- q. The Superintendent shall notify the parent, guardian (and/or student, if of legal standing) in person, or in writing, **by a request for confirmation of delivery or certified mail return receipt requested or hand delivered,** of the review of the School Board. The parent, guardian or student may, within ten (10) calendar days, appeal to the 19th Judicial District Court an adverse ruling of the School Board in upholding the action of the Superintendent or the designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the Board was based on an absence of any relevant evidence in support within.
- r. Any student expelled from school may be readmitted on a probationary basis to school at any time during the specified period of expulsion on such terms and conditions as may be stipulated by the School Board and agreed to in writing by the student and student's parents. La. R.S. 17:416(C)(2)(d).
- s. **A student expelled for an offense of carrying or possessing a firearm or knife or another dangerous instrumentality other than a knife, or possesses, distributes, sells, gives, loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, may only be readmitted on a probationary basis to a public school including an alternative education program in the East Baton Rouge School System prior to completion of the specified period of expulsion on such terms and conditions as may be stipulated by the School Board and agreed to in writing by the student and student's parents. In addition, the parents must produce documentation that the student and parent or legal guardian have enrolled and participated in an appropriate rehabilitation or counseling program related to the reason or reasons for the student's expulsion. The rehabilitation program or counseling costs are the sole responsibility of the parents. La. R.S. 17:416(C)(2)(d) and (B)(3)(d). See La. R.S. 17:416(B)(3)(d)(III) for provisions for waiver of counseling.**

#### SECTION NINETEEN - STATUS AND REHABILITATION OF SUSPENDED AND EXPELLED STUDENTS

During a period of suspension, the student who is denied attendance privileges at his/her home school shall be assigned to a Discipline Center during school hours. In no case should the student be allowed on School Board property without prior authorization. Participation and presence of the suspended student at school extracurricular activities are denied. A student suspended for allegedly committing a battery or any assault on any school employee shall not be allowed in a school even on probation until all hearings and review associated with the alleged violation have been exhausted. The principal and professional staff have a responsibility to provide proper counseling and to make every effort to help students returning from suspension or expulsion to remain in school. Students who are suspended and do not attend a Discipline Center shall receive an unexcused absence for each day of nonattendance during the suspension.

All expelled students remain under the supervision of the School Board in an alternative education program. See La. R.S. 17:416.2(A)(1).

A student found guilty at an expulsion hearing of committing a battery or an assault of any school employee or threatening physical harm to a school employee shall not be assigned to attend the school to which the school employee who was the victim of the battery, assault or threat is assigned.

**Unless the school system has no other school of suitable grade level for the pupil to attend or if the assaulted, battered or threatened employee agrees to allow the student to return to the same school.**

A student expelled for an offense of carrying or possessing a firearm or knife or another dangerous instrumentality other than a knife, or possesses, distributes, sells, gives, loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, **may only be readmitted** prior to completion of the specified period of expulsion by completion of the requirements stated in Paragraph 6s of Section Eighteen, page 34.

Students with disabilities will be required to continue to be provided education services according to their IEP or IAP ("Section 504 Plan").

1. ALTERNATIVE PROGRAMS:

a. Behavior Clinic

(1) Conducted after school for at least one hour and forty-five minutes. The clinic provides an alternative to the routine procedure for dealing with students who exhibit disruptive behavior. Its operation is based upon the concept of positive intervention and behavior modification theory and techniques. Alternative forms of discipline or clinic not inconsistent with this Handbook and research-based practices may be used when deemed necessary by the principal. Students will be assigned to the clinic for committing minor offenses.

(2) Parents or guardians are to provide transportation for the students and pick up the students promptly following the clinic.

(3) Failure to appear at clinic on the assigned date will result in a suspension unless the student has a valid excuse. Students with valid excuses must attend makeup sessions of the clinic. Behavior Clinic will be conducted after school for a period of at least one hour and forty-five minutes. Parents will be informed of assignment to the clinic.

b. Time-Out Room (TOR)

An alternative procedure for dealing with disruptive students whereby a student can remain in assigned or enrolled school and given the opportunity to modify his/her behavior by removal from the classroom environment. Depending on the grade level of the student, parents and guardians may review the appropriate Time-Out Room Handbook at their child's school. The handbooks (Pre-K; Elementary K-5; Middle Schools; and High Schools) describe the policy and procedures for Time-Out Rooms.

c. In-School Suspension (ISS)

An alternative setting for a minimum of a complete school day whereby students remain in their assigned or enrolled school and are provided the opportunity to complete their suspension at their school.

d. After School Hours Clinic

An alternative setting at a student's assigned or enrolled school and after the normal school hours.

e. Discipline Centers

Located at various points throughout the parish, these alternatives are designed as intervention centers for grades K-12 students who have become involved in disciplinary infractions resulting in short-term suspension (1 to 10 days), as determined by the home school's principal or assistant principal. Referrals to a Discipline Center are determined by the home school administrator with the notification to the parent or legal guardian.

Violations of the Students Rights and Responsibilities Handbook and Discipline Policy while attending a Discipline Center may result in the immediate termination of attendance privileges without the benefit of further due process. Violations may also result in the imposition of additional disciplinary measures. Such disciplinary measures will be determined on a case-by- case basis by the on-site administrator or their designee and in accordance with the required due process.

f. Adult Education

With its home base at McAuliffe Sherwood Center and satellite locations across the parish, this alternative allows dropouts and adults age 18 or older to pursue their LA High School Equivalency Diploma through individualized learning plans. It also provides continuing education for all types of careers and leisure activities.

g. Expulsion for Drug, Weapons and Serious Bodily Harm Offenses Locations

Expelled students are assigned to a location depending on their grade level. Students who are in grades 6<sup>th</sup> – 8<sup>th</sup> are assigned to the **Greenville at Beechwood Alternative School, 2555 Desoto Drive, Baton Rouge, LA 70807**. Students who are in grades 9<sup>th</sup> – 12<sup>th</sup> are assigned to the **EBR Readiness Academy, located at 2401 72<sup>nd</sup> Avenue, Baton Rouge, LA 70807**. Students with an expulsion modified to a long-term suspension also attend the above locations. The Superintendent Academies are staffed by certified teachers and offer basic academic subjects. The Academies allow students to earn grades and Carnegie units. Students must comply with site rules and regulations. Failure to do so may result in revocation of attendance privileges or transfer. Limited transportation may be provided. Students whose expulsion is modified to a long-term suspension also attend the above Academies.

h. **Eden Park Superintendent's Academy, located at 1645 North Foster Drive, Baton Rouge, LA 70806.**

The Eden Park Superintendent's Academy is for students in grades K-5 ineligible to return to their home school during the period of their long-term suspension or an expulsion as affirmed by the school system's Hearing Officer. K-5 students when an expulsion is modified to a long-term suspension also attend Eden Park Superintendent's Academy.

## **SECTION TWENTY - CORPORAL PUNISHMENT PROHIBITED**

**Corporal punishment in any form is prohibited in the East Baton Rouge Parish School System.** The School Board does not authorize or condone the use of corporal punishment by any administrator, teacher or other employee as a means of maintaining order, discipline, or for any reason of the students in the schools. Corporal punishment is defined on page 53. 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. See La. R. S. 17:416.1(B)(1)(b).

While corporal punishment is generally associated with spanking or paddling, the use of other means such as a hand, fist, stick or another instrument are prohibited.

Also, see page 39 and the subsection entitled "Exceptional Student Seclusion and Restraint Policy".

## **SECTION TWENTY-ONE - EXCEPTIONAL STUDENT SERVICES (SPECIAL EDUCATION) DISCIPLINE PROCEDURES**

*This section refers to students with disabilities as determined under the provisions of the federal Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and associated Louisiana laws and regulations. All procedural safeguards afforded students without disabilities by law must be extended to students with disabilities and their parents. In addition, discipline procedures for students with disabilities must follow Louisiana's Regulations for Implementation of the Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28, Part XLIII, Bulletin 1706, Subpart 1 – Regulations for Students with Disabilities (Section 530 etseq.).*

**FOR A PROPOSED EXCLUSION OF MORE THAN 10 CONSECUTIVE DAYS IN A SCHOOL YEAR, OR A PATTERN OF EXCLUSIONS TOTALING MORE THAN 10 SCHOOL DAYS IN A SCHOOL YEAR.**

If the Principal or designee is proposing a long-term suspension of more than 10 consecutive school days, an expulsion, or when a proposed short-term suspension may cause the student to exceed 10 suspension days in the current school year, a Discipline IEP Team meeting must be held to determine if the behavior in question is a manifestation of the student's disability via a manifestation determination review (MDR). The MDR Team meeting must be appropriately constituted with, at a minimum, the following individuals: Officially Designated Representative of the East Baton Rouge Parish School System (ODR); the student's Special Education teacher; at least one of the student's Regular Education teachers; one or both parents of the student; the student (if appropriate); and an individual who can interpret the instructional implications of the student's evaluation results. Other individuals who have knowledge or special expertise regarding the student (e.g., related service personnel) may be included at the school system's or parent's discretion.

In-School Suspension (ISS/TOR) will not constitute a removal provided (1) the student continues to appropriately participate in the general curriculum; (2) the student continues to receive the services of his/her IEP; and (3) the student continues to participate with non-disabled students to the extent he or she have in their current placement. If the above three factors cannot be satisfied, then the ISS/TOR assignment will constitute a removal. Removal for more than 3 ½ hours without implementation of the above stated three factors will constitute a full day suspension.

Note: If the parent does not attend the scheduled IEP Team meeting to participate in the MDR, the school will reschedule the meeting within three (3) school days. If the parent chooses not to attend or participate by phone in the rescheduled IEP Team meeting, the school personnel shall meet without the parent. Parents must be provided prior written notice of all IEP Team meetings.

If the IEP Team determines that the behavior which is the subject of the MDR is a manifestation of the student's disability, the student will not be expelled nor subject to suspension beyond 10 days cumulative for the current school year. A functional behavioral assessment (FBA) and review or develop, as appropriate, a behavioral intervention plan (BIP) must be conducted by the EBRPSS. If the behavior is not a manifestation of the student's disability, the student may be subject to the disciplinary consequences of a student without disabilities; however, the student shall continue to be provided access to the general curriculum, receive a free appropriate public education (FAPE), and receive a FBA and behavioral support services designed to address the code of conduct violation.

School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting (IAES) for not more than 45 school days without regard for MDR determination, if the student: (1) carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the EBRPSS; (2) knowingly possesses or uses illegal drugs, or sells or solicits

the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the EBRPSS; OR (3) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the EBRPSS. "Serious bodily injury", "controlled substance", and "weapon" shall have the same meaning and the definitions provided under federal law. The student's IEP Team determines the IAES setting where services will be provided.

At the request of EBRPSS, an Administrative Law Judge (ALJ) appointed by the Louisiana Division of Administrative Law (DAL) may order a change in placement of a student with a disability to an appropriate IAES for not more than 45 school days if the ALJ finds that maintaining the current placement of the student is substantially likely to result in injury to the student or others. The ALJ conducts an expedited due process hearing where the ALJ receives evidence from EBRPSS and the parent, conducts the hearing within 20 school days of the due process hearing request and renders a decision within 10 school days after the hearing.

EMERGENCY REMOVAL is used only when the student exhibits behavior which is deemed by school officials to pose a substantial danger to himself/herself or others. In no case can this removal last longer than nine (9) consecutive school days. During this removal period, school officials may initiate an IEP Team meeting. School officials may also request an expedited due process hearing or seek an injunction from the courts, if the school officials believe that maintaining the student in the current placement would be substantially likely to result in injury to the student or others. Emergency removals count toward the change in placement procedural requirements and may trigger the need for a MDR and provision of FAPE if the removals accumulate to more than 10 school days in the school year.

If special bus transportation is part of the child's IEP, a suspension of bus transportation will be treated as a removal, unless transportation is provided in a different manner for the student to access the location for the services required by the student's IEP. If special bus transportation is not a related service of the student's IEP, a bus suspension is not a removal.

## EXCEPTIONAL STUDENT SERVICES GLOSSARY

### **Exceptional Student:**

A student is considered exceptional if he/she has been identified as having an exceptionality under Louisiana's Bulletin 1508--Pupil Appraisal Handbook (Title 28, Part CI). Exceptionalities include disabilities and Gifted and Talented; however, disciplinary protections under this policy do not apply to students identified only as Gifted and/or Talented. Any student about whom the school system has a basis of knowledge (e.g. that the student is suspected to be a student with a disability *before* the behavior that precipitated the disciplinary action occurred), may assert the discipline protections under IDEA and Bulletin 1706, Subpart 1.

### **Change in Placement because of Disciplinary Removals:**

For a student with a disability, a "change in placement" occurs if:

1. the removal is for more than ten (10) consecutive school days; OR
2. the student has been subjected to a series of removals that constitute a pattern because:
  - a. the series of removals total more than ten (10) school days *in a school year*;
  - b. the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; *and*
  - c. because of such additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.



**EXCEPTIONAL STUDENT SECLUSION AND RESTRAINT POLICY**  
**(La. R.S. 17:416.21)**

The School Board recognizes that, 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. These provisions do not apply to a student who has been deemed to be Gifted or Talented unless the student has also been identified having a disability.

The School Board fully supports the use of positive behavior interventions and supports 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 a disability 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 (BIP). For the purposes of this policy:

1. *Imminent risk of harm* shall mean in immediate and impending threat of a person causing substantial physical injury to self or others.
2. *Seclusion* shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.
3. *Seclusion room* means a room or other confined area used as on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.
4. *Mechanical restraint* means application of any device or object used to limit a person's movement. Mechanical restraint does **not** include:
  - a. a protective or stabilizing device used in accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriate licensed healthcare provider; and
  - b. any device used by a duly licensed law enforcement officer in the execution of his/her official duties;
5. *Physical restraint* means bodily force used to limit a person's movement. Physical restraint does **not** include:
  - a. consensual, solicited or unintentional contact;
  - b. momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person. See La. R.S. 17:416.21(A)(3)(b)(ii);
  - c. holding of a student by one school employee, 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;
  - d. minimal physical contact for the purpose of safely escorting a student from one area to another; or
  - e. minimal physical contact for the purpose of assisting the student in completing a task or response.
6. *Positive behavior interventions and support* means is a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve the school climate and culture.

7. *School employee* means the teacher, paraprofessional, administrator, support staff member or provider related services.

The parent or legal guardian of a student who has been placed in seclusion or physical restraint shall be notified as soon as possible. The student's parents or legal guardian shall also be notified, in writing, within twenty-four (24) hours of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint and the names and titles of any school employees involved.

The **Director of Exceptional Student Services, Elizabeth Taylor Chapman, ETaylor@ebrschools.org - phone (225) 929-8600**, shall be notified any time a student is placed in seclusion or physical restraint.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such written report shall be submitted to school principal no later than school day immediately following the day of which the student was placed in seclusion or physically restrained, and a copy shall be provided to the student's parent or legal guardian.

All instances of seclusion or physical restraint used to address an exceptional student's behavior shall be reported to the Director of Exceptional Student Services who will submit the report to the Louisiana Department of Education.

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

Following any situation resulting in the use of 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 five (5) 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) 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 practices, the Director of Exceptional Student Services or designee shall review the student's plans at least once every three weeks. The School Board shall provide a copy of its seclusion and restraint procedures to the Louisiana Department of Education, to all school employees and to every parent of a student with an exceptionality and shall post such procedures at the school systems' website and at each school and on each school's website. (La. R.S. 17:416.21(M)(2)(a)).

#### **SERVICE ANIMALS**

The East Baton Rouge Parish School Board prohibits discrimination against individuals with disabilities, including those who require the assistance of a service animal as result of a disability. The School Board shall comply with the requirements of Title II of the Americans with Disabilities Amendments Act of 2008 (ADAAA) and its implementing regulations, as well as all other applicable federal and state laws and regulations governing the use of service animals in its programs and activities.

A *service animal* is defined as any guide dog, hearing dog, mobility dog, medical alert dog, or any other dog that is individually trained to do work or perform tasks for an individual with a disability. Service animals are not pets. The work or task a service animal has been trained to provide must be directly related to the individual's disability and required because of the individual's disability. Tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, and performing other special tasks that directly assist the individual with a disability. The crime deterrent effects of an animal's presence and the provision of emotional support, comfort, well-being, or companionship do not constitute work or tasks for the purposes of this definition.

The service animal's handler (individual with a disability, generally) shall be required to maintain control of the animal through voice, signal, or other effective commands when the use of harnesses or other such

mechanical devices cannot be utilized due to interference with functional use of the service animal. A service animal is considered the personal property of its owner/handler and, as such, such owner/handler shall be responsible for damages caused by the animal. The School Board may ask an individual with a disability to remove a service animal from its premises if: (1) the animal is out of control and the handler does not take effective action to control it; or (2) the animal is not housebroken.

Service animals shall be clean and well-groomed and properly immunized in accordance with State law. Service animals shall also be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents the use of such devices. The service animal shall not solicit attention, display aggression, solicit or steal food or other items from students or staff, and shall not disrupt the normal course of business at school or any School Board facilities or activities. The service animal shall be able to perform its tasks in public and under the full control of its handler (including full control of the animal in the presence of large numbers of school children, as may be applicable). If any service animal is excluded from School Board programs, services or activities, the School Board shall offer the individual with a disability the opportunity to participate in such programs, services, or activities without the service animal.

Under appropriate circumstances, the School Board shall make reasonable modifications to its practices and procedures to permit the use of a miniature horse by an individual with a disability where reasonable. In such cases, the School Board shall determine whether miniature horses can be accommodated in its facilities by examining the following factors: (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will compromise legitimate safety requirements necessary for safe operation of the facility. Miniature horses must be individually trained to do work or perform tasks for the benefit of the individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, shall not be considered service animals.

Individuals with disabilities shall be permitted to be accompanied by a service animal in all areas of the School Board's buildings and facilities that are open to the public and to participants in programs, services, or activities of the School Board.

The School Board shall not be responsible for the care, feeding, or supervision of a service animal and, consistent with general policies of the School Board, the individual with a disability may be responsible for injuries and/or damages caused by a service animal.

Requests for an individual with a disability to be accompanied by a service animal for the purpose of participating in School Board programs, services, and activities must be submitted in writing to the Superintendent or his/her designee. Such written request must specify the need for use of the service animal and identify the work or tasks the animal performs for the individual with a disability. A written request for use of a service animal must be presented to the Superintendent or his/her designee not less than ten (10) school days prior to the proposed use of the service animal and prior to bringing the service animal to School Board facilities, a school or a school event.

Procedures to accommodate the use of service animals in School Board facilities and activities shall be maintained by the Superintendent and designated staff. The determination of whether a service animal may accompany an individual with a disability to school or School Board functions shall be determined on a case-by-case basis in accordance with this policy and applicable federal laws and regulations. Affected individuals may obtain additional information and relevant forms by contacting the School Board's Section 504/ADA Coordinator, Elizabeth Chapman at 225-929-8600.

#### **SECTION TWENTY-TWO - THE REHABILITATION ACT OF 1973 OR "SECTION 504"**

The School Board and the East Baton Rouge School System prohibits discrimination on the basis of disability in its programs, services and activities and makes reasonable efforts to identify and locate students with disabilities residing within its jurisdiction. Qualified students with disabilities under Section 504 are provided equal access to the School System's programs and services and the opportunity to receive a free appropriate public education (FAPE) as may be necessary to meet individual student needs.

Like students with disabilities under IDEA (see Section Twenty-One), students eligible under Section 504 may not be suspended or expelled for more than ten (10) school days in a school year for misconduct that is a manifestation of the student's disability. If the school system is considering a change in placement for a Section 504-eligible student and/or if the student is being recommended for suspension or expulsion that will exceed ten (10) days in a given school year, the School District must convene a group of knowledgeable people who meet the Section 504 requirements to conduct a re-evaluation and manifestation determination to decide whether the misconduct at issue is a manifestation of the student's disability. The School Building Level Committee (SBLC)/Section 504 Committee is established to satisfy these requirements. **Assistance is available from the School District Section 504 Coordinator, Elizabeth Chapman at 225-929-8600, email: [etaylor@ebrschools.org](mailto:etaylor@ebrschools.org).**

If the student's misconduct *is* determined to be a manifestation of his/her disability, the SBLC/Section 504 Committee shall meet to consider a functional behavioral assessment (FBA) and interventions to address the behavior. Unless the 504 Committee, *including the parent*, agree to a change of placement, the student should be returned to his/her regular educational placement.

If the student's misconduct is determined *not* to be a manifestation of his/her disability, the student may be disciplined like a student without a disability, except that the student must continue to have access to the general curriculum and other services identified in the student's Section 504 Plan and must receive behavioral intervention services and modifications to address the behavior. Appropriate placement and services during the period of suspension and/or expulsion will be determined by the Section 504 committee.

**Inquiries, concerns, requests for additional information and assistance should be directed to the School District Section 504 Coordinator, Elizabeth Chapman at 225-929-8600, email: [etaylor@ebrschools.org](mailto:etaylor@ebrschools.org).**

### **SECTION TWENTY-THREE - STUDENT POLICIES AND GUIDELINES FOR NETWORK AND INTERNET ACCESS**

The East Baton Rouge Parish School Board recognizes the role of educational technologies in stimulating innovative approaches to teaching and learning and shifting the way educators and students access and transmit information, share ideas, and contact others. Use of network resources and the Internet is for educational purposes. Adherence to policies and guidelines is required for continued access to technological resources.

#### **E-MAIL AND TELECOMMUNICATIONS**

In general, any student use of the System's networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to East Baton Rouge Parish School System policies and local, state, and federal law. The System's networks and telecommunications resources are owned by the School system and subject to search by System personnel. Cyberbullying is prohibited.

#### **Students must:**

1. Login and use network resources only with their student account.
2. Logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
3. Not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the district and directly supervised by a teacher. School system rules prohibiting bullying, indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications. The student and parent or guardian shall sign an Acceptable Use of Networks and Telecommunications Agreement prior to an email account being issued.
4. Not distribute private information about themselves or others.
5. Not send spam, chain letters, or other mass unsolicited mailings.
6. Not view, use, or copy passwords to which they are not authorized.

## NETWORKS AND INTERNET USE

### Students shall:

1. Use Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
2. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
3. Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
4. Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors.
5. Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
6. Not download and install any file sharing program that bypasses the district filtering device.
7. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
8. Not make any purchase on the Internet while using school equipment or Internet service.

Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. The Board does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The Board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason.

All school and district rules apply to the Internet the same as they do in the classroom, elsewhere on school grounds or school functions. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the Network or Internet.

Any violation of this policy may result in the loss of access to the Internet through the EBRPSS network. Additional disciplinary action for students will be determined in accordance with existing rules and procedures, both administrative and as stipulated in East Baton Rouge Parish policy and including applicable law enforcement agencies when necessary. The Board recognizes that changes in technologies and local, state, and federal laws may from time to time require adjustments to policies and guidelines governing technology usage in the District and hereby authorizes the Superintendent or designee(s) to make such adjustments as necessary.

### G SUITE for EDUCATION NOTICE to PARENTS and GUARDIANS

This notice describes the personal information the East Baton Rouge Parish School System provides to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google:

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search

- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, the East Baton Rouge Parish School System also allows students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- YouTube, Blogger, Google Maps.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice only at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, East Baton Rouge Parish School System may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for uses in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user

personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

The East Baton Rouge Parish School System may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With the East Baton Rouge Parish School System. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you consent to the collection and use of your child's information by Google unless you opt-out for your child. To opt-out use the form provided in this handbook. If you opt-out, the East Baton Rouge Parish School System will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

By your consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your child's school Principal. If you wish to stop any further collection or use of your child's information, you can request that the East Baton Rouge Parish School System use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed into the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact your child's school Principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to the East Baton Rouge Parish School System, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

#### **SECTION TWENTY-FOUR - COMMUNICATIONS WITH STUDENTS AND PARENTS**

All schools are obligated to provide written or verbal communications with students and parents or guardians in a language they can best understand. This handbook may be translated or interpreted to meet the Office for Civil Rights (OCR) standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974. For more information, please contact the **English as Second Language (ESL) office at 225-922-5461**.

Parents and guardians are expected to treat with respect the school system employees. An assault or battery of a school system employee by a parent or guardian or other adult will result in a request for police, possible exclusion from school system property and similar actions.

#### **SECTION TWENTY-FIVE – MEDICATION\*\***

1. In accordance with La. R.S. 17:436.1, La. Admin. Code, Title 28 Part CLVII (Louisiana Department of Education (LDE) Bulletin 135—Health and Safety), School-Based Nursing Services in Louisiana Schools (LDE 2015), and School Board policy, medication shall not be taken or given at school or school-related functions when other reasonable options exist. When no reasonable alternative exists due to the student's specific health needs, the parent/guardian may request in writing that medication be administered during the school day. The written request must include:
  - a. Certification by the student's attending physician or other authorized healthcare professional licensed in Louisiana or adjacent state that administration of the medication to the student during the school day is medically necessary and cannot be administered before or after school hours; and
  - b. A medical order signed by the treating physician or other authorized healthcare provider prescribing within the scope of his or her prescriptive authority; and
  - c. Written authorization of the student's parent or guardian.
2. For purposes of this policy, the term "medication" means all medicines including those prescribed by a licensed health care provider and any non-prescription (over-the-counter) drugs, preparations, and/or remedies, including those taken by mouth, inhaled, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. Sunscreen shall be exempt from the definition of medication and may be self-administered by students or voluntarily applied by school employees with written consent of a parent/guardian.
3. Students shall not be allowed to have medications in their possession on the school grounds or at school-related functions, except as provided in paragraph 4, below.
4. The possession, use, or sale of prescription or non-prescription medication by a student or the giving of any type of medication to another student at school, on the school bus, or other school function is strictly prohibited and subject to disciplinary action, except that students with asthma and those at risk of anaphylaxis shall be allowed to carry, possess, and self-administer prescribed pre-measured medications (e.g., inhalers and auto-injectable epinephrine "EpiPen") in accordance with physician's orders and specific procedures established by the School Board. The school and its employees shall incur no liability because of any injury sustained by the student from self-administration of medications used to treat asthma or anaphylaxis. The parent or other legal guardian of a 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 and anaphylaxis. Interested parties are urged to contact the school principal or school nurse for applicable forms and detailed information regarding the



procedural requirements for obtaining authorization for self-administration of medication at school.

5. In no case shall medication be used or administered during school hours or school-related functions without all the following:
  - a. An order from a licensed medical physician or other authorized prescriber in Louisiana or adjacent state which includes the student's name; name, signature, business address, office phone number, and emergency phone numbers of the physician or other authorized healthcare prescriber; the frequency and time of the medication; the route and dosage of the medication; and a written statement of the desired effects and any student-specific potential for adverse effects;
  - b. Signed, written consent of the parent or legal guardian. (Forms are available at each school);
  - c. Medication must be provided to the school by the parent or guardian in the container that meets acceptable pharmaceutical standards;
  - d. The medication container shall contain clear instructions identifying the student's name; name, address, and telephone number of the pharmacy; prescription numbers; date dispensed; clear instructions for use; drug name and strength; last name and initial of pharmacist; cautionary auxiliary labels, if applicable; physician's dentist's, or other authorized healthcare prescriber's name. Labels of prepackaged medications shall contain the medication name; dosage form; strength; quantity; name of manufacturer or distributor; and manufacturer's lot or batch numbered;
  - e. At the beginning of each school year and anytime there is a change in medication, a new form from the physician or other licensed prescriber licensed in Louisiana must accompany the new prescription; and
  - f. No more than one month's supply (twenty-five school days) of the medication shall be kept at school.
6. Disposition of medication at the end of the school year. Medication shall be picked up by the parent/guardian within 5 days of the end of the academic year. Medication not picked up will be destroyed or otherwise disposed of in accordance with the law and accepted practice.
7. A school nurse or trained school employee shall be authorized to administer auto-injectable epinephrine as defined in La. R.S. 17:436.1(J)(4)(a) to a student who the school nurse or trained school employee, in good faith, professionally believes is having an anaphylactic reaction, whether such student has a prescription for epinephrine.

Parents are urged to notify the student's teacher and principal, in writing, in the event the student has an allergy or other condition which may put the student at risk of anaphylaxis.

**\*\* This section provides a basic summary of procedures for medication administration and use in the school environment. Please contact the school principal or school nurse for procedures applicable to medication administration for specific diseases, conditions, and treatments. Parents/guardians and majority-aged students are urged to notify school authorities about their medical circumstances so that appropriate supports can be made available.**

#### **SECTION TWENTY-SIX - COMMUNICABLE DISEASE CONTROL POLICY**

Current and satisfactory evidence of immunization against vaccine-preventable diseases (e.g., immunization records) is required for all students entering school for the first time (including pre-kindergarten and kindergarten), for students transferring from another school system, and for all students entering the sixth grade. La. R.S. 17:170 requires students to provide evidence of immunity to or immunization against vaccine-preventable diseases. Such evidence shall be in compliance with the immunization schedules established by the Office of Public Health, Louisiana Department of Health, unless compliance is waived pursuant to Louisiana law. School personnel shall cooperate with public health personnel in completing and coordinating all immunization

data, waivers and exclusions, including the forms required by the Louisiana Department of Health to facilitate control of preventable communicable diseases.

In the event of an outbreak of a vaccine-preventable disease at school system facility, the EBRPSS administration may, upon the recommendation of the office of public health, exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized student presents evidence of immunization.

If the student's physical condition indicates that the health of the student does not safely allow his/her continued attendance at school, the student will remain away from school until the student's physician and/or a physician of the School Board's choice verifies that the student can safely return to the regular school environment.

Infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of the other students, employees, and the infected student can be taken.

If the student's physician's and/or a School Board-selected physician indicates that the health of the student does not allow his continued attendance in the regular education program, education services will be provided in a setting that is appropriate to the health status of the child.

The identity of an infected individual, or an individual who there is reasonable cause to believe is an infected individual, shall be revealed only to those who have a need to know. If an infected individual is permitted to remain in the school setting after a determination has been made, employees who will have regular personal contact with the individual shall be informed of information as to the individual's medical condition. Persons informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.

The determination of whether an infected student shall be permitted to remain in school in a capacity that involves contact with students or employees shall be made on a case-by-case basis as determined by the Superintendent and appropriate staff.

La. R. S. 17:170.4 requires a student entering the sixth grade, or who is eleven years old and entering a grade other than sixth grade and a student entering the eleventh grade, or who is sixteen years old and is entering a grade other than the eleventh grade must provide satisfactory evidence of immunization against meningococcal disease.

#### **SECTION TWENTY-SEVEN – STUDENTS WITH DIABETES**

For parents of a student with diabetes who seeks care for the student's diabetes while at school or while participating in a school related activity, the parents shall submit a diabetes management and treatment plan, which plan must be updated on an annual basis. Such plan shall be developed by a physician or other licensed health provided recognized by the Centers for Medicare and Medicaid services who is selected by the parent or guardian to be responsible for such students and diabetes treatment and a current copy of such plan shall be kept on file at the school in which the student is enrolled.

A student diabetes management and treatment plan shall contain:

- (1) an evaluation of the student's level of understanding of its conditions and its ability to manage his diabetes.
- (2) the diabetes related healthcare services the student may receive or self-administer at school or during a school related activity.
- (3) A timetable, including dosage instructions, of any type of diabetes medication to be administered to the student or self-administered by the student.
- (4) the signature of the student, the student's parents or legal guardian and the physician responsible for the student's diabetes treatment.

The school nurse shall provide care to the student with diabetes or assist the student with self-care of his or her diabetes, in accordance with the student's diabetes management and treatment plan on file with the school. If

the school nurse is unavailable, an unlicensed diabetes care assistant may provide care to a student with diabetes or assist a student with self-care of his or her diabetes. "Unlicensed diabetes care assistant" shall mean as such a school employee who volunteers and is trained in accordance with provisions of La. R.S. 17:436.3(C)(1) or also an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing healthcare services required by law or Department of Education regulation, La. R.S. 17:436.3(C)(1).

#### **SECTION TWENTY-EIGHT - FEES AND FINES DUE FOR LOST OR DESTROYED TEXTBOOKS OR OTHER SCHOOL PROPERTY**

Students shall be required to pay full price for textbooks and library books which are lost or damaged beyond use. The School Board also requires students to pay for any other school property damaged because of student misconduct.

#### **SECTION TWENTY-NINE - GRADUATION**

Parents/guardians are required to participate in mandatory pre-graduation planning meetings during both the junior and senior year.

High school students must meet all course requirements and pass all sections of the End of Course Exams prior to graduating. In addition, all students must meet the criteria stated on page 14 regarding conduct in order to participate in graduation exercises.

#### **SECTION THIRTY – TITLE IX**

1. The East Baton Rouge Parish School System (EBRPSS) states that EBRPSS does not discriminate on the basis of sex in its education programs and activities, curricular and extracurricular and, accordingly, requires its staff, teachers, employees and students to abide by the requirements of Title IX of the Educational Amendments of 1972 and its implementing regulations. Title IX regulations apply to athletic programs and to safeguard the rights of students in a wide range of educational settings. Title IX protects students by prohibiting sexual violence and sexual harassment in educational settings by requiring schools to address such conduct when it occurs on a school campus or in connection with any educational or extracurricular program.
2. Sexual misconduct in its many forms involving students is explicitly prohibited, whether such conduct occurs on or off campus, during or after school hours, during or directly related to school-sponsored activities, or at a time and/or place directly related to school functions or an employee's school-related duties.
3. It is the intent of the EBRPSS to maintain an environment free from sexual misconduct including sexual assault, sexual harassment of any kind, relationship violence, non-consensual sexual conduct, dating violence, stalking, and child sexual abuse. This policy commands that no student shall be subjected to sexual assault or sexual harassment by other students or EBRPSS staff or employees or third parties such as vendors or visitors.
4. This policy shall be enforced and the accompanying procedures shall be implemented regardless of whether a complaint has been filed with or an investigation has been instituted by any law enforcement agency.
5. Questions regarding Title IX may be referred to the U. S. Department of Education, Office for Civil Rights (OCR) or to **EBRPSS's Title IX Coordinator, Andrew Davis at 225-929-8705, email: ADavis6@ebrschools.org.**

#### **Definition of Sexual Misconduct**

1. Sexual misconduct means any misconduct or harassment based on someone's sex, gender, or sexual orientation. It includes harassment that is not sexual in nature, for example, offensive remarks about

an individual's sex, gender, or sexual orientation.

2. Sexual misconduct or harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when at least one (1) of the following occurs:
  - a. Submission to such conduct is made, either implicitly or explicitly, a term or condition of the student's grades, academic status, or progress or is used to deprive the student of access to the educational opportunities and benefits provided by the EBRPSS;
  - b. Submission to or rejection of such conduct is used as the basis for academic or otherschool-related decisions affecting the student;
  - c. Such conduct has the purpose or effect of unreasonably interfering with the student's academic performance or of creating an intimidating, hostile, or offensive educational environment for the student;
  - d. A hostile environment may be created by persistent or pervasive conduct or by a single severe episode; or
  - e. Sexual violence, including rape, sexual assault and dating violence, is a form of sexual harassment.
3. Retaliation of any nature against any student or teacher, staff, or employee who makes a report or complaint or who participates in any investigation under this policy is a serious violation of the EBRPSS' sexual harassment policy. Such retaliation is considered an act of sexual discrimination itself; therefore, reports and complaints of such retaliation are handled in the same manner as those of sexual harassment. A reference to "sexual misconduct" in this policy and the related procedures shall also include retaliation.

#### **Violations**

1. Students and employees are encouraged and expected to immediately report incidences of alleged sexual misconduct or harassment and/or retaliation in accordance with these regulations and procedures.
2. A report or complaint of an alleged violation of this policy must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual misconduct or harassment or retaliation. This means that a report or complaint must, at a minimum, include: (1) a description of an alleged act of sexual misconduct or harassment or retaliatory conduct, including the date, time, and place it allegedly occurred; (2) identity of the alleged victim; (3) identity of the alleged harasser; and (4) identity of the reporting person.
3. All alleged violations of this policy shall be handled seriously and according to these regulations and procedures.
4. Discipline/Consequences
  - a. Any student who is determined to have engaged in a sexual assault, sexual misconduct or sexual harassment or retaliation against another individual in violation of this policy may be subject to disciplinary action, up to and including expulsion.
  - b. Any employee who is determined to have permitted, engaged in, or failed to report sexual assault, sexual harassment or retaliation in violation of this policy and the related procedures may be subject to disciplinary action, up to and including termination.

#### **Enforcement**

1. Each Principal, staff member, and teacher has the responsibility of taking such reasonable steps necessary and practicable to maintain a work environment and educational environment free of sexual

assault and sexual misconduct or harassment. Such steps shall include implementation of the following:

- a. All teachers, other staff members, and all employees shall cooperate, as needed, in any formal and informal investigations instituted under this policy. The principal is responsible to investigate any report of sexual misconduct or sexual harassment involving student on student harassment in coordination with the Title IX Coordinator. Reports involving an employee shall also be immediately reported to the Title IX Coordinator.
  - b. All principals, administrators and staff in charge of discipline of students shall, in accordance with policy and law take such disciplinary action against any student found to be in violation of the sexual misconduct policy as may be appropriate under the circumstances.
  - c. Within the first week of school each school year, the Title IX Coordinator through each Principal or Building Site coordinator shall ensure that an in-service program addressing the sexual misconduct policy and procedures are provided for all teachers, staff and employees.
  - d. During orientation at the beginning of each school year or at the time of a new student's enrollment, the Principal of the school shall ensure that instruction about sexual misconduct and sexual harassment, the EBRPSS policy, and its procedures are provided to students.
  - e. Teachers, counselors, and administrators shall instruct students on the sexual assault, dating violence, or sexual harassment report and complaint procedures within the educational setting on an as-needed basis.
  - f. Each Principal or Site coordinator shall ensure that the sexual assault, dating violence, sexual harassment policy and procedures are provided to all students, parents, and employees by:
    - (1). Including a restatement of the policy and procedures in the student handbook;
    - (2). Posting an age-appropriate restatement of the policy against sexual misconduct including sexual assault and sexual harassment, the report and complaint procedures, and notice of the Title IX Coordinator at visible and accessible sites for students, for parents, and for employees;
    - (3). Making a copy of the complete policy and procedures available on request for students, parents, and employees at the school office and the central office; and
    - (4). Maintaining the policy and procedures on the EBRPSS website.
2. An employee must immediately notify the Title IX Coordinator when he/she becomes aware of graffiti on any school property which is vulgar, sexually offensive, or suggestive of sexual harassment. The Title IX Coordinator shall determine (1) whether the graffiti is sufficient to constitute a report of sexual harassment and, if so, have a report completed by the appropriate party and institute the investigation process; and/or (2) whether a photographic or other record of the graffiti should be made and, if so, shall retain such documentation in a specific file in the Title IX Coordinator's office. In any event, such graffiti shall be immediately covered, if possible, and removed as soon as possible thereafter.
  3. An employee must immediately notify the Title IX Coordinator when the employee has cause to believe that a student or employee has accessed, on a personal or school-owned computer on campus or off campus during a school-related activity, an Internet and online site that is reasonably believed to be sexually obscene or to otherwise contain sexually harassing content. (See La. R.S. 17:100.7) The Title IX Coordinator shall determine whether such report constitutes a report of sexual harassment and, if so, shall have a report completed by the appropriate party and institute the investigation process.
  4. Any EBRPSS employee having cause to believe that prohibited sexual conduct between an educator and a student must immediately report such information to a local or state law enforcement agency (La. R.S. 14:81.4(F)) and to the Title IX Coordinator who, if the incident has not been previously reported, will file a report with the appropriate local or state law enforcement agency. Failure to make such report may result in disciplinary action against the employee, up to and including possible termination. For the

purpose the requirement to report, the status defines a student as one enrolled in school and is seventeen years of age or older, but less than twenty-one years of age.

5. Any EBRPSB employee is required to report as a mandatory reporter any suspected sexual offense affecting minors as abuse as required by La. Ch.C. Article 609.

**Title IX Coordinator**

The Title IX Coordinator for the East Baton Rouge School System is: **Andrew Davis, Director of Risk Management at 225-929-8705, email: ADavis6@ebrschools.org.**

**SECTION THIRTY-ONE – DEFINITIONS**

1. **ARSON** - The damage to property using an explosive substance or the setting on fire to any school or personal property.
2. **ASSAULT** – An attempt to commit on a person a battery or intentional placing of a person in reasonable apprehension of receiving a battery or making statements threatening physical harm to a person.
3. **BATTERY** – The use of force or violence upon a person if actual contact is made.
4. **BULLYING** – (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 using 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)(a) Where the pattern of behavior as provided in Paragraph (1) of this Subsection is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
  - (b) The pattern of behavior as provided in Paragraph (1) of this Subsection must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school. La. R.S. 17:416.13(C).
5. **BURGLARY**- The unauthorized entry of property.
6. **CHEATING** - Copying someone's homework, peeking at someone's test, or peeking at notes or materials that were not to be available while taking a test. Using notes or writings on arms or body for information to answer items on a test or quiz.
7. **COMMUNICATING OF FALSE INFORMATION OF PLANNED ARSON OR BOMB THREATS** - The intentional stating, or causing a statement using the mail, telephone, telegraph, the Internet, 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.
8. **COMPLETE SEMESTER**- If the offense occurs on or before the forty-fifth school day of a semester, the minimum expulsion period shall be for the remainder of the semester during which the offense occurred. If the offense occurs after the forty-fifth school day of a semester, the minimum expulsion period shall consist of the remainder of the semester during which the offense occurred and the school semester immediately following.
9. **COMPUTER HACKING** - The accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof with intent to view, alter, delete, or insert programs or data without

- authority.
10. **CONTROLLED SUBSTANCE** – A drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) or State law.
  11. **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. Corporal punishment is prohibited in the East Baton Rouge Parish School System. See La. R.S. 17 416.1(B)(1)(a).
  12. **CYBERBULLYING** – Bullying of a student by another student using a computer, mobile phone, or other interactive or digital technology while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property. See La. R.S. 17:416.13(C)(1)(b).
  13. **DATING VIOLENCE** – Is violence that includes but is not limited to physical or sexual abuse and any offense against a person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other partner. Dating violence can be physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It may be in person or electronically between a current or a former dating partner.
  14. **DISABILITY HARASSMENT** - Consists of physical or verbal conduct relating to an individual's physical or mental impairment or perceived physical or mental impairment when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive school environment.
  15. **DISRESPECT FOR AUTHORITY** - Any unprovoked act of aggression which demonstrates a disregard or interference with authority or supervising personnel.
  16. **DISTURBANCE** -
    - (a) Minor Disturbance - An act of misconduct that disrupts the orderly process of educational activities in that area that is confined to a limited area, and/or which jeopardizes safety of children.
    - (b) Major Disturbance - A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children.
  17. **DRUG (ILLEGAL)**- A controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority of Federal law or State law.
  18. **DRUG PARAPHERNALIA** - Any equipment, products and materials of any kind which are used with drugs such as roach clips, rolling papers, pipes, etc.
  19. **EMANCIPATION** - Results when a child reaches the age of eighteen years, or is emancipated by a notarial act, by marriage or by judicial decision prior to reaching the age of 18.
  20. **EMERGENCY** - An actual or threatened existence of conditions of disaster or peril to the safety of students and staff in a school or school bus due to an accident, fire, storm or similar conditions requiring police or medical assistance or lock down of a school site.
  21. **EXCUSED TARDY** - Acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies or natural disasters.
  22. **EXPLOSIVE DEVICES** - Including fireworks, bullets, bombs, and incendiary devices.
  23. **EXTORTION** - The taking of property or services from another person by threats, force or intimidation, with or without that person's consent.
  24. **FIGHTING** - The exchange of blows between two or more students with the intent of harming one another.
  25. **FIREARM** - The term has the same meaning as given in 18 U.S.C. § 921(a). It means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. A destructive device means any explosive, incendiary or poison gas (1) bomb; (2) grenade; (3) rocket having a propellant charge of more than four ounces; (4) missile having an explosive or incendiary charge of more than one-quarter ounce; (5) mine or (6) any device similar to any of the devices described in the preceding clauses.
  26. **GAMBLING** - To play a game of chance where a reward is expected.
  27. **HABITUAL OFFENDER** - One who has committed several offenses, not necessarily of the same type.
  28. **HAZING** - A. "Hazing" is any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:
    - (1) The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.
    - (2) The act was associated with pledging,

being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

B. "Hazing" includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

(1) Physical brutality, such as whipping, beating, paddling, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

(2) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(3) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(4) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

C. A physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the education institution is not considered "hazing" for purposes of this Section.

D. "Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team or similar group whose members are primarily students or former students of an elementary or secondary school of the EBRPSS. La. R. S. 14:40.8(C).

29. **INDECENT BEHAVIOR** – Involves the commission of acts as defined in La. R. S. 14:81 with the intention of arousing or gratifying the sexual desires of either person.
30. **INDIVIDUALIZED ACCOMMODATION PLAN (IAP)** – A written statement for a student with disabilities who qualifies for services under Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.
31. **INDIVIDUALIZED EDUCATION PROGRAM (IEP)** - A written statement for a student with disabilities eligible for special education and related services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) that contains an overview of instructional needs that is developed, reviewed, and revised in a meeting in accordance with 34 C.F.R. 300.320-300.328, IDEA Regulations.
32. **INSTRUCTIONAL MATERIALS** – It means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes any nonsecure test, nonsecure assessment, or survey administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information or services, or an electronic medium or other means of conveying information to a student or otherwise contributing to the learning process. La. R.S. 17:355(D)(1).
33. **INTIMIDATION** - To make timid or fearful; intentional unlawful threat by word or act to do violence to the person or property of another person.
34. **LOOK-ALIKE** - Similar to; appear to be.
35. **MOLESTATION** - To make indecent advances in which physical contact is made.
36. **PLAGIARISM** - Taking the words, work or ideas of someone else and passing it off as one's own.
37. **PORNOGRAPHY**-Material (such as books, writing, or photographs) that show erotic behavior and is intended to cause sexual excitement.
38. **POSSESSION** - The exercise of dominion or control over a thing or substance even though not in a person's physical dominion or control, a thing or substance is subject to his dominion or control; joint possession occurs when a thing or substance is in the physical custody of another person who willfully and knowingly shares with the other the right to control the thing or substance.
39. **PROBATION** - A condition in which students are temporarily placed to assist them in adjusting to a normal school setting.
40. **PROVOKING A FIGHT** - To purposely cause or invite either verbally or physically a student or students to fight.
41. **REASONABLE BELIEF** - A suspicion founded upon circumstances sufficiently strong to warrant a belief in a reasonable person that something is true.
42. **ROBBERY** - Taking of anything of value belonging to another by using force or intimidation.
43. **SCHOOL BUILDING LEVEL COMMITTEE (SBLC)** – A group of knowledgeable persons comprised of school staff and parents who meet in response to a student's needs.



44. **SELF-DEFENSE** - An act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor.
45. **SERIOUS BODILY INJURY** - Serious bodily injury has the meaning given to the term "serious bodily injury" under 18 U.S.C. § 1365(h)(3). Section 1365(h)(3) defines "serious bodily injury" as "bodily injury which involves—(A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty."
46. **SEXTING** - knowingly and voluntarily use of a computer or telecommunication device to transmit an indecent visual depiction of a person.
47. **SEXUAL BATTERY** – The touching without consent as defined in La. R.S. 14:43.1.
48. **SEXUAL HARASSMENT** -
- (a) Student to Student, Student to Staff, or Staff-to Student Harassment -In this context, sexual harassment is defined as any harassment based on someone's sex, gender, or sexual orientation and includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, nonverbal, visual, written or physical conduct of a sexual nature and/or based on an individual's sex, gender or sexual orientation at school or a school sponsored event.
  - (b) Extended Definition - Sexual harassment may also include but is not limited to:
    - (1) Verbal harassment or abuse;
    - (2) Uninvited letters, telephone calls, or materials of sexual nature;
    - (3) Uninvited or inappropriate leaning over, cornering, patting or pinching;
    - (4) Uninvited sexually suggestive looks or gestures;
    - (5) Intentional brushing against a student's or school employee's body;
    - (6) Uninvited pressure for dates;
    - (7) Uninvited sexual teasing, jokes, remarks or questions;
    - (8) Any sexually motivated unwelcome touching;
    - (9) Any conduct resulting in an intimidating, hostile or offensive educational environment; or
    - (10) Attempted or actual rape or sexual assault.
49. **TARDY** - When one is not in his or her classroom or other assigned area when the tardy bell rings.
50. **TERRORIZING** - The intentional 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.
51. **THEFT** – Taking property of another without permission, by stealing, fraud or trickery.
52. **THREAT** - A communication in person, in writing or using the Internet to injure a person or to kill a person, who is a teacher, employee of the school system or a student of the school system.
53. **THREAT OF TERRORISM** – communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.
54. **THREAT OF VIOLENCE** -- communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.
55. **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.
56. **TRUANT/HOOKY** - Means the repeated or habitual unauthorized absence or tardiness of a child from school or classes.
57. **USE OF CELL TELEPHONE** – The use or operation of a cellular telephone or any electronic telecommunications device occurs when the device is visible, turned on, rings, makes a sound, or is in a mode capable of receiving or transmitting signals.
58. **VANDALISM** - The defacing, damaging, and/or breaking of others' property through willful misconduct.
59. **WEAPON** - Any object which, under the circumstances, may be used to inflict bodily injury or damage to property. For the purposes of students with disabilities, "weapon" has the meaning given to the term "dangerous weapon" under 18 U.S.C. § 930(g)(2). Section 930(g)(2) defines "dangerous weapon" as "a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is

readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade less than 2 ½ inches in length.”

60. **WILLFUL DISOBEDIENCE** - The intentional refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus which has an impact on the effective or safe functioning of the school (student exhibits repeated disobedience when interventions have not modified behavior).
61. **ZERO TOLERANCE** – An anti-violence policy making school a safer place for learning. School principals shall call the police authorities for a fight involving students who are 14 years of age or older.

(Administrators Note: Use the Louisiana Department of Education definitions to determine the applicable code for completion of any Department of Education forms or reports.

## **SECTION THIRTY-TWO - STUDENT/PARENT GRIEVANCE/COMPLAINT PROCEDURES**

### **Situations Other Than Suspensions and Expulsions**

If a student or parent has a complaint or believes the student is being improperly punished or subjected to an inappropriate rule or standard, he/she should follow these steps:

1. Discuss the situation with your student and the involved teacher, counselor, bus operator, and/or administrator.
2. Request a conference with the involved school employee and the school-level administrator.
3. In the event the complaint is not resolved at the school level, a student or parent may appeal to the Director of Child Welfare and Attendance.
4. File a written complaint with the **Director of Child Welfare and Attendance, at the Family and Youth Service Center, 1120 Government Street, Baton Rouge, LA 70802, Telephone 225-239-7870**, requesting that the matter be investigated. The Director of Child Welfare and Attendance or designee shall investigate by obtaining statements from all parties and witnesses and reviewing all relevant documentation provided by all parties, determine appropriate action, and notify all parties in writing of the actions taken by the Director of Child Welfare and Attendance.
5. In the event the matter is not resolved by the Director of Child Welfare and Attendance, a student or parent may request a review of the matter by the Superintendent. The Superintendent's final decision will be given to all parties in writing.
6. If subjected to sexual discrimination, sexual harassment, intimidation or bullying including cyberbullying by another student, report the information to the school-level administrator and cooperate with the principal or other designated school-level administrator in the investigation of the incidences of such harassment. The school-level administrator will investigate the incident and take appropriate action to correct incidents of harassment, intimidation and bullying, including cyberbullying, as provided in Section Seventeen, page 29 or Section Thirty, page 49.

## **SECTION THIRTY-THREE – FOSTER CHILDREN**

A child who is in foster care pursuant to placement through the Department of Children and Family Services shall be allowed to remain enrolled in the public school in which the child was enrolled at the time he entered foster care for the duration of the child's stay in the custody of the state or until he/she completes the highest grade offered at the school if the Department of Children and Family Services determines that remaining in that school is in the best interest of the child. If the foster care placement is outside the jurisdictional boundaries of the public school in which the child is enrolled, the East Baton Rouge School Board remains responsible for providing free transportation for the child to and from a designated location which is within the district and is

located nearest to the child's residence and is determined to be appropriate by the School Board and the Department of Children and Family Services shall be responsible for providing the child's transportation between that location and the child's residence. La. R.S. 17:238(C).

#### **SECTION THIRTY-FOUR – ASSAULT AND AWARENESS PREVENTION**

As required age and grade appropriate instruction is provided in the classroom instruction. Students may report to a school counselor or other school staff member circumstances surrounding any abuse or assault. In addition, reports may be made to the toll-free hotline operated by the Department of Children and Family Services by calling: 1-855-4LA-KIDS (1-855-452-5437).

#### **SECTION THIRTY-FIVE – SCHOOL CRISIS MANAGEMENT AND RESPONSE PLANS**

Each school principal maintains a crisis management and response plan for the school as required by La. R.S. 17:416.16. The plans address school safety and incidences of a shooting or other violence at a school, on a school bus and at school-related activities. Each year the principal conducts a safety drill to rehearse components of the plan. In the event of a shooting or other violent incident or emergency situation notice will be provided to parents.

#### **SECTION THIRTY-SIX – STUDENT SAFETY REPORTING**

Students who recognize potential threats to school safety that are posted on the internet, including but not limited to posts on social media should report such information to their principal using the procedures implemented at the school. La. R.S. 17:409.

#### **SECTION THIRTY-SEVEN – NOTIFICATIONS**

- I. Teacher Bill of Rights
- II. Parents' Bill of Rights for Public Schools
- III. Notice of Non-Discrimination
- IV. Notification of Rights under FERPA for Elementary and Secondary Schools and Directory Information
- V. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
- VI. Notice of Use of Personal Health Information
- VII. Parental Involvement in Education
- VIII. Education for Homeless Children and Youth Program

#### **I. TEACHER BILL OF RIGHTS (ACT 155 OF THE 2008 REGULAR SESSION)**

- A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effecting 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 pursuant to this Section, which are:
  - 1) A teacher has the right to teach free from frivolous lawsuit including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to La. R.S. 17:416.1(C), 416.5, and 416.11, for actions taken in performance of duties of the teacher's employment.

- 2) A teacher has the right to appropriately discipline students in accordance with La. R.S. 17:223 and R.S. 17:416 through 416.16 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 La. 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 La. 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 La. R.S. 17:416.9 and 416.16.
  - 6) A teacher has the right to be treated with civility and respect as provided in La. R.S. 17:416.12.
  - 7) A teacher has the right to communicate with and involve and request the participation of parents in appropriate student disciplinary decisions pursuant to La. R.S. 17:235.1 and 416(A).
  - 8) A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.
  - 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.
  - 10) A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.
- B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in La. R.S. 17:416 through 416.16.
- C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

## **II. PARENTS' BILL OF RIGHTS FOR PUBLIC SCHOOLS**

- A. Parents of public school children who have not reached the age of majority shall have all the following rights:
- 1) To examine the textbooks, curriculum, and supplemental material used in their child's classroom.
  - 2) To inspect their child's school records, and to receive a copy of their child's records within ten business days of submitting a written request, either electronically or on paper. Parents shall not be required to appear in person for the purposes of requesting or validating a request for their child's school records. There shall be no charge for a parent to receive such records electronically. Any charges for a paper copy of such records shall be reasonable and set forth in the official rules and regulations of the school governing authority. School records shall include all the following:
    - (a) Academic records.

- (b) Medical or health records.
- (c) Records of any mental health counseling.
- (d) Records of any vocational counseling.
- (e) Records of discipline.
- (f) Records of attendance.
- (g) Records associated with a child's screening for learning challenges, exceptionalities, plans for an Individualized Education Program, or Individual Accommodation Plan.
- (h) Any other student-specific file, document, or other materials that are maintained by the school.

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

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

### III. NOTICE OF NON-DISCRIMINATION

The East Baton Rouge Parish School Board (EBRPSS) and all of its entities (including Career and Technical Education Programs) adhere to the equal opportunity provisions of federal civil rights, laws and regulations that are applicable to the School System and its schools. EBRPSS does not discriminate against anyone employed, or any person enrolled in its educational programs, or otherwise entitled to services because of race, color, religion, national origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups (Section 504, Title VI of the Civil Rights Act of 1964) (Title IX of the Education Amendments of 1972) (Title II of the Americans with Disabilities Act). The following person has been designated the **504 Coordinator**, Elizabeth Chapman, who is located at 6550 Seven Oaks Avenue, Baton Rouge, LA 70806. Her telephone is 225-929-8600 or email [etaylor@ebrschools.org](mailto:etaylor@ebrschools.org). The **Title IX Coordinator** is Andrew Davis, Director of Risk Management, who is located at 6550 Seven Oaks Avenue, Baton Rouge, LA. 70806. His telephone is 225-929-8705 or email [ADavis6@ebrschools.org](mailto:ADavis6@ebrschools.org). The **Title II Coordinator** is: Elizabeth Chapman, telephone is 225-929-8600 or email [etaylor@ebrschools.org](mailto:etaylor@ebrschools.org).

### IV. NOTIFICATION OF RIGHTS UNDER FERPA AND LA. R.S. 17:3914

The East Baton Rouge Parish School Board (EBRPSS) acknowledges and affirms that parents, guardians, and students 18 years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained within their child's (or their) education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the School Board receives a request for access. However, see Parent's Bill of Rights for Public Schools A. 2 on page 56.

Parents or eligible students who wish to inspect their child's or their education records should submit to the student's school principal 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.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal indicating their desire for an amendment, 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 their 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 consent to the disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.

FERPA and Louisiana law permit the disclosure of Personally Identified Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 CFR § 99.31 of the FERPA regulations and La. R.S. 17:3914(H). Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, 34 CFR §99.32 of FERPA regulations require the school to record the disclosure. Parents and eligible

students have a right to inspect and review the record of disclosures. A school may disclose PII from education records of a student without prior written consent of the parents or the eligible student in the following circumstances-

- Disclosures of student information may be authorized by the Superintendent without parent/eligible student consent to school officials with legitimate educational interests. The criteria for determining who constitutes a "school official" and what constitutes a "legitimate educational interest" is set forth below in the School Board's annual notification of FERPA rights.
- To other school officials, including teachers, within the school district whom the school has determined to have legitimate educational interests. An EBRPSS School official typically includes a person employed by the School or EBRPSS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A School official also may include a person who, while not employed by the School or EBRPSS, performs an institutional service or a function for which the School or EBRPSS would otherwise use its own employees and who is under the direct control of the School or EBRPSS with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School or EBRPSS official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. This includes contractors, consultants, or other parties to whom the school has outsourced institutional services or functions. Other examples of disclosures that EBRPSS may make without prior written consent are-
- 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 School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school.
- 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 relating to 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 to 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.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. R.S. 17:3914(K), such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid pursuant to such consent. Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid. Consent provided under La. R.S. 17:3914(K) shall continue unless withdrawn in writing.

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by 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.
  - To organizations conducting studies for, or on behalf of, the school, 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.
  - To accrediting organizations to carry out their accrediting functions.
  - To parents of an eligible student, if the student is a dependent for IRS tax purposes.
  - To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
  - To appropriate officials about a health or safety emergency, subject to the requirements of federal and State law.
  - Information the school has designated as "directory information" and identified in the student handbook, subject to parental opt-out, as stated below.
  - 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.
  - 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.
  - To any other entity, institution, or organization allowed under FERPA or La. R.S. 17:3914 to release such information.
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. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202

**DIRECTORY INFORMATION**

EBRPSS in accordance with FERPA and La. R.S. 17:3914(H), has authorized its Superintendent to authorize the disclosure of appropriately designated directory information without written consent, unless parents/guardians/eligible students opt-out of such disclosure. Directory information allows the School or EBRPSS to include student information in certain school publications, and announcements, including but not limited to year books, honor roll and scholarships, graduation programs, sports activity notices, and sporting events. EBRPSS may disclose appropriately designated "directory information" without written consent, unless you have advised the Principal of your child's school, in writing, to the contrary in accordance with EBRPSS procedures. The primary purpose of directory information is to allow the EBRPSS to include information from your child's education records in certain school publications. Examples include:



- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Purchase of class rings;
- Providing transportation services;
- Internet and WiFi access;
- Photography services for school pictures or school publications
- Graduation programs; and
- Sports activity sheets or programs, such as for soccer, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) 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 LEA 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).]**

**If you do not want EBRPSS to disclose any or all the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Principal of your child's School, in writing, by August 31 of each school year of your withdrawal of consent to release information designated as directory information. Without any written request to the Principal of your child's school withdrawing your consent, EBRPSS will release directory information of its students as necessary. EBRPSS has designated the following information as directory information:**

- Student's name**
- Address (home and school)**
- Telephone number**
- Electronic mail (email) address (if available)**
- Photographs**
- Date and place of birth**
- Major field of study**
- Dates of attendance**
- Participation in officially recognized activities and sports**
- Weight and height of members of athletic teams**
- Diploma, honors, and awards received**
- Student ID number**
- Grade level**

In accordance with the No Child Left Behind Act of 2001, 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.

## **ELECTRONIC DATA GOVERNANCE**

Except as provided below, no person or public or private entity shall access an EBRPSS school computer system on which student information is stored. No official or employee of EBRPSS 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 an EBRPSS computer system on which student information for students at a particular school is stored:

- (a) A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen and not emancipated. For a student who has reached the age of eighteen or is emancipated, such access is

limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.

- (b) A teacher of record. Such access shall be limited to information about the teacher's current students.
- (c) The school principal and school registrar.
- (d) EBRPSS employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform the person's duties.
- (e) A person authorized by the superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
- (f) A person authorized by the State of Louisiana to audit student records.

The following persons may access a computer of EBRPSS on which student information for students from throughout the system is stored:

- (a) The superintendent of EBRPSS.
- (b) EBRPSS employee designated by the superintendent. Such access shall be limited to student information necessary to perform the person's duties.
- (c) A person authorized by the superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
- (d) A person authorized by the State of Louisiana to audit student records.

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 has access.

## **V. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the taking of surveys, the collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**East Baton Rouge Parish School System (EBRPSS) has developed and adopted policies**, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. EBRPSS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. EBRPSS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. EBRPSS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **VI. EAST BATON ROUGE PARISH SCHOOL SYSTEM NOTICE OF USE OF PERSONAL HEALTH INFORMATION**

**This Notice Describes How Medical Information About Your Child May Be Used and Disclosed and How You Can Get Access to This Information. Please Review it Carefully.**

The East Baton Rouge School System understands that information we collect about your child and their health is personal. Health records of students are considered education records and protected by FERPA (See Notification III). Keeping health information of your child private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the system's Privacy Officer your concerns about how their health information is shared. The law says:

1. We must keep their health information from others who do not need it.
2. You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request.

Your child may receive certain services from nurses, therapists, social workers, doctors, or other health care-related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program

(IEP), Individualized Accommodation Plan (IAP), or another plan document. This use may cover such health services your child had before now or may have later.

We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services as a result of the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child for reimbursement by Medicaid.

We may share your health care information with health plans, insurance companies, or government programs to help get the benefits and so that the School System can be paid or pay for such health care or medical services.

In most cases, you may see your child's health information, but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs.

If you think some of the health information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information. However, the request cannot include dates before April 14, 2003.

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

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

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

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

We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety.

This notice is yours. You may ask for a copy at any time. If there are important changes to this notice, you will get a new one within 60 days.

If you have questions about this notice of privacy rights of your child or that such rights have been violated, you can contact:

**East Baton Rouge Parish School System  
Privacy Office Telephone: (225) 922-5619  
General Counsel  
1050 South Foster Drive  
Baton Rouge, Louisiana 70806**

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

August 8, 2019

Dear Parents, Guardians, and Students:

Thank you for choosing East Baton Rouge Parish Schools to educate your children. Our responsibility is to provide exceptional opportunities in academics, arts and athletics as well as build character in your child.

We ask that you make sure your child attends school each day and is prepared to make the best of it. Well balanced meals and a good night's sleep are the best ways to ensure this.

The Students Rights and Responsibilities Handbook and Discipline Policy, establishes clear behavior expectations to ensure the safety of your child and of other children. The handbook establishes your "rights" as a member of the learning community and your "responsibilities" to others.

The handbook contains detailed information about the school system's Zero Tolerance Policy. In short, the following violations will result in a student's expulsion: the use or possession of weapons, explosives, illegal narcotics, drugs or controlled substances; and participation in physical attacks or batteries or two (or more)-on-one fights. Further, the police may be called in instances when there is a fight involving students fourteen years of age or older, making students subject to arrest. To avoid these consequences, we encourage parents to discuss with their children the importance of conducting themselves in an appropriate manner while at school or any school-sponsored event.

We want students to enjoy their time at school and to be successful; so, let me offer some suggestions:

1. Please get involved in your school, and participate in activities and organizations sponsored by your teachers.
2. Please be prepared and ready to learn. Make sure you arrive at school and class on time.
3. Please treat other students, teachers, staff members, administrators and others in the school with dignity and respect.
4. If you have a concern about something happening at your school which creates an unsafe situation or condition, talk to a teacher or responsible adult immediately.

Wishing you all the best for a great school year in 2019 – 2020.

Sincerely,



Warren Drake  
Superintendent of Schools

## ONE TEAM, ONE MISSION

The East Baton Rouge Parish School System and all of its entities (including Career and Technical Education Programs) does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 1681) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Andrew Davis, Director of Risk Management (ADavis@ebprschools.org) - phone (225) 929-8705. The Section 504 Coordinator is Elizabeth Taylor Chapman, Director of Exceptional Student Services (ETaylor@ebprschools.org) - phone (225) 929-8600.

A SACS/CASI Accredited School District

*Building the Future of Baton Rouge*

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## VII. PARENT & FAMILY ENGAGEMENT IN EDUCATION

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

### **DISTRICT LEVEL RESPONSIBILITIES**

At the district level, the School Board shall:

1. Involve parents and family members in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
  - a. appointing to, and interacting with, each school's *School Improvement Team*, which is actively involved with assessing needs and addressing these needs in the school;
  - b. conducting open public workshops on major issues;
  - c. holding regular School Board meetings, with opportunities for the Board to receive public input and comments; these meetings are televised on local cable television with periodic replays for greater viewership and public exposure;
  - d. requiring each school to conduct an annual town meeting;
  - e. encouraging school based parental organizations, such as PTA, PTO, etc.
2. Provide coordination of various programs that involve parents, technical assistance, and other support necessary to assist every public school in East Baton Rouge Parish in planning and implementing effective parental involvement programs and strategies.
3. Coordinate and integrate parent and family engagement programs with other programs that promote parent and family engagement.
4. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of components and strategies of the Board's parental involvement 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 Board, including identifying barriers to greater participation by parents in educational and parental involvement 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 involvement, and to revise, if necessary, the parental involvement policies and procedures.
5. Distribute to parents information about the East Baton Rouge Parish School District'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. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.

6. Submit with *Every Student Succeed Act (ESSA) Consolidated Application* plan to the Louisiana Department of Education comments of parents and/or family members of participating children who are not satisfied with components of the parent and family engagement program.
7. Inform and notify parents and organizations of the existence of a parent and family information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

#### **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 East Baton Rouge Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents and/or family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's educational programs and to explain components of the parent and family engagement program, and the right of parents and family members to be involved.
2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day 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 and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of parental involvement programs, including the planning, development, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide plan.
4. Provide parents and family members, especially those of participating children in ESSA programs:
  - a. timely information about educational and parent and family engagement 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 proficiency level students are expected to meet;
  - c. if requested by parents or family members, 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.
5. If the schoolwide parent and family engagement program plan is not satisfactory to the parents or family members of participating children, submit any parent or family member 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 East Baton Rouge School Board:

1. Shall provide assistance to parents and family members of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parent and family engagement program, 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 and family members to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement.
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 and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school.



4. Shall, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other outreach educational programs, such as Head Start, Reading First, Early Reading First, Even Start, and public preschool and other programs, and conduct other activities, such as parent and family 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 and family 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 and family members 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 parent and family engagement activities, including transportation, appropriate refreshments, and/or childcare costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents and family members to enhance the involvement of other parents and family members.
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 parent and family engagement.
12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.
13. May establish a districtwide parent and family advisory council to provide advice on all matters related to parent and family engagement in programs.
14. May develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.
15. Shall provide such other reasonable support for parent and family engagement activities as parents may request.
16. Shall provide, to the extent practicable, full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents and family members understand.

#### **PARENT & FAMILY RESPONSIBILITIES**

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success are dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time.
2. Supervise completion of all homework assignments.
3. Assure proper hygiene and daily cleanliness of their children.
4. Make sure children are dressed properly, in accordance with the uniform or dress code.

5. Make sure that children get adequate amounts of sleep nightly.
6. Visit and discuss their child's academic progress regularly with teachers.
7. Discuss academic progress and school events regularly with their child.
8. Instill proper respect for parents, teachers, and other adults.
9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.
10. When feasible, attend school-sponsored programs in which their child may participate.
11. When feasible, join and be active in parent/teacher organizations.

#### **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 the means by which the school and parents will build 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. compact shall be discussed as the compact relates to the individual child's achievement;
  - b. frequent reports to parents on their children's progress;
  - c. reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - d. parent and family 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 parent and family engagement 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 East Baton Rouge Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Volunteers in Public Schools (VIPS), 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 East Baton Rouge Parish public schools.

## VIII. EDUCATION FOR HOMELESS CHILDREN AND YOUTH PROGRAM

East Baton Rouge Parish School Board Education for Homeless Children and Youth Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Public Law 107-110, Title VII-B of McKinney-Vento Homeless Assistance Act; 42 USC 11431 et seq.) (State Law: La. R.S. 17.238.) (BESE Policy: 1.012.00-1.012.05 and 2.012.22-2.012.04).

The Stewart B. McKinney Homeless Assistance Act (P.L. 107-110) defines the term "homeless person" as one who lacks a fixed, regular, and adequate nighttime residence that is:

Displaced due to a natural disaster

A shelter/transitional housing

The streets, cars, abandoned buildings, campgrounds, etc.

An institution that provides a temporary residence for individuals intended to be institutionalized

A residence with substandard living conditions not fit for human habitation—no electricity, no heat, no running water, no windows/doors, holes in the roof/floor, no way to cook/store food.

Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up) because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity.

Runaway children who have run away from home and live in a shelter or inadequate accommodations even if parents are willing to provide a home.

### SECTION THIRTY-EIGHT – FORMS

Procedure for Referring a Student to the Discipline Center for a Short-term Suspension

Instructions to Parents/Guardians of Students Assigned to Discipline Centers

PBIS Classroom Minor Behavior Tracking Form

Suspension / Expulsion Recommendation Form AP1/AP3

Discipline Center Attendance & Performance Report AP2

Student Disciplinary Action - Notice to Suspend Driving Privileges

Harassment, Intimidation, Bullying and Cyberbullying Behavior Checklist

School Behavior Report Form A

School Behavior Report Form B



## Discipline Centers

East Baton Rouge Parish School System  
2611 Dayton Street, Baton Rouge, LA 70805  
Phone (225) 356-2586 FAX (225) 357-2192

### Procedures for Referring a Student to the Discipline Center for a Short-term Suspension

1. All middle and high school centers are open from 7:00 am till 2:00 pm daily. New student registration is from 7:00 until 8:00 each day. Returning students must report by 7:30 am. All middle and high school students must be picked up at 1:30 pm daily.
2. The elementary center opens daily from 8:00 am until 2:30 pm daily. New student registration is from 8:00 until 8:30 each day. All returning students must report by 8:30. All elementary students must be picked up by 2:30 pm daily.
3. No transportation is provided for any student assigned to a discipline center.
4. Students should bring assignments with them daily. Textbooks are provided. No book bags are allowed.
5. Any absence from a discipline center during a suspension is recorded. Any documentation must be submitted to the home school.
6. A student may attend the center of his/her parent's choice (usually the one closest to his/her home).
7. Give the student the a copy of the AP1 form assigning him/her to the discipline center along with the "Discipline Center Letter to Parents" showing start time and pick up time at the discipline centers.
8. When the student has completed his/her stay at the Discipline Center (successfully or unsuccessfully) the yellow copy of the AP2 form will be given to the student for their records.
9. The white copy of the AP2 form will be sent to the school via the "Pony" on the last day of the suspension indicating absences, behavior, etc.

#### ELEMENTARY:

Please make sure that students assigned to the discipline center have "enough" assignments to accommodate the length of the suspension. Although we have some materials for each grade level we do not have workbooks, worksheets, etc. for the lessons in which your students may be participating at any given time.

All long-term suspensions (11 – 20 days can only be assigned by the Hearings Office) and ESS students (on the 10<sup>th</sup> cumulative day he/she is suspended and all subsequent days in order to receive services) must be assigned to Eden Park Alternative Center for elementary students and Greenville Alternative at Beechwood for middle school students and EBR Readiness Alternative Academy for high school students. Transportation will be provided. Eden Park Alternative Center, Greenville Alternative at Beechwood, and EBR Readiness Alternative Academy shall not suspend any ESS student to a discipline center. Eden Park Alternative Center, Greenville Alternative at Beechwood, and EBR Readiness Alternative Academy shall not suspend any regular education student to a discipline center for more than four times and not more than five days each suspension.



EBR Readiness SA- Elementary Campus  
 Formerly Eden Park  
 East Baton Rouge Parish School System  
 1645 North Foster Drive  
 Baton Rouge, LA 70806  
 Office (225) 930-5637 Fax (225) 387-0697

**Elementary Campus**

Suspension	Expulsion
<b>Registration : 8:00 am-8:30 am daily</b> <b>Hours of Operation : 8:00am – 2:30pm daily</b>	<b>Registration and Orientation: 8:30am to 9:30 am</b> <b>Tuesdays and Thursdays ONLY</b> <b>Hours of Operation: 8:00 am to 3:25 pm daily</b>
<b>To the Parents/Guardians of Students Assigned to EBR Readiness- Elementary Campus</b>	
<b>Responsibilities and Guidelines:</b> 1. You must register your child on the first day of the suspension and bring this letter along with the assignment form (AP1) with you to the EBR Readiness Elementary Discipline Center (formerly Eden Park). <b>STUDENTS WILL NOT BE REGISTERED WITHOUT BOTH DOCUMENTS.</b> 2. You must make arrangements to drop off your child between 8:00 and 8:30 am each morning (all students must be seated by 8:30 am) and pick up your child promptly at 2:30 pm in accordance with the hours indicated above or risk denial of attendance for the remainder of the suspension. 3. You must make sure that your child follows the rules of the Discipline Center. <u>Students may be dismissed from the Discipline Center for misbehavior or for not working on task and completing assignments.</u> 4. You must provide emergency phone numbers to the Discipline Center in the event we need to reach you for any reason. 5. Students must wear their home school uniform to the Discipline Center. 6. <b>Students must bring all school assignments and materials needed from their home school. The assignments should be an hour of work in each major content area (Math, ELA, Science, Social Studies). Students will NOT be accepted without the mandated work. Book bags are allowed.</b> 7. If your child is absent for any reason while attending, you must notify the discipline center immediately. (225) 930-5637	<b>Responsibilities and Guidelines:</b> 1. You must register your child on the first Tuesday or Thursday following the expulsion hearing decision. Bring this letter along with the AP1/3 form, hearing decision assignment form, and drop packet from the home school with you to EBR Readiness Elementary Campus (formerly Eden Park) located at 1645 North Foster Drive. <b>STUDENTS WILL NOT BE REGISTERED WITHOUT ALL DOCUMENTS.</b> 2. You must attend orientation with your child on the day registered. Orientation is from 8:30am to 9:30am. 3. <b>Car Riders:</b> You must make arrangements to drop off your child between 8:00 and 8:30 am each morning (all students must be seated by 8:30 am) and pick up your child promptly at 3:15 pm. 4. Students must wear their home school uniform to orientation at Eden Park Center 5. Further information will be given during Orientation.

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

Date \_\_\_\_\_

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

*Please bring this letter and AP1/3 Form to Eden Park Discipline Center.*

[www.ebrrschools.org](http://www.ebrrschools.org)

BETTER SCHOOLS. BETTER FUTURES



## Discipline Centers

East Baton Rouge Parish School System  
2611 Dayton Street, Baton Rouge, LA 70805  
Phone (225) 356-2586 FAX (225) 357-2192

### Discipline Center Office

2611 Dayton Street  
• Phone: 356-2586  
Fax: 357-2192

### Middle School Students Only

Bogan Walk Center  
2550 Bogan Walk Dr.  
• Phone: 336-2029  
• Fax 336-9988

### Middle and High School Students may attend

Christa McAuliffe Center  
12000 Goodwood Blvd.  
• Phone: 226-7942  
• Fax: 226-7670

### Middle and High School Students may attend

Rosenwald Center  
2611 Dayton Street  
• Phone: 356-1463  
• Fax: 357-2192

## East Baton Rouge Parish Discipline Centers

Registration: 7:00 am - 8:00 am Daily  
Hours of Operation: 7:00 am - 1:30 pm Daily

### To Parents/Guardians of Students Assigned to Discipline Centers:

#### Responsibilities and Guidelines

1. You must register your child on the first day of the suspension and bring this letter along with the assignment form (AP1) with you to the Discipline Center to which your child is assigned.
2. You must make arrangements to drop off your child between 7:00 – 7:30 am each morning (all students must be seated by 7:30 am) and pick up your child promptly at 1:30 pm in accordance with the hours indicated above or risk denial of attendance for the remainder of the suspension.
3. You must make sure your child follows the rules of the discipline center. Students may be dismissed from the Discipline Center for misbehavior or for not working on task and completing assignments.
4. You must provide emergency phone numbers to the Discipline Center in the event we need to reach you for any reason.
5. Students must wear their home school uniform to the Discipline Center; no school/team spirit shirts are allowed.
6. Students may not wear a "hoodie" or any jacket with a hood inside a Discipline Center classroom.
7. Cell phones, book bags and all other electronic devices are not allowed in any Middle/High Discipline Center.
8. If your child is absent for any reason while attending a Discipline Center, you must notify the Discipline Center to which your child is assigned.
9. Students may bring inexpensive headphones for classroom use. Discipline Center staff are not responsible for said headphones.
10. If the center to which your child is assigned is at capacity you may call the next closest center to you to enroll your child.

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

\_\_\_\_\_  
Date

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

Please bring this letter and the AP1 Form to the Discipline Center to which you have been assigned..



School's Name \_\_\_\_\_

Address \_\_\_\_\_

Office# \_\_\_\_\_ Fax# \_\_\_\_\_

**EBRPSS District-wide PBIS Classroom Minor Behavior Tracking Form**

Referring Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_ 504: Y/N

Student Name: \_\_\_\_\_ Gender: M / F Grade: \_\_\_\_\_ ESS: Y/N

Provide incident location, if other than classroom:

1. Class/Lesson Disruption: Sounds, Drumming, Tapping	11. Taking Other's Property
2. Disrespect: Talking Back, Mocking, Gestures	12. Tardy: Class/School
3. Dress Code/Uniform Violation	13. Teasing/Name-calling/Harassment/Bullying
4. Inappropriate Language	14. Technology Violation: Misuse: Electronic Equipment and /or Devices
5. Out of Seat	15. Materials not brought to class
6. Physical Contact: Pushing/Pulling/Shoving/Horseplay	16. Forgery/Cheating on assigned work
7. Possessing Prohibited Item(s)	17. Excessive talking or constant disruptions
8. Property/Equipment Misuse	18. Eating or drinking in class
9. Refusing to Follow Directions	19. Disturbing Others
10. Refusing to do assigned work (sleeping in class, head on desk, etc.)	20. Other(s)

**Possible Motivations:**

- |                          |                           |                 |                |
|--------------------------|---------------------------|-----------------|----------------|
| 1. Avoid Adult Attention | 3. Obtain Peer Attention  | 5. Avoid task   | 7. Do not know |
| 2. Avoid peer Attention  | 4. Obtain Adult Attention | 6. Obtain Items | 8. Other _____ |

**Others Involved:**

- |          |            |               |                |
|----------|------------|---------------|----------------|
| 1. None  | 3. Staff   | 5. Substitute | 7. Other _____ |
| 2. Peers | 4. Teacher | 6. Unknown    |                |

**Other Possible Interventions:**

- |                       |                           |                            |                        |
|-----------------------|---------------------------|----------------------------|------------------------|
| 1. Student Conference | 5. Phone Parent           | 9. Curricular modification | 13. Extra Time on Task |
| 2. Student Contract   | 6. Time Out               | 10. Social Skills Class    | 14. Verbal Cues        |
| 3. Seating Change     | 7. Loss of Item/Privilege | 11. Peer Mediation         | 15. Counselor consult  |
| 4. Recovery in Room   | 8. Loss of recess         | 12. Buddy Instruction      | 16. Lunch isolation    |

<u>Date of Offense</u>	<u>Type of Offense (#)</u>	<u>Suggested Intervention</u>	<u>Others Involved</u>	<u>Possible Motivation</u>	<u>Student Signature</u>
1. _____	_____	Verbal Warning	_____	_____	_____
2. _____	_____	Student/Teacher Conference	_____	_____	_____
3. _____	_____	Behavior Reflection Sheet and Parental Contact (email)	_____	_____	_____
4. _____	_____	Parental Contact	_____	_____	_____

\_\_\_\_\_ was contacted after the fourth offense on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ and informed that offense numbers five and seven will result in an after school clinic, TOR, or other school-based consequences.

<u>Date of Offense</u>	<u>Type of Offense (#)</u>	<u>Suggested Intervention</u>	<u>Others Involved</u>	<u>Possible Motivation</u>	<u>Student Signature</u>
1. _____	_____	After School Clinic	_____	_____	_____
2. _____	_____	Parental Suspension	_____	_____	_____
3. _____	_____	After School Clinic	_____	_____	_____

## API SUSPENSION FORM

**Part I**

PARISH _____ SCHOOL _____ REF BY _____ ADMIN NAME _____ TO _____	STUDENT _____ STUDENT ID _____ DATE _____ GRADE _____ TELEPHONE _____ BIRTHDATE _____ RACE _____ GENDER _____ REFERRED TO PUPIL APPRAISAL <input type="radio"/> YES <input type="radio"/> NO
--	--

The student is subject to the following discipline procedures:

REGULAR EDUCATION     
  SECTION 804     
  SPECIAL EDUCATION

If Section 804 - Send a copy to the Section 804 Coordinator

If Special Education - Send a copy to the Special Education Supervisor

**Part II**

Your child has been suspended from

<b>TYPE OF SUSPENSION</b>	
Incident Time: _____	Location: _____
Alternate Site Suspension From _____	and can return on _____
Discipline Center Location: _____	Discipline Center Info: _____

Parents must accompany students to the Discipline Center on the first day of assignment. Your child should attend the Discipline Center for all the days indicated below. The Discipline Center opens at 7:00 a.m. All students must arrive no later than 7:30 a.m. each morning and must be picked up promptly at 1:30 p.m. each afternoon. Transportation must be provided by the parent. Students must behave appropriately while at the Discipline Center and complete assignments as directed by their teacher and/or their moderator. If the student does not attend the Discipline Center the days will be counted as unexcused absences. Continued referrals to the Discipline Center could result in assignment to an alternative program.

This is the Alternate Site Suspension, and it is for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remarks:

We regret that it has been necessary to take this disciplinary action. If you desire further information concerning this matter, you may contact me at telephone no. \_\_\_\_\_. We are hopeful that our coordinated efforts will lead to a better understanding and a solution to the problem.

**STATE LAW PROVIDES THAT A STUDENT MAY BE RECOMMENDED FOR EXPLUSION AT ANY TIME FOR ANY SERIOUS VIOLATION OF SCHOOL REGULATIONS AND SHALL BE RECOMMENDED FOR EXPULSION ON THE FOURTH SUSPENSION.**

Other Comments:

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
PRINCIPAL OR ASST PRINCIPAL

Distribution: (1) Parent (2) S.C.W.A. (3) Superintendent (4) Principal





**DISCIPLINE CENTER  
ATTENDANCE & PERFORMANCE REPORT**

**Student Name** \_\_\_\_\_ **SID** \_\_\_\_\_

**Referring School** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Race** \_\_\_\_\_

**Beginning Date** \_\_\_\_\_ **Return Date** \_\_\_\_\_ **Sex** \_\_\_\_\_

The above named student has completed attendance time and work assigned as indicated below at this Discipline Center and may now return to the above listed referring school. The documentation for completed assignments is attached and must be returned by the student to the school administrator.

**Days Suspended** \_\_\_\_\_ **Days Present** \_\_\_\_\_ **Dates Absent**


The assessments below indicate the student's compliance with discipline center assignments correlating to the Comprehensive Curriculum.  
The appropriate assessments are indicated.

**Worked on Task** Yes No

**Mathematics** Unit(s)

**Completed Assignments** Yes No

**English** Unit(s)

**Good Classroom Behavior** Yes No

**Science** Unit(s)

**Good Class Participation** Yes No

**Social Studies** Unit(s)

**Additional Comments:**

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<b>D.C. Staff</b>		<b>D.C. Location</b>	
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<small>WHITE - School</small>	<small>YELLOW - Student</small>	<small>PINK - Discipline Center Revised - 10.02.05</small>
-------------------------------	---------------------------------	--

**STUDENT DISCIPLINARY ACTION  
NOTICE TO SUSPEND DRIVING PRIVILEGES**

\_\_\_\_\_  
Date

Office of Motor Vehicles  
P.O. Box 64886  
Baton Rouge, LA 70896

**Student Information**

Legal Name: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Street SSN: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Date Suspension Started: \_\_\_\_\_

**Parent/Custodial Parent/Guardian**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Last First Middle Last First Middle

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Street \_\_\_\_\_  
Street

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

The above named student has been expelled or suspended from school or assigned to an alternative educational setting for ten or more consecutive school days in accordance with R.S. 32:431. The governing authority of this school has promulgated rules and regulations to implement the provisions of R.S. 17:416.1(D). The attached student disciplinary documentation is being forwarded.

\_\_\_\_\_  
Name of School \_\_\_\_\_ Telephone Number

\_\_\_\_\_  
Signature of Principal/Headmaster

**Directions:** In accordance with Act 861 of the 2012 Legislative Session, this form is to be used to investigate and document the details of each reported incident of bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to or from school.

<b>Date of Report:</b>	<b>School Name:</b>	
<b>District:</b>	<b>Date of Incident:</b>	<b>Time of Incident (if known):</b>

**INTERVIEWS CONDUCTED:** (Check all that apply and attach a separate sheet if necessary.)

**Interviewed Reporter** **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interviewed Alleged Victim(s)** **Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interviewed Alleged Offender(s)** **Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Interviewed Witness(es)** **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interviewed Parent(s)/Guardian(s) of Alleged Victim: Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Summary of the interview:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interviewed Parent(s)/Guardian(s) of Alleged Offender: Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Summary of the interview:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any prior documented incidents by the alleged offender?  Yes  No

DOCUMENTATION AND NOTIFICATION REQUIREMENTS		
Date of incident report:	Date investigation began:	Date investigation completed:

INVESTIGATION DETERMINATION			
<b>Name(s) of alleged victim(s)</b>	<b>Age</b>	<b>Sex</b>	<b>Grade</b>
<b>Name(s) of alleged offender(s)</b>	<b>Age</b>	<b>Sex</b>	<b>Grade</b>
<b>Name(s) of witness(es), if applicable</b>			

Where did the incident happen (choose all that apply)?

- Classroom  
  Lunchroom  
  School Bus  
  Locker Room/Area  
  Restroom  
  Hallway  
  Bus Stop  
  Parking Lot  
 On the way to/from school  
  Playground  
  Internet  
  Cell Phone  
  At a school sponsored activity or event off school property  
 Other (Please Specify) \_\_\_\_\_

Check all items below that apply:

<b>VERBAL</b>
<input type="checkbox"/> Name-calling <input type="checkbox"/> Taunting/ridiculing <input type="checkbox"/> Mocking <input type="checkbox"/> Making offensive comments <input type="checkbox"/> Teasing <input type="checkbox"/> Demeaning comments <input type="checkbox"/> Other (please state) _____
<b>PHYSICAL</b>
<input type="checkbox"/> Kicking <input type="checkbox"/> Hitting/punching <input type="checkbox"/> Pushing <input type="checkbox"/> Pinching <input type="checkbox"/> Stalking <input type="checkbox"/> Inappropriate touching <input type="checkbox"/> Other (please state) _____
<b>EMOTIONAL</b>
<input type="checkbox"/> Offensive graffiti <input type="checkbox"/> Excluding from group <input type="checkbox"/> Spreading rumors <input type="checkbox"/> Being forced to do something against his/her will <input type="checkbox"/> Taking possessions/money <input type="checkbox"/> Other (please state) _____
<b>ELECTRONIC AGGRESSION</b>
<input type="checkbox"/> Offensive text messages <input type="checkbox"/> Offensive e-mails <input type="checkbox"/> Sending degrading images <input type="checkbox"/> Posting rumors or lies about someone <input type="checkbox"/> Assuming a person's electronic identity with the intent of causing harm <input type="checkbox"/> Other (please state) _____

Physical evidence, if available:  Graffiti  
 Notes  
 E-mail  
 Websites  
 Video/Audio

Incident reported to parent/guardian of alleged victim within one school day of receipt of bullying complaint?

Yes  
 No  
 Initials of school official: \_\_\_\_\_

Incident reported to parent/guardian of alleged offender within one school day of receipt of bullying complaint?

Yes  
 No  
 Initials of school official: \_\_\_\_\_

Additional pertinent information gained during investigation: (attach a separate sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Based on this investigation, the school administration determines the following:

There was a determination of bullying?  Yes  No

Yes – Take prompt and appropriate disciplinary actions pursuant to R.S. 17:416 and 416.2

No – If a violation of the another provision in the student code of conduct, take appropriate action.

Upon completion of an investigation, the principal/designee will notify the reporter and parents/legal guardian of the students involved of the findings and the result of the investigation.

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

Summary of Investigation:

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Principal/Designee Signature:	Date:
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In accordance with R. S. 17:416(A) the purpose of this report is to inform parents/guardians of a behavior incident on the school campus, in the classroom, cafeteria, gymnasium, auditorium, elsewhere at the school or during school-related activities, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety, well-being or education of other students, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences.

<b>Name of Student:</b>	<b>Phone:</b>	<b>Grade/Section:</b>	
<b>Name of Teacher/Staff:</b>	<b>Teacher/Staff/Location:</b>		
<b>Name of Principal:</b>	<b>School:</b>		
<b>Check One:</b> <input type="checkbox"/> Regular Education <input type="checkbox"/> 504 <input type="checkbox"/> Special Education	<b>Date of Incident:</b>	<b>Time:</b>	<b>Location:</b>

<b>Time Code:</b>	<b>01</b> Before School on Grounds, <b>02</b> During Class, <b>03</b> Between Classes, <b>04</b> After Normal School Hours & Supervised, <b>05</b> To/From School, <b>06</b> At Bus Stop or Transfer Station, <b>07</b> During School Extracurricular/Assembly Event, <b>08</b> Recess, Club, Free Time, <b>09</b> Homeroom, <b>10</b> Breakfast/Lunch
<b>Location Code:</b>	<b>01</b> Classroom, <b>02</b> Restroom, <b>03</b> Lunchroom, <b>04</b> Hallway, <b>05</b> Playground, <b>07</b> At Bus Stop or Transfer Station, <b>08</b> Parking Lot, <b>09</b> Locker Room, <b>10</b> Cell Phone, <b>11</b> Internet, <b>12</b> To or From School, <b>13</b> School Sponsored Event, <b>14</b> Home, <b>98</b> Offsite Program, <b>99</b> Other

**INFRACTION/REASON CODES (Check all that apply)**

- |   |  |  |  |
|---|--|--|--|
| 01. <input type="checkbox"/> Willful disobedience   | 11. <input type="checkbox"/> Cuts, defaces, or injures any part of public school buildings/vandalism   | 17. <input type="checkbox"/> Violates traffic and safety regulations                               | 36. <input type="checkbox"/> Cyber Bullying (*complete Bullying Form)                        |
| 02. <input type="checkbox"/> Treats an authority with disrespect  | 12. <input type="checkbox"/> Writes profane and/or obscene language or draws obscene pictures  | 18. <input type="checkbox"/> Leaves school premises or classroom without permission                | 37. <input type="checkbox"/> False Alarm/Bomb Threat   |
| 03. <input type="checkbox"/> Makes an unfounded charge against authority  | 13. <input type="checkbox"/> Possesses weapon (s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the Weapon Type code.  | 19. <input type="checkbox"/> Is habitually tardy and/or absent                                     | 38. <input type="checkbox"/> Forgery   |
| 04. <input type="checkbox"/> Uses profane and/or obscene language   | 14. <input type="checkbox"/> Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 1/2" - refer to code 31). | 20. <input type="checkbox"/> Takes another's property or possessions without permission            | 39. <input type="checkbox"/> Gambling  |
| 05. <input type="checkbox"/> Commits immoral or vicious practices   |  | 21. <input type="checkbox"/> Commits any other serious offense                                     | 40. <input type="checkbox"/> Public Indecency  |
| 06. <input type="checkbox"/> Conduct or habits injurious to his/her associates  |  | 30. <input type="checkbox"/> Discharge or use of weapon(s) prohibited by federal law               | 41. <input type="checkbox"/> Obscene behavior or Possession of Obscene/Pornographic Material |
| 07. <input type="checkbox"/> Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form |  | 31. <input type="checkbox"/> Possesses pocket knife or blade cutter with a blade length < 2 1/2"   | 42. <input type="checkbox"/> Unauthorized use of Technology                                  |
| 08. <input type="checkbox"/> Uses or possesses tobacco, lighter, or matches   |  | 33. <input type="checkbox"/> Use of OTC medication in a manner other than prescribed or authorized | 43. <input type="checkbox"/> Improper dress  |
| 09. <input type="checkbox"/> Uses or possesses alcoholic beverages  | 15. <input type="checkbox"/> Throws missiles liable to injure others   | 34. <input type="checkbox"/> Possession of Body Armor  | 44. <input type="checkbox"/> Academic dishonesty   |
| 10. <input type="checkbox"/> Disturbs the school or habitually violates any rule  | 16. <input type="checkbox"/> Instigates or participates in fights while under school supervision   | 35. <input type="checkbox"/> Bullying/Harrassment (*complete Bullying Form)                        | 45. <input type="checkbox"/> Trespassing Violation   |
|   |  |  | 46. <input type="checkbox"/> Failure to Serve Assigned Consequence                           |
|   |  |  | 47. <input type="checkbox"/> Misusing Internet/ Violates electronic/ Technology policy       |
|   |  |  | 48. <input type="checkbox"/> Sexual Harassment   |
|   |  |  | 49. <input type="checkbox"/> False Report  |
|   |  |  | 50. <input type="checkbox"/> Crime of Violence (per R.S. 14:28)                              |

**REMARKS/DESCRIPTION OF INCIDENT:** \_\_\_\_\_

\_\_\_\_\_

**ACTION(S) TAKEN BY TEACHER OR OTHER SCHOOL EMPLOYEE**

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> (circle one) or other \_\_\_\_\_ cumulative behavioral referral(s). I have taken the following action(s):

- |  |   |   |
|--|---|---|
| 011 <input type="checkbox"/> Referred to Office        | 022 <input type="checkbox"/> Therapeutic Removal    | 030 <input type="checkbox"/> Restorative Practices Implemented    |
| 012 <input type="checkbox"/> Referred to Counselor     | 025 <input type="checkbox"/> Intervention Room      | 173 <input type="checkbox"/> Conference with Parents or Guardians |
| 013 <input type="checkbox"/> Referred to Social Worker | 080 <input type="checkbox"/> Assigned Remedial Work | 175 <input type="checkbox"/> Conference with Principal            |
| 014 <input type="checkbox"/> Referred to SBLC          | 120 <input type="checkbox"/> Student Conference     | 999 <input type="checkbox"/> Other Action _____                   |
| 018 <input type="checkbox"/> Secondary Referral (PBIS) | 140 <input type="checkbox"/> Student Reprimand      |   |
| 019 <input type="checkbox"/> Tertiary Referral (PBIS)  | 160 <input type="checkbox"/> Loss of Privileges     |   |

Contact Parent/Guardian? <input type="checkbox"/> Y <input type="checkbox"/> N	Date: _____	Time: _____	<input type="checkbox"/> Phone Call	<input type="checkbox"/> Letter	<input type="checkbox"/> Conference Date: _____	Time: _____
<b>RECOMMENDATION(S) BY TEACHER OR OTHER SCHOOL EMPLOYEE:</b>						
Signature of School Employee: _____						Date: _____

**ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR**

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> (circle one) or other \_\_\_\_\_ cumulative behavioral referral(s). I have taken the following action(s):

- |   |   |   |
|---|---|---|
| 000 <input type="checkbox"/> No Action - only use if no reportable action was taken | 014 <input type="checkbox"/> Referred to School Building Level Committee (SBLC) | 080 <input type="checkbox"/> Assigned Remedial Work   |
| 001 <input type="checkbox"/> Expulsion Recommendation                               | 016 <input type="checkbox"/> Court Referral Date: _____                         | 120 <input type="checkbox"/> Student Conference Date: _____   |
| 002 <input type="checkbox"/> Suspension Out of School from ___ to ___               | 017 <input type="checkbox"/> Enforcement Referral (Arrest Resulted Y N)         | 140 <input type="checkbox"/> Student Reprimand  |
| 004 <input type="checkbox"/> Suspension in School from ___ to ___                   | 020 <input type="checkbox"/> TOR (Time Out Room)                                | 160 <input type="checkbox"/> Loss of Privileges   |
| 006 <input type="checkbox"/> Suspension Alternative Site from ___ to ___            | 030 <input type="checkbox"/> Restorative Practices Implemented                  | 173 <input type="checkbox"/> Conference w/ Parents or Guardians on: _____   |
| 012 <input type="checkbox"/> Referred to Counselor                                  | 040 <input type="checkbox"/> In School Detention from ___ to ___                | 175 <input type="checkbox"/> Conference w/ Principal on: _____  |
| 013 <input type="checkbox"/> Referral to Social Worker                              | 043 <input type="checkbox"/> After School Detention from ___ to ___             | 180 <input type="checkbox"/> Corporal Punishment (if checked, complete "Corporal Punishment" Incidence Checklist) |
|   | 045 <input type="checkbox"/> Weekend Detention from ___ to ___                  | 999 <input type="checkbox"/> Other Action(s): _____   |

Perpetrator: Serious Bodily Injury  Y  N Medical Treatment  Y  N Victim: Serious Bodily Injury  Y  N Medical Treatment  Y  N

Contact Parent/Guardian? <input type="checkbox"/> Y <input type="checkbox"/> N	Date: _____	Time: _____	<input type="checkbox"/> Phone Call	<input type="checkbox"/> Letter	<input type="checkbox"/> Conference Date: _____	Time: _____
SIS Primary Infraction/Reason Code Entered: _____			Signature of Principal: _____			Date: _____

**COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Student: _____	Signature of Parent/Guardian: _____	Current Date: _____
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Check appropriate blocks as copies of the document are supplied:

- Parent/Guardian  School's Pupil File  Employee Filing this Report  Principal

**\*NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

**\*\*Attachments:** Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral.



**CORPORAL PUNISHMENT INCIDENCE CHECKLIST**

**Directions:** This form is to be used by schools to document the details of each instance of the administration of corporal punishment as a disciplinary measure.

School Name \_\_\_\_\_ District Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Gender:  Male  Female

Ethnic Origin of Student  American Indian or Alaskan Native  Asian  Black/African American  
 Native Hawaiian or other Pacific Islander  Hispanic  White

Date of Incident \_\_\_\_\_ Location of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Describe the incident that resulted in the administration of corporal punishment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of teacher(s) and/or school employee(s) who witnessed the student's misbehavior:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_

Number of disciplinary infractions committed by student prior to receiving corporal punishment:  One  Two  Three  Four  Five or More

Behavioral Supports provided to the student prior to the use of corporal punishment (check all that apply):		
<input type="checkbox"/> Verbal Warning	<input type="checkbox"/> Assignment of Behavior Modification	<input type="checkbox"/> In-School Suspension
<input type="checkbox"/> Teacher Conference with Student/Parent/Guardian	<input type="checkbox"/> Telephone Call or Note to Parent/Guardian	<input type="checkbox"/> Out-of-school suspension
<input type="checkbox"/> Counselor Conference with Student/Parent/Guardian	<input type="checkbox"/> Loss of Privileges	<input type="checkbox"/> Alternative School Placement
<input type="checkbox"/> Administrator Conference with Student/Parent/Guardian	<input type="checkbox"/> After school detention	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Saturday Suspension	_____

Name, title, and signature of the individual who administered the corporal punishment:

Name/Title \_\_\_\_\_ Signature \_\_\_\_\_

Name and signature of individual(s) who witnessed the corporal punishment:

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_