



# **STUDENT HANDBOOK**

## **RIGHTS & RESPONSIBILITIES & DISCIPLINE POLICY**

**Effective 2017-2018**

**Ascension Parish School Board  
Donaldsonville, Louisiana  
391-7000 / 257-2000  
[www.apsb.org](http://www.apsb.org)**

**\*\* NOTES \*\***

**Approved by the APSB  
May 2017**

## ASCENSION 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!

We hereby acknowledge that we have read the Student Rights and Responsibilities Handbook, which includes the APSB Parental Involvement Policy and Title I Parent Complaint Procedures (state and local). We agree that the student shall be accountable for ALL rules and regulations in this Handbook.

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

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

Names of other children attending Ascension 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 APSB employees read the Acceptable Use Policy (**Appendix E**). 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 as described in **Appendix P**, the parent shall notify the school in writing.

(PLEASE CUT ALONG THIS LINE)

(PLEASE CUT ALONG THIS LINE)

**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), 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 at <https://iis.apsb.org/privacy>.

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 ensure eligibility for TOPS, you **must** sign to provide your consent.

**APSB will follow all local, state, and federal data security rules and only share the data that is required for the purpose stated.**

**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

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 until revoked in writing by parent or a student over the age of 18.

_____ Signature of Parent/Legal Guardian	_____ My Child’s Full Name	_____ Grade
_____ Printed Name of Parent/Legal Guardian	_____ School Name	_____ Date

**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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## I. MISSION STATEMENT

The mission of the Ascension Parish School System is to provide each student the high-quality education necessary to succeed in an ever-changing world.

In the classrooms of the Ascension Parish Public School Board, there is a place for every child.

All public schools in our parish are state approved, recognized by the Louisiana Department of Education as meeting standards prescribed by the State Board of Elementary and Secondary Education. In addition to the state accreditation, all schools have attained regional accreditation through the Southern Association of Colleges and Schools. (SACS)

## II. POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Our district vision for discipline is that all students will have a safe, positive, caring, learning environment with schools focused on providing consistent rules, discipline, positive values, and the social skills. In order to accomplish our district's vision, schools have adopted **School-Wide Positive Behavior Intervention Support (SW-PBIS)**, an evidence based discipline practice.

School-Wide Positive Behavior **Intervention** Support (SW-PBIS) is comprised of a broad range of systemic and individual strategies for achieving important social and learning outcomes while preventing problem behavior with all students. SW-PBIS is not a specific "model", but a compilation of effective practices, interventions, and systems change strategies that have a long history of empirical support and development and individually have been demonstrated to be empirically effective and efficient. (*Blueprint, University of Oregon, 2004*).

The goal of PBIS is academic and social success. This goal is accomplished through the developments of universal expectations for all students, support plans for students at risk, and individualized programs for students with significant behavior challenges. The principal practices include, but are not limited to:

- defining expectations;
- teaching expectations and social skills necessary for students to meet the expectations;
- implementing contextual changes to support meeting expectations; and
- implementing strategies to increasing performance of expectations including frequent reinforcement and corrective consequences.

When implemented together with this *Student Handbook*, the PBIS policy is designed to provide a quality education with consistent rules and discipline.

## A MESSAGE FROM THE APSB SUPERINTENDENT

Dear Students:

Welcome to a new school year. I hope that this will be one of your best school years ever. This handbook is provided to help you have a smooth, productive experience in our school system. It explains both your rights and your responsibilities as a student. Your following these guidelines will help to promote a safe, healthy, and positive school environment for you and your fellow students.

We want you to have the best possible educational experience in our school system. Consequently, we emphasize the importance of respect among fellow students, faculty, staff, and administration. We want you to have a strong support system, so we urge you to develop strong, positive relationships with your teachers, administrators, and other adults on campus.

We encourage you to work hard to acquire all of the academic, technical, and social skills you will need to be successful in whatever endeavors you pursue when you finish school. The same skills that will make you successful in school—hard work, discipline, responsibility, a positive attitude, teamwork, respect for and an ability to get along with others—will make you successful in the 21<sup>st</sup> century workplace. We urge you to take full advantage of the many opportunities your school experience will provide for you to develop these skills. They will serve you well for a lifetime.

Again, I wish you the best, and we are all looking forward to another great school year.

With best regards,

A handwritten signature in blue ink, appearing to read 'David Alexander', written in a cursive style.

David Alexander  
Superintendent  
Ascension Parish School Board



## POINTS REQUIRING SPECIAL ATTENTION

1. Ignorance of the law (Federal or State), this Handbook, APSB Policy, or school rules is not a defense to any disciplinary action for commission of acts warranting discipline.
2. School administrators shall notify or request assistance of law enforcement officials whenever there is suspicion that a criminal offense has been committed on school property or at school-sponsored functions.
3. Students qualified under the Individuals with Disabilities Education Act (IDEA) or under the Rehabilitation Act (Section 504) shall be disciplined in accordance with those laws. Specific procedures regarding discipline, complaints, and due process for students with disabilities qualified for services under the *IDEA* can be found in the *Louisiana Educational Rights of Children with Disabilities Booklet [Booklet]*. Every parent of a student with disabilities will be provided the rights booklet at least once annually. The booklet is also posted online and is posted at the LeBlanc Special Services – Special Education Department.
4. A conspiracy or agreement to commit any disciplinary offense on school property or at a school-sponsored event shall be punishable by disciplinary action, even if the conspiracy/agreement occurs off of school property or outside of school-sponsored events. **For Example:** If a student at home telephones another student at home to arrange a transaction involving drugs, and the transaction is planned to take place on school property, then each student shall be guilty of conspiracy to commit a disciplinary offense and be punished accordingly.
5. State law (see *La. RS 17:416, et seq.*) mandates that students **shall or may be expelled** for statutorily prescribed lengths of time based on age and grade of the student for the commission of certain specified offenses. Pursuant to state law, students **shall be expelled** for the following:
  - A. Drugs. Possession of, or knowledge of and intentional distribution, or possession with intent to distribute any illegal drug or substance on school property. (See Note following 5(B)).
  - B. Firearms. Possession of a firearm on school property or a school bus or actual possession at a school-sponsored event.

Note: Louisiana provides:

- 1) Any student, sixteen years of age or older, 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**, and shall be referred to the district attorney for appropriate action.
- 2) Any student sixteen 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 pursuant to a hearing shall be expelled from school for a minimum period of **four complete school semesters**.

- 3) Any student who is under sixteen years of age and 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**, and shall be referred to the district attorney for appropriate action.
- 4) Any student who is under sixteen 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 shall be expelled from school for a minimum period of **two complete school semesters**.
- 5) Any case involving a student in kindergarten through grade five 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, pursuant to a hearing and after an expulsion hearing shall be expelled from school for a minimum period of **two complete school semesters** and shall be referred to the district attorney for appropriate action.

C. Four (4) suspensions.

D. Knife or dangerous instrumentality. Possession of a knife, the blade of which equals or exceeds two inches in length or other dangerous instrumentality. In such cases, the student **shall be recommended for expulsion** (except students in grades K-5 less than 11 years of age who may be recommended) and a hearing shall be held.

E. Criminal conviction. The conviction of a student or incarceration of a student in a juvenile institution for any act defined as a felony had an adult committed such acts may be cause for expulsion.

6. A student shall be subject to disciplinary action for conduct or offenses that occur at extracurricular activities, sporting events (even where said student is merely a spectator), conventions, in the parking lot or other areas of school property, and at **any other school's activities**. This even includes school campuses other than where the student attends school.
7. The APSB is required to notify the State of Louisiana Office of Motor Vehicles of certain student infractions/disciplinary offenses which may result in the suspension of driving privileges. See **Appendix J**.
8. A student may be disciplined for **off-campus conduct** if the Principal reasonably expects the off campus conduct to adversely impact the school campus. This will explicitly apply to actions conducted by an Ascension student using Ascension technology resources at any off-campus location.

9. In order to be eligible to receive grades, **high school students shall be in attendance a minimum of 83.5 days, or the equivalent, per semester or 167 days a school year for schools not operating on a semester basis.** Elementary students shall be in attendance a minimum of 167 days a school year. (State of Louisiana, Bulletin 741)
10. The discipline record (including suspensions) of students entering the APSB system from another school system **during** the school year shall be transferred from the other school system to the APSB. For instance, if a student in one school system transfers to an APSB school and has 3 suspensions in the other school system, then that student shall start in the APSB system with 3 suspensions.

Any student who transfers to the APSB during the school year and who, at the time of transfer has 4 or more suspensions, shall start school at the APSB Alternative Program.

11. A student shall attend the school in the school district where the student resides. For purposes of school assignment and attendance, a student shall only reside with his parent or court appointed custodian. Legal Custody is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the child minor. Legal custody shall not include provisional custody by mandate. See the APSB Residence Policy or the Student Assignment Policy (JBCC) for additional rules of residence.
12. Due to the concerns with liability and student privacy/confidentiality, the Ascension Parish School Board does **not** permit any third party, outside agency, or service provider to provide services to any student on any school campus during the school day unless advance written permission is granted by the APSB Director of Special Education. The APSB recognizes that instructional time is valuable and that it is the responsibility of the APSB to ensure confidentiality and a quality education for all students.
13. A student shall comply with any and all policies and rules contained in this Handbook, including those in the Appendix of this Handbook.
14. Any student who is suspended four [4] times during the school year shall be recommended for expulsion. Suspensions that are counted include **in school suspensions AND out of school suspensions.**
15. Any student who has been recommended for expulsion but who withdraws from the school system prior to the expulsion hearing shall be considered expelled.
16. This Handbook shall apply to any student enrolled in virtual learning, distance learning, Early College learning, the Alternative Program, and to any other form of course work or public education offered by the APSB.
17. The APSB does **not** accept *Provisional Custody by Mandate/Affidavits* for purposes of enrollment/attendance. Only court ordered custody transfers/changes, together with *bona fide* residence changes, shall be accepted.

18. If a student is **not** able to attend the school in the district where the student resides as a result or because of a Court Judgment or Order (Civil or Criminal) or for any other reason, the student shall attend the Ascension Parish Alternative Program.

## **CHILD NUTRITION PROGRAM SCHOOL MEAL PAYMENT POLICIES & PROCEDURES**

The Child Nutrition Program Meal Payment Policy was adopted by the Ascension Parish School Board on March 6, 2001. The Meal Payment Policy has been implemented for full and reduced priced students purchasing school meals. If you have any questions concerning the policy, please contact the Child Nutrition Department at (225) 391-7335. For questions concerning student accounts, please contact the Child Nutrition Manager at the school.

### **ADVANCED PAYMENT PROCEDURE**

All school meals should be paid in advance of the meal service whenever possible. The cafeteria's computer software allows for prepayment of meals by the day, week, month and year. Prepayment of meals often results in the students spending less time in the lunch line. School calendars and meal payment notices sent home with students serve as a reminder to send money for school meals. In an effort to ensure that every child receives a meal, the Child Nutrition Program extends a three lunch meal grace period to students in Pre-Kindergarten through 5<sup>th</sup> grade with no money in their accounts. The parent/guardian will be notified of a negative balance and reminded to send money to be deposited into the student's account. After the third lunch grace period, balances must be paid in full before the student will be served a meal.

**Parents/Guardians are also encouraged to apply for free or reduced price meal benefits. However, students are required to pay for meals until benefits are approved.**

**For further details see the Child Nutrition Program – Meal Payment Policies & Procedures section**

### **OUTSTANDING BALANCE AND REFUND PROCEDURE**

The computer software documents meal payments, meals purchased, and extra items purchased, as well as any outstanding balances owed to the Child Nutrition Department. Cash payments, online payments, check, and money order numbers are also documented. If a student transfers within the parish, the student's balance will also transfer. All outstanding balances should be paid in full by the end of the school year.

At the end of the school year, some students may have a credit balance and are due a refund. No refunds will be made after May 15<sup>th</sup>. If refunds are not requested by that date, all credit balances will be transferred to the next year.

### **MEAL PAYMENT FOR ALL STUDENTS**

- Meals may be paid for by the day, week, month or year in advance of meal service.
- Visit our payment site where you can now pay your student's schools meals by debit or credit card online using a web browser from any location, 24 hours a day. Visa and Master card accepted. <http://osp.osmsinc.com/AscensionLA> or [www.apsb.org](http://www.apsb.org) and choose the "STUDENTS + PARENTS" tab → Quick Links → online school payments.

- Checks, cash or money orders will be accepted as payment for meals.
  - Physical address and phone number must be printed on check before it will be accepted for meal payment.
  - Check and money orders are made payable to the school.
  - Write one check per student, with the student's name and student number written in the memo section.
  - Payment should be in a sealed envelope labeled "For Meal Payment". Also include the student's name, student number, and amount of payment enclosed on the envelope.
  - Envision Payment Solutions has been selected by Ascension Parish School Board as its check service provider. Please be aware that if your check is returned by your bank, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.
  - Specifically, per Louisiana Revised Statute Annotated §9:2782, the service fee for returned checks is \$25 or 5% of the face amount, whichever is greater. (Note that the fee structure will change according to any amendments made to LA law during a school year).
  - The last day to accept checks for meal payment is May 15<sup>th</sup>.

# **CHILD NUTRITION PROGRAM SCHOOL MEAL PAYMENT POLICIES & PROCEDURES**

## **BREAKFAST**

NO STUDENT, PRE-KINDERGARTEN THROUGH 12<sup>TH</sup> GRADES, WILL BE ALLOWED TO CHARGE BREAKFAST. THE STUDENT MUST HAVE MONEY IN-HAND OR IN HIS/HER ACCOUNT.

## **LUNCH**

### **Pre-Kindergarten – 5<sup>th</sup> Grade**

#### **Negative Balances:**

- Parents will be notified when negative balance is incurred.
- Students in grades Pre-Kindergarten through 5<sup>th</sup> grade may charge up to three (3) lunch meals.
- After the three lunch meal grace period, the student will be notified not to get into any meal lines until full payment is received.
- The student will be served a substitute meal until the balance is paid in full.
- After five (5) days of serving a substitute meal to the student, the **Supervisor of Child Welfare and Attendance** will be notified by the **Principal** to follow up with the parent/guardian.

#### **Balanced Owed:**

- Balances shall be paid in full before a student is served a meal.
- **School personnel** may pay for a student's meal by the day if the student has a balance.
- Meal charge balances at a school should be paid in full before the release of a student is granted. (This includes transfers from within the parish as well as students leaving the parish.)

### **Grades 6<sup>th</sup> through 12<sup>th</sup>**

NO STUDENT, 6<sup>TH</sup> THROUGH 12<sup>TH</sup> GRADES, WILL BE ALLOWED TO CHARGE LUNCH. THE STUDENT MUST HAVE MONEY IN-HAND OR IN HIS/HER ACCOUNT.

## **TOUCH & GO SCANNING**

Touch & Go Scanning allows for the most accurate accounting and prompt service possible. Parents/guardians who opt out of the Scanning Process cannot dispute charges to the student's account.

## **LOW MEAL ACCOUNT BALANCE ALERT**

If a student's meal account reaches an amount between \$.01 and \$5.00, the School Messenger System will call the contact phone number on file with the student's school office.

There are three different call methods:

1. Free/reduced low balance → between .01 - \$2.00
2. Full pay low balance → between .01 - \$5.00
3. Negative balance → any meal account balance in the negative

Please forward your payment immediately to the student's school cafeteria or pay with a (credit or debit) card using the Online School Payments portal.

NOTE: Student meal account balances at a zero (\$0.00) amount will NOT receive a low meal balance reminder call from the School Messenger System.



## PARENTAL COMPLAINT PROCEDURES

Constructive criticism of the schools is welcomed by the Ascension Parish School Board (APSB) whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

The APSB has confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution and the following procedures shall be followed.

The APSB advises that the proper channeling and form of complaints involving a) instruction, b) discipline, or c) learning materials is as follows:

### LEVELS:

1. Teacher
2. Principal
3. Director
4. Superintendent or designee
5. APSB - School Board

Any complaint shall be in writing, shall state the specific factual basis of the complaint, and shall be specific in terms of the action desired by the complainant. Complaints shall not be discourteous, personal, vile, or unnecessarily or purposefully hurtful. Any complaint not meeting these standards may be rejected by the staff of the ASPB.

The APSB (Level 5) will consider complaints **only** when the complaint cannot be resolved by the administration through the above Levels.

Appeals of Complaints taken to the APSB (Level 5) shall be in writing, shall state the specific factual basis of the complaint, and shall be specific in terms of the action desired. They shall be hand-delivered or mailed (by certified mail) to the Central Office within 5 days of the written response to the complaint by the Superintendent or designee (Level 4).

The APSB will not consider or act on any complaint that has not been explored at all of the appropriate administrative levels or through the proper channels.

This procedure is not for appeals relative to the discipline of students (suspension or expulsion). Those types of appeals must meet the requirements and procedures provided in the Handbook.

# **Title I**

## **Parental Involvement Policy**

The Ascension Parish School Board recognizes that parent/family involvement is essential as we partner to educate our District's students and to prepare them for life-long learning. This responsibility is shared by the family, school, district and community who must work together as knowledgeable and collaborative partners. It is the intention of the district to cultivate and support active family involvement that supports student learning.

### **Ascension Parish School Board**

#### **Standards and Quality Indicators for Family Involvement:**

#### **1. Communicating**

When parents and educators communicate effectively, positive relationships develop leading to greater progress for children.

Ascension Parish School District will assist schools to:

- Use a variety of communication tools on a regular basis, seeking to facilitate two-way interaction between home and school.
- Establish opportunities for parents and educators to share information such as student strengths and learning preferences.
- Provide clear information regarding course expectations and offerings, student placement, school activities, student services, and optional programs.
- Provide report cards and regular progress reports to parents and offer support services and follow up conferences as needed.
- Disseminate information on school reforms, policies, discipline procedures, assessment tools, and school goals, and include parents in the decision making process as appropriate.
- Afford parents opportunities to conference with their child's teacher(s) with follow-up as needed. These conferences should accommodate the varied schedules of parents, and language barriers.
- Encourage immediate contact between parents and teachers and parents and principals when the need arises.
- Translate communications to assist non-English-speaking students.
- Communicate with parents regarding positive student behavior and achievement, not just regarding misbehavior or failure.
- Provide informal activities at which parents, staff, and community members can interact.
- Provide staff development regarding effective communication techniques and the importance of two-way communication between the school and the family.
- Annually review and evaluate this policy with the district parental advisory committee.
- Provide coordination, technical assistance and support necessary to assist schools in planning and implementing effective parental involvement activities to improve student's academic achievement.
- Provide assistance to parents in understanding State's Academic content standards, State student achievement standards, State and local assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- Provide materials and training to help parents to work with their children to improve student achievement.

- Coordinate and integrate parent involvement programs and activities with Head Start, and public preschool and other programs, and conduct other activities such as parent resource centers that encourage and support parents in more fully participating in the education of their children.
- Ensure that information related to school and parent programs, meetings and other activities is sent to parents of participating children in a format and, a language the parents can understand.
- Provide such other reasonable support for parent involvement, as requested by parents.
- Evaluate and review the policy using the following Method: Detailed sign-in logs and agendas

## **2. Supporting Families**

The most important support a child can receive comes from the home. Staff members recognize parents' roles and responsibilities, ask parents what supports they need, and work to find ways to meet those needs.

All schools will:

- Communicate the importance of positive relationships between parents and their children.
- Link parents to programs and resources within the community that provide support services to families.
- Reach out to all families, not just those who attend parent meetings.
- Establish practices that support and respect family responsibilities, recognizing the variety of parenting traditions and practices within the community's cultural and religious diversity.
- Provide an accessible parent/family information and resource center to support parents and families with training, resources, and other services.
- Encourage staff members to demonstrate respect for families and the family's role in the rearing of children to become responsible adults.
- Educate teachers, pupil service 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.

## **3. Student Learning**

Enlisting parents' involvement provides educators and administrators with a valuable support system - creating a team that is working for each child's success.

All schools will:

- Seek and encourage parental input and feedback in decision making that affect students.
- Inform parents of the expectations for students in each subject at each grade level.
- Provide information regarding how parents can foster learning at home, i.e. give appropriate assistance, monitor homework, and give feedback to teachers.
- Assign interactive homework that will require students to discuss and interact with their parents about what they are learning in class.
- Sponsor workshops or distribute information to assist parents in understanding how students can improve their skills, get help when needed, meet class expectations, and perform well on assessments.

#### **4. Volunteering**

Volunteers are encouraged to engage in meaningful, valuable work for children whether at home, in the community or in the school.

All schools will:

- Ensure that office staff greetings, entrance signage, and any other interaction with parents creates a climate in which parents feel welcome and valued.
- Survey parents regarding their interests, talents, and availability, then coordinate the parent resources with those that exist within the school and among the faculty.
- Offer to parents who are unable to volunteer in the school building options for helping in other ways, at home or place of employment.
- Organize an easy, accessible program for utilizing parent volunteers, providing ample training on volunteer procedures and school protocol.
- Develop a system for contacting parents to assist as the year progresses.
- Show appreciation for parents' participation, and value their diverse contributions.
- Educate and assist staff members in creating an inviting climate and effectively utilizing volunteer resources.
- Design volunteer activities that are meaningful and built on volunteer interests and abilities.

#### **5. Decision Making / Advocacy**

Parents are valued as partners in the education of their children when schools and programs actively enlist parent participation.

All schools will:

- Provide understandable processes for influencing decisions, raising issues or concerns, appealing decisions, and resolving problems.
- Encourage the formation of PTAs or other parent groups to identify and respond to issues of interest to parents.
- Include parents on advisory committees, school improvement sub-committees, textbook adoption committees, and calendar committees.
- Provide parents with current information regarding district policies, school practices, and student, school, and district performance data.
- Encourage and facilitate active parent input and feedback on decisions that affect students, such as IEP's, student placement, and course selection.
- Treat parental concerns with respect and demonstrate genuine interest in developing solutions.
- Promote parent participation on school district, state, and national committees and issues.
- Provide training for staff and parents on collaborative partnering.

## **6. Collaborating with the Community**

When schools and communities work together with families to educate children, all are strengthened.

All schools will:

- Distribute information regarding cultural, recreational, academic, health, social, and other resources that serve families and the community.
- Develop partnerships with local business and service groups to advance student learning and assist schools and families.
- Encourage employers to adopt policies and practices that promote and support employee participation school in activities.
- Foster student participation in community service.
- Involve community members in the school volunteer programs.
- Disseminate information to the school community, including those without school-age children, regarding school programs and performances.
- Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education.

## **Title I Parental Complaint Procedures**

The parent should file the grievance with the principal at the school site. Proceedings may terminate at any step upon mutual agreement or upon aggrieved party's satisfaction.

### Informal

A person with a grievance should voice the complaint to the Principal. An oral hearing should be held with the principal within five (5) days. Within five (5) days of said hearing, the principal is to render a decision concerning the grievance.

### Formal

A person should file a written grievance with the principal. The principal will schedule a hearing within five (5) days from the date of receipt of the grievance.

In the event that the aggrieved person is not satisfied with the disposition of this grievance or if no decision has been rendered, the aggrieved person may appeal to the Supervisor of Federal Programs, Ascension Parish Title I Office, Leblanc Special Services, 611 North Burnside, Gonzales, LA 70737 describing the grievance. A copy should be sent to the Ascension Parish Superintendent of Schools or his/her designee.

Within fifteen (15) days from the receipt of the written referral, the supervisor of Federal Programs shall meet with the "party of interest" for the purpose of arriving at a mutually satisfactory solution grievance problem. A written decision shall be rendered within five (5) days of the meeting.

In the event the aggrieved person is not satisfied with the disposition of his grievance, the grievant may appeal to the Superintendent of Schools. A copy should be sent to the Ascension Parish School Board President.

In the event the aggrieved person is not satisfied with the disposition of the Superintendent or his/her designee, the grievant may request the Superintendent to place the grievance on the agenda for the next regularly scheduled meeting of the Ascension Parish School Board. The portion of the meeting that pertains to the grievance shall be closed meeting if requested. Minutes of the closed meeting shall be kept, and a copy afforded to the aggrieved person.

If the aggrieved person is not satisfied with the decision of the Ascension Parish School Board, he may seek legal action through the appropriate Courts of Appeal and/or Civil Rights Office.

**Complaint Procedures  
for  
The Elementary and Secondary Education Act of 1965,  
20 U.S.C. §6301, et seq.**

**§349. Complaint Procedures**

- A. These complaint procedures are established for resolving complaints which may be filed against the DOE or an agency pursuant to provisions of the *Elementary and Secondary Education Act of 1965*, 20 U.S.C. §6301, et seq., (ESEA).
- B. The following definitions apply to this section.
1. An “agency” means a local educational agency, educational service agency, consortium of those agencies, or entity.
  2. An “applicable program” means any of the following ESEA programs for which the DOE has submitted a consolidated State plan or consolidated State application under the ESEA, which may include:
    - a. Title I, Part A (Improving Basic Programs Operated by Local Educational Agencies);
    - b. Title I, Part B, Subpart 3 (Even Start Family Literacy Programs);
    - c. Title I, Part C (Education of Migratory Children);
    - d. Title I, Part D (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk);
    - e. Title I, Part F (Comprehensive School Reform);
    - f. Title II, Part A (Teaching and Principal Training and Recruitment Fund);
    - g. Title II, Part D (Enhancing Education Through Technology)
    - h. Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement);
    - i. Title IV, Part A, Subpart 1 (Safe and Drug-Free Schools and Communities);
    - j. Title VI, Part A, Subpart 2 (Community Service Grants);
    - k. Title IV, Part B (21<sup>st</sup> Century Community Learning Centers);
    - l. Title V, Part A (Innovative Programs);
    - m. Title VI, Part A, Subpart 1, Sections 6111 and 6112 (Improving Academic Achievement Programs); and
    - n. Title VI, Part B, Subpart 2 (Rural and Low-Income Schools Program).
  3. A “covered” program means a federal program not defined as an applicable program for which the DOE is required to provide a complaint procedure and for which a complaint procedure is not otherwise provided by rule of the DOE.
- C. This paragraph sets forth the specific procedures for resolving complaints that are filed pursuant to the ESEA.
1. DOE will receive complaints from individuals or organizations alleging:
    - a. A violation of law in the administration of an applicable program; or
    - b. A violation of a federal statute or regulation that applies to a covered program for which federal law permits the filing of a complaint with the DOE.
  2. The complaint must be in writing and must include:

- a. A statement that DOE or an agency has violated a requirement of a federal statute or regulation that applies to an applicable program or a covered program;
  - b. The facts on which the statement is based, including the name of the agency or agencies, and the specific requirement alleged to have been violated;
  - c. A proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed;
  - d. The signature and contact information for the complainant or his or her designated representative; and
  - e. The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received by the DOE.
3. Upon receipt of a complaint against an agency that meets the requirements of § 349.C.2, the DOE will acknowledge receipt of the complaint in writing and provide written notice to the agency against which the violation has been alleged. DOE will provide the agency with the opportunity to resolve the complaint without a finding, with the participation and agreement of the complainant.
  4. If the complaint concerns a violation by the DOE and meets the applicable requirements of § 349.C.2, the State Superintendent of Education will appoint an impartial person(s) to conduct an investigation and resolve the complaint. The person(s) so appointed will acknowledge receipt of the complaint in writing.
  5. All complaints must be resolved within 60 days of the date the DOE receives the complaint. Within that 60-day timeline, the DOE, or the impartial investigator when a complaint is filed against the DOE, will
    - a. Carry out an independent on-site investigation, if the DOE or impartial investigator determines that an investigation is necessary;
    - b. Give the complainant the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint;
    - c. Provide the DOE or agency with the opportunity to respond to the complaint, including, at the discretion of the agency, a proposal to resolve the complaint;
    - d. Review all relevant information and make an independent determination as to whether the DOE or agency is violating a requirement of the ESEA; and
    - e. Issue a written decision to the complainant that addresses each allegation in the complaint and contains
      - i. Findings of fact and conclusions;
      - ii. The reasons for the final decision; and
      - iii. A statement of the complainant's right to request the Secretary of the U.S. Department of Education (Secretary) to review the final decision, at the Secretary's discretion.
  6. Complaints regarding participation by private school children must be appealed to the Secretary no later than thirty (30) days after the decision is issued. An appeal regarding participation by private school children must be accompanied by a copy of the decision and a complete statement of reasons supporting the appeal.
  7. Written decisions on complaints alleging violations by DOE will be provided to BESE.
  8. Timelines for DOE's final decision may be extended if exceptional circumstances exist with respect to a particular complaint.
  9. The DOE's final decision must be implemented and include, if needed,
    - a. Technical assistance activities;
    - b. Negotiations; and
    - c. Corrective actions to achieve compliance.
  10. Nothing herein shall preclude the availability of an informal resolution between the complainant and the DOE or agency, nor shall anything herein preclude or abrogate the availability of any administrative hearing opportunities as provided for by federal statute or regulation.
  11. DOE will implement a process for tracking complaints received by DOE to facilitate timely investigation and resolution.



12. DOE will maintain a complaint log which includes the following components
  - a. Date of receipt of complaint;
  - b. Name of complainant;
  - c. Name of agency, or DOE if complaint is against DOE;
  - d. Resolution, including technical assistance activities and corrective action plan, if needed;
  - e. Date of resolution;
  - f. Date of follow-up on technical assistance activities and corrective action plan, if assigned, and the results of that activity.
  
- D. An agency will disseminate, free of charge, adequate information about the complaint procedures to parents of students, and appropriate private school offices or representatives.

*AUTHORITY NOTE: Promulgated in accordance with 20 U.S.C. § 6320(b)(5)(B); 20 U.S.C. § 6320(c)(2); 20 U.S.C. § 7883(a); 20 U.S.C. § 7844(a)(3)(C); 34 C.F.R. § 106.8(b); 34 C.F.R. §§ 299.11-299.12 (Subpart F).*

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **I. Quality Education**

#### **A. Rights**

1. Students have the right to pursue, through study and application, a quality education and personal goals through participation in the entire school system.
2. The APSB does not discriminate on the basis of race, color, national origin, religion, sex, handicap or disability. All programs offered by schools shall be open to all students in compliance with statutory and judicial requirement.

#### **B. Responsibilities**

Regular attendance in school, accompanied by the responsibility to study and participate in school activities, is essential to the learning process. Once a student arrives at school, he is expected to remain and attend class throughout the day.

### **II. Attendance**

#### **A. Rights**

1. Students, including those married or pregnant, have the right to attend school until graduation, provided that they are not expelled due to their conduct.
2. Students may be excused for whole or partial day absences for the following reasons:
  - a. Personal illness with verification by a licensed health care provider.
  - b. Serious illness in the student's immediate family
  - c. Death in the student's immediate family
  - d. Appearance in court required by a subpoena.
3. Students granted excused absences shall be permitted to make up any schoolwork that was missed.
4. Students without excused absences, but with a written explanation of the reason for the absence from parents/guardians, may be permitted to make up school work in the sole and exclusive discretion of the School Principal.
5. Students who are expelled or suspended shall be given full or partial credit for satisfactorily completed school work, as required by state law.

#### **B. Responsibilities**

1. Regular attendance in school is required of all students.
2. Written excuses provided in 2 or 3 above shall be provided within 3 school days of the students return to school.

3. Students shall request make-up work within three (3) days after returning to school for days missed
4. Since tardy conduct is related to a child's attendance in school, this shall be addressed by the school's recommended tardy plan/policy. Students shall comply with the High School Tardy Policy (see Appendix A) in force.

C. Responsibilities Imposed by State Laws and Regulations

1. Students shall attend school as provided by State Law and/or BESE Policy. (State of Louisiana, Bulletin 741)
2. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 83.5 days, or the equivalent, per semester or 167 days a school year for schools not operating on a semester basis. Elementary students shall be in attendance a minimum of 167 days a school year. (State of Louisiana, Bulletin 741)
3. The responsibility for a child's attending school lies with the parents or the legal guardian. If the child is chronically absent from school, the parent and/or child may be referred to Child Protection, Family Court, or the Local District Attorney's Office by the Child Welfare and Attendance Department. The parent and/or child may also be referred to Families In Need of Services (FINS) and/or Truancy Assessment Services Center (TASC).

III. Safety

A. Rights

Efforts shall be made by faculty and students to make the school a safe place to obtain an education.

B. Responsibilities

1. In order to assure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules.
2. Students have a responsibility to report any problems, suspicious or questionable behavior at the school to the teachers and/or administrators.
3. Students have a personal responsibility for reducing the risk of violence by demonstrating mutual respect and a caring attitude toward one another.
4. Students, staff and visitors are strictly prohibited from entering construction zones/areas, if any, on any campus or facility. Construction zones are typically enclosed by orange construction fencing, chain link fencing, or temporary plywood walls.

#### IV. Official Information

##### A. Rights

1. Parents or guardians have the right to review with a counselor all official files and data which pertain to the student personally. Students over eighteen years of age may make the same request. The school shall respond to reasonable requests for explanation, interpretation or amendment of a student's records.
2. 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 or parents, except as authorized by law, or unless the student or parents have executed a written release of such information to a particular person or agency.
3. The transfer of student's discipline records will be made to other schools upon official request.

##### B. Responsibilities

1. Parents must provide the school with information of any illness, medication or medical condition that may affect the student's behavior and/or academic performance.
2. It is the responsibility of the parent/guardian to insure that the school is given current, working telephone and emergency numbers. The school must be informed of any change in status concerning these numbers.

#### V. Dress and Grooming

##### A. Rights

Students shall dress in adherence with School Board Dress and Grooming Policy. The decision of the school principal concerning dress code violations is final.

- See Standardized Elementary (Grades Pre-K–8) Dress Code Appendix C
- See Standardized High School (Grades 9-12) Dress Code Appendix D

##### B. Responsibilities

1. Students have a responsibility to dress and appear on school campuses according to standards of propriety, safety and health set forth by the Ascension Parish School Board and/or its schools. It is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration.
2. Students have a responsibility to comply with the uniform policy/standardized high school dress code of their school.

VI. Student Activities

A. Rights

1. Students may participate in all school organizations based upon their academic credentials and personal talent in accordance with School Board policy and guidelines governing that particular activity unless subjected to discipline, suspension or expulsion.

B. Responsibilities

1. Students have a responsibility to take part in all school activities which are designed to help develop them into fully functioning, self-reliant adults.
2. Students who participate in athletics or any extracurricular activity related to athletics are subject to drug screens under *Student/Athlete Drug and Alcohol Policy* See **Appendix O**.

VII. Bus Safety -

A. Rights

1. Students have the right to ride the school bus to and from school and should recognize that it is a privilege.

B. Responsibilities

1. Students shall follow school bus rules and regulations or lose the privilege of riding the bus.
2. Students shall ride their assigned school bus. If a student desires to ride an alternate school bus for a special situation, a written request from the parent must be submitted to the Principal or his/her designee. Final approval of such request is at the discretion of the Principal or his/her designee.
3. Students shall get on and off the bus at their assigned bus stop. If a student desires to get on or off the bus at an alternate stop for a temporary circumstance, the parent of the student must submit a written request to the Principal or his/her designee. Final approval of such request is at the discretion of the Principal or his/her designee.
4. Students shall sit in the seat assigned to them by the bus driver. Students shall remain seated in their seat until the bus has come to a complete stop at the locations where they are assigned to exit.
5. Students shall not throw or discard items out of the windows. Students shall not extend parts of their body out of the windows.
6. Students shall not damage, write on, or in any way vandalize the school bus. Students will be responsible for repayment of damages that they cause to the school bus.
7. Students shall not litter on the bus. Trash cans located on the school bus shall be used to discard trash upon exit of the bus.

C. Bus Discipline

1. The bus drivers, together with the principal, have full responsibility for discipline of students riding the buses. The driver shall report any disciplinary problems to the principal of the school. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal. Notification should be made in writing on the appropriate School Bus Behavior Report form. The principal shall determine punishment.
2. Any misbehavior on the bus, at the bus stop, or walking to or from the bus stop 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. Certain offenses may result in more severe punishment such as suspension/expulsion from school.
3. Video Cameras: The actions of students on the bus may be recorded by video cameras located on the school bus. This video may be used to confirm student behavior or incidents that occur on the bus.

VIII. Due Process

A. Rights

1. No student shall be disciplined for committing any offense, except in accordance with law and regulations. Every student shall be afforded due process of law.
2. The principal or a designee shall advise the student of the misconduct, rule, regulation or law that has been violated and the reasons for such accusation. The student must be given the opportunity to respond to the accusation. The right of due process is more fully described in La. R.S. 17:416, et seq., of the laws of the State of Louisiana and in this handbook.
3. Students attending alternative schools or programs as a direct consequence of a hearing for long-term suspension or expulsion from the original school have already been afforded due process of law. If behavior warranting expulsion occurs at the alternative school, due process has already occurred and no additional hearing is required.

## GATHERING EVIDENCE AND INFORMATION INVOLVING DISCIPLINARY OFFENSES

**Note:** The acceptance and use of school property, lockers or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by school officials.

I. Searches: Students and School Property (Louisiana R.S. 17:416.3)

A. Search of Things:

Any teacher, principal, school security guard, or administrator in any parish or city school system of the state may search any building, desk, locker, or automobile parked on school property for evidence that the law, a school rule, or School Board policy has been violated. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned and the student shall be subject to disciplinary action.

B. Search of persons and personal effects/belongings:

The teacher, principal, school security guard, or administrator may search the person or personal effects (including, but not limited to, personal computers, mobile/cell phones, or communication devices) 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 search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and to the nature of the suspected offense.

Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. Standards regarding procedures for searching students shall include the following:

1. Any search of student's person should be conducted outside the presence of other students. At least one witness of the same sex as the student shall be present throughout the search.
2. Students should be asked to empty all of their pockets before the physical search of a student is conducted.
3. A "pat-down" search of a student shall be conducted by a teacher, principal, school security guard, or administrator of the same gender if at all possible, however, 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.
4. Whenever any search is conducted of the person of any student based on individualized 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 and the results of the same. If requested by parent, information about the search conducted shall be sent to the parents of the student involved.

## II. Drug Detection Team --

For purposes of deterring the use and possession of illicit drugs and contraband in the school system, the School Board has approved the use of the Ascension Parish Sheriff's Office Drug-Detection Team, in accordance with the guidelines outlined below.

The Drug Detection Team may consist of narcotics dog, narcotics dog handler and/or any other commissioned deputy authorized by the Ascension Parish Sheriff's Office.

### A. Random School Inspections:

1. The team may be used to make random inspections of the following areas:
  - a. Classroom facilities
  - b. School lockers
  - c. Automobiles
  - d. School buses
  - e. School equipment
  - f. Bathroom facilities
  - g. Any and all other school facilities
  - h. Books
  - i. School-related supplies carried and used by students
  - j. Book sacks or other personal objects when separate from the student
2. Random visitations and searches on school campuses shall be conducted according to the following plan:
  - a. The use of the dog at any particular school campus may be unannounced and without forewarning.
  - b. Before starting the search, the law enforcement official in charge of the Drug Detection Team shall report to the principal's office, identify themselves, and state their purpose prior to any use of the dog upon a campus.
  - c. The School Principal shall have the authority to reject the proposed search. If the principal has reasons for refusing the inspection to be made, the Principal shall inform the Superintendent or the Superintendent's designee. The Superintendent shall then have the exclusive and final authority to permit or refuse the search.

### B. Procedure When Drugs or Contraband is discovered during an Inspection

1. Inspection of School Property
  - a. If the dog alerts on a school locker or any other property belonging to the School Board but being used by the student, the principal shall summon the student to such property. The student shall be informed of the dog's alert and asked to consent to the search of such property. If the student refuses to consent, the principal or his designee shall conduct the search. The law enforcement officer in charge of the search shall also be present.



- b. If drugs or other contraband is discovered, it will be confiscated and held as evidence by the Ascension Parish Sheriff's Office representative, and the student's parents will be notified. School personnel in accordance with Ascension Parish School Board policy will discipline offenders. In addition, the student and his guardian shall be referred to the juvenile division of the Ascension Parish Sheriff's Office for further appropriate action. In the event the student in question is seventeen (17) or older, he/she may be placed under arrest immediately or at such time that positive analysis has been made.
2. Inspection of property not belonging to the school but located on School Board Property.
  - a. If the dog alerts on an automobile or other property under the student's control but not belonging to the School Board, the principal will summon the student to such property. The student will be informed of the dog's alert and asked to consent to a search of such property.
  - b. If the student consents to the search, the principal or his designee will inspect the property. If drugs or contraband is discovered, it will be confiscated, and the student's parents will be notified.
  - c. If both the student and the parents refuse to consent to the search of property not belonging to the School Board, the parents and the student shall be informed that the property will be inspected under one or more of the following conditions:
    1. Pursuant to a search warrant procured by the officer in charge of the inspection team, or
    2. Pursuant to the contractual agreement to agree to searches of any vehicles possessing parking permits for School Board property.
    3. Any student who refuses a search of his vehicle may be denied parking/driving privileges for the remainder of the school year by the exclusive discretion of the Principal.

#### C. Search of Students

1. A student's person shall not be subject to search by the narcotic dog. Any physical search of a student by the Drug Detection Team shall be in accordance with standards which govern any search of an individual.
2. Any student who refuses a search authorized by Board policy shall be subject to disciplinary action including expulsion.

### III. Statements or Videotaped Statements of Students and Administrators

- A. The administrative staff of any school or of the APSB Central Office shall have the right and responsibility to conduct and perform investigations of any alleged disciplinary offense that occurs at any school or any school function/event. As part of any such investigation, they have the right and responsibility to take any statements (written or verbal) of any student who may have knowledge of any disciplinary offense. Prior parental consent/approval shall not be required to take any such statements.
- B. Except under the following circumstances, statements taken from students should be in the student's handwriting and signed by the student.

However, if a student is only willing to give an *anonymous handwritten statement*, the school official's signature shall constitute certification that the student's statement was given under the condition of anonymity.

If a student will only give an *oral anonymous statement*, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and that the student would only give the statement if he/she could remain anonymous.

Recorded statements may be taken with the student identifying him/herself on the recording. If a student will only give a recorded statement by remaining anonymous, the investigator will so state at the beginning of the recording.

- C. The APSB reserves the right to videotape the statements, confessions, and admissions of students, which right is expressly and exclusively reserved unto the school principal.

### IV. Search of Digital Devices and Systems (APSB)

- A. With the great power and promise of these technologies comes a responsibility to help our students utilize technology to improve our world through collaboration and communication. This includes how to use social media and imaging tools in a responsible manner. In the event that any administrator or teacher reasonably believes or suspects the inappropriate use of technology, including, but not limited to, any attempt to cheat on assessments, the district reserves the right to inspect and check the device and systems being used by the student or students involved.

# DISCIPLINE POLICY

## I. Offenses

### A. General:

THE ULTIMATE RESPONSIBILITY FOR STUDENT CONDUCT RESTS WITH THE STUDENT AND THE PARENTS. IT IS THE RESPONSIBILITY OF SCHOOL PERSONNEL TO SEE THAT NO 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 FOR TEACHING AND LEARNING

Every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416).

It is the final authority of the principal or a designee to maintain discipline during the school day and at any school function. Disciplinary offenses shall result in disciplinary action.

### B. "Disciplinary action" includes, but is not limited to, the following:

1. Counsel/Warn a student
2. Administer punish work
3. Contact parents/guardian
4. Time-out (1 or more periods)
5. Corporal Punishment
6. After-school behavior clinic
7. Saturday Detention
8. Loss of Privileges, including but not limited to participation in extracurricular activities, parking lot privileges; or driving to school
9. In-school suspension
10. Out-of-school suspension
11. Expulsion
12. Any combination of these disciplinary actions.

### C. "Disciplinary offenses" include, but are not limited to, the following:

1. Willful Disobedience
2. Treats an authority with disrespect
3. Makes an unfounded charge against authority
4. Uses profane/and/or obscene language
5. Is guilty of immoral or vicious practice
6. Is guilty of conduct or habits injurious to his/her associates
7. Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substance Law in any form
8. Uses or possesses tobacco
9. Uses or possesses alcoholic beverages
10. Disturbs the school or habitually violates any rule

11. Cuts, defaces, or injures any part of public school buildings/vandalism
12. Writes profane and/or obscene language or draws obscene pictures
13. Possesses a weapon - 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.
14. 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
15. Throws missiles liable to injure others
16. Instigates or participates in fights while under school supervision
17. Violates traffic and safety regulations
18. Leaves school premises or classroom without permission
19. Is habitually tardy and/or absent
20. Is guilty of stealing
21. Commits any other serious offense
22. Murder
23. Assault and/or battery
24. Rape and/or sexual battery
25. Kidnapping
26. Arson
27. Criminal damage to property
28. Burglary
29. Misappropriation with violence to the person
30. Discharge or use of weapon(s) prohibited by federal law
31. Possesses a knife with blade length defined by law as punishable as a disciplinary offense
32. Serious bodily injury
33. Use of OTC medications in a manner other than prescribed or authorized
34. Possession of body armor
35. Bullying
36. Cyberbullying
37. False alarm/bomb threat
38. Forgery
39. Gambling
40. Public indecency
41. Obscene behavior or possession of obscene/pornographic material
42. Unauthorized use of technology
43. Improper dress
44. Academic dishonesty
45. Trespassing violation
46. Failure to serve assigned consequence
47. Misusing internet
48. Skipping or cutting class
49. Violation of the tardy policy
50. Littering
51. Violations of school "point" system
52. Assault or Battery on a student, administrator, faculty member, or school personnel
53. Threatening (verbally or physically) any student, administrator, faculty member or school personnel
54. Threatening to harm, injure or damage any person, student, or property (such as: bomb threats, written material, drawing, verbal threats)
55. Breaking or entering into school property or private property on school grounds.

56. Computer Hacking & Computer Network Violations. Rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds

NOTE: Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the Internet. Any violation will be dealt with the same as any other infraction of a student rule.

57. Disrespect for Authority

NOTE: Each student in grades K-5 when speaking with any public school system employee while on school property or at a school sponsored event, shall address and respond to an 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)", as appropriate, each title to be followed by the appropriate surname. Students who fail to use the proper response will be given reminders by school system employees and opportunities to respond correctly. If a student repeatedly refuses to use the correct form of address over time, these actions will constitute "Disrespect for Authority".

58. Making any false or unfounded charge, allegation, or accusation against School Board employee.
59. Extortion or intimidation
60. Fighting
61. Forgery of administrators, teachers, or parent's name to a school document or note
62. Gambling
63. Inciting or participating in a disturbance on school property
64. Leaving campus without official permission
65. Possession of pornographic materials, including magazines, computer disks, photographs, etc.
66. Possession, consumption, or distribution of alcoholic beverages
67. Possession, distribution, consumption of alcohol or drugs, or being under the influence of alcohol or drugs
68. Possession, use, or distribution of counterfeit money
69. Possession or use of drug paraphernalia (such as roach clips, legal weed, synthetic weed, illegal weed, blunts, rolling papers, etc.)
70. Possession, consumption, or distribution of drugs (illegal, synthetic weed, illegal weed, legal weed, prescription, counterfeit, look-a-like, mislabeled, imitation, or over-the-counter)
71. Possession, consumption, or use of electronic cigarettes, vapor pens, cigars, blunts, cigarettes, lighters, snuff, chewing tobacco, or any tobacco products, including look-a-likes of any type
72. Possession or use of dangerous weapons (including, but not limited to air guns, BB guns, mace or pepper spray)
73. Possession or use of toy guns or toy knives that resemble actual weapons
74. Possession or use of explosive or incendiary devices, bullets, fireworks, or ammunition
75. Possession of inappropriate articles or objects at school, such as trading cards, comic books, belt buckles that depict drugs or weapons, and games, etc.
76. Stealing or theft

77. Trespassing. NOTE: 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.
78. Truancy
79. Vandalism or any other act of property destruction, damage, or defacing while on school property, regardless of time or place.
80. Tampering, falsifying, or destroying any school records, attendance or roll books, report cards or grade sheets, test results, or school property
81. Violating test regulations or cheating, including but not limited to, reproducing test in any manner or taking photographs of tests
82. Submitting false or fraudulent documents, such as doctor's excuses, health records, grades from other schools, parking lot tags/permits, handicapped/disabled vehicle tags
83. Excessive discipline referrals
84. Violating "off-limits" areas on any school campus
85. Conspiracy or agreement to participate, assist, or commit any disciplinary offense, even if the conspiracy should originate off of school property
86. Aiding or abetting the commission of any disciplinary offense
87. Actions which occur at extracurricular, school sponsored off campus activities, or school sponsored sporting events, including but not limited to, all of the foregoing offenses and:
  - a. Entering restricted areas without proper authorization
  - b. Loitering in entrances, exits, dressing rooms, concession stands, press boxes, etc.
  - c. Fighting
  - d. Throwing objects
  - e. Harassing spectators, participants, and game officials
88. Any conduct that constitutes a disciplinary offense which occurs off of school property provided that the school principal reasonably believes that the offense shall have an adverse impact or effect on the school campus or property
89. Assisting or encouraging a non-student to physically enter a school campus for any reason or event without first obtaining permission of the office (for instance-assisting a student from another school to attend homecoming festivities at the offender's school
90. Molesting of/or indecent behavior with students
91. Immodest display of affection, including, but not limited to, groping, kissing, engaging in, acting out, masturbating, or simulating sexual intercourse (including but not limited to, oral sex), or touching or fondling the private body parts of oneself or another.
92. Any of the following acts (which may also be considered sexual harassment), including but not limited to:
  - a. Unwelcome staring, leering, sexual flirtations, or propositions
  - b. Unwelcome spreading of sexual rumors
  - c. Unwelcome touching of another's body or clothes in a sexual way
  - d. Unwelcome teasing or sexual remarks about a student
  - e. Conditioning academic or student activity privileges on submission to unwanted sexual conduct from student or staff
  - f. Blocking or cornering of a sexual nature from normal movements

- g. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation, or
  - h. Displaying sexually suggestive objects
93. Sexting – sending (or receiving with the desire or consent to receive) sexually explicit photos by texting or any other means including electronically between cell phones. In such cases, the persons sending and receiving the photos and the person[s] photographed shall be subject to discipline unless it is obvious from the photograph that the person who was photographed did not know that they were being photographed or that the person that received the photograph did not receive it voluntarily and knowingly. Immediate deletion and not forwarding or sharing shall constitute a defense for anyone receiving such photo.
  94. Taking, transmitting, posting, publishing or having possession of any inappropriate photos or video of any campus events or students at a campus event on the Internet without first obtaining permission from the school (for instance - locker rooms, class sessions, bathrooms, stair wells, etcetera). See Defense- 93.
  95. Bullying, Cyberbullying or Cyberstalking
  96. Huffing - purposefully inhaling any psychoactive inhalants (any substance affecting the mind or mental processes) including but not limited to glue, paint, polish, household cleaners, refrigerants or any other substance inhaled for the purpose of getting high or altering the mind.
  97. Violation of any rule or responsibility identified in that Section of this Student Handbook entitled “Student Rights and Responsibilities”
  98. Any action defined by law as a criminal offense
  99. Any action which violates any state or federal law, including but not limited to, Revised Statute 17:416, the Drug Free Zones act, the Gun Free Zones act
  100. Any violation of Appendix J (Electronic Device Policy);
  101. Violation of any other School Board policy or school rule, including but not limited to, the Internet Policy (See Appendix E), Sexual Harassment Policy (See Appendix F), Medication policy (See Appendix G), Bullying and Hazing Policy (See Appendix H),
  102. Dating Violence-any behavior where one person threatens to use, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating violence warning signs shall be any sign of the foregoing described conduct. Any act of dating violence shall be reported to the Principal of the school where the dating violence occurred.

NOTE: If a school has rules in addition to those set forth in this handbook, those rules shall be in writing and a copy shall be provided to the students. These rules shall not conflict with those found in this handbook

## II. Disciplinary Procedures

### A. Short-term Suspension Procedures (10 days or less)

1. The school principal, or his designee, has the right to enforce this disciplinary policy and to apply disciplinary action, including suspension, for the commission of any disciplinary offense. The principal shall investigate all allegations of misconduct.

2. Prior to any suspension, the school principal or his/her designee shall advise the student of the particular misconduct of which the student is accused and the specific reasons/facts for such accusation. The student shall be given an opportunity at that time to explain the student's version of the incident or facts to the school principal or his/her designee.
3. If the principal suspends the student, the principal, or designee, shall make a reasonable effort to contact the student's parent or guardian by telephone to notify them of the suspension, that the student will be or has been removed from class, and that the student will be kept under supervision until the close of the school day or the arrival of the parent or guardian. This responsibility shall not be delegated to a student. If the parent or principal or designee so requests, the student will be granted an early dismissal from school to return home.
4. The principal shall provide a written notice of suspension to the parents or guardian providing notice of the offense and the term of the suspension
5. In the event a student disrupts the orderly operations of the school, the student may be immediately removed from the school premises and placed in the custody of parents, next of kin, or law enforcement, provided that the matter is resolved in a timely manner.
6. If the parent or guardian of the suspended student wishes to contest the suspension, the parent or guardian shall, within three (3) school days after receipt of written notification of the suspension, submit a written request to the Superintendent to review the matter.
7. Upon such request, the Superintendent or designee shall schedule a review hearing at the earliest convenience. The decision of the Superintendent or designee on an appeal of a short-term suspension shall be final, and there shall be no right to appeal such decision to the Board.

#### B. Expulsion Procedures

1. The principal shall recommend expulsion in certain cases identified elsewhere in this handbook.  
  
NOTE: There are some instances in which the principal has no discretion, where expulsion is mandated by Louisiana Revised Statute 17:416 (Drugs or Weapons) and other provisions of Louisiana law, which are not optional and expulsion shall be recommended by the principal.
2. Additionally, if a principal, or designee, after reasonable investigation of an offense, has cause to believe that a student has committed a disciplinary offense that warrants severe disciplinary action, then the Principal may recommend that the student be expelled.
3. After a principal or a designee has made a reasonable effort to investigate all aspects of the alleged discipline offense and is satisfied that the nature and seriousness of the offense might warrant expulsion, the principal shall decide whether to recommend expulsion.



4. The principal or a designee shall make a reasonable effort to contact the student's parents or guardian by telephone to notify them of the proposed expulsion, that the student has been removed from class and that the student will either be kept at school under supervision until the close of the school day or the arrival of the parent, guardian or police. This responsibility shall not be delegated to a student.
5. The principal or a designee shall mail (by certified mail) or hand deliver a copy of the recommendation of expulsion form to the parent or guardian, which form shall include 1) the specific offense for the expulsion, 2) the factual basis of the charge(s), 3) the time, the date and the place of the expulsion hearing.
6. The expulsion hearing shall be held within 30 days of the recommendation.
7. Pending the expulsion hearing, the student shall be denied normal attendance privileges.
8. Unless all of the evidence has been previously provided with the form notifying of the expulsion, prior to the expulsion hearing, the parents have the right to view and copy any evidence to be presented by the school at the hearing. Notice of this right shall be included on the expulsion form.
9. At the expulsion hearing, the specific reason(s) concerning the cause(s) for the proposed expulsion will be presented by the principal or a designee in support of the recommendation. If the basis of the recommendation for expulsion is the accumulation of 4 suspensions, the student shall only be permitted to contest the facts of the 4<sup>th</sup> suspension. At that point, the 3 prior suspensions are final and the time for appealing the basis of those suspensions has expired. The student's prior performance and attendance may be reviewed and discussed.

Note: If the parent or student fails to appear at either the expulsion hearing [or at the appeal hearing hereinafter provided], without providing a written advance notice including a valid excuse at least 24 hours prior to the meeting, the right to a hearing shall be considered to have been waived and forfeited, and the student shall be expelled. The superintendent or a designee shall provide written notification to the parent of the findings and action taken as soon as is feasible. A student who has waived his right to an expulsion hearing by failing to appear shall have no right to appeal the merits of the expulsion to the Board.

10. The student or student representative may produce witness(es) or offer evidence in the student's behalf. Due process shall be afforded.
11. After the hearing, the superintendent or designee shall determine whether the student is guilty of the charge(s) and whether the student shall be expelled from school or if other corrective or disciplinary action is imposed.
12. The superintendent or a designee shall deliver the decision and findings by mail (certified, registered, or regular), email (if requested by the parent), or by hand-delivery to the parents (at the address on file with the school that the student attends) and to the school principal.

13. In the event that the superintendent or a designee determines that a student is guilty of the offense and shall be expelled, the parent or guardian or the student (if over the age of 18), may request in writing a review of the expulsion decision by the School Board.

The request for review shall be hand delivered, e-mailed, or mailed to the APSB Superintendent at 1100 Webster, Donaldsonville, Louisiana, within five (5) school days after receipt by the parent of written notification of the expulsion decision. A request for review by the Board which is not received within this time period shall not be processed unless written reasons identifying extenuating circumstances are established.

14. In the event of a timely request for review of an expulsion decision, the superintendent shall list the 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 (deadline is Wednesday at noon prior to the regularly scheduled meeting), then the item will be placed on the agenda of the second or third next regularly scheduled meeting.
15. The parent or student shall have the right to determine if the expulsion review is conducted in public or private session. If the parent/student requests that the appeal hearing be in open or public session, then the parent acknowledges that the facts of the discipline offense and the identity of the student may be released to the public and further waives all rights to confidentiality.
16. At the review hearing by the Board, no evidence will be taken and no witnesses will be examined. The School Board will function similarly to an appellate court in reviewing evidence from the expulsion hearing. Each side may present to the Board at least two (2) days prior to the review, a written report stating each side's position with attached documents, which were presented at the hearing.

At the review hearing by the Board, only one person will argue for each side. No testimony will be taken nor will any evidence be presented. Each side shall be allowed no more than 10 minutes to argue the case. Members of the School Board may ask questions of either side or of the Hearing Officer. After hearing each side, the Board may deliberate the case privately if executive session was requested or openly if an open session was requested. Following deliberation, the Board will meet in open session to affirm, modify or reverse the action taken by the Superintendent or the hearing officer.

17. The superintendent shall notify the parent of the student in writing, certified mail or hand delivery, of the decision of the School Board. The parent or student may, within ten (10) calendar days of receipt, appeal to the 23rd Judicial District Court an adverse ruling of the School Board upholding the action of the superintendent or the designee.

C. Offensive Conduct at the End of the School Year

1. Non-graduating students. Any student who commits a disciplinary offense during the last ten (10) days of school, which results in suspension or expulsion, shall serve such discipline at the end of the current school year and continuing through the beginning of the next school year until completed.
2. Graduating students. Any senior committing a serious offense warranting suspension may be prohibited from participation in graduation exercises on recommendation of the principal after a hearing by the Superintendent or his designee/hearing officer, upon which the senior shall receive his diploma by mail. A senior who commits an expellable offense shall be denied graduation and participation at graduation.

D. Additional Rules of Expulsion

1. Unless otherwise mandated by law or this Handbook, the minimum term of expulsion for any expellable offense shall be one (1) calendar year.
2. Any student that is expelled may be offered the privilege to attend the Alternative Program/.School. Any student that attends the Alternative Program/.School shall follow all rules of the Alternative Program/.School.
3. For expelled students that choose to attend the APSB Alternative Program/School as provided below, any student that has been expelled for drugs or firearm offenses shall serve at least 50 percent of the term of expulsion prior to requesting re-admission to the regular school, as provided by state law.
4. For expelled students that choose to attend the APSB Alternative Program/.School as provided below, any student that has been expelled for a “single incident offense” shall serve at least 45 days of the term of expulsion prior to requesting re-admission to the regular school, as provided by state law or APSB policy. A “single incident offense” is defined as any disciplinary offense that does not involve conduct where state law requires mandatory expulsion for a specified period of time.
5. A student requesting re-admission does not have the right to a hearing or to introduce any evidence. The ability to request re-admission is a privilege, not a right. Re-admission to the regular school is not a right or guarantee, but is strictly a discretionary decision of the Board. The Board has the right to consider any and all sources of information in deciding whether to re-admit a student.
6. Any student who has been offered the privilege to attend the Alternative Program/.School but who chooses not to attend the Alternative School may attend any accredited school of their choice, including private, military, parochial, or home school. However, said expelled student shall serve the complete term of expulsion and may not exercise the privilege of requesting re-admission prior to the end of the complete term of expulsion. In other words, any student who has been offered the privilege to attend the Alternative School but refuses shall serve the complete term of the expulsion, without exception.
7. A student may only be granted the privileges provided in Paragraphs 2-4 above only once during that student’s attendance at schools operated and maintained by the APSB.

8. Students that choose to attend the alternative school setting must also accept the revised bus routing procedures for the Alternative School. Bus stop locations for alternative School bus routes are typically farther from the student's home of record than the standard distance for a bus stop in their assigned school district. This is necessary to minimize route times in the much larger pick up areas of the alternative school busses. Transportation between the student's home and the nearest bus stop location shall be the responsibility of the parents. Parents may also elect to find their own transportation to the alternative school as opposed to riding the bus.

*Revised 3/2016*

## APPENDIX A

### High School Tardy Policy

The Ascension Parish School Board, in an attempt to reduce the number of student tardies, is extending the Behavior Modification Clinic to the high school level. This will provide an alternative to suspensions and keep those students in school without disrupting the educational process.

Behavior Clinic will be held after school hours. Part of the session may include counseling but students are expected to bring schoolwork with them to the Clinic. The facilitator will utilize the resources provided by the Office of Student Services.

1st Tardy	Warning
2nd Tardy	Note Sent Home
3rd Tardy	Phone Contact or Office Visit with Parent
4th Tardy	Clinic (if student is late or does not attend clinic, a Saturday Detention will be given)
5th Tardy	Warning
6th Tardy	Note Sent Home
7th Tardy	Phone Contact or Office Visit with Parent
8th Tardy	Clinic (if student is late or does not attend clinic, a Saturday Detention will be given)
9th Tardy	Phone Contact or Office Visit with Parent
10th Tardy	Saturday Detention
11th Tardy	Phone Contact or Office Visit with Parent
12th Tardy	Saturday Detention
13th Tardy	Phone Contact or Office Conference with parent
14th Tardy	<b>Suspension</b>
15th Tardy	Phone Contact
16th Tardy	Saturday Detention
17th Tardy	Phone Contact
18th Tardy	<b>Suspension</b>
19th Tardy	Phone Contact
20th Tardy	<b>Suspension</b>
21 <sup>st</sup> Tardy	Documented Parental Contact to discuss pending risk of Expulsion on next Tardy violation
22 <sup>nd</sup> Tardy	<b>Suspension</b> resulting in Recommendation for Expulsion for Multiple Suspensions-see page 6 item C and page 7 item 14

## **APPENDIX B**

### **Procedures Regarding (grades K-8) Student Absenteeism, Truancy and Visitors at School**

The Ascension Parish School Board, in an effort to ensure the safety of all of our children, has established the following policies and procedures regarding student absenteeism, truancy, and visitors at school:

- Students may not be dismissed from school within the last 30 minutes of the school day without a valid excuse or this will be considered an unexcused tardy. An unexcused tardy will result in a student's not being allowed to make up work missed.
- According to school board policy, habitual tardiness will be reported to the Supervisor of Child Welfare and Attendance or to the Juvenile Court as truancy. A child misses valuable instructional time when he/she arrives late or is dismissed early.
- Tardiness should be restricted to medical or other emergencies.
- Only adults 18 years or older may check a student out of school in grades K-8. A picture ID will be required to be shown by any person not recognized by school personnel to be a child's parent or guardian. Before a child is released to an adult other than a parent or guardian, school personnel will check the child's emergency card to verify that the adult picking up the child is listed as acceptable by the parent or guardian.
- All school visitors will be asked to sign in and out in the school office. Visitors will be required to wear a pass at all times while on the school grounds.

## APPENDIX C

### Standardized Elementary (Grades Pre-K – 8) Dress Code

#### PANTS, CAPRI PANTS, SHORTS, SKIRTS, SKORTS, JUMPERS

**Shall be khaki. (No glitter, shimmer or other color distraction is permitted.)**

- May be pleated or not pleated; cuffed or not cuffed; may not have labels.
- Shall be appropriately sized with a regular fitting crotch: not tight fitting; not loose fitting
- Bottoms must fit at the waist and be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground. “Slicing or ragging” is not allowed.
- No leather/suede/vinyl/denim/jean fabrics. May not include rivets. Cargo pants, low riders, corduroy, ribbed fabric, and hip huggers are not allowed.
- Shorts, skirts, and jumpers must be clearly no more than 3 inches above the kneecap on any side/back/front.
- No stretch pants, sweatpants, jogging pants, wind suits, warm-ups, overalls or coveralls are allowed.
- Bottoms may not be worn in any way that creates a distraction.

#### SHIRTS/BLOUSES

**Shall be navy oxford, knit, or broadcloth with a collar; no labels.**

- Shall be solid navy in color.
- Turtlenecks must be solid navy or white without monograms/name brands/logos and may be worn under a uniform shirt/jumper but may not be worn alone. Turtlenecks may only be worn under the uniform shirt.
- Shall be appropriately sized; may not be tight fitting. Must be tucked in at all times and appropriately buttoned above the chest area at all times.
- If a t-shirt is worn underneath the uniform shirt/blouse, it must be solid white, navy, black, or an approved school color.
- Students may add only the approved school logo to their navy shirt/blouse. Logos can be stitched/printed on the left front, upper chest area of the shirt/blouse.
- Shirts/blouses may not be worn in any way that creates a distraction.

#### SWEATSHIRTS/SWEATERS/JACKETS (IN INSTRUCTIONAL SETTINGS)

**Shall be solid navy or shall be the designated school sweatshirt.**

- If worn, the uniform shirt collar must be visible under the sweatshirt.
- May not contain personal or brand name monograms/logos.
- Must be solid navy and may include the approved school logo or may be a school approved sweatshirt.
- Sweatshirts/sweaters/jackets of any kind may not be worn tied around the waist.
- Sweatshirts/sweaters/jackets of any kind may not be worn in any way that creates a distraction.

#### JACKETS/COATS – OUTDOORS

**May be any color except jean and camouflage.**

- Jean and camouflage jackets/coats are not allowed.

- Full-length jacket/coats commonly referred to as “trench” coats or dusters are not allowed.
- Jackets and coats of any kind may not be worn tied around the waist.
- Jackets and coats of any kind may not be worn in any way that creates a distraction.

### **SHOES AND SOCKS**

**Shall be closed in shoes; socks and/or leggings shall be white, solid black, solid khaki or solid navy.**

- Closed in shoes (front and back) i.e. tennis shoes, tied shoes or loafer type shoes are acceptable. Shoes that require laces or Velcro must be securely fastened. Shoes must be worn appropriately.
- Shoes with wheels, noisemakers, lights or hanging tags are not allowed. Slippers, sandals, thongs, or flip-flops are not allowed.

### **HAIR**

**Must be neat, clean and well groomed.**

- Head coverings, skullcaps, hats, hoods, kerchiefs, sweatbands and any other headgear are not allowed. Long-handled combs are prohibited.
- Extreme hairstyles (including, but not limited to, Mohawks) or hair carvings that detract from the educational setting are not allowed. Hair may not be dyed colors other than natural hair colors. (i.e. No blue, green, pink, etc.).

### **JEWELRY/BELTS/ACCESSORIES**

- Accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs, alcohol, tobacco, or ethnic bias.
- Necklaces and bracelets of any type may not be worn.
- Glitter, tattoos and writing/drawing on the face and other visible body parts are not allowed.
- No more than one stud type earring may be worn in each earlobe. Dangling earrings, nose rings, lip rings, eyebrow rings, tongue piercing rings, studs or any other visible body piercing are not allowed.
- No ornamental or oversized belt buckles are allowed. Belts may not have studs, cutouts, metal or other decorations or writings that can be deemed inappropriate.
- Only one wristwatch may be worn on either wrist if it does not violate any of the Uniform Policies regarding inappropriateness or distractions.
- Belts must be solid brown, black or navy and they must be worn on any pants/shorts/skirts/skorts that have belt loops.
- Belts must be worn appropriately and may not be more than one size larger than the waist.
- Purses are not allowed in Grades Pre-Kdg. – 3.
- Rolling book sacks (book sacks with wheels) are not allowed in Grades Pre-Kdg. – 2, even if the student carries them.

### **MISCELLANEOUS**

New students enrolling in any Ascension Parish Public School, Grades Pre-Kdg. – 8 will be provided a grace period of no more than seven (7) calendar days to comply with this dress code.



## CASUAL DAYS

Each school shall be permitted a total of four (4) casual dress days per school year. The principal shall determine the dates for casual dress days. In addition to the 4 designated days allowed each school year, principals are allowed to award additional days for various reasons to include but not limited to: participation in charitable donations, rewards for various reasons, incentives to encourage good academics, attendance and behaviors; celebration of special events on campus, etc.

## CONSEQUENCES

Each accumulation will consist of three (3) dress code violations;

**1<sup>st</sup> Accumulation:** Parental notification. Parents will be called to bring appropriate clothing if necessary.

**2<sup>nd</sup> Accumulation:** Parental notification. School punishment takes place during the school day. (Ex., Service project, Clean up, Loss of recess, etc.). Parent called to bring appropriate clothing if necessary.

**3<sup>rd</sup> Accumulation:** Parental notification. After School Behavior Clinic assigned -2 Days (Failure to attend After School Behavior Clinic will result in an adding an additional day. Failure to comply without a valid excuse will result in a suspension). **(Primary Schools will assign Recess Detention).**

**4<sup>th</sup> Accumulation:** Parental notification: Saturday Detention (if available) or After School Behavior Clinic (4 days). Failure to comply without a valid excuse will result in a suspension. **(Primary Schools will assign long term Recess Detention or After School Detention).**

**5<sup>th</sup> Accumulation:** Conduct referral for willful disobedience. Points and/or suspension will be assigned.

**NOTE: A Parent Conference will be held at the point when the school determines that the Uniform Policy is becoming a problem with the student. At any point in the violations, a parent can be called to bring appropriate clothing if necessary.**

**Any non-uniform clothing (outer wear or accessories) and/or prohibitive items will be taken by the school official and returned to the student's parent or guardian ONLY. Additionally, the Principal has the authority and right to place any student in ISSP until the Dress Code violation is properly corrected.**

*Revised (3/2015)*

**APPENDIX D**  
**Standardized High School Dress Code**

**SLACKS, CAPRI PANTS, SKIRTS, DRESSES, SHORTS**

**Shall be khaki or black. (No glitter, shimmer or other color distraction is permitted.)**

- Shall be appropriately sized with a regular fitting crotch: not tight fitting, not loose fitting.
- Bottoms (worn above the hip bone) must be properly hemmed or cuffed at or below the ankle and no wider than shoe length, but not dragging the ground. “Slicing or ragging” is not allowed. Belts (with no distracting decorations) must be worn at all times with bottoms that have belt loops.
- Bottoms may not be worn in any way that reflects gang affiliation, conceals contraband, or creates a distraction (“sagging” not allowed).
- No stretch slacks, sweatpants, jogging pants, wind suits, warm-ups, overalls or coveralls allowed.
- No leather, suede, vinyl or denim fabrics.
- Shorts, skirts or dresses must reach the top of kneecap.
- The top of any side, back or front slit must be clearly no more than three (3) inches above the kneecap.

**SHIRTS**

**Shall be polo style with collar.**

- “Polo style” shirt must have two, three or four buttons (no snap-up or zippers), with long or short sleeves (no sleeveless or cap-sleeves).
- Polo shirts shall be solid in color (approved colors per school) or appropriate campus spirit shirt.
- Shall be appropriately sized. Must be tucked in and appropriately buttoned above the chest area at all times.
- May not be worn in any way that reflects gang affiliation, conceals contraband or creates a distraction.
- If a t-shirt or turtleneck is worn underneath the polo style shirt, it must be school colors.
- School approved spirit shirts may be worn in place of polo shirts.
- Students may add the approved school name and mascot to their polo style shirts. Logos (mascots & school names) can be stitched/printed on the left front, upper chest area of the shirt. The logo will be of acceptable size if the flattened hand can cover it.
- Curriculum related uniforms are considered standardized dress on designated days. (i.e., Allied Health Academy, ROTC, etc.....)
- Shirts or other objects that contain or symbolize obscene, drug related, gang related or offensive wording are not allowed. This includes the advertisement of products that contain tobacco or alcohol. Clothing or other articles depicting violence, blood, knives, guns, skulls, etc. are also not allowed.

**APPROVED COLORS FOR SHIRTS BY HIGH SCHOOL**

<b>DONALDSONVILLE</b>	<b>DUTCHTOWN</b>	<b>EAST ASCENSION</b>	<b>ST AMANT</b>
Black	Black	Royal Blue	Black
Red	Purple	Yellow	Yellow
White	White	White	White
Gray	Gray		

## HAIR

- Must be neat, clean and well groomed.
- Head covering, skullcaps, hats, hair rollers, kerchiefs, bandanas, sweatbands, hoods or any other headgear are not allowed. Long-handled combs are prohibited for safety reasons.
- Symbols and/or styles that are identified with gang membership, affiliation or representation are not allowed.
- Extreme hairstyles that detract from educational setting are not allowed. Hair may not be dyed colors other than natural hair colors. (i.e., No blue, green, pink, etc....)
- Hair carvings are not allowed.

## SHOES

- Closed in shoes (front and back) i.e., tennis shoes, tied shoes or loafer type are all acceptable (no slipper style or house shoes). Wheels, glitter, noisemakers, lights or hanging tags are not permissible on footwear. Shoes will be worn and fastened appropriately.

## SWEATSHIRTS/VESTS/SWEATERS/WINDBREAKERS/JACKETS - INDOORS

- May be pullover, button-up, zipper, snap, etc.
- Must be solid in color (**approved colors per school and/or gray**) worn with the polo style shirt collar showing. Hoods may only be worn in areas approved by the administration. The only logos allowed (other than mascot & school name) should be the manufacturer's label. The manufacturer's logo will be of acceptable size if the flattened hand can cover it.
- No college, professional, or other advertisements other than home school may be worn on sweatshirts
- Must be appropriately sized in the shoulders, sleeves and length.
- Students may add the approved school name and mascot to sweatshirts, vests or sweaters with principal approval.
- May not be worn in any way that reflects gang affiliation, conceals contraband or creates a distraction.

## JACKETS/COATS/WRAPS

- Coats/jackets/wraps that are worn **outside/outdoors** of the school building **MUST** also be an **approved school color and/or gray**.
- May be high school letter jacket as long as it corresponds with the specific school the student attends (Ascension only).
- No college or professional logo jacket or coats may be worn, (i.e., starter jackets).
- May not be worn in any way that reflects gang affiliation, conceals contraband or creates a distraction.
- Full-length jackets/coats such as those commonly referred to as "trench" coats or "dusters" are not allowed. Jackets/coats of  $\frac{3}{4}$  length (or less) are acceptable.
- Outside jackets and coats are considered to be cold weather apparel only.

## MISCELLANEOUS

- New students enrolling in any Ascension Parish Public High School will be provided a grace period of no more than five (5) calendar days to comply with this dress code.

- Revealing or tight garments considered inappropriately sized are prohibited.
- Accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs, alcohol, tobacco or ethnic bias.
- The following items may not be worn:
  - Garments that have holes worn or torn in them.
  - Heavy chains, spike necklaces, “grillz” or other inappropriate types of jewelry.
  - Glitter, tattoos and writing/drawing on the face.
- Nose rings, lip rings, eyebrow rings, tongue piercing rings are not permitted. Clear **(STUD ONLY)** pierce hole fillers are allowed in areas pierced where decorative rings are not allowed.
- The wearing of *Body Armor* by a student on school property is prohibited. *Body Armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

## **CONSEQUENCES**

- 1st offense - Warning
- 2nd Offense - Warning
- 3rd Offense - Clinic
- 4th Offense - Warning
- 5th Offense - Clinic
- 6th Offense - Saturday Detention
- 7th Offense - Warning
- 8th Offense - Saturday Detention
- 9th Offense - Warning
- 10th Offense - Clinic
- 11th Offense - Warning
- 12th Offense - Clinic
- 13th Offense - Saturday Detention
- 14th Offense - In-School **Suspension**
- 15th Offense - Clinic
- 16th Offense - Saturday Detention
- 17th Offense - **Suspension**
- 18th Offense - Clinic
- 19th Offense - Saturday Detention
- 20th Offense - **Suspension**
- 21<sup>st</sup> Offense – Documented Parent Contact to discuss risk of Expulsion on next violation
- 22<sup>nd</sup> Offense – **Suspension** (Recommendation for Expulsion, see p. 6/item C and p.7/item 14)

**Principals select 4 designated days each nine weeks to offer as jeans days or designated dress days for all students. In addition, principals are allowed to award additional days for various reasons to include but not limited to: participation in charitable donations, rewards for various reasons, incentives to encourage good academics and behaviors; celebration of special events on campus, etc. Jeans must be of the same style and design as defined by the standardized dress code for slacks. The board has the right to modify or change any of the above said policy.**

**Administrators have the responsibility and right to determine the appropriateness of attire and grooming for school setting. Additionally, the Principal has the authority and right to place any student in ISSP until the Dress Code violation is properly corrected.**

## **IDENTIFICATION BADGES**

- ID badges must be worn at all times with the picture facing outward.
- ID's must be clearly visible and are not to be defaced or to have any non-approved items attached or placed on the front or back.

*Revised 3/2015*

## **APPENDIX E**

### **TECHNOLOGY USAGE – STUDENTS Acceptable Use Policy (AUP) for Technology, Internet, and Network Use**

The purpose of the Ascension Parish School Board's Technology resources is to enhance student learning by providing students with the latest tools to make learning relevant to the goals of the work place. This is accomplished by facilitating student research, differentiating instruction, accommodating student needs, augmenting student communication skills, and motivating students to become life-long learners. We are very pleased to bring these vast, diverse, and unique resources to Ascension Parish students and teachers.

In an effort to provide students the resources accessible through a computerized information resource such as the Internet, the Ascension Parish School Board believes it is necessary for all persons to become aware of acceptable uses of technology. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

Faculty, students, district leaders, and the community must work together as knowledgeable and collaborative partners to support the academic benefits of these resources while helping students avoid the sometimes inaccurate and/or objectionable resources available through technology. In support of this collaboration, parents, students, and the community who have questions, requests, or suggestions may call 225-391-7171.

#### **Technology and the APSB Network**

The Ascension Parish Technology Resources include a wireless and wired network, a sophisticated security system, handheld and portable technology devices, computers, cameras, science probes, video and audio equipment, projectors, and numerous instructional resources delivered with computer technology.

#### **The Internet**

The Internet is an international network of computer users encompassing elementary and secondary schools, universities, government agencies, businesses and corporations, and millions of individuals. This telecommunications network will allow students and teachers to have access to:

- online instructional resources
- online books
- research institutions, i.e., Universities, NASA, etc.
- electronic mail (email) communication with people all over the world
- databases
- online library catalogs and resources, Library of Congress, etc.
- other world wide web sites

#### **Use of the Internet**

The Internet is a vast global computer network. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Ascension Parish School Board. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures.

Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners, which demonstrate honesty, ethics, and respect for others shall be required.
2. Individual students shall be permitted to have e-mail accounts created by the District. Student email accounts shall not be considered private and will be monitored by district personnel.
3. Two-way, real-time electronic communication technologies such as Internet-based instant messaging and Internet chat shall not be allowed within the District during the school day. Furthermore, the participation by students in asynchronous electronic forums or bulletin boards shall be prohibited. The exception to this is pre-approved access to such technologies and/or sites for a specific educational need.
4. No personal addresses or personal phone numbers shall be permitted on the Internet. Impersonations are not permitted.
5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or administrator immediately.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network or other technology resources for any illegal activities is prohibited. Illegal activities include: (a) copyright or contract violations, (b) tampering with computer hardware or software, (c) unauthorized entry into computers and files, (d) knowledgeable vandalism or destruction of equipment, and (e) deletion of computer files. Such activity may be considered a crime under state and federal law.
8. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. Certified personnel or designee should only install software.
9. Resources offered by the Internet and paid for by the Board may not be willfully wasted.
10. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
11. Accessing pornographic or obscene materials or using or sending profanity in messages is forbidden.
12. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
13. Email, web access, and other electronic communications should not be considered private. While it is a violation of policy for a user or student to attempt to gain access to information for which they do not have authorization, authorized staff may monitor or examine email, file folders, and communications to maintain system integrity, to ensure users are using the system responsibly, or for any other reasonable purpose.
14. All web pages or electronic publications created by any organization, staff, student, or other person that are housed on the District-funded computer systems shall be subject to treatment as District-sponsored publications. Therefore, the District reserves the right to exercise editorial control over the content of these web pages or publications. Only content that supports the administrative, instructional, or other legitimate mission of the school or department shall be allowed on District or school web sites. Content of all District and school web sites shall conform to pertinent regulations. Additionally, no web page that represents any school, department, or organization of the Ascension Parish School Board may be published on a web server that is outside of the District's control without written permission of the Director of Information Services and Technology.

**Use of the Internet is a privilege, and any inappropriate use may result in disciplinary action and loss of privileges to use the Internet. Disciplinary action may include, but is**

**not limited to, loss of computer use, monetary reimbursement, suspension, detention, or assignment in Behavior Modification Class. This shall apply to all students.**

## **ACCOUNTABILITY**

Students' use of school computers or the School Computer System (SCS) is provided for academic purposes. All students using a school computer or a computer network or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to: (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; (h) disregarding established safeguards which align the district's technology systems to the Children's Internet Protection Act; (i) using another's password or sharing passwords with others; and (j) any action that is deemed inappropriate by supervisory personnel. Email and student or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. The network administrator (or designee) shall assign access codes or passwords if and/or when it is needed. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in a disciplinary action and loss of privileges to use the Internet and/or the SCS. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district's systems may result in one or more of the following consequences: (a) temporary or permanent loss of privileges, (b) payments for damages and repairs, (c) discipline as outlined in the district policy manual, (d) suspension, expulsion, and/or (e) civil/criminal liability under other applicable laws.

## **UNAUTHORIZED AND ILLEGAL USE**

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. The computer system shall not be used for commercial, political, or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activities are considered a crime under state and federal law.

The use of personal hardware (such as laptop computers, MP3 players, iPods, etc.) and software is allowed when approved by principal/supervisor for educational purposes. This does NOT include consumables such as CDs or flash/pen/thumb drives.

## **PRIVACY AND COPYRIGHTS**

ALL students must adhere to the Copyright Laws of the United States (P.L. 94-533) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and will assume all liability and responsibility.



However, all messages posted in a public forum such as news groups or list serves may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:

1. Unlawful copies of copyrighted materials shall not be produced on Board-owned equipment or within Board-owned facilities.
2. Unlawful copies of copyrighted materials shall not be used on Board-owned equipment, within Board-owned facilities, or at Board sponsored functions.
3. Information about copyright law and guidelines shall be made available.

## **INSTALLING PRANK SOFTWARE**

Students should avoid the knowing or inadvertent spread of computer viruses. “Computer viruses” are programs that have been developed as pranks, and can destroy valuable programs, and data. To reduce the risk of spreading a computer virus, students shall not import files or programs from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or spreading of computer viruses shall be considered criminal activity under state and federal law. Only certified personnel or designee shall load any software.

## **OBJECTIONABLE MATERIALS**

Ascension Parish School Board, in compliance with the *Children’s Internet Protection Act*, will use its best efforts to prevent access to material reasonably believed to be obscene or child pornography, conducive to the creation of a hostile or dangerous school environment, pervasively vulgar, excessively violent, sexually harassing, or disruptive in the school environment. The Board shall enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter access for minors and adults to certain visual depictions and materials as mentioned above.

It should be understood that no matter how much supervision and monitoring Ascension Parish Public Schools provides, there would always be the possibility of a user coming into contact with inappropriate material.

Profanity or obscenity shall not be tolerated on the network. All persons should use language appropriate for school situations. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a “flame,” a harsh, critical, or abusive statement, the user should bring the incident to the attention of the teacher or network systems manager. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS are provided for academic purposes. Conduct that is in conflict with the responsibilities as may be outlined in this document shall be subject to disciplinary action. Any stakeholder wishing to report improper, illegal, or illicit conduct using APSB technology can call 225-391-7171.

For all participants in the APSB One-to-One Computing Project, the One-to-One Project has specific guidance that must be followed.

Special restrictions by the school or District may be implemented in order to meet special needs provided that School Board policy is not violated.

#### **WARRANTY OF SERVICE**

The Ascension Parish School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Ascension Parish School District shall not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Ascension Parish School District specifically denies any responsibility for the accuracy or quality of material or information obtained through its service.

## APPENDIX F

### APSB Student/Parent One to One Contract

By signing this form, the user and his/her parent(s) or guardian(s) agree to follow the guidance outlined in the Ascension Parish Acceptable Use Policy, this APSB 1-to-1 Contract, and directions described by teachers and staff. The Ascension Parish School Board (APSB) makes no warranties with respect to Internet service or content. The user and his/her guardians should be aware that the Ascension Parish School Board does not have control of the information on the Internet nor can it provide comprehensive barriers to users accessing information. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. (APSB makes a significant effort to filter objectionable content, but recommends that parents and guardians remain diligent in observing student behavior when using these devices.) While APSB supports the privacy of electronic mail, users must assume that this cannot be guaranteed.

The Ascension Parish School Board believes that the benefits to students from access to this technology and the Internet, in the form of information resources, information organization, modeling, and opportunities for collaboration far exceed any possible disadvantages of access.

APSB offers a Technology Fee Program for all participants in the 1-to-1 program. Parents or guardians who do not purchase the 1-to-1 device technology fee **WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND REPLACEMENTS** that are not covered by the manufacturer's warranty.

It is strongly recommended that all students participate in the Technology Fee Program. A Device Matrix with a full explanation of what the fee covers can be obtained from the school administrator.

#### Coverage Participation Information (Please initial your selections below)

\_\_\_\_\_ I elect to pay the District Technology Fee. I understand that I am responsible for one of the payment options listed below.

\_\_\_\_\_ I elect **NOT TO PARTICIPATE** in the District Technology Fee. By doing so I accept FULL responsibility for the device(s) should it/they be damaged. Replacement cost would be at the current cost of the device or repair as listed on attached schedule.

\*Lost or stolen devices are **not** covered under the District Technology Fee. A police report must be filed for the student to be issued another device.

**See/Select Payment options on p. 55**

**Payment Options (Select one of these options)**

**Device Coverage (Family Cap of \$40.00) -- ONLINE PAYMENT IS PREFERRED.**

\_\_\_\_\_ One payment of \$20.00 for single device coverage or \$40 for family coverage paid by **Oct. 28, 2016.** (If family coverage, please list all students).

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\_\_\_\_\_ Two installment payments with half due **Oct. 28** and remainder due **Nov.18.**

**\*\* Failure to meet the payment deadlines may result in no coverage.**

**APSB Student/Parent One to One Contract**

**SCHOOL:** \_\_\_\_\_

**USER:**

*I understand and will abide by the Acceptable Use Policy (AUP) for Technology, Internet, and Network Use Policy. I further understand that any violation of this policy constitutes a violation of school discipline policy. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken.*

**Date:** \_\_\_\_\_ **Student Name (print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**PARENT OR GUARDIAN:**

*As the parent or guardian of this student I have read the Acceptable Use Policy (AUP) for Technology, Internet, and Network Use Policy. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the Ascension Parish School Board to restrict access to controversial materials and I will not hold them responsible for materials acquired on the Internet. I hereby give my permission for my child to participate in this Internet project.*

**Date:** \_\_\_\_\_ **Parent Name (print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

\*Remember, using the school computers and the school network is a privilege, not a right. Failure to comply with the procedures stated in the contract may result in your being denied access to the computers and possible further consequences. For a full acceptable-use policy on using school computers, see Appendix E.

## **Policies and Procedures**

The Ascension Parish School System's vision is to enhance student learning by providing students with the latest tools to make learning relevant to the goals of the work place.

In order to achieve this vision, it is our **goal** to:

- Develop students' critical literacy skills by using technology as real-world learning tools
- Enable students to become facilitators of their own learning
- Create meaningful, engaging interdisciplinary projects that require problem solving and support individual learning styles

### ***GENERAL INFORMATION***

Ascension Parish Schools is embarking on an endeavor of enriching learning opportunities by having students participate in a one-to-one computer program at participating schools. One-to-one computing means putting a personal computing device (computer or tablet) into the hands of every student. Students will be issued a student computing device with a case. Students will use the computers in all core classes and at home for assignments.

Please read over the following procedures, and submit the signed contract (Pages 1 and 2) to school.

### ***GENERAL SYSTEM***

- Follow all rules as stated in the policy for *Technology Use* in the *Ascension Parish Student Handbook Rights and Responsibilities & Discipline Policy* (pp. 47-51).
- Remember that computer use is not a right. It is a privilege that can be revoked.
- Unacceptable use/activity may result in disciplinary and/or legal action.
- Respect the equipment! Do not damage the computers, computer systems, or networks.
- APSB will use spares to replace damaged or malfunctioning devices for students participating in the Technology Fee program. If the computer is broken or damaged without payment of the fee, the student **MAY** be left without a computer until it is repaired or the fee is paid.
- PLEASE, no food or drinks near the computers.
- The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages incurred by the district related to the violations of policy.

- Report damages, malfunctions, and theft as soon as possible to the teacher. Ascension Parish School System has installed tracking software on the laptops in the event of theft.
- Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal is strictly prohibited.
- Sharing passwords or using other users' passwords is not permitted. It is the user's responsibility to maintain the confidentiality of passwords which allow access to the district's system and the information which those passwords protect.
- Students should have possession of their 1-to-1 device at all times. Any devices left behind or unattended will be taken to the administrative office. Misplaced devices will be required to be picked in the office.
- Students should keep his/her device clean and maintained. Cleaning the device with a slightly damp cloth or with a computer-cleaning towel is recommended on a regular basis to avoid dirt and grime buildup.
- Devices should be charged each night before school. The consequence for not charging the device repeatedly will be up to the school. Loaner devices and chargers will be provided at the discretion of the school.
- Students will be issued a device that can be taken home as long as there is no evidence of intentional abuse and/or neglect. If a student's actions display a trend (3 or more damaged devices) or clearly evident abuse no matter the number, the **administrator** will conduct an investigation and depending on findings **may** choose to only issue the student a device to be used during the school day. Students can lose the privilege to take the device home.
- Parent contacts must be made and documented for **all** device damages, accidental or intentional, regardless of whether the student has paid the technology fee. Anytime that a student is issued a new device due to damage, schools must communicate to the parent that a device has been damaged and the circumstances so that parents are aware this has occurred.
- Laptop computers and Chromebooks will be issued a backpack or computer bag to protect the computer. Students who are moving between classes are expected to pack their 1-to-1 devices into their computer backpack or computer bag with NO WIRES plugged into it.
- Students must NOT leave the charger connected to the laptop when placed in the backpack or computer bag in order to protect it from damage. If students are moving outside of class during a lesson, they are expected to close the lid on their device until they reach his or her destination. Students should at no time walk around with an open computer.

- Tablet devices (iPads) will be housed in a protective case. The device must remain in the case at all times. Like the notebook computer, students are expected to refrain from use while walking from place to place.
- Students will be subject to the Acceptable Use Policy and must adhere to the expectations of each teacher regarding the use of their device in a classroom environment.
- Students may at no time download material that violates the Acceptable Use Policy.
- Students will have secure access to a variety of communication tools through Blackboard and the Google Suite of Apps. These tools will be used to help prepare students for the 21st century workplace and to provide collaboration opportunities during class assignments. These communication programs will allow students to communicate with other students or staff members within the district. These tools should be used for educational purposes only.
- The teacher is responsible for monitoring computer use and work in progress at school. Parents or guardians are responsible for monitoring computer use at home.
- Students are encouraged to use their device at home for assignments or leisure. While sharing the device with family members is permitted, students and parents are still responsible for any damage that may take place to the device when it is at home or any activity that is recorded in the device history or detected in the filters.
- Students who have wireless Internet connections at home are permitted to use the Internet at home. Students who use 1-to-1 devices at home are still obligated to adhere to the Acceptable Use Policy. Students who violate this agreement may lose Internet capability.
- Students cannot connect their device to a printer at home or install a printer. However, if a student needs to print at home they may save the item in the Blackboard content collection or email it to an active account and print from another device.
- Ascension Parish filters for social media **will be turned off every day from 5:00 pm until 5:00 am** so that teachers can utilize these tools for creative collaboration amongst students. Parents should always monitor students' use of the devices at home. Included in this document are suggested Best Practices for Parents that will help parents to play a role in modeling and teaching Digital Citizenship.



## **Parent Best Practices for Internet Safety at Home**

- **Keep computers in a central place.**
  - This will make it easier for you to monitor and keep an eye on your child's activities.
  - You can clearly monitor their internet activity.
- **Know when your children go online.**
  - Establish specific times when access to Internet is permitted and keep that schedule.
  - Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.
  - Talk about what kinds of sites that they like to visit and establish what is and isn't appropriate for your family.
  - You can also check where your kids have been by looking at the history in the browser menu.
- **Teach Internet Safety.**
  - It's impossible to monitor your child's online activity all the time.
  - As they get older, they need to know how to use the Internet safely and responsibly.
  - Teach children **not to communicate** or share any personal information with strangers on the Internet.
- **Use Privacy Settings and Sharing Controls.**
  - Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles.
  - Teach your children to respect the privacy of friends and family by not identifying people by name in profiles and pictures.
- **Protect Passwords.**
  - Remind your children not to give out their passwords to anyone for any reason.
  - Make sure they make a habit of unclicking "Remember Me" settings on their computer.
- **Teach Your Children to Communicate Responsibly.**
  - Instruct your child to talk to you if he or she finds anything on the Internet that makes them feel uncomfortable.
  - Ask about their Internet experiences and what they have learned.
  - Remind them not to text, email, instant message or post any hurtful or inappropriate things on someone's page.
- **View all Content Critically.**
  - Just because you see it online doesn't mean that it is true.
  - Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
  - Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.

## APPENDIX G

### PROHIBITION OF SEXUAL HARASSMENT POLICY AND PROCEDURES

#### I. POLICY

- A. It is the policy of the Ascension Parish Public School System to provide a learning and working atmosphere for students, employees, and visitors free from sexual harassment.
- B. It is a violation of this policy for any administrator, teacher, other employee, visitor, agent, contractor or any student to engage in or condone sexual harassment.
- C. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school system are implemented.
- D. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties.
- E. The complaint manager shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

#### II. PROCEDURES

##### A. Definitions

- 1. Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature by an employee to a co-employee, an employee to a student, a student to another student, a student to an employee, a school board member to an employee or student, or non-employee engaged in business or volunteer work with the school system to an employee or student that takes place under any of the following circumstances:
  - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in school activities or programs
  - b. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances
  - c. When such conduct has the effect of unreasonably interfering with an individual's work
  - d. When such conduct has the effect of creating an intimidating, hostile or offensive work or learning environment
- 2. Examples of behavior which may constitute sexual harassment include but are not limited to:

- a. Unwelcome staring, leering, sexual flirtations, or propositions
- b. Unwelcome spreading of sexual rumors
- c. Unwelcome sexual jokes, stories, pictures, or gestures
- d. Unwelcome touching of another's body or clothes in a sexual way
- e. Unwelcome teasing or sexual remarks about a student
- f. Conditioning academic or student activity privileges on submission to unwanted sexual conduct from student or staff
- g. Blocking or cornering of a sexual nature from normal movements
- h. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation, or
- i. Displaying sexually suggestive objects in the work or educational environment

Sexual harassment is prohibited against members of the same sex as well as members of the opposite sex.

3. Complaint manager means the person, or persons, who is (are) responsible for investigation of any complaints alleging noncompliance with this policy. The complaint manager shall be the principal or the immediate supervisor of the complaining party. The name, office address, and telephone number of said person shall be posted in every facility and printed in every student and employee handbook.

#### B. Publication of Policy

1. Each student shall receive a copy of this policy at the beginning of each year and at the time of transfer into the Ascension Parish School System. This policy will be included in each school's Student and Employee Handbook.

#### C. Complaint Procedures

##### 1. Filing

- a. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with an immediate supervisor, the Complaint Manager, the principal, a guidance counselor, or a teacher. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. If a complaint is made to someone other than a principal, the principal must be notified immediately. A written complaint shall include the following:

1. The name of the complaining party
2. The name of the offender(s)

3. The date of the offense
4. The location of the offense
5. A description in as much detail as possible of the incident(s), including any statements made by either party, and
6. A list of all witnesses

## 2. Investigation

- a. All administrators and employee designees shall be trained to know how to handle sexual harassment complaints, what constitutes sexual harassment, the importance of taking such complaints seriously, and the procedures involved.
- b. All site administrators/principals shall designate sufficient personnel in order that at least one (1) male and one (1) female staff member is available at all times to handle sexual harassment complaints.
- c. Complaints filed pursuant to this policy shall be promptly and thoroughly investigated by the Complaint Manager or an individual assigned by the Complaint Manager.
- d. Complainants shall have a choice in selecting a designee of the same or opposite gender.
- e. All circumstances of the same situation shall be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the totality of the circumstance, including the context in which the alleged incident occurred. Upon completion of the investigation, the Complaint Manager shall prepare a report including the following:
  1. The date(s)
  2. The name of the complainant
  3. The name of the offender(s)
  4. A summary of the factual allegations that allege sexual harassment
  5. The name of all potential witnesses
  6. A summary of all the steps taken to complete the investigation
  7. A summary of all witness statements (with copies of actual statements attached)
  8. A listing of any physical evidence available
  9. A factual summary of all the evidence that either supports or refutes the allegations of sexual harassment
- f. The investigation shall be completed within twenty working days after the complaint is filed.

## 3. Complaint Review Committee

- a. The Complaint Review Committee shall consist of three persons identified from the following employee classifications:
  1. Title IX Coordinator

2. Site level administrator or administrative designee
3. Male and female faculty member(s)
- b. If the matter is not resolved within a reasonable time, the Complaint Committee shall set a hearing date
4. Hearings
  - a. Any employee and/or student
    1. Shall be notified, in writing, at least ten (10) days before the hearing with allegations included
    2. Shall be allowed to attend the hearing and testify in his or her own behalf
    3. Shall be entitled to confront or cross-examine the complaining party and other witnesses who are called
    4. Shall be entitled to call witnesses in his or her own behalf and
    5. Shall be allowed to introduce evidence which is relevant to the issues presented by the complaint and the investigative report
5. Written Decisions
  - a. Within ten working days of the hearing, the Complaint Review Committee shall issue a decision that:
    1. Includes a finding of facts and conclusions explaining how those facts establish a violation of the sexual harassment policy and
    2. Recommends sanctions.
6. Appeals
  - a. Appeals may be made to the Superintendent within fifteen (15) days after receipt of the written decision of the Complaint Review Committee.
  - b. Within ten (10) working days of the decision by the Superintendent, an appeal may be made to the Board, which shall render a decision within fifteen (15) days.

#### D. Sanctions

1. All students who violate this policy shall be subject to the following sanctions on a case-by-case basis dependent on the severity:
  - a. Immediate notification of parents of the complainant and the accused
  - b. Parent conference

- c. Warning, counseling and reprimand
  - d. Time Out
  - e. Suspension
  - f. Expulsion
2. All employees and others who violate this policy shall be subject to the following sanctions:
- a. Warning, counseling, and reprimand
  - b. Suspension with or without compensation
  - c. Termination
  - d. Banned from school campus and/or school-related events

All can be subject to criminal prosecution. Violators of this policy will be prosecuted to the maximum penalty and can also be banned from the school campus and/or school-related events.

E. Monitoring

- 1. On an annual basis a random sampling of students and employees shall be interviewed to determine if students and employees are being properly informed of the sexual harassment policy and whether there are unreported incidents of sexual harassment.
- 2. Within three months after a complaint is resolved, the complainant shall be interviewed to determine if any additional incidents have occurred and, that the complainant is satisfied with the process involved. A written report will be completed by the Complaint Manager following this interview.
- 3. The Superintendent shall report quarterly to the Ascension Parish School Board providing qualitative information relative to the number of complaints, number of investigations, results of hearings, training efforts and policy publication efforts.
- 4. This policy shall be reviewed every year in accordance with the Ascension Parish School Board's policy review process.

*Revised: January 1997, Revised: September 1997*

*Ref: PL 88-352 (42 U.S.C. 2000e et seq.); 29 CFR § 1604.11; La. Rev. Stat. Ann §§ 14:41, 17:81; Board minutes 12-3-96, 8-19-97.*

## **APPENDIX H**

### **HEALTH INFORMATION HEALTH SCREENINGS**

#### **VISION SCREENING**

According to Act 522, vision screening will be conducted by the Ascension Parish School Nurses. Vision screening will be conducted on all students in grades – ECH, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup> and any special request students.

Students who fail this initial screening will receive a letter of referral for the parent or guardian explaining the need of further medical evaluation and/or correction as needed.

#### **HEARING SCREENING**

According to Act 522, hearing screening will be conducted by the Ascension Parish School Nurses. Hearing screening will be conducted on all students in grades – ECH, K, 1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup>, 11<sup>th</sup> and any special request students.

If the student fails the initial screening, the student will be referred to the speech therapist for a second hearing screening. If the student fails the second hearing screen, a letter of referral will be sent home notifying the parent/guardian of the need for further evaluation by the parish audiologist or private medical doctor.

#### **SCOLIOSIS SCREENING**

A parent/guardian of any student with a concern of their child's back or posture need to submit a written request for a scoliosis screening to the school nurse at that student's school.

#### **BREAST SELF-EXAMINATION/CERVICAL CANCER**

According to Act 789, Breast Self-Examination/Cervical Cancer is taught to all 8<sup>th</sup> and 10<sup>th</sup> grade girls in Ascension Parish. The class is conducted by the school nurses.

The parent/guardian will be notified approximately 1-2 weeks prior to the class being taught. The parent/guardian must sign a consent form in order for their daughter to attend.

**HEALTH INFORMATION**  
**IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE**

All Students are required by law to present satisfactory evidence of immunity to or immunizations against preventable communicable diseases.

1. DPT – (Diphtheria-Pertussis-Tetanus)-Dtap, or DT)  
4 required- last one after the 4th birthday (the 3rd and 4th at least 6 months apart)
2. POLIO-(OPV-IPV)  
3 required- last one after the 4th birthday (the 2nd and 3rd at least 6 months apart)
3. HBV-Hepatitis B (Energix, Recombivax, Hep B)  
3 required – 1st and 2nd at least 1 month apart  
Minimum of 2 months between 2nd and 3rd dose  
3rd dose required after the child has reached 6 months of age
4. MMR-Mumps, Measles (Rubeola-red), and Rubella (German or 3-day Measles)  
#1: after 12 months of age.  
#2: booster at least 1 month after MMR #1  
Both required upon school entry.
5. HIB – before 5th birthday
6. VARICELLA – (chicken pox vaccine)-(varivax)  
#1: after 12 months of age.  
#2: booster at least 1 month after Varicella #1 (began 2009-2010 for new enterers)

Students entering 6th grade who are 11 years of age or older and all new students entering the parish are required to have the booster.

7. TDaP – (Tetanus-Diphtheria-Acellular Pertussis)  
Required for students at 11 years old.
8. MENINGOCOCCAL  
Required for students at 11 years old.

*Each student is required by law to present evidence of age appropriate immunizations at the time of registration or earlier. Students who do not have complete immunization records will not be allowed to enter school.*

*Revised -1/2016*



**HEALTH INFORMATION**  
**HELP BREAK THE CYCLE - HEALTHFUL HINTS/GUIDELINES**

The ultimate goal for our school system is to educate your child. In order for this to take place, your child must be healthy and in the right frame of mind to learn. For your child's well-being and for the protection of other students and staff, the following recommendations are provided to you for your consideration.

FEVER – Students with fever of 100.0 or greater should remain home until they are fever free for 24 hours without fever reducing medications. If the fever continues for more than 48 hours, it is recommended that he/she be seen by a doctor.

VOMITING/DIARRHEA – Students who are vomiting and/or have diarrhea should remain home until he/she has not vomited or had diarrhea for 24 hours. It is advised that you stop milk and milk products for the next few days. It is recommended that you contact your doctor if your child becomes dehydrated: vomiting/diarrhea persists more than 24 hours, child cries without tears, lips and mouth are dry, strong smelling or dark urine, eyes appear sunken and child looks weak or lethargic.

"PINK EYE"/CONJUNCTIVITIS – Students who have redness in the white of the eye, watery or thick drainage with mucus and pus that causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink eye is a highly contagious condition. In order for your child to return to school, he/she must receive a note from the doctor stating that it is no longer contagious and he/she can return to school.

COLDS – A typical cold lasts about 1 week, causing a stuffy nose, mild cough, and low-grade fever, generally less than 100 degrees. If your child has a temperature above 100 degrees, a bad cough, sore throat, ear ache, or headache, he/she should remain home. If these symptoms persist for 48 hours, it is recommended that your child be seen by a doctor.

NASAL DISCHARGE – Students who have a yellow/green discharge from the nose for more than 3 days, a yellow/green discharge accompanied by a fever, or who are coughing up yellow/green mucus should be seen by a doctor.

RINGWORM - The infection manifest itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or crusted and moist. Ringworm can be transmitted as long as untreated sores remain on the skin. Ringworm medication may be purchased at any drugstore without a prescription. In order to

return to school, you must send proof of treatment. A note from your doctor, pharmacist, or a medication label is acceptable. Your child will not be admitted back to school without this note. Once treatment has begun and proof of treatment has been provided, your child may return to school. Upon return, the affected area must be covered.

UNIDENTIFIED RASH – If your child is referred to the school nurse or school office with an unidentified rash, your child will not be able to return to school until the rash is determined non-contagious by a physician. Proof from a physician is necessary to return to school.

\*ANTIBIOTICS – Antibiotics are not administered in the school setting according to the Ascension Parish Medication Policy. If antibiotics are prescribed, it is recommended that the child remain home for 24 hours after treatment has been started, unless the doctor states otherwise. Then a doctor’s note to return to school is requested.

**\*PLEASE ENCOURAGE YOUR CHILD TO WASH HANDS FREQUENTLY, TO COUGH INTO THEIR ARM OR A TISSUE, AND TO DISCARD ANY USED TISSUE INTO THE GARBAGE CAN.**

*Revised 2/2015*

## **HEALTH INFORMATION ADMINISTRATION OF MEDICATION**

The administration of medication to students shall be in compliance with the requirements of R.S. 17:436.1, and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of the School Board that no school employee other than a registered nurse or licensed medical physician shall be required to administer medication until all the following conditions have been met. As used in this policy the term “medication” shall include all prescription and nonprescription drugs.

No medication shall be administered in Ascension Parish Public Schools that are classified Controlled Substances: Schedule I, Schedule II, Schedule III, Schedule IV and V with the exception of medications used for ADHD that have been proven safe and are monitored for that diagnosis.

### **I. Written orders, appropriate containers, labels, and information**

- A. Medication shall not be administered to any student without an order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state and it should include the following information:
  - 1. The student’s name
  - 2. The name and signature of physician/dentist
  - 3. The physician/dentist business address, office phone number and emergency phone numbers
  - 4. The frequency and time of the medication
  - 5. The route and dosage of medication
  - 6. A written statement of the desired effects and the child specific potential adverse effects.
  
- B. Medication shall be provided to the school by the parent/guardian in a container that meets acceptable pharmacy standards and shall include the following information:
  - 1. Name of pharmacy
  - 2. Address and telephone number of pharmacy
  - 3. Prescription number
  - 4. Date dispensed

5. Name of student
  6. Clear directions for use, including the route, frequency, and other as indicated
  7. Drug name and strength
  8. Last name and initial of pharmacist
  9. Cautionary auxiliary labels, if applicable
  10. Physician or dentist's name
- C. Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:
1. Drug name
  2. Dosage form
  3. Strength
  4. Quantity
  5. Name of manufacturer or distributor
  6. Manufacturer's lot or batch number

## II. Administration of medications: General Provisions

- A. During the period when the medication is administered, the person administering medication shall be relieved of all other duties. This requirement does not include the observation period required in II. E. The local school systems shall determine how to implement this requirement.
- B. Except in life threatening situations, trained unlicensed school employees may not administer injectable medications.
- C. All medications shall be stored in a secured locked area or locked drawer with limited access except by authorized personnel.
- D. Only oral medications, inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by unlicensed personnel.
- E. Each student shall be observed by a school employee for a period of 45 min.

following the administration of medication. This observation may occur during instruction time.

- F. School medication orders shall be limited to medications which cannot be administered before or after school hours.

### III. Role of Principal

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

### IV. Role of the Teacher

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

### V. Role of the School Nurse

- A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to insure the safety, health, and welfare of the students.
- B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training shall be at least six hours and include but not be limited to the following provisions:
  - 1. Proper procedures for administration of medications including controlled substances
  - 2. Storage and disposal of medications
  - 3. Appropriate and correct record keeping
  - 4. Appropriate actions when unusual circumstances or medication reactions occur

5. Appropriate use of resources
- C. No employee other than a registered nurse, licensed medical physician and appropriate licensed health professional or hired and trained unlicensed personnel as defined by the Louisiana State Board of Nursing shall be required to perform outside tracheotomy suctioning procedure in any child in the education setting. However, nothing shall prohibit an employee who volunteers to perform such procedure and complies with the training and demonstration requirement for being allowed to perform such procedure on a child in an educational setting.

## VI. Role of the parent/guardian

- A. The parent/guardian who wishes medication administered to his/her child shall provide the following:
  1. A letter of request and authorization that contains the following information:
    - a. Name of the student
    - b. Clear instructions
    - c. RX number if any
    - d. Current date
    - e. Name, dosage, frequency, and route of medication
    - f. Name of physician or dentist
    - g. Printed name and signature of parent or guardian
    - h. Emergency phone number of parent or guardian
    - i. Statement granting or withholding release of medical information
  2. Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.
  3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter.

NOTE: No over the counter medications are allowed at school without proper doctor's orders, parent request, and proper labeling per APSB.
  4. A list of all medications that the student is currently receiving at home and

school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.

5. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed prescriber.
  6. Arrangements for the safe delivery of medication to and from school in the original labeled container as dispensed by the pharmacist: a responsible adult shall deliver the medication.
  7. Unit dose packaging shall be used whenever possible.
- B. All aerosol medications shall be delivered to the school in pre-measured dosage.
- C. No more than a 35 day school supply of medication shall be kept at school.
- D. The initial dose of the medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time (12 hours) for observation for adverse reactions.
- E. The parent/guardian shall also work with those personnel designated to administer medication as follows:
1. Cooperate and counting the medication with a designated school personnel who receives and sign a drug receipt form (MAR).
  2. Cooperate with school staff to provide safe, appropriate administration of medications to students such as positioning, and suggestions for liquids or foods to be given with the medication.
  3. Assists in the development of the emergency plan for each student.
  4. Comply with written and verbal communication regarding school policies.
  5. Grant permission for school nurse/physician consultation.
  6. Remove and give permission to destroy unused, contaminated, discontinued, or out of date medications according to the school guidelines.

## VII. Student Confidentiality

All student information shall be kept confidential

NOTE: There is a set of guidelines developed by an Administration of Medication Task Force and approved by the State Board of Nursing, which may be used by LEAs in developing

their local administration of medication guidelines. These guidelines are available upon request in the BESE office.

- A. Notwithstanding any provision of law or any rule, regulation, or policy to the contrary, the governing authority of each public elementary and secondary school shall permit the self-administration of medications by a student with asthma or the use of auto-injectable epinephrine by a student at risk of anaphylaxis, provided that the student's parent or legal guardian provides the school in which the student is enrolled with the following documentation:
1. Written authorization for the student to carry and self-administer such prescribed medications;
  2. Written certification from a licensed medical physician or other authorized prescriber that the student:
    - a. has asthma or is at risk of having anaphylaxis;
    - b. has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma or anaphylaxis;
  3. Written treatment plan from the student's licensed medical physician or authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan must be signed by the student, the student's parent, or other legal guardian, and the student's licensed medical physician or other authorized prescriber and shall also contain the following information:
    - a. the name, purpose, and prescribed dosage of the medication to be self-administered
    - b. the time or times and medications are to be regularly administered and under what additional special circumstances the medications to be administered
    - c. the length of time for which the medications are prescribed
    - d. any other documentation required by the governing authority of the public, elementary, or secondary school.
  4. The documentation required by paragraph one of this subsection shall be kept on file in the office of the school nurse or designated school official.
  5. The governing authority of the public elementary and secondary school shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medication used to treat asthma or anaphylaxis. The parent or legal guardian of the student shall sign a statement acknowledging that the schools shall incur no liability and that the parent or 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 or anaphylaxis.

6. For the purposes of the Subsection:
  - a. Auto-Injectable Epinephrine - a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.
  - b. Inhaler - a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.
7. A student who has been granted permission to self-administer medication pursuant to this Subsection shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both, at all times.
8. Permission for the self-administration of asthma medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable epinephrine by a student shall be granted each subsequent school year, provided all of the requirements of this Subsection are fulfilled.
9. Upon obtaining permission to self-administer asthma medication or to use auto-injectable epinephrine pursuant to this Subsection, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity.
10. A student who uses any medication permitted pursuant to this Subsection in a manner other than prescribed shall be subject to disciplinary action; however, such prescribed medication.

*AUTHORITY NOTE: Promulgated in accordance with R.S. 17:436.1; R.S. 17:436.1(J).*

*HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1278 (June 2005), amended LR 35:1476 (August 2009), LR 36:481 (March 2010).*

## **HEALTH INFORMATION COMMUNICABLE DISEASES/LICE**

### **STUDENT COMMUNICABLE DISEASES**

The principal is required under La. Rev. Stat. Ann. §17:170 to exclude children from school attendance who are out of compliance with the immunizations required by this statute.

The Superintendent may exclude a student or staff member from school or employment as recommended by the Louisiana Department of Health and Hospitals when reliable evidence or information from a public health officer or physician confirms him/her of having a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population.

Mandatory screening for communicable diseases that are known not to be spread by casual contact shall not be required as a condition for school entry or for employment or continued employment.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling blood or bodily fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling blood and bodily fluids and these procedures shall be strictly adhered to by all school personnel.

Any medical information that pertains to students or staff members, proceedings, discussions and documents shall be confidential information. Before any medical information is shared with anyone in the school setting, a “need-to-know” review shall be made which includes the parent/guardian, student if age 18, employee or his/her representative unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

### **SYMPTOMS OF CONCERN**

In order to maintain good community health within the school community, teachers and school staff shall report early physical and behavioral changes that differ from the usual pattern for a particular student to appropriate staff.

Some frequent symptoms of concern that may indicate a serious condition and should be monitored by school staff are:

- Unusual or noticeable change in behavior.
- Headache
- Fever (e.g. at temperature of 100.0 or greater measured orally)
- Breathing difficulties
- Severe coughing (e.g. student becomes red or blue in the face, makes a high-pitched croupy or whooping sound after coughing, has coughing “fits”, or vomits after coughing)
- Discolored eyes (e.g. bloodshot, watering or discharge from the eye)
- Unusual skin or eye color (e.g. yellowish or blanched skin)
- Unusual spots or rashes
- Infected skin lesions (e.g. lesions that appear crusty, bright yellow, or excessively moist)
- Frequent scratching of the scalp or skin
- Loss of appetite not associated with students routine medications
- Sore throat or trouble swallowing
- Vomiting
- Dark, tea-colored urine
- Change in bowel habit (e.g. diarrhea or constipation)
- Unusual stool color (e.g. is gray or white, or contains blood or mucus)

Parents should be notified when a student develops symptoms at school; the student should be referred to a health care provider if symptoms are thought to be serious. Symptoms that could possibly be related to an infectious disease in a child may require exclusion from school. Exclusion from school depends largely on the contagiousness and severity of a student’s condition.

The APSB adheres to a strict **“No Nit Policy”**.

Any student found to have lice or nits (lice eggs) shall be excluded from school. In order to return to school, the student must be:

1. Treated using a pediculicide (lice shampoo).
2. Present proof of treatment in the school office. This includes a note from the doctor or pharmacist or a lice shampoo label.
3. Be free of nits (lice eggs).
4. Upon return to school, the parent/guardian must bring the student to the school office to be re-examined.
5. Only one day absence is allowed for treatment and removal of lice and nits per occurrence.

## APPENDIX I

### BULLYING AND HAZING

**To report bullying anonymously call 344-STOP (7867).**

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

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

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - A. Gestures, including but not limited to obscene gestures and making faces.
  - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, 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.
3. The pattern of behavior as provided above 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.

*Hazing* shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or

psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

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

### NOTICE TO STUDENTS AND PARENTS

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

### REPORTING

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

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

### Students and Parents

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

### School Personnel

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

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

### False Reports

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

### INVESTIGATION PROCEDURE

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

#### 1. Timing

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

#### 2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

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

#### 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

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

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

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

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

#### 4. Documentation

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

- A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
- B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
- C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
- D. Maintain reports/complaints and investigative reports for three (3) years.
- E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

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

#### APPEAL

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

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

#### DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take



prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

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

### PARENTAL RELIEF

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

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

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

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

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

### RETALIATION

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

## CHILD ABUSE

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

SEE APSB Policy *JCDAF*

Revised: July, 2004

Adopted: October 17, 2006

Revised: October 19, 2010

Revised: February 19, 2013

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. ' ' 14:40.3, 14:40.7, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1991); Board minutes, 7-31-01, 11-19-02, 10-17-06, 10-19-10, 2-19-13

## APPENDIX J

### Student Disciplinary Action – Driving is a Privilege

Louisiana Revised Statute 32:431 [Act 732 of the 2003 Legislative Session] provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions.

The infractions are as follows; **the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.**

In accordance with R.S. 17:416.1(D), the principal at a public or private school shall notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as defined in the statute, to request suspensive action in accordance with R.S. 32:431.

The suspension will not exceed the student's eighteenth birthday. The student may appeal this process and they may also request a hardship license.

Any correspondence directed to the Department of Public Safety and Corrections, Office of Motor Vehicles, must contain the students name, date of birth, driver's license number, and mailing address.

## APPENDIX K

### POLICY ON ELECTRONIC DEVICES GRADES 4 -12

NOTE: THIS POLICY ONLY APPLIES TO STUDENTS IN GRADES 4 THROUGH 12.

STUDENTS IN GRADES Pre-K through 3 SHALL NOT BRING ELECTRONIC DEVICES TO SCHOOL OR HAVE THEM IN THEIR POSSESSION AT SCHOOL. POSSESSION OF AN ELECTRONIC DEVICE AT SCHOOL BY ANY STUDENT IN GRADES Pre-K through 3 SHALL BE CONSIDERED A “DISCIPLINARY OFFENSE” AND SHALL SUBJECT THE STUDENT TO “DISCIPLINARY ACTION”.

THE FOLLOWING POLICY GOVERNS STUDENTS IN GRADES 4 through 12.

The APSB provides the opportunity for students to bring electronic devices to school to use strictly as an educational tool when such use is approved by the classroom teacher. The possession of electronic devices on campus is a privilege. Adherence to these guidelines is essential to maintaining an academic environment and the privilege.

Electronic devices include, but are not limited to:

1. MP3 Devices
2. Laptop Computers
3. Mobile Internet Devices (MIDs) – iPod, iPad, etc
4. Telecommunication Devices – phones, smart phone watches, personal texting devices

#### **Rules of Use:**

- a. A student may **ONLY** use an electronic device in a school classroom during an official class session and only then if expressly authorized to do so by the classroom teacher. No other use of an electronic device is permitted on a school campus at any time during the school day.
- b. “Use” is defined as having any electronic device in a student’s hands, on their desk, or openly visible without the authorization of the student’s class room teacher.
- c. Except as provided in Section “a” above, a student shall **not** use any electronic device on a school campus prior to or during the school day, during any recess period, during lunch period, during any organized school or extracurricular activity, or on a school bus.
- d. “School Day” is defined as the point in time that a student physically enters the school campus until the point in time that a student physically exits the school campus.

Exception: Laptop computers, tablet devices electronic readers and devices without cell phone functions may be used outside of the classroom as designated by administration for school purposes **ONLY**.

- e. **Standardized Testing:** Electronic Devices are strictly prohibited and shall not be in the **possession** of any student, staff, or any other individual in any class or area designated as a testing area during any Standardized Testing session.
- f. **School Trips:** Use of electronic devices during school trips, including, but not limited to field trips, athletic events, and conventions, will be at the sole discretion of the attending coach, sponsor, or teacher.
- g. PARENTS SHALL NOT CONTACT THEIR CHILD BY CELL/MOBILE PHONE OR OTHER ELECTRONIC DEVICE DURING THE SCHOOL DAY. Parents should call the school to contact their child and, should the need arise; school personnel will contact your son/daughter.
- h. The use of cameras/camcorders is only allowed for educational purposes as approved by the teacher. Use of cameras/camcorders is strictly prohibited in private areas where students and/or staff have a reasonable expectation of privacy, such as locker rooms, washrooms, dressing areas, and offices at any time. **Such use may also be in violation of the criminal code.**
- i. Use of any electronic device at any time is subject to the guidelines outlined within the Acceptable Use of Technology Policy.
- j. No student shall use any electronic device during any suspension or detention periods, including Saturday detention and behavior clinics.
- k. An electronic device shall **not** be used to commit any Disciplinary Offense at any time.
- l. Any use of an electronic device which is in violation of this Policy or which is not authorized or directed by a classroom teacher or school administrator shall be considered a “disciplinary offense” subject to “disciplinary action”.

**Risk of Loss, Theft, or Damage:**

Any student who brings electronic device on campus acknowledges that electronic devices are especially vulnerable to damage, loss, and theft. The Ascension Parish School Board [and all Ascension Parish Schools] shall not be responsible for electronic devices brought onto campus by students.

- a. Students who choose to bring electronic devices assume total responsibility for these devices. Electronic devices which are stolen or damaged are the sole responsibility of the students and their legal guardians.
- b. Students shall take all reasonable steps to protect against the theft or damage of their electronic devices.
- c. The APSB (and its employees) shall not be responsible or liable for any electronic device that has been confiscated, including for any damage, loss or theft of such device.

### **Consequences:**

Any use of any electronic device by any student in violation of this Policy or any use that violates any rule or “Disciplinary Offense”, as defined in the *APSB Student Handbook*, shall subject the student to “Disciplinary Action”. Additionally, such improper use may also be reported to law enforcement/authorities.

Additional Consequences shall include:

1. **Confiscation.** In the event of a violation of this Policy, the electronic devices shall be confiscated by school personnel and turned into the office. The device shall be held or retained by school officials until the parent/guardian of the student personally appears to obtain the device. Only the parent/guardian shall be permitted to seek return of the cellular phone and shall do so **in person**. The school will determine the days and times when devices may be retrieved.
2. **Processing or Administrative fee.** A \$10 processing or administrative fee will be assessed when the parent/guardian retrieves the device.

**Note:** The possession and use of the electronic device on school property constitutes an agreement and consent by the student and the parents/guardians of the student to the payment of this fee and further constitutes authorization and consent for the APSB to retain the electronic device until the fee is paid in full.

3. Lack of ownership of the electronic device shall not be a defense to disciplinary action or to confiscation. Any student misusing any electronic device shall be deemed the owner thereof for purposes of this policy.
4. Should a student refuse to relinquish a device when requested by school personnel, he/she will be referred to the office for willful disobedience and disciplined accordingly.

THIS POLICY IS SUBJECT TO CHANGE AT ANY TIME IF THE APSB ADMINISTRATION DEEMS IT IN THE BEST INTEREST OF THE SCHOOL. THE PRINCIPAL HAS THE RESPONSIBILITY AND RIGHT TO DETERMINE THE APPROPRIATENESS OF ACCEPTABLE USE OF TECHNOLOGY FOR SCHOOL SETTINGS.

*See La. RS 17:239; La. Attorney General Opinion 03-0351.*

## **APPENDIX L WELLNESS POLICY**

The Ascension Parish School Board recognizes that schools should play a vital role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. The School Board shall promote a healthy school environment by supporting and emphasizing student wellness, good nutrition, and regular physical activity and making these an integral part of the total learning environment.

Schools have a responsibility to help students learn, establish, and maintain patterns of nutrition and physical activity that facilitate a healthy environment. Well-planned and effectively implemented school nutrition and fitness programs serve to enhance a student's overall health, as well as their behavior and academic achievement. The School Board shall require that all foods made available on school campuses should offer children nutritious choices, and physical activity should be incorporated into the school day as often as possible.

The Ascension Parish School Board shall develop, implement, and maintain a comprehensive plan to encourage healthy eating and physical activity in all public schools of Ascension Parish. The plan shall make effective use of school and community resources and equitably serve the needs and interests of all schools and staff.

### **SPECIFIC WELLNESS GOALS**

Nutrition Education - The school district will:

1. Promote and implement nutrition education that promotes lifelong healthful eating practices.
2. Use lessons that are age-appropriate, with behaviorally focused content that is developmentally appropriate and culturally relevant.
3. Use lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations.
4. Provide hands-on activities that are fun.
5. Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals and fiber.
6. Focus on positive aspects of healthful eating behaviors.
7. Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal setting.

Physical Activity - The school district will:

1. Promote and implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.

2. Provide students in grades K-8 with a minimum of 150 minutes per week of health and physical education.
3. Ensure that students in grades K-6 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.
4. Strive toward having qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.
5. Provide staff development on standards implementation for physical education instructors.

Other School-Based Activities - The school district will:

1. Prohibit parents and students K-12 from bringing in fast food or other non-nutritional food items.
2. Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
3. Recognize that daily physical activity is essential to student welfare and academic performance.
4. Encourage physical activity during recess for elementary students, intramural programs, integration in the academic curriculum, and clubs, as well as in physical education programs.
5. Encourage parents and guardians to support students' participation in physical activities, to be physically active role-models, and to include physical activities in family plans.
6. Provide parents a list of foods that meet the Board's snack standards and ideas for health celebrations/parties, rewards and fundraising activities.
7. Encourage school staff to participate in physical activities to serve as role models.
8. Support community-based physical activity programs.



## Nutrition Guidelines

Student's lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment. In addition to ensuring that reimbursable school meals meet all requirements of the *Nutritional School Lunch Program* outlined in federal and state regulations, the School Board shall develop and maintain specific nutritional guidelines to address all food and beverages sold or served to students, including those items made available to students outside of the school meal programs.

New Policy: March, 2009

*Adopted:*

*Ref: PL 108-265 (Section 204, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004)*

*42 USC 1751 (Richard B. Russell National School Lunch Act)*

*42 USC 1771 (Child Nutrition Act of 1966)*

*7 CFR 210 ( National School Lunch Program)*

*7 CFR 220 (School Breakfast Program)*

*Board minutes, 6-27-06 Ascension Parish School Board*

## APPENDIX M

### TEACHER'S BILL of RIGHTS

*Source: LSA-R.S. 17:416.18*

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

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 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 R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

## APPENDIX N

### PROCEDURES AND GUIDELINES ADDRESSING EMPLOYEE ELECTRONIC COMMUNICATION WITH STUDENTS

#### PURPOSE

Louisiana Revised Statute 17:81 requires that the Ascension Parish School Board (APSB) develop and implement policies, procedures, and guidelines relative to electronic communications between students and teachers. To implement this law, the Ascension Parish School Board adopted Policy GAMIA.

The Ascension Parish School Board recognizes that the reputations and careers of students and educators have been damaged due to inappropriate electronic communications. Therefore, it is the intent of the Ascension Parish School Board to make all employees and students aware of the expectations and procedures regarding the proper use of all telecommunication devices and computers.

These Procedures and Guidelines establish and ensure that the staff and parents are informed regarding the expectations relative to electronic communication by an employee with a student enrolled at that school and vice versa. They provide a protocol for the management and administration of the components of the Ascension Parish School Board's policy relating to employee electronic communication with students.

These guidelines are not intended to limit or impede the use of technology as a meaningful teaching tool.

#### DEFINITIONS

1. *Electronic Communication* – includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to internet-based social networks (including, but not limited to, *Facebook*, *MySpace*, YouTube, and other social networks sites available on the internet). It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. *Educational Services or Educational Purposes*- includes any and all activities related to the school or education including homework assignments, absenteeism, tutoring, extracurricular activities, sports, clubs, school performance, test results, class work, or discipline.
3. *Improper or Inappropriate Communications* – any communication between employee and student, regardless of who initiates the communication, that violates this Policy or that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

#### VIOLATIONS OF THE POLICY, PROCEDURES, AND GUIDELINES.

The following acts shall be considered to be violations:

1. Failing to report an instance of communication using a non-School System electronic communication system with a student at that school;

2. Utilizing the School System or personal electronic communication system with a student at that school for non-educational services or purposes; and
3. Contacting a student when the parents have opted out in writing of individual communication with employees.
4. Engaging in any improper or inappropriate communications.

### **INVESTIGATIONS OF ALLEGED VIOLATIONS**

1. Any violation of this policy shall be immediately investigated by the employee's supervisor. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
2. The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall cooperate fully with the investigation
3. All information of the investigation shall be provided to the Superintendent and the Personnel Director by the supervisor.

### **PROTOCOL**

1. All electronic communication by an employee with a student enrolled in that school must be relative to the educational services or purposes provided to the student and shall be made or delivered by means or devices provided by or otherwise made available by the School System for this purpose.
2. School Board employees are **prohibited** from using any electronic communication with a student for a purpose **not** related to educational services or purposes except for communication with the employee's immediate family.
3. School System electronic communication devices or means that are approved include, but are not be limited to, any school owned, sponsored, or issued email accounts, internet or web-sites, telephones, cellular phones, 2 way radios, pagers, facsimile machines, or any other school system owned or operated means of communication.
4. Except as provided in Numbers 5 and 6 below, the occurrence of any electronic communication made by an employee with a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using means **other** than ones provided by or made available by the School System or that is not permitted by this Policy shall be reported by the employee using the Reporting Form (Appendix A). Said Reporting Form shall be completed by the end of the next work day following the communication and turned in to the school principal. The Reporting Form shall be maintained by the site administrators for a period of at least one year.
5. Recognizing the value of electronic communications as a teaching aid, this policy and protocol does **not** prohibit an employee from using an Electronic communication to communicate related to educational services or purposes for mass or group emails provided to or with more than one student **simultaneously**, such as to a class, team, or club members. Further, it does not prohibit electronic communications where the parent has previously authorized the employee **in writing** to use same (such as for homework assistance or one on one tutoring sessions). A parent may revoke said authorization in writing at any time but shall not be revoked until delivered to the employee. Further, it does not prohibit electronic communications between an employees and students who are members of the employee's immediate family. In such events, the employee does not have to report the electronic communication using the Reporting Form.

6. If the school system does not provide School System electronic communication devices or means, then this policy and protocol does **not** apply to electronic communications during school related or sponsored field trips, functions, or events where the electronic communication with students is necessary for coordination, for the safety of students, or for some other reasonable purpose connected therewith. However, in advance of the trip, function or event, the employee (s) must notify the Principal of the intent to communicate with students via electronic communication by other means than those provided by the School System.
7. It is the duty of each employee to comply with the Policy and Procedures and Guidelines regarding electronic communication. Failure to comply shall constitute willful neglect of duty and may result in disciplinary action against the employee, including termination.
8. Any suspected violations of this Policy or Procedures and Guidelines should be reported in writing to the School Principal, Supervisor, or Director. Any violation shall be promptly, thoroughly, and fairly investigated.
9. Any alleged violation of the Board's Policy or these Procedures and Guidelines that may also be a violation of state or federal law shall be reported to the proper authorities.
10. All employees and parents of students shall be notified of the Policy and the Procedures and Guidelines regarding electronic communication including the possible consequences for a failure to comply with the Policy.
11. The Policy (GAMIA) and these Procedures and Guidelines shall be posted on the School System website and shall be included in *APSB Student Handbook – Rights & Responsibilities & Discipline Policy* and the School System website.
12. The parents of any student may submit written documentation to the School Principal that their child not be contacted individually through electronic communication from any school employee at the school where their child is enrolled. However, exercise of said option shall not include or prohibit electronic communication made by an employee to group, class or team.
13. Retaliation against one who files a report of an alleged violation by anyone associated with the School System is prohibited.

## APPENDIX O

### PROCEDURES AND GUIDELINES – USE OF BIOMETRIC SCANNING IN THE CHILD NUTRITION PROGRAM

In the Child Nutrition Program, the APSB uses a biometric scanning system (the system) to bill/charge fees for lunch and related extra food item costs. This system is used to ensure that the charges and costs are charged to the correct student. This protects the parent and the student from the misuse of the student's account.

This program ensures accuracy in billing since another student is **not** able to charge to a child's account with a number or card.

**How it works.** The biometric scanning system scans the child's fingerprint to create and store an individual template of unique points that identify each student. The system does **not** store a copy of the student's actual fingerprint. When the student goes through a meal line at school, the software again scans the finger and looks for a match of that template in the system. When the match is found, the charges are made to that student's account.

The information contained in the biometric scanning system pertaining to any student shall not be shared with any third parties not affiliated with the APSB.

The Child Nutrition Program reserves the right **not** to use the biometric scanning system for younger students. The template of the unique points on the fingers of younger students (K-2) is difficult to capture at this time. However, the technology is improving.

Any parent wishing that their child NOT participate in the biometric scanning system program shall send a written notice to the principal at their child's school at the beginning of each school year. If the APSB/school principal does not receive the written notice rejecting use of the system, it shall be presumed that the parent wishes to participate.

If any parent requests not to participate in the program, they will **not** benefit from the added security this system provides.

**In the event that a parent rejects the use of the biometric scanning system, the APSB is not and shall not liable or responsible for the use of stolen or improperly used student identification cards or student numbers. The parent assumes the risk of improper use of the student identification cards and numbers.**

**ANY CHARGES THAT ARE DISPUTED SHALL NOT BE REFUNDED BY THE APSB.**

## **APPENDIX P**

### **STUDENT/ATHLETE DRUG AND ALCOHOL TESTING**

The Ascension Parish School Board has the responsibility to act as guardian and tutor of children entrusted to its care. Since athletics is an extracurricular activity and is, therefore, completely voluntary, the Ascension Parish School Board shall take added precautions to assure that an athlete is accorded reasonable safety measures. The Ascension Parish School Board finds that drug or alcohol use has a profound, negative impact on athletics and places the athlete and the athlete's fellow participants at risk of personal injury and damage. It also adversely affects a student/athlete's ability to play and concentrate on sports and academics. Therefore, to prevent student/athletes from using drugs or alcohol, to protect their health and safety, and to deter drug or alcohol use in the student population, the Ascension Parish School Board shall require all high school student/athletes be subject to testing for drug or alcohol use. Any person, male or female, who tries out for or is a member of any organized high school team, is an athlete.

#### **SCOPE**

After registering to try out or be a member of a team but prior to actually trying out for, participating in, or being a member of any Louisiana High School Athletic Association (LHSAA) sanctioned sport/team at any APSB school, a student, or student/athlete (hereinafter defined as "student/athletes") and parent/guardian shall be required to sign the LHSAA Substance Abuse/Misuse Contract and the Ascension Parish School Board Authorization and Consent Form for Drug and Alcohol Testing. For purposes of this policy only, cheerleaders shall be subject to all the same provisions as student/athletes outlined in this policy.

All student/athletes shall be subject to random drug testing.

These tests shall be strictly enforced and participation shall be mandatory, since the parents/guardians have freely chosen to allow their son(s)/daughter(s) to participate in athletic programs. No athlete shall be tested unless the parent(s)/guardian(s) and the athlete sign both the LHSAA and Ascension Parish School Board forms giving permission to have the tests performed.

A student/athlete's or parent's refusal to sign these forms or allow these tests to be administered shall immediately disqualify such student from participation in all extracurricular athletics for the entire school year.

These consent forms shall be in full force and effect for the entire time period that a student is a member of any organized team (for example, the consent forms for a freshman football player shall continue in force every year thereafter until the player quits or is terminated from all athletic teams). Further, the consent forms signed for one sport shall apply to all sports. If a student/athlete quits or is terminated from one sport during the year, but tries out for another sport in the same year, the student athlete shall be subject to testing.

The drug or alcohol testing shall be performed on breath, blood, urine, or saliva specimens, hereinafter collectively identified as "the specimen," at the sole discretion of the Board and its representatives, including testing laboratories or medical review officers (MRO). As used in this policy, "testing" refers to alcohol and/or drug testing.

## **TESTING PROCEDURES**

1. Testing shall be as follows:
  - A. **Mandatory:** A student/athlete shall be tested once before or within the first two (2) weeks of his/her first playing date.
  - B. **Random Testing:** The test shall be scheduled by the collection laboratory/agency retained by the Board for testing. The student/athlete shall be selected for testing by random selection using the last four digits of the social security numbers or the student's date of birth.
  - C. **Suspicion:** Should the athletic director or any coach have any reason to suspect that a student/athlete is under the influence of drugs or alcohol, the athletic director or coach may request that the student be subjected to immediate testing.
2. Each specimen shall be tested for any schedule I, II, or III "controlled dangerous substance" as defined in Title 40 of the Louisiana Revised Statutes. Each specimen may be tested for the presence of the following, at the sole direction of the athletic director or testing laboratory:
  - A. Marijuana
  - B. Cocaine
  - C. Opiates
  - D. Phencyclidine (PCP)
  - E. Amphetamines
  - F. LSD
  - G. Any derivative of the foregoing
  - H. Alcohol
3. The collection, testing, analysis, or reporting of test results may be performed by the Board, through individuals qualified to perform such tests, or by an independent testing laboratory contracted by the Board. The test results shall be confidential, except as provided herein. Any positive test results shall be confirmed as soon as possible by a second test on the same specimen or by testing on the split sample, if available.

Confirmed positive test results shall be provided to the designated Medical Review Officer, the athletic director, the head coach of the athletic team/the sponsor of the cheerleading squad, and the school principal of any positive results.

The Medical Review Officer shall notify the student/athlete and the athlete's parents of the results and schedule a meeting with them to discuss the testing results. The Office of Student Services shall be notified of all confirmed positive test results.

## **POSITIVE TEST RESULTS**

1. **First Positive (Confirmed):** The student athlete shall attend a counseling program at the Parish of Ascension Substance Abuse Center (PASAC) or the student/athlete may attend private counseling or a counseling center of parent's choice at their expense, upon prior written approval of the private counseling center by the MRO or the APSB Office of Student Services.



The student/athlete shall attend a minimum of seven (7) counseling sessions and shall obtain a drug or alcohol test at his/her expense. The MRO shall monitor the students counseling progress and direct the frequency of testing. The student shall hand deliver the results of each of these tests to the MRO or the APSB Office of Student Services.

The student may be suspended from the team for a period determined jointly by the athletic director, coach, and principal.

2. Second Positive: A student/athlete who tests positive for a second time in a school year shall automatically be terminated from all athletic teams/cheerleading squads and shall be ineligible to participate in any school sports for a period of one (1) calendar year.
3. There shall be no right to a hearing before the Board for any disciplinary action arising out of violation of this policy or as a result of positive test results. The decision of the athletic director, coach, or principal shall be final.

Participation in interscholastic athletics is strictly a privilege and not a right. Athletics is not an integral part of school curriculum and participation is voluntary.

#### **ADDITIONAL REQUIREMENTS**

Should any of the following occur, the student athlete shall be terminated from all athletic teams, shall be ineligible to participate in high school athletics at any Ascension Parish School Board school for a period of one (1) calendar year, and may be subjected to regular education discipline.

1. Testing positive two (2) times in any school year.
2. Refusing to honor any request for drug or alcohol testing.
3. Refusing to cooperate with School Board officials/administration or laboratory personnel during specimen collection or testing.
4. Submitting forged, false, or misleading information, statements or specimens.
5. Failing to participate in counseling, as specified in this policy.
- 6.. Assisting any other student/athlete in violating any of the provisions of this policy.
7. Violating any provision of this policy.

#### **POLICY NOT APPLICABLE**

The policy shall not apply to any alcohol or drug use discovered by means, observations, events, or actions not administered pursuant to this policy (specifically, drug or alcohol testing). In such event, should a student/athlete be found in possession of, or under the influence of, any drug or alcohol, then the regular discipline policies of the APSB shall control and the student/athlete shall be punished in accordance with those policies.

## **CONFIDENTIALITY**

Confidentiality of the drug and alcohol test results shall be maintained at all times. Such results shall not be used as a basis for disciplinary action except as set forth in this policy.

## **PARENTAL RELEASE**

By signing the required consent forms, the parents/guardians and the student athletes, release the Ascension Parish School Board, its members, employees, teachers, coaches, principals, administrators, agents and contractors from all liability in connection with this policy and its administration. It shall be understood that the Ascension Parish School Board assumes no responsibility for the diagnosis, or treatment of any disease or condition that may become known as a result of the tests described in this policy.

## **APPENDIX Q**

### **HONOR ROLL GUIDELINES** **Grades 1-8**

To be considered for Honor Roll, students in grades 1-8 must meet the following criteria:

1. There shall be two levels of recognition:
  - a) Principal's List from 3.61 to 4.0
  - b) Distinguished Students' List from 3.0 to 3.6
2. All students in grades 1-8, including Special Education students will be eligible for Honor Roll.
3. No students will be considered for the Principal's List with a grade lower than a B. No C's allowed.
4. Only one C is allowed for the Distinguished Student List.
5. Conduct grades will not be considered for Honor Roll.
6. Recognition for honor roll students- one for Principal's List Students and one for Distinguished Students' List. This recognition may be in the form of buttons, certificates, coupons, etc.; however, these recognitions must represent the two levels. A student will be given some form of recognition at the end of the grading period in which it has been earned.
7. Honor Roll recognition for 1st grade students will begin the 3rd nine weeks of school.

## **APPENDIX R**

### **SECLUSION/RESTRAINT GUIDELINES**

In accordance with Regulations for Students with Exceptionalities Act (R.S.17:1941, et. seq.), Bulletin 1706, Subpart 1 §540-543, the Ascension Parish School Board has approved the following guidelines and procedures relative to the use of seclusion and restraint by its employees:

#### **Notification:**

Parents or legal guardians and the Director of Special Education or her designee will be notified when seclusion or restraint is used.

The school administration or his/her designee is required to report each incident immediately, but no later than the school day following the day on which the seclusion and/or restraint occurred.

The school must document all efforts, including conversations, phone calls, electronic communications, and home visits which were made to notify the parent or legal guardian.

A copy of the report must be sent to the parent/legal guardian and Director of Special Education or her designee within 24 hours of the seclusion and/or restraint procedure being used.

This report must include the reason for using seclusion and/or restraint, the specific procedure used, the length of time the student was secluded and/or restrained, and the name(s) and title(s) of the personnel involved.

#### **Explanation of Methods of Physical Restraints:**

The Ascension Parish School System uses (CPI) Crisis Prevention Intervention Program for training staff.

Nonviolent crisis intervention techniques:

- 1) CPI Children's Control Position – designed to be used with children. Involves one person doing the restraint and a monitor for safety and assistance.
- 2) CPI Team Control Position – designed to manage individuals who have become dangerous to themselves or others. Involves two person team approach and a monitor for safety and assistance if needed.

#### **Training Requirements Relative to the Use of Restraint:**

CPI's Nonviolent Crisis Intervention Training Program is used to equip staff with skills, strategies, and methods for preventing or managing disruptive behaviors.

The goal of the program is to provide staff with a way to intervene and address disruptive or violent behaviors while still providing for the Care, Welfare, Safety, and Security of all who are involved in the crisis situation.

The training includes:

- 1) Clarification of basic elements of violent behavior
- 2) Identification of how a crisis may escalate and conversely, de-escalate
- 3) Identification of strategies to help make this process successful

Each school will have a CPI team trained to handle emergency situations – this team usually consists of SPED teacher(s), General Education Teachers(s), Paraprofessional(s), ISSP, Administrator(s), and Counselor(s).

The initial training is done in a two (2) day / 12 hour format. Maximum class size for the intended sessions is set at 30 participants.

Formal renewal/refresher classes are conducted annually for all CPI certified staff. This refresher is three (3) hours in length.

All program training and documentation is handled by certified CPI trainers employed by the district.

A list of all district personnel certified in CPI is maintained and follow-up refresher courses are held annually and documented.

Dissemination of Guidelines and Procedures to all School Employees is handled through the Ascension Parish School Board Policy Manual which is online.

Dissemination of Guidelines and Procedures regarding the Restraint/Seclusion Policy is provided to every parent of a child with an exceptionality through the Student's Rights and Responsibility Handbook, and online via the APSB website.

Notification to the Louisiana Department of Education (LDOE) is handled through the district's Special Education Department.

Documentation will be emailed/faxed to the contact person at LDOE as requested.

## **APPENDIX S**

### **SERVICE ANIMALS IN SCHOOLS**

The Ascension Parish School Board acknowledges its responsibilities to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following”

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of the Ascension Parish School Board, and must contain required documentation of animal's vaccinations. This written request must be delivered to the Superintendent's office at least ten (10) business days prior to bringing the animal a school or school function.
2. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted to function as a "service animal" in schools or at school functions.
3. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (\*Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parovirus, and Coronavirus), Bordetella, and Rabies.
4. Owners of a service miniature horse must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinoneumonitis, Influenza, and Strangles.
5. All service dogs must be spayed or neutered.
6. All service animals must be treated for, and kept free of, fleas and ticks.
7. All service animals must be kept clean and groomed to avoid shedding and dander.
8. Owners of service animals shall be personally liable and responsible for any harm, damage, or injury caused by the animal to other students, staff, visitors, and/or property.
9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the benefit of the Individual with a disability.
11. The work or tasks performed by a service animal must be directly related to the individual's disability.
12. Special Provisions/Miniature Horses: Requests to permit a miniature to accompany a student or adult with a disability in school buildings, in classrooms, or at school functions, shall be handled on a case-by-case basis, considering:
  - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control the miniature horse.

- c. Whether the miniature horse is housebroken.
  - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation of that facility.
13. Removal of a Service Animal: A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom, or from a school function, if any one of the following circumstances occurs:
- a. The animal is out of control and the animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.
14. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
15. The School Board shall not be responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
- a. The School Board shall not be responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
  - b. Students with service animals shall be expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parent shall be responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals shall be addressed on a case-by-case basis at the discretion of the building administrator.

Note: "The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition." 28 C.F.R § 35.104 (emphasis added).

*New policy: April, 2012*

*Reference: ADA Regulations, 28 CFR Part 35 (as amended, 2010)*

*42 USC 1201 et seq. (Americans with Disabilities Act of 1990); 28 CFR, Part 35 (Nondiscrimination of the Basis of Disability in State and Local Government Services)*

*Board minutes, 2012*

## **APPENDIX T**

### **CRISIS PLAN**

The Ascension Parish School Board has implemented a comprehensive district-wide Crisis Plan to deal with emergency situations affecting our schools, students, and staff. As part of this Plan, we practice a variety of drills throughout the year.

In the event of an emergency, the first priority of each school administration will be keep students under their care, safe, and out of harm's way.

In accordance with the Crisis Plan and in the interest of safety, please note that no students will be allowed to be checked out of school by a parent or guardian, until after the emergency situation has been brought under control and it is safe to resume normal activities.

Please note that during an emergency or drill, parents/guardians/visitors will be locked out of the buildings at any APSB site affected. If a parent/guardian/visitor is in an APSB building at the time an emergency or drill commences, you will not be allowed to leave until the matter is under control and we have been given the all clear.

We appreciate your understanding and support of our efforts.



## APPENDIX U

### Notification of Rights under FERPA for Elementary and Secondary Schools And Notice for Disclosure of Directory Information

The *Family Educational Rights and Privacy Act (FERPA)* affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the APSB receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will 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 provide written consent before the school discloses **personally identifiable information (PII)** from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school 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 volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, virtual school representative, 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 official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. 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, §99.32 of the FERPA regulations requires 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 the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- 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, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. 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. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary 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. (§99.31(a)(4))

- 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, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## Notice for Disclosure of Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **APSB**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. If permitted by state law, then the **APSB** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **APSB** to include this type of 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;  
 Graduation programs; and  
 Sports programs activity sheets, such as for wrestling, 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 (including the school resource officer) 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* (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. <sup>(1)</sup>

If you do not want **APSB** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days of the official start of the school year.

APSB has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

**Student's name**

**Address**

**Telephone listing**

**Electronic mail address**

**Photograph**

**Date and place of birth**

**Major field of study**

**Dates of attendance**

**Grade level**

**Participation in officially recognized activities and sports**

**Weight and height of members of athletic teams**

**Degrees, honors, and awards received**

**The most recent educational agency or institution attended**

**Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**

**Photographs or videotape of a student participating in school sponsored events such as athletic events or school plays or club activities.**

**Photographs or videotapes of students in public areas (for example, a school bus or school hallway).**

1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

## APPENDIX V

### Notification of Rights under the *Protection of Pupil Rights Amendment (PPRA)*

The *PPRA* affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *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 parents; or
  8. Income, other than as required by law to determine program eligibility.
2. *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 obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  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.

**The APSB will/has develop[ed] and adopt[ed]]** 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.

**The APSB will** directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

The **APSB** 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. The **APSB** 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 requirement:

- 1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- 2) Administration of any protected information survey not funded in whole or in part by ED.
- 3) 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

## Appendix W

### Notification of Military Recruitment Opportunities of Students

By law, (*20 United States Code § 7908* – access to student recruiting information - see *weblink* below), the U.S. Military branches are allowed to request that schools send to them names and contact information of students. This provides recruiting opportunities. The APSB is required to provide student information upon request.

However, parents and students may request that their information not be provided to the military recruiters. In order that your/your child's information not be provided, you or your child have to submit a written notification that your information NOT be provided.

The notification must be in writing, signed, and dated and be delivered to the school of the student. An email will not suffice or be acceptable.

Any notification not to provide information shall automatically expire at the end of the school year.

Please be advised that, should you fail to provide the notification, your information will be provided to any military recruiter upon request.

See: <https://www.gpo.gov/fdsys/pkg/USCODE-2011-title20/pdf/USCODE-2011-title20-chap70-subchapIX-partE-subpart2-sec7908.pdf>

## GLOSSARY

Note: This is a Student Handbook. Words used and contained in this Handbook shall have their normal and customary meaning and usage. The following definitions are not exhaustive or limited but are only used to illustrate. Any accepted use of any word below shall be apply to conduct to which this Handbook controls or governs.

1. **ARSON** – The damage to property by the use of an explosive substance or the setting on fire to any school or personal property.
2. **ASSAULT** –
  - A. An attempt to commit a battery or the intentional placing of another person in reasonable apprehension of receiving a battery which is not self-defense.
  - B Assault of a schoolteacher is an assault committed when the victim is a schoolteacher acting in the performance of employment duties
3. **BATTERY** –
  - A. The use of force or violence upon a person if actual contact is made or the touching another without consent in a forceful manner.
  - B. Battery of a schoolteacher is the use of force of violence against a schoolteacher when the teacher is acting in performance of employment duties.
4. **BURGLARY** – The unauthorized entry of property.
5. **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.
6. **DISRESPECT FOR AUTHORITY** - Any unprovoked act of aggression, which demonstrates a disregard or interference with authority or supervising personnel.
7. **DRUGS** – Illegal narcotics or any controlled dangerous substances.
8. **DRUG PARAPHERNALIA** - All equipment products and materials of any kind which are used with drugs such as roach clips, rolling papers, pipes, etc.
9. **EMERGENCY** – An unexpected situation that requires prompt action.
10. **EXCUSED TARDY** – Acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies or natural disasters.
11. **EXPLOSIVE DEVICES** – Including fireworks, bullets, bombs, and incendiary devices.
12. **EXTORTION** – The taking of goods or services by threat or intimidation.
13. **FIGHTING** – The exchange of blows between two or more students with the intent of harming one another



14. **GAMBLING** – To play a game of chance where a reward is expected.
15. **HABITUAL OFFENDER** – One who has committed several offenses, not necessarily of the same type.
16. **INDECENT BEHAVIOR** – Socially unacceptable behavior, that is morally offensive.
17. **INTIMIDATION** – To make timid or fearful.
18. **LOOK-ALIKE/COUNTERFEIT/RESEMBLES** – Similar to or appear to be.
19. **MOLESTATION** – To make indecent advances in which physical contact is made.
20. **PROBATION** – A condition in which students are temporarily placed to assist them in adjusting to a normal school setting.
21. **PORNOGRAPHY** – Material (Such as books, writing, or photographs) that show erotic behavior and is intended to cause sexual excitement.
22. **PROVOKING A FIGHT** – To purposefully cause or incite either verbally or physically a student or students to fight
23. **REASONABLE BELIEF** – A suspicion founded upon circumstances sufficiently strong to warrant a belief in a reasonable person that something is true.
24. **ROBBERY** – Taking of anything of value belonging to another by the use of force or intimidation.
25. **SCHOOL DISTURBANCE** –
  - A. Minor Disturbance – An act of misconduct, which is confined to a limited area and which, disrupted the orderly process of education activities in that area.
  - B. Major Disturbance – A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area.
26. **SELF-DEFENSE** –An act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor.
27. **SERIOUS BODILY INJURY** – Impairment of physical condition not limited to the following: loss of consciousness, concussion, bone fracture, impairment of function of bodily member or organs, wound requiring suturing, and serious disfigurement.
28. **SEXUAL HARRASSMENT** – (see **Appendix G**)
29. **TARDY**- When one is not in his or her classroom when the tardy bell rings

30. **THEFT** – Taking other’s property without permission, by stealing, fraud or trickery.
31. **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.
32. **TRUANCY/CUTTING/SKIPPING** - One who is absent from school without permission
33. **VANDALISM** - The defacing, damaging, and/or breaking of others' property through willful misconduct
34. **WEAPON** - Any object which, under the circumstances, may be used to inflict bodily injury or damage to property
35. **WILLFUL DISOBEDIENCE** - The refusal to follow a reasonable request of a teacher, administrator, or an adult authority figure on campus

**APSB SCHOOL BOARD MEMBERS**  
(as of January 2017)

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**STATEMENT OF NON-DISCRIMINATION**  
**See APSB Policy JAA**

**EQUAL EDUCATION OPPORTUNITIES**

It shall be the policy of the Ascension Parish School Board that the school district shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Any complaints or allegations of any violation of this Statement should be immediately directed in writing to:

Randy Watts (or his designee)  
APSB Director of Human Resources  
P. O. Box 189  
Donaldsonville, Louisiana 70346  
391-7000/391-7104  
Randy.Watts@apsb.org

Please note that the following persons have been designated to handle inquiries regarding the non-discrimination policies as of date of adoption of this Handbook:

TITLE II and Section 504 Coordinator:

**Pam Kivett**  
391-7000/391-7104  
P. O. Box 189  
Donaldsonville, Louisiana 70346  
391-7000/391-7104

TITLE IX and Age Discrimination Act Coordinator:

**Ronda Matthews**  
P. O. Box 189  
Donaldsonville, Louisiana 70346  
391-7000/391-7104