

Ascension PUBLIC SCHOOLS

EVERY CHILD SUCCESSFUL IN AN EVER-CHANGING WORLD

STUDENT HANDBOOK

RIGHTS & RESPONSIBILITIES & DISCIPLINE POLICY

EFFECTIVE 2010-2011

**Ascension Parish School Board
Donaldsonville, Louisiana
391-7000 / 257-2000
www.apsb.org**

**** NOTES ****

Revised May 2010

ASCENSION PARISH SCHOOL BOARD

Dear Parent,

Please remove this 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 F**). 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 Q**, the parent shall notify the school in writing.

(PLEASE CUT ALONG THIS LINE)

TABLE OF CONTENTS

Mission Statement and Positive Behavior Support.....	3
Message from Superintendent	4
Points Requiring Special Attention	5
Child Nutrition Program School Meal Payment Policy.....	8
Health Screenings.....	10
Immunization Requirements for School.....	11
Help Break the Cycle.....	13
Parental Complaint Procedures	14
Title I - Parental Involvement Policy and Complaint Procedures (state and local).....	15
Students Rights and Responsibilities	23
1. Quality Education	23
2. Attendance	23
3. Safety	24
4. Official Information	25
5. Dress and Grooming	25
6. Student Activities	26
7. Bus Safety	26
8. Due Process	27
Gathering Evidence and Information Involving Disciplinary Offenses	28
1. Searches	28
2. Drug Detection Team	29
3. Statements or Videotaped Statements of Students and Administrators	31
Discipline Policy	32
1. Offenses	32
2. Disciplinary Procedures	36
a. Short-term Suspension Procedures (10 days or less)	36
b. Expulsion Procedures	37
c. Offensive Conduct at the End of the School Year	40
d. Additional Rules of Expulsion	40

Appendix A	High School Tardy Policy	42
Appendix B	Procedures Regarding (K-8) Student Absenteeism, Truancy and Visitors at School	43
Appendix C	Standardized Elementary (Grades Pre-K-8) Dress Code	44
Appendix D	Standardized High School Dress Code	47
Appendix E	Donaldsonville High School (7-12) Standardized Dress Code.....	50
Appendix F	Acceptable Use Policy	54
Appendix G	Prohibition of Sexual Harassment Policy and Procedures	59
Appendix H	Administration of Medication	65
Appendix I	Policy on Bullying	70
Appendix J	Policy on Hazing	71
Appendix K	Student Disciplinary Action – Driving is a Privilege	72
Appendix L	Policy on Cellular Phones, Pagers	73
Appendix M	Policy on Lice.....	74
Appendix N	Wellness Policy.....	75
Appendix O	Teacher’s Bill of Rights.....	79
Appendix P	Electronics Communication Policy.....	80
Appendix Q	Procedures - Biometric Scanning in the Child Nutrition Program.....	83
Glossary.....		84
Central Office Staff		87
School Board Members		88
Statement of Non-Discrimination		

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 SUPPORT (PBS)

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 Support (SW-PBS)**, an evidence based discipline practice.

School-Wide Positive Behavior Support (SW-PBS) 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-PBS 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 PBS 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 PBS 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 21st 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 that reads "Patrice Pujol". The signature is written in a cursive style with a large, flowing "P" and "J".

Patrice B. Pujol
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 may 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.
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 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.
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.

11. A student shall attend the school in the school district where the student resides. For purposes of school attendance, a student shall only reside with his parent or court appointed custodian. See the APSB Residence Policy for additional rules of residence. 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), the student shall attend the Ascension Parish Alternative School (APAS). 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.
12. A student shall comply with any and all policies and rules contained in this Handbook, including those in the Appendix of this Handbook.
13. 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.
14. Any student who has been recommended for expulsion but who withdraws from the school system prior to the expulsion hearing shall be considered expelled.

CHILD NUTRITION PROGRAM SCHOOL MEAL PAYMENT POLICY

The Child Nutrition Program Meal Payment Policy was adopted by the Ascension Parish School Board on March 6, 2001. The Meal Payment Policy will be 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 5th 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.

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, 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 15th. 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.
- 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 lunch card number written in the memo sections.

- Payment should be in a sealed envelope labeled “For Meal Payment”. Also include the student’s name, meal card number, and amount of payment enclosed on the envelope.
- The last day to accept checks for meal payment is May 15th.

BREAKFAST

NO STUDENT, PRE-KINDERGARTEN THROUGH 12TH GRADES, WILL BE ALLOWED TO CHARGE BREAKFAST. THE STUDENT MUST HAVE MONEY IN-HAND OR ON THEIR ACCOUNT.

LUNCH

Pre-Kindergarten – 5th Grade

Negative Balances:

- Parents will be notified when negative balance is incurred.
- Students in grades Pre-Kindergarten through 5th 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 6th through 12th

NO STUDENT, 6TH THROUGH 12TH GRADES, WILL BE ALLOWED TO CHARGE LUNCH. THE STUDENT MUST HAVE MONEY IN-HAND OR ON THEIR ACCOUNT.

HEALTH SCREENINGS

VISION SCREENING

According to Act 522, Vision screening will be conducted annually by the Ascension Parish School Nurses. Vision screening will be conducted on all students in grades-EL (4y/o), K, 1, 3, 5, 7, 9 and 11 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 for further medical evaluation and /or correction as needed.

HEARING SCREENING

According to Act 522, Hearing screening will be conducted annually by the Ascension Parish School Nurses. Hearing screening will be conducted on all students in grades – EL (4y/o), K, 1, 3, 7, and 11 and any special request students.

If a student fails the initial screening, a letter will be sent home notifying the parent or guardian of the need for further evaluation by the parish audiologist or private medical doctor.

SCOLIOSIS SCREENING

The School Nurses will conduct an annual Scoliosis screening for the purpose of detecting signs and symptoms that may indicate a possible deviation from normal spinal alignment.

Students in grades 4 and 6 shall be screened. Privacy shall be maintained at all times.

A negative consent for this screening will be sent home approximately 2 weeks prior to the scheduled screening. At any time, a parent reserves the right to refuse this screening by merely signing a refusal on this negative consent.

Parents will be notified by letter if a student is referred. A list of these students will be sent to the Easter Seal Society and the parent will be notified and invited to attend a free medical screening conducted by area orthopedic physicians.

BREAST SELF-EXAMINATION

According to Act 789, Breast Self-Examination is taught to all 11th grade girls in our parish. The class is conducted by the School Nurses.

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

IMMUNIZATION REQUIREMENTS FOR SCHOOL

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)

This booster is required for all students entering 6th grade who are 11 years of age or older and all new students entering the parish that are 11 years of age or older.

It is recommended by the state to receive this vaccination at 11 years old.
8. MENINGOCOCCAL

Required for all students entering 6th grade who are 11 years of age or older and all new students entering the parish that are 11 years of age or older.

It is recommended by the state to receive this vaccination 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 1/10

HELP BREAK THE CYCLE

“HEALTHFUL HINTS “

Dear Parent/Guardian:

The ultimate goal for our school 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 should remain home until they are fever free for 24 hours. 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.

*ANTIBIOTICS - 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.

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, however, 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 his 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 can not 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 his 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 methods: Surveys for annual Parental Involvement trips – Parent Evaluation Checklist – Detailed sign-in logs at each Parent Center.

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 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, 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, 38608 Hwy. 22, Darrow, La. 70725, describing the grievance. A copy should be sent to the Ascension Parish Superintendent of Schools or his 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 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 (21st 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.

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 & E

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 Project P.A.S.S. (Program for Athletes Staying Straight.)

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.

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.

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, area 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 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 shall be unannounced and without forewarning. The law enforcement official in charge of the Drug

Detection Team shall report to the principal's office, properly identify themselves and state their purpose prior to any use of the dog upon a campus.

- b. If the principal has reasons for not allowing the inspection to be made, he shall so inform the Superintendent or his designee and authorization from same should result in termination of 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.

C. Search of Students

1. Random searches by a Drug Detection Team consisting of uniformed law enforcement officers (with or without a narcotics dog) or random searches by any teacher, principal, administrator, or school security guard employed by the School Board may be conducted at any time and may require students to empty their pockets or any container they are carrying such as a book sack, bag or purse, provided such searches are conducted without deliberate touching of the student.
2. 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 probable cause as governs any search of an individual.
3. 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. 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/her self 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.

- B. 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.

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

Disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. The purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right, qualified by compliance with reasonable rules and regulations and that there will be consequences for noncompliance.

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. Cutting class
2. Violation of the tardy policy
3. Disobedience
4. Use of obscene, profane, abusive language or gestures
5. Possession of inappropriate articles or objects at school, such as trading cards, comic books, belt buckles that depict drugs or weapons, and games, etc.
6. Violations of school "point" system
7. Arson
8. Assault or Battery on Administrator, Faculty, or School Personnel
9. Assault or Battery on a Student
10. Possession of radios, iPods, MP3-Players, walkie-talkies, tape players, electronic games, or boom boxes. These devices are banned from campus and shall be confiscated.
- 10a. Possession of any electronic-telecommunication device, (i.e. iPods, MP3-Players, facsimile machines, radio paging devices, mobile telephones, pagers as defined by R.S. 17:239). The device may be confiscated as provided in Appendix K.
11. Breaking or entering into school property or private property on school grounds.
12. 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.

13. 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".

14. Extortion or intimidation
15. Fighting
16. Forgery of administrator's, teachers, or parent's name to a school document or note
17. Gambling
18. Hooky
19. Inciting a disturbance on school property
20. Leaving campus without official permission
21. Possession of pornographic materials, including magazines, computer disks, photographs, etc.
22. Molesting of/or indecent behavior with students
23. Participation in a disturbance on school property
24. Possession, consumption, or distribution of alcoholic beverages
25. Possession, use, or distribution of counterfeit money
26. Possession or use of drug paraphernalia (such as roach clips, legal weed, blunts, rolling papers, etc.)
27. Possession, consumption, or distribution of drugs (illegal, legal weed, prescription, counterfeit, look-a-like, mislabeled, imitation, or over-the-counter)
28. Possession, consumption, or use of cigars, blunts, cigarettes, lighters, or any tobacco products
29. Possession or use of dangerous weapons (including, but not limited to air guns, BB guns, mace or pepper spray)
30. Possession or use of toy guns or toy knives that resemble weapons
31. Possession or use of explosive or incendiary devices, bullets, fireworks, or ammunition
32. Stealing or theft
33. 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.
34. Threatening (verbally or physically) any student, administrator, faculty or school personnel
35. Truancy
36. Consumption of alcohol or drugs, or being under the influence, of alcohol or drugs
37. Vandalism or any other act of property destruction, damage, or defacing while on school property, regardless of time or place.
38. Tampering, falsifying, or destroying any school records, attendance or roll books, report cards or grade sheets, test results, or school property
39. Any action defined by law as a criminal offense
40. 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
41. Violation of any other School Board policy or school rule, including but not limited to, the Internet Policy (See Appendix F), Sexual Harassment

Policy (See Appendix G), Medication policy (See Appendix H), Bullying Policy (See Appendix I), Hazing Policy (See Appendix J)

42. Excessive discipline referrals
43. Violating test regulations or cheating, including but not limited to, reproducing test in any manner or taking photographs of tests
44. 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.
45. Violating "off-limits" areas
46. Submitting false or fraudulent documents, such as doctor's excuses, health records, grades from another school
47. Conspiracy or agreement to participate, assist, or commit any disciplinary offense, even if the conspiracy should originate off of school property
48. Aiding or abetting the commission of any disciplinary offense
49. Threatening to harm, injure or damage any person, student, or property (such as: bomb threats, written material, drawing, verbal threats)
50. 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
51. 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
52. 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)
53. Publishing 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)
54. Any of the following acts (which may also be considered sexual harassment), including but not limited to:

Unwelcome staring, leering, sexual flirtations, or propositions

Unwelcome spreading of sexual rumors

Unwelcome touching of another's body or clothes in a sexual way

Unwelcome teasing or sexual remarks about a student

Conditioning academic or student activity privileges on submission to unwanted sexual conduct from student or staff

Blocking or cornering of a sexual nature from normal movements

Unwelcome graphic verbal comments about an individual's body, or overly personal conversation, or

Displaying sexually suggestive objects in the work or educational environment

55. Littering
56. 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.
57. 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.
58. Cyberbullying or Cyberstalking.
59. Any other serious offense

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 send 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 procedure in this paragraph is complied with as soon as possible thereafter.
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 of the Superintendent or his designee 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 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. As soon as practicable after the student's removal from school, the principal or a designee shall mail a copy of the proposed 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. This form will be sent by certified mail, return receipt requested.
6. The expulsion hearing shall be 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 4th suspension. At that point, the 3 prior suspensions are final and the time for appealing the basis of those suspensions has expired. See page 36-37 of this Handbook. The student's prior performance and attendance may be reviewed and discussed.
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 certified mail, return receipt requested or hand-delivery, to the parents and to the principal.

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 practicable. 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.

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 may be hand delivered or mailed to the School Board Office at 1100 Webster, Donaldsonville, Louisiana, within five (5) days after receipt 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 or 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 return receipt requested 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. Except as provided by law, the minimum term of expulsion for any expellable offense shall be one (1) calendar year.
2. For expelled students that choose to attend the APSB Alternative 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.

3. 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.
4. Any student that is expelled may be offered the privilege to attend the Alternative School. Any student that attends the Alternative School shall follow all rules of the Alternative School.
5. Any student who has been offered the privilege to attend the Alternative 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 his 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.

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 will 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.

1 st Tardy	Warning (by the teacher)
2 nd Tardy	Note Sent Home
3 rd Tardy	Phone Contact or Office Visit with Parent
4 th Tardy	Clinic (if student is late or does not attend clinic, a suspension will be given)
5 th Tardy	Warning
6 th Tardy	Note Sent Home
7 th Tardy	Phone Contact or Office Visit with Parent
8 th Tardy	Clinic (if student is late or does not attend clinic, a suspension will be given)
9 th Tardy	Phone Contact or Office Visit with Parent
10 th Tardy	Suspension
11 th Tardy	Phone Contact or Office Visit with Parent
12 th Tardy	Suspension
13 th Tardy	Phone Contact
14 th Tardy	Suspension (two days at home for a third tardy suspension)
15 th Tardy	Phone Contact
16 th Tardy	Expulsion

A student's parents must be given two notices prior to the first and second Behavior Clinic referrals. After that, one personal contact is sufficient.

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, 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 or navy.
- 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.
- 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 shall be solid white, 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, glitter, noisemakers, lights or hanging tags are not allowed. Slippers, sandals, thongs, or flip-flops are not allowed.
- Socks must be worn with all shoe types and they must be easily visible.

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 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;

1st Accumulation: Parental notification. Parents will be called to bring appropriate clothing if necessary.

2nd 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.

3rd 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).**

4th 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).**

5th 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.

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APPENDIX D

Standardized High School (grades 9-12) 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).
- 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.
- 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

DUTCHTOWN	EAST ASCENSION	ST AMANT
Black	Royal Blue	Black
Purple	Yellow	Yellow
White	White	White
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.
- 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.
- No more than (2) earrings may be worn in each ear. Nose rings, lip rings, eyebrow rings, tongue piercing rings, studs, pierced-hole fillers or any other body piercing are not permitted.
- 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 – Written Warning and parent contacted if necessary
- 2nd Offense – Parent called to bring appropriate clothing and student assigned to behavior clinic
- 3rd Offense – Saturday Detention
- 4th Offense – Suspension (1 day)
- 5th Offense – start back at 2nd consequence and continue cycle.

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.

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 4/2010

APPENDIX E

Donaldsonville High School Standardized High School (grades 7-12) Dress Code

SLACKS, CAPRI PANTS, SKIRTS, DRESSES, SHORTS

Shall be khaki only (7-8).

Shall be khaki or black (9-12).

(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.

- **Shall be solid navy in color (7-8)**
- **Shall be solid in color (approved colors per school) or appropriate campus spirit shirt (9-12).**
- “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).
- 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.
- 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 HIGH SCHOOL (9-12) SHIRTS

Black
Red
White

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.
- 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.
- No more than (2) earrings may be worn in each ear. Nose rings, lip rings, eyebrow rings, tongue piercing rings, studs, pierced-hole fillers or any other body piercing are not permitted.
- 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 (7-8)

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

1st Accumulation: Parental notification. Parents will be called to bring appropriate clothing if necessary.

2nd 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.

3rd 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).

4th 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.

5th 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.

CONSEQUENCES (9-12)

- 1st Offense** – Written Warning and parent contacted if necessary
- 2nd Offense** – Parent called to bring appropriate clothing and student assigned to behavior clinic
- 3rd Offense** – Saturday Detention
- 4th Offense** – Suspension (1 day)
- 5th Offense** – start back at 2nd consequence and continue cycle.

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.

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 4/2010

APPENDIX F

Acceptable Use Policy (AUP) for Technology, Internet, and Network Use

I. Purpose

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 resources to Ascension Parish students and believe this offers vast, diverse, and unique resources to both students and teachers.

II. 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.

III. 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

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Ascension Parish School System has taken precautions to restrict access to controversial materials through the use of software and hardware, which helps educators reduce the risk of students uncovering inappropriate material on the Internet. These tools screen Internet resources; however, it is impossible to completely control all materials that a user may uncover. We, the Ascension Parish School System, firmly believe that the valuable information, interaction, and resources available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district. We, the Ascension Parish School System, recognize that network resources are such an integral part of the school experience and preparation for today's work environment, and that access to these resources is a necessary part of a student's school experience.

Internet access is facilitated by local, state and federal funds. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided

here so that you are aware of the responsibilities that APSB technology use requires. In general, this requires efficient, ethical, and legal utilization of the network resources. Violation of any provisions of this policy will result in the temporary or permanent suspension of computer/Internet use. Any signatures regarding this document are legally binding and indicate the party or parties who signed have read the terms and conditions carefully and understand their significance. The Ascension Parish School System will use its authority to assist local, state and federal authorities in enforcing bullying and cyber-stalking laws, copyright, intellectual property rights, and network abuse laws.

IV. User Responsibilities

Access to the Internet provided by the Ascension Parish School System is a privilege and not a right. Users are expected to act with utmost honesty, integrity, and respect for the rights of others. Users are required to adhere to all federal, state, and local rules and laws governing electronic communications and all guidelines developed by the Ascension Parish School System. Users failing to comply with the Acceptable Use Policy will be denied access privileges and disciplined according to school discipline policies as outlined in each school's handbook. Authorized users are defined as students, teachers, and staff members of elementary, middle, high school, Headstart and vocational centers belonging to the Ascension Parish School System that have signed AUP or AUP training sign-in form on file at the school site. Any other user is hereby declared as an unauthorized user. The Ascension Parish School System is not responsible for any actions of unauthorized users or uses of the networked system outside of the educational setting. Authorized users are limited to Internet access during regular school hours, i.e., 7am - 5pm, Monday through Friday, excluding holidays.

V. Guidelines

The Ascension Parish School System Guidelines are presented here in an attempt to ensure proper use of Internet privileges.

1.1 Students will be supervised during on-line activities.

All computers which allow Internet access are placed in supervised areas - classrooms, media centers, labs, etc. The classroom teacher or designated system administrator will be present at all times when students (Pre-K - 12) are using Internet resources. The teacher will attempt to monitor students' computer use and will take appropriate action if these resources are used inappropriately. Teachers and administrators agree to follow the guidelines in this AUP for appropriate conduct personally and in supervising students. Any student or unauthorized user accessing the Internet, disregarding guidelines, signing on without proper supervision, or "hacking" any part of the network is subject to disciplinary action as stated in the school's handbook.

1.2 Users are held responsible for their actions and activities involving the Internet and/or computer workstation. Unacceptable uses of the network will result in the suspension or revocation of the privilege to use the network.

A. Some examples of such unacceptable use are:

- Using the Internet for any illegal activity, including violation of copyright or other contracts;
- Degrading or disrupting equipment, software or system performance;
- Vandalizing the data of another user;
- Wastefully using finite resources;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;

- Posting personal communications without the original author's consent;
- Posting anonymous messages;
- Accessing, downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others; and
- Violating the Broadcast /Publication Guidelines as outlined below

B. Broadcast/Publication

Users will be allowed to produce materials for electronic publication and/or broadcast on the Internet. System administrators and teachers will monitor these materials to ensure compliance with content standards. The content of materials is subject to the following restrictions:

- No personal information about an individual will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any individual at any given time;
- All user products and communications, such as e-mail, must be signed with the user's full name;
- Individuals in pictures, movies, or sound recording may be identified only by initials (e.g. JQP for John Q. Public). Absolutely no last names may appear in reference to individuals in any image, movie, or sound recording;
- No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

1.3 Users are responsible for all actions taken while using the network, the Internet, and other technology resources.

- A. The use of technology resources is a privilege not a right, which may be temporarily or permanently revoked at any time for abusive conduct. Such conduct would include but is not limited to:
- the placing of unlawful information on a system;
 - the use of objectionable language in public or private messages;
 - the sending of messages that are likely to result in the loss of other users work on a system;
 - the sending of "chain letters" or "broadcast" messages to lists or individuals that do not involve educational purposes; and
 - any other types of use which would cause congestion of the system or otherwise interfere with the work of others.

The District cannot be held liable for any losses, including lost revenues, or for any claims or demands against the user by any other party. The District cannot be held responsible for any damages due to loss of output, loss of data, time delay, system performance, software performance, incorrect advice from a consultant, or any other damages arising from the use of the District's computer facilities.

Faculty cannot be held liable for the student's use of the network. Students may access the network for individual use or in the context of another class. The Faculty is responsible for attempting to instruct the student on acceptable use of the network and proper network etiquette.

1.4 The user is responsible for following local, state, federal and international laws.

The Ascension Parish School System declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action for any activity through which an individual:

- uses the network for illegal, inappropriate, or obscene purposes, or support of such activities.

- a) Illegal activities shall be defined as violation of local, state, and /or federal laws.
- b) Inappropriate use shall be defined as a violation of the intended use, purposes, and goals of the Internet or network.
- c) Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.
- uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
 - a) Copyright is defined as the unauthorized copying of licensed software or other copyrighted resources and is considered a theft and a violation of the copyright laws.
 - b) Plagiarism is defined as the copying of the work of another individual without giving credit and includes copying another student’s assignment, project, homework, etc.

1.5 All on-line activities should support learning and teaching and the network is to be used for educational purposes only.

Personal use should be limited to reasonable personal email communication, benefit and medical information research, and employee information and forms. All such personal use should occur when the student/employee has time before and after the classes and should NOT occur during any learning activity or period. No illegal activity is permitted and proper courtesy should be observed at all times. Due to the open nature of the Internet, no liability will be assumed by the Ascension Parish School Board, any district employee, or any other participant in these educational programs. It is the responsibility of each user to make good decisions as to what information is retrieved and what is done with that information.

1.6 Users are responsible for respecting the policies of other networks which they access and to adhere to them.

Included in the network and Internet use privilege is the use of other agencies’ networks. Each network or system has its own set of policies and procedures. It is the user’s responsibility to abide by the policies and procedures of these other systems.

1.7 Users may not perform any deliberate action or abuse which damages or disrupts a network or computer system by changing its performance or making it malfunction.

- Abuse is defined as any willful action which results in the expenditure of time to correct system performance.
- Vandalism is defined as any malicious attempt to harm or destroy technology equipment, resources, or data. This includes, but is not limited to, physically damaging equipment, the uploading or creation of computer viruses, uninstalling programs, or installing unapproved programs.

1.8 No computer system, cell phone, digital camera or other technology resource will be used to intimidate or harass others.

District technology resources cannot be used to intimidate or create an atmosphere of harassment including any such harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation.

Because the Ascension Parish School Board network, the Internet, and other technology resources are used as part of each individual school’s activities, the school’s code of conduct applies to all technology activities as well. Therefore, the Acceptable Use Policy is an extension of the school’s behavior code, i.e., the handbook. These rules apply to vandalism of computer equipment, unauthorized access to

information, computer piracy, hacking, tampering with hardware and/or software, electronic use of harassing, and abusive or obscene language.

1.9 Use of the APSB technology resources is a privilege, not a right.

Inappropriate use will result in a cancellation of privileges for a specified period of time as determined by the school administration.

1.10 Network/Technology use may be revoked for abusive conduct.

- The teacher and/or school administrator may revoke Internet privilege at any time and the decision is final.
- The faculty and/or district staff may request that a school administrator deny, revoke, or suspend Internet, technology, and/or network use for specific students based on misuse of these resources.

1.11 Security is a high priority. The Ascension Parish School Board makes no warranties of any kind.

- The district expends a great deal of effort to provide a secure computing environment. If any user identifies a security problem, they should not show or identify the problem to others, but should immediately notify a teacher, school administrator, or a technology department employee.
- A user should not use another individual's login, email account, or any other technology access credentials.

The Ascension Parish School Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Ascension Parish School Board, individual schools, its faculty and staff, will not be responsible for any damages suffered including loss of data. Furthermore, the district will not be responsible for the quality of information obtained through Internet/network connections.

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
- k. Appeals may be made to the Superintendent within fifteen (15) days after receipt of the written decision of the Complaint Review Committee.
 - l. 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

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.

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 shall include the following information:

1. The student's name
2. The name and signature of the physician/dentist
3. Physician/dentist's 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 or guardian in the container that meets acceptable pharmaceutical standards and shall include the following information.

1. Name of pharmacy
2. Address and telephone number of pharmacy
3. Prescription number
4. Date dispensed
5. Name of student

6. Clear directions for use, including the route, frequency, and other as indicated
7. Drug name and strength
8. Last name and initial of pharmacist
9. Cautionary auxiliary labels, if applicable
10. Physician 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 and/or distributor
6. Manufacturer's lot or batch number

II. ADMINISTRATION OF MEDICATION: 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, 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 minutes following the administration of medication. This observation may occur during instruction time.

- F. School medication orders shall be limited to medications that cannot be administered before or after school hours.
- G. Children shall not be allowed to have medication in their possession on the school grounds, unless guidelines for exceptions are met. Teachers and principals have the right to take the medication from the child and contact the parents.

III. PRINCIPAL

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

IV. TEACHER

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

V. 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 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

VI. PARENT/GUARDIAN

- A. The parent/guardian who wishes medication administered to his/her student 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.
 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 the 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 school day supply of medication shall be kept at school.
- D. The initial dose of a medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- E. The parent/guardian shall also work with those personnel designated to administer medication as follows:
 - 1. Cooperate in counting the medication with the designated school personnel who receives it and sign a drug receipt form.
 - 2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - 3. Assist in the development of the emergency plan for each student.
 - 4. Comply with written and verbal communication regarding school policies.
 - 5. Grant permission for school nurse/physician consultation.
 - 6. Remove or 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.

Revised: January, 1996- Ref: La. Rev. Stat. Ann. §§17:81, 17:436.1; Louisiana Administrative Code, Vol. 18, Education, Chapter 9, Section 929, Administration of Medication.

APPENDIX I

POLICY ON BULLYING

It is the responsibility of every student to reduce the risk of violence by demonstrating mutual respect and a caring attitude toward one another.

An individual is being bullied whenever he/she is exposed repeatedly to negative actions on the part of others, which involves harm to that individual's person, self-esteem, and/or peer acceptance.

No person or student shall be bullied or harassed for any reason, including but not limited to, age, sex, race, national origin, religion, physical characteristics, disabilities, socio-economic status, or sexual preference.

Any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear will result in disciplinary action.

It is the final authority of the principal to determine the level of disciplinary action based upon the facts.

APPENDIX J

POLICY ON HAZING

The Ascension Parish School Board seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety, or welfare.

Hazing of or in any form is prohibited by the Ascension Parish School Board. Hazing is a very serious offense.

Hazing is any intentional, knowing, or reckless act committed by a student, alone or in concert with others, directed against another student which:

1. Endangers the mental or physical health or safety of a student
2. Substantially or seriously demeans, degrades, or embarrasses a student

The school principal **shall recommend** expulsion of any student who:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another student engaging in hazing;
3. Intentionally or knowingly permits hazing to occur;
4. Has first hand knowledge of the planning of a specific hazing incident involving a student or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the appropriate school personnel.

No person shall be hazed or subjected to hazing for any reason, including but not limited to, for initiation or admission to a club, team , or organization or being a member of any club, team, or organization.

APPENDIX K

Student Disciplinary Action – Driving is a Privilege

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 of possession or 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 must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as defined in the statute, so that we may process the request for suspensive action in accordance with R.S. 32:431. The suspension will not exceed the student's eighteenth birthday. The student may appeal this process and they may also request a hardship license.

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.

Any questions should be directed to Ashley Spiers, License Suspension Office Manager, at 225/925-3895. Also, you may visit our website at www.expresslane.org for additional forms and information.

APPENDIX L

POLICY ON CELLULAR PHONES, PAGERS

The personal **possession** of cellular phones, cell phones, or any similar devices, (including, but not limited to, beepers, pagers, walkie-talkies, all hereinafter identified as **cellular phones**) on school property during school hours is **prohibited**.

No student shall be in personal possession of any cellular phone during school hours or during any suspension or detention periods, including Saturday detention and behavior clinics.

Personal Possession includes, but is not limited to, the following: in a book bag or book sack, in a purse, in a locker, in a desk, or in any clothing or the pocket thereof (pants, shirt, or jacket).

A student may have a cellular phone in his automobile or vehicle in the school parking lot. However, said student shall **not** use the cellular phone for any purpose during school hours. Use of the cellular phone during school hours shall be considered personal possession and shall be a violation of this policy.

If a student is in possession of a cellular phone during school hours, the student may be suspended.

Additionally, if a student is in possession of a cellular phone during school hours, the cellular phone shall be considered contraband and shall be confiscated by the school officials. The cellular phone shall be held or retained by school officials until the parent/guardian of the student personally appears to obtain return of the cellular phone. Only the parent/guardian shall be permitted to seek return of the cellular phone and shall do so **in person**.

Any student found in possession of a cellular phone on the fourth offense may be recommended for expulsion.

Lack of ownership of the cellular phone shall not be a defense to disciplinary action or to confiscation. Any student in possession of a cellular phone shall be deemed the owner thereof for purposes of this policy.

The APSB (and its employees) shall not be responsible or liable for any cell phone that has been confiscated, including for any damage, loss, or theft of such phone. Confiscated phones are considered contraband and have no value.

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

APPENDIX M

LICE POLICY

Ascension Parish 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 a doctor or pharmacist, a lice shampoo label or a store receipt of lice shampoo.
3. Be free of nits (lice eggs).
4. Upon returning to school, the parent/guardian must bring the student to the school office to be re-examined by school personnel before classroom admission. If nits (lice eggs) are present, the student must be excluded from school until complete removal is accomplished.)
5. Only one day absence is allowed for treatment and removal of lice and nits per occurrence.

APPENDIX N

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.

MONITORING AND POLICY REVIEW

Monitoring

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the Superintendent or his/her designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

The Superintendent or his/her designee shall develop a summary report at least annually on compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. The report will be provided to the School Board and also distributed to the schools, parent/teacher organizations, school principals, and school health services personnel throughout the parish.

Policy Review

To help with the initial development of the district's wellness policies, each public school in Ascension Parish shall conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of these school-by-school assessments shall be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every three (3) years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the School Board and staff shall review all nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The School Board and individual schools within the district will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

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 O

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 P

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 System 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 Q

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-5) 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 liable for the use of stolen or improperly used student identification cards or student numbers.

GLOSSARY

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 F**)
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. **TRUANT/HOOKY/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

CENTRAL OFFICE STAFF
(As of June 2010)

Phone: 225/391-7000

Phone: 225/257-2000

Name	Title
Patrice B. Pujol	Superintendent
A. Denise Graves	Assistant Superintendent
Elizabeth Stafford	Director of Primary Schools
Gwen Price	Director of Middle Schools
Cathy Meredith	Director of Secondary Schools
Susan L. Vaughn	Director of Special Education
Randy Watts	Director of Human Resources
Betsy Landry	Director of Business Services
Chad Lynch	Director of Planning & Construction
Jennifer Tuttleton	Director of School Improvement
Ronda Matthews	Supervisor of Career & Technical Education
Linda Honey	Supervisor of Child Welfare & Attendance & Director of Student Services
Shelia Savoy	Supervisor of Primary Schools
Bridget Boudreaux	Supervisor of Primary Schools
Lou Ann Bishop	Supervisor of Middle Schools
Lisa Bacala	Supervisor of Secondary Schools
Rachel Lato	Supervisor of Special Education
Theresa Rodgers	Supervisor of Special Education
Brenda Holmes	Supervisor of Federal Programs
Larry Grant	Supervisor of Transportation
Jeff Parent	Supervisor of Maintenance
Leuna Johnson	Supervisor of Child Nutrition
Gloria Bailey	Coordinator – SBLC & Reading Facilitator
Linda Lamendola	Safe and Drug Free Schools Coordinator & APSB Hearing Officer

APSB SCHOOL BOARD MEMBERS

(As of June 2010)

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President

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Vice-President

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JODY ELISAR

7297 Highway 44
Gonzales, LA 70737
District 2, Seat B
Wards 2,3,4

STATEMENT OF NON-DISCRIMINATION

It is the policy of the Ascension Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.