

EQUAL EDUCATION OPPORTUNITIES

Under the provisions of LSA-R.S. 17:111, no person shall be refused admission into or be excluded from any public school in the State of Louisiana on account of race, creed, color, national origin, or handicapping condition.

The Central Community School System subscribes to the belief that it is charged with the responsibility to provide for the children or educable age of the Central Community School System regardless of physical, intellectual, or social differences, or of race, creed or sex, a full opportunity for a free education that will enable the individual to develop to the fullest extent of his capacity.

In the case of handicapped/exceptional students, it is guaranteed that a free appropriate education is available for those ages as managed by state and federal laws.

The Superintendent or his/her designee shall investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Grievance procedures to provide prompt and equitable resolution of student complaints shall be in accordance with board policy.

ATTENDANCE

A. Rights

1. All students have the right to attend school until graduation, provided they are not expelled because of their conduct.
2. Students may be excused for whole or partial day absences for the following reasons:
 - a. personal illness, verified by health practitioner
 - b. serious illness in the student's immediate family, verified by health practitioner
 - c. death in the student's immediate family, verified by obituary. (not to exceed one week)
 - d. recognized religious holidays of the student's own faith, verified by religious leader
 - e. natural catastrophe and/or disasters
 - f. a child whose parent is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting shall be granted

excused absences, not to exceed five school days per school year, for the day or days missed from school for the child to visit with his parent prior to the parent's deployment or during the parent's leave and, upon returning to school shall be permitted to complete all class assignments, including all tests missed while the child was absent as pursuant to the provisions of this item. (Louisiana R.S. 17:226(A)(2)(e).

For the purpose of this subparagraph the term "parent" shall mean the person temporarily responsible by law for the child's school attendance.

3. Students granted excused absences for the above shall be allowed to make up missed school work. Failure to make up missed work in the time allotted will result in a failing grade for assigned work.

B. Responsibilities

1. Regular attendance is not only a matter of state law, but is essential for success in school work. While enrolled in the Central School System a student's number one job is attending classes regularly and fulfilling all class requirements. Regular and punctual attendance is a habit and should be cultivated early in one's career. Excessive absences will negatively affect class performance and grades.
2. State law requires that any student who misses more than the allotted number of days without a valid approved excuse or permission from the Director of Student Services shall not receive credit for course work. Exception can be made only in the event of personal illness verified by a health practitioner or other extenuating circumstances listed on page 14 of the handbook. Evidence of extenuating circumstances must be presented to the principal for review and approved by the Director of Student Services. For elementary students (grades K-8) students shall be present a minimum of 167 days per school year allowing no more than thirteen unexcused absences per year. Secondary students grade (9-12) shall be present a minimum of 83.5 days per semester allowing for no more than 6.5 unexcused absences per semester. In addition, students with excessive absences must attend a hearing with the Director of Student Services. Truancy is defined as having five unexcused tardies or five unexcused absences in a semester.

3. In order to achieve perfect attendance a student cannot miss any part of any class period except for a school activity or field trip.
4. Students returning to school after a day's absence must bring a signed note from parent or guardian stating the reason for the absence within five days. The notes will allow students to make up missed work but will be counted as an unexcused absent.
5. After an excused absence it is the responsibility of the student to make arrangements with the teacher upon returning to make up work missed. The make-up work does not have to be an exact duplication of the work missed. Teachers shall establish the time and place of the make-up work.
6. Students who miss more than one day consecutively will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material or complete an activity. This will not exceed five days. If after notification the student fails to accomplish make-up work in the allotted time a failing grade will be recorded.
7. All late arrivals must check in with the office. A student on campus without officially checking in shall be found in violation of school policy.
8. Students in the Central Community School System may not leave school campuses before the end of the day without checking out with the office. Students may check out only to the parents, legal guardian or the specified person on the emergency contact card or after the office has obtained permission from their guardian.
9. Students will not be allowed to check out during the day. Exceptions are medical appointments, funerals, sickness, and illness in immediate family, religious holidays, natural catastrophe, disaster, or a child whose parent is a member of US Armed Forces.

C. Responsibilities Imposed by State Laws and Regulations

1. Students shall attend school between the ages of kindergarten and seventeen years of age.
2. Students may enroll and attend an adult education program that is approved by State Board of Elementary and Secondary Education if the following condition(s) exist:
 - a. A student who is at least seventeen years of age.
 - b. A student who is incarcerated in an adult correctional facility.

- c. A student who is the parent of a child and is the legal caregiver and custody provided that such enrollment and attendance is ordered by a court of competent jurisdiction.
3. A parent, tutor, or other person responsible for the school attendance of such a student who is enrolled in and is fulfilling the attendance requirements of an adult education program that is approved by the board shall be considered to be in compliance with the school attendance provisions R.S.17:221(I)1.
4. A student, under eighteen years of age, who withdraws from school prior to graduating from high school, shall exercise one of the following options within one hundred twenty days of leaving school:
 - a. Reenroll in school and make continual progress toward completing the requirements for high school graduation.
 - b. Enroll in a high school equivalency diploma program and make continual progress toward completing the requirements for earning such diploma.
 - c. Enlist in the Louisiana National Guard or a branch of the United States Armed Forces, with a commitment for at least two years of service, and earn a high school equivalency diploma during such service period.
5. The provisions of Subsection C of this Section shall apply only to students who have been ruled to be truants, pursuant to the provisions of Chapter 15 of Title VII of the Louisiana Children's Code, by a court of competent jurisdiction and ordered by the court to comply with the provisions thereof. R.S. 17:221.4C.
6. The responsibility for a child 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 Director of Student Services.
7. The student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.
8. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

9. The principal of the school, or his designee, shall notify the parent or legal guardian in writing upon a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with student's parent or legal guardian.
10. On the fifth unexcused absence, or fifth unexcused tardy the parent or legal guardian will be required to attend an Early Warning Workshop regarding the child's attendance. If the student's attendance is not corrected, the Director of Student Services will file a request for formal court with the District Attorney's office to enforce the compulsory attendance law.
11. The parent or legal guardian of any student in kindergarten pursuant to the provisions of this Section shall be in violation of the Subparagraph (10) of this Paragraph and shall be punished as follows:
 - a. A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.
 - b. Any subsequent offense shall be punishable in accordance with R.S. 17:221(A)(2). They shall be fined not more than fifteen dollars and, for such violations each day the violation continues shall constitute a separate offense.

For the purposes of this Section, the term "tardy" shall include but not limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include the reporting late to class when transferring from one class to another during the school day.

H-2.1

ENTRANCE AGE

The Central Community School Board shall require children entering kindergarten at the beginning of the school session for the first time to be at least five (5) years of age on or before September 30 of the calendar year in which the school year begins. For students entering first grade for the first time at the beginning of the school session, they shall be six (6) years on or before September 30 of the calendar year in which the school year begins.

A child younger than the above may be permitted to enter school provided the child has been evaluated and identified as gifted in accordance with the regulations of the Louisiana Department of Education for such evaluation. A child admitted to

kindergarten shall be eligible to enter first grade upon successful completion of kindergarten, provided all other applicable entrance requirements have been fulfilled.

H-2.2

SCHOOL ADMISSION

The Central Community School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the Board may prescribe.

No student may be excluded from the appropriate school within the school district except by due process or failure to meet specifications of Board policies. The Board fully recognizes that providing equality of educational opportunities for all children requires objectivity. The Board is equally concerned that all admission policies adhere strictly to applicable legal requirements.

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

- a. Present to school officials an official birth certificate, or certified copy of a judgment of adoption. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana will be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of this state will be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, and parentage is available. It shall be left to the discretion of the Superintendent or designee, as to whether or not a child shall continue in school upon failure to comply herewith.
- b. Present to school officials evidence of being or having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles and other vaccine-preventable diseases according to a schedule approved by the Office of Public Health, Department of Health and Hospitals. All incoming six graders beginning 2009-2010 must provide evidence of current immunizations against meningococcal (meningitis vaccine) disease.

- c. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the school district.
- d. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year, or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
- e. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the Board who have no permanent address, who have been abandoned by their parent, or who are in foster care shall be admitted to school, except as may be allowed by statute.

H-2.2a

EVIDENCE OF RESIDENCE

Documents evidencing ownership or lease of an inhabitable residence located within the Central Community School System

The following is required:

- a. Notarized Affidavit of Domicile Address with evidence of utilities: two (2) of the following for the last two (2) months: (water, electricity, gas, telephone or cable) at the residence located within the Central Community School System. Affidavit forms available in the office of the Director of Student Services.
- b. Property tax bill or homestead Exemption application for preceding tax year addressed to residence located within CCSS for person who own their homes.
- c. Current medical or social security insurance addressed to residence located within the Central Community School System.
- d. Current voter registration or drivers license addressed to residence located within CCSS.

- e. Automobile insurance for the **previous two (2) months** or homeowner/rental Insurance addressed to residence in CCSS.
- f. Income tax return for the current calendar year addressed to residence in CCSS.
- g. Purchase Agreement of home if moving into the district and purchasing a home or Rental or Lease Agreement (apartment or home) of property within the district boundaries if renting or leasing on the proper stationary verifying the owner of the property.

Affidavit of Residency by Parent/Guardian

State of Louisiana

Parish of East Baton Rouge

Before me, the undersigned notary public, personally came and appeared:

_____ (Parent/Guardian, who after being duly sworn, did depose and say that he/she executed this Affidavit to formally acknowledge that _____ (Student's Name) is residing with him/her at _____.

He/She further deposes and testifies that the above named student(s) has/have no other residence/domicile in the State of Louisiana other than the address shown on this affidavit.

NOTE: Falsification of the information provided above will result in both of the following:

- 1. Dismissal of the student from the Central Community School System; and**
- 2. Affiant being charged with filing false public records in violation of L.A. R.S. 14:1333.***

*A. Filing false public records is the filing or depositing for record in any public office or with any public official, or the maintaining as required by law, regulation, or rule with knowledge of its falsity, of any of the following:

- 1. Any forged document.
- 2. Any wrongfully altered document.
- 3. Any document containing a false statement or false representation of a material fact.

Whoever commits the crime of filing false public records shall be imprisoned for not more than five years with or without hard labor or shall be fined not more than five thousand dollars, or both.

Central Community School System will actively pursue and prosecute violators of this statute.

WITNESSES:

Parent/Guardian

SWORN TO AND SUBSCRIBED before me this ___ day of _____, 20__.

NOTARY PUBLIC
Notary I.D. #: _____

HOMELESS STUDENTS

The Central Community School Board shall provide a free appropriate public education, to any homeless child or youth within the jurisdiction of the School Board.

For the purpose of this policy, the term *homeless* includes an individual who lacks a fixed, regular or adequate residence; or has a primary nighttime residence in a shelter, an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings; or is sharing the housing of other persons. The term does not include any individual imprisoned or adjudicated.

Homeless students requesting enrollment will be placed in school immediately, even if required registration documents are unavailable. School documents needed should be requested after the student has been enrolled. There will be no barriers to homeless children and youth entering school.

In addition to the above, the Central Community School Board shall:

- a. Maintain and have immediately available, any records ordinarily kept by the school of each homeless child or youth (immunization records, academic records, birth certificates, guardianship records, evaluations for special services or programs, etc.). Students meeting the definition of *homeless* will not be denied entry into a school due to the lack of records or documentation normally required for entry into a school.
- b. Continue the education of homeless children or youth in the school of origin for the remainder of the academic year, or for the following academic year if the family becomes homeless between academic years, or enroll the child or youth in any school in which other students living in the attendance area in which the child or youth is actually residing are eligible to attend, whichever is in their best interest.
- c. Ensure school placement of the homeless child or youth according to the School Board's admission policy.
- d. Provide services comparable to services offered to other students in the school of attendance, including transportation services, educational services for which the child or youth meets the eligibility criteria (Title I programs, special education, limited English proficiency), programs in vocational education, programs for the gifted & talented, and school meals program.

- e. Designate the Director of Student Services to coordinate services to ensure that there are no barriers to the enrollment, transportation, attendance, and success in school for homeless children and youth. Additionally, the homeless liaison will promptly solve disputes regarding educational placement.

H-2.2c

ADMISSION OF EXPELLED STUDENTS

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

H-2.2d

STUDENTS RESIDING OUTSIDE OF CENTRAL COMMUNITY SCHOOL DISTRICT

No student who is domiciled outside of the Central Community School System shall be eligible to be enrolled and/or readmitted to a school in Central Community School System except:

- a. The biological or lawfully adopted children of an employee of the Central Community School System
- b. A student who resides in an adjacent school district who has obtained permission of the school district in which the student resides and of the Central Community Board and the provision for the transfer of funds or other payments by one Board to another on account of such attendance.

H-2.2e

STUDENT ASSIGNMENT

The Central Community School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. Each student shall have only one domicile which is determined to be the place where he/she predominantly sleeps, takes meals,

and maintains personal belongings, or when legal custody has been awarded by court of law, the principal residence of the parent awarded primary or domiciliary custody, or if he/she is eighteen years old or has been emancipated by a court order, by the student's own domicile, if not specifically contrary to the provisions of an order of a court of competent jurisdiction providing for the assignment of students. The parent or legal guardian of a pupil may file in writing to the Board an objection to the assignment of the pupil, in which case the Board shall review the assignment and investigate the circumstances in order to render a decision.

Definition of Domicile

Each student shall have only one domicile, which is determined to be the place where he/she sleeps, takes meals, and maintains personal belongings.

Definition of Legal Custody

Legal custody is defined as the legal status created by a court order, which establishes in a custodian the right to have physical custody of the child. The school principal or his/her designee shall be responsible for monitoring the school enrollment list and shall immediately refer to the Director of Student Services Office.

Children domiciled inside Central Community School District Domiciliary Requirements

To establish domicile in the Central Community School System, a parent or legal custodian must present sufficient information which supports both that the parent, legal custodian or caregiver is actually domiciled within the Central Community School System and confirm that the child under his or her care, custody and/or control is actually domiciled with that parent or legal custodian.

Any child temporarily residing within the district who has no permanent address or who has been abandoned by his/her parent, or who is in foster care, shall be enrolled and allowed to attend school in the district.

H-2.2f

CLASS ASSIGNMENT

Student assignments in K through 8 will be made by the principal of the school with teacher input. The placement of a student shall be based on grades, achievement test scores, and participation in special programs and be made in accordance with the *Pupil Progression Plan*.

Selection of courses of study in grades 9 through 12 shall be made by individual students. Assistance in planning course of study and selection of classes shall be

provided by teachers, counselors, parents, and administrators. Each student shall be furnished a schedule of classes, offered and requirements for graduation. Some classes may have prerequisites for enrollment.

H-2.2g

ASSIGNMENTS FOR DISABLED STUDENTS

The Board shall require that disabled students be assigned to the same school as their non-disabled peers, however, if an appropriate program is unavailable the student may be placed in a school able to provide for the needs of the student.

H-2.3

STUDENT RELEASE TIME

Errands

Students will not be sent on errands which take them away from the school grounds except by permission of the principal of the school.

Civic Functions and Other Activities

Students will not be released from school to attend civic functions or to participate in other similar activities except by permission of the principal of the school.

Leaving School Grounds

All students, upon arrival at school, will remain at school until the close of the school day unless special permission is granted by the principal of the school. Pupils will not be permitted to go home for lunch unless they are on a special diet and present a certificate from a doctor testifying to same.

H-2.4

PERFECT ATTENDANCE

A student must be present for the duration of each school day and for as many days as his/her school is in operation during the school year.

STUDENT RIGHTS AND RESPONSIBILITIES

Freedom of speech is a constitutional right guaranteed to all citizens. The Central Community School Board shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students.

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideas.

All students shall have the freedom to exercise the right of legal protest through proper channels, providing that such protest does not interfere with the educational program of the parish or result in harm to other individuals.

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

Tinker vs. Des Moines School Dist., 393 U.S. 503 (1969)

H-3.1

DUE PROCESS POLICY FOR STUDENT SUSPENSIONS

Prior to any suspension, the school principal, or his/her designee, shall advise the pupil in questions of the particular misconduct of which the pupil is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain the pupil's version of the facts to the school principal or the principal's designee. In each case of suspension or expulsion the school principal, or the principal's designee, shall contact by telephone at the telephone number shown on the pupil's registration card or send a certified letter at the address shown on the pupil's registration card or send a certified letter at the address shown on the pupil's registration card to the parent, tutor or legal guardian of the pupil in question giving notice of the suspension or expulsion, the reason(s) therefore and establishing a date and time for a conference with the principal or his designee as a requirement for readmitting the pupil, provided that in the case of expulsion, the contact with the parent, guardian, or tutor shall include a certified letter. The conference with the parent, tutor, or legal guardian shall be with the Coordinator of the Alternative/Discipline Center for any student suspended and assigned to the Alternative/Discipline Center. If the parent, tutor, or legal guardian fails to attend the

required conference within five days of receipt of the certified letter or other contact with the parent, tutor or legal guardian, the truancy laws shall become effective. A student whose presence in or about a school poses a continued danger to any person or property or any ongoing threat of disruption to the academic process shall be immediately removed from the school premises without the benefit of the procedure described hereinabove; however, the necessary procedure shall follow as soon as is practicable.

Notice of the suspension and the reason(s) therefore shall be given to the parent, tutor or legal guardian of the pupil suspended as set forth above. Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the superintendent of schools. The superintendent or his designee shall conduct a hearing on the merits. The Appeal Of Suspension Form must be completed by and received from the parent, tutor or legal guardian of the student by the principal or acting principal within five (5) school days of the first date of the suspension. The principal shall complete the response and forward the form and the principal's response and any attached documents to the superintendent within two school days of the principal's receipt of the Appeal Of Suspension Form. Upon receipt of the Appeal of Suspension Form, the superintendent or his/her designee will schedule a hearing as expeditiously as possible and within five (5) school days of the hearing, a decision shall be mailed to the principal and parent, tutor or legal guardian of the student unless additional information is before a decision can be made. Any suspension shall be final and not appealable if it is not appealed within the manner and time frame set forth in this policy. The decision of the superintendent or his/her designee on the merits of the case, as well as the term of suspension, shall be final.

A pupil suspended or expelled for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the superintendent of schools. If the property damage is a school bus owned by or contracted to any parish or city school board, a pupil suspended or expelled for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage or until directed by the superintended of schools. If a pupil is suspended or expelled for damages to property belonging to a third party, the pupil may be required to make payment in full for such damage to the third party as a condition for the pupil's readmission to school.

Legal Reference: LA-R.S. 17:416

STUDENT AND PARENT COMPLAINTS/GRIEVANCES

Guiding Principles Informal Process

The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Formal Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

Notice to Students and Parents

The District shall inform students and parents of this policy.

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning. This policy shall apply to all student and parent complaints, except as provided below.

Exceptions

This policy shall not apply to:

- a. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion.
- b. Complaints concerning dating violence.

- c. Complaints concerning retaliation related to discrimination and harassment.
- d. Complaints concerning bullying.
- e. Complaints concerning loss of credit on the basis of attendance.
- f. Complaints concerning removal to a disciplinary alternative education program.
- g. Complaints concerning expulsion.
- h. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504.
- i. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the individuals with Disabilities Education Act.
- j. Complaints concerning instructional materials.
- k. Complaints concerning a commissioned peace officer who is an employee of the District.
- l. Complaints concerning intradistrict transfers or campus assignments.

General Provisions – Filing

Complaint forms and appeal notices may be filed by hand-delivery, fax or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriated administrator or designated representative no more than three days after the deadline.

Response

At Levels One and Two, “response shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student’s or parent’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

“Days” shall mean District business days. In calculation time lines under this policy, the day a document is filed is “day zero”. The following business day is “day one.”

Representative

“Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.

The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in on complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timelines.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint Form

Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documentation that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level Once conference, no new documents may be submitted by the student or parent unless the student or parent did now know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refilled with all the required information if the refilling is within the designated time for filing a complaint.

Level One

Complaint forms must be filed:

- a. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- b. With the lowest level administrator who has the authority to remedy the alleged problem.
 1. In most circumstances, students and parents shall file Level One complaints with the campus principal.
 2. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.
- c. If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.
- d. The appropriate administrator shall investigate as necessary and hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.
- e. The administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

Level Two

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

- a. The original complaint form and any attachments.
- b. All other documents submitted by the student or parent at Level One.
- c. The written response issued at Level One and any attachments.
- d. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student or parent at Level One and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any documents or information relied on by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the student or parent with a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

- a. The Level One record.
- b. The written responses issued at Level Two and any attachments.
- c. All other documents relied upon by the administration in reaching the Level Two decision.

If, at the Level Three hearing, the administration intends to rely on evidence not included in the records, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Louisiana Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

APPEAL OF SUSPENSION FORM

FOR USE BY PARENT OF STUDENT

Student Name _____ Date _____

Parent, Tutor or Legal Guardian Name _____

Address _____

Daytime Phone Number _____ Date of Suspension _____

Appeal Reasons (additional reasons may be attached) _____

Signature of Parent

Signature of Student

NOTE: Appeal of suspension form must be received by principal, principal's designee or acting principal within five (5) school days of the first date of the suspension.

FOR USE BY PRINCIPAL

Name _____ School _____ Date Form Received _____

Response to Appeal (in addition attach all written documentation) _____

Signature of Principal

NOTE: Principal to forward completed form and attachments to Superintendent within two school days of the principal's receipt of appeal of suspension form from parent, tutor or legal guardian.

FOR USE BY SUPERINTENDENT

_____ The suspension is affirmed

_____ The suspension is modified, _____ days of the suspension are remitted

_____ The suspension is reversed and the student is returned to school

Additional comments on decision by Superintendent _____

Signature of Superintendent

Date

NOTE: Copy of Superintendent's decision to be mailed to Principal and parent, tutor or legal guardian within five (5) school days of superintendent's hearing unless information is required by Superintendent before decision is made.

STUDENT SEARCHES AND SEIZURES

A teacher, principal, school security guard or other administrator may search the person of a student either by conducting a random search with a metal detector or when he has reasonable belief that the student has in his possession any weapon, illegal drug, alcohol, stolen goods or other, materials or objects the possession of which is in violation of the policy of the Central Community School Board or the school attended by that student, either by conducting a random search with a metal detector or when he has a reasonable belief that the items sought will be found. The search will be conducted without malicious, willful or deliberate intent to harass, embarrass or intimate the student.

The student should be aware that school officials have this right. This board respects the civil rights of each person in our schools and will uphold those rights. At the same time, school property is not to be regarded as a sanctuary from enforcement of the law. LSA-R.S. 17:416.3.

SEARCH AND SEIZURE PROCEDURE AND POLICY

The Central Community School Board is the exclusive owner of all public school buildings and all desks and lockers within all public schools and all other buildings maintained, used or owned by the Central Community School Board as well as any other area of any public school building or grounds set aside for the personal use of students. Any teacher, principal or administrator of the Central Community School System may search any building, desk, locker, area or grounds for weapons, illegal drugs, alcohol, explosives, stolen goods, or other materials or to objects the possession of which is in violation of law or of the policy of the Central Community School Board when that employee has articulable facts which lead him to a reasonable belief that the items sought will be found during such a search. It is the stated policy of the Central Community School Board that it is impermissible and unlawful for any student to bring into or upon any public school building owned or operated by the Central Community School Board or upon the grounds of any building owned or operated by the Central Community School board weapons, illegal drugs, alcohol, stolen goods, explosives, or materials or objects which may be inherently dangerous to others.

A teacher, principal or administrator may search the person of a student when he has a reasonable belief that the student has in his possession any of the items

above mentioned or any other item the student is prohibited from possessing at school, on a school bus, or at school events or activities, by law, the policy or rule of the school, or the policy of the Central Community School Board.

A teacher, principal or administrator, when he has articulable facts which lead him to a reasonable belief that any of the above described unlawful items may exist in a school locker, desk, building, area or grounds, may search same and open same. When administratively feasible, the student shall be present during the course of the search. If the student is not present, he shall be informed of the search as soon as it is practicable to do so. When a search is made, unless it is impracticable to do so under the circumstances or unless time is of the essence, there shall be present two (2) professional staff members employed by the Central Community School Board.

If a teacher, principal or administrator has a reasonable belief that a student has in his possession any of the afore described prohibited objects, the teacher, principal or administrator may detain that student and, that student may be searched by a "pat-down" search and/or requiring the student to empty all items from his pockets, purse, bag, or any other item carried by a student or in the student's possession. The search shall always be in the presence of two (2) professional staff employees, the sex of whom shall be the same as the student.

Should any item be removed and/or seized from a student or from a building, desk, locker, area or grounds of a building maintained or operated or owned by the Central Community School Board, the student shall be given a receipt for any item impounded or seized by school officials and the parents of the student shall be notified of any item impounded or seized by the principal of the school or the person charged with the administration of the premises upon which the seized or impounded item is found.

Nothing contained in this policy shall be construed to afford a student an expectation of privacy which would not otherwise exist. The Central Community School Board respects the civil rights of each person in the schools operated by the Central Community School Board and will uphold those rights, but property owned or maintained or used by the Central Community School Board is not to be regarded as a sanctuary from enforcement of the law. Any student who is found to have in his possession or under his control or in a locker, desk, or other school area assigned to him or used by him any of the afore described prohibited objects may be punished, suspended, and/or expelled in accordance with the rules and regulations of the Central Community School Board, its schools, and/or the provisions of Louisiana Law including but not limited to LSA-R.S. 17:416 and/or the student may be referred to appropriate police and/or juvenile authorities.

Should a teacher, principal or administrator find a student in possession of a weapon, illegal drug, alcohol, explosive, stolen goods, or other materials or objects the

possession of which are in violation of law in the State of Louisiana or the policy of the Central Community School Board, the object shall be secured from the student and turned over to the principal or his designee. The student shall also be reported to the principal or his designee.

Should the confiscated item be a firearm, bomb, knife, or other implement which can be used as a weapon or any illegal drug or controlled dangerous substance as defined by La. R. S. 40: 961 (7) the principal or his designee shall immediately report the incident and the confiscation of such item to the appropriate law enforcement official and shall promptly notify the Director of Student Services. If any other item is confiscated the principal shall promptly notify the Director of Student Services.

All items confiscated by a teacher, principal or other administrator shall be retained and secured by the school principal or his designee and if the appropriate law enforcement authorities do not take custody of the item or, if custody is taken and then returned to the school principal, the school principal shall deliver the item to the Director of Student Services who shall retain the item for one (1) calendar year after which time it shall be destroyed unless it is subject to an on-going court or administrative proceeding and in such an event the item shall be retained until such time as the administrative or court proceeding is finally terminated at which time the item will be destroyed. Notwithstanding any other provision contained in this policy, in the event the item is stolen property, it may be returned to its rightful owner following the expiration of one (1) year or the termination of the administrative or court proceeding, whichever is longer.

Any school employee who fails to report the confiscation of such an item or who fails to retain and secure such an item shall be subject to disciplinary action by the Central Community School Board for violation of this policy.

H-3.3b

SCHOOL VISITOR POLICY

No person shall go on any elementary or secondary school grounds or in any elementary or secondary building or other school facility as a visitor during school hours without authority from the appropriate school official as provided in these rules.

For the purposes of this policy, a "visitor" shall mean any person except:

- a. An employee of the Central Community School Board.
- b. A member of the Central Community School Board.
- c. A student enrolled in the school system.

- d. A parent, guardian or other person authorized by a parent or guardian who is delivering a pupil to school at the beginning of the school day or is picking up the pupil from school at the end of the school day.

In order to protect the students and the integrity of the school facility, all school visitors are required to enter through the main entrance of the school and advise the principal or his designee of the visitor's presence and business. No person shall visit or audit a classroom or other school activity, nor shall any person remain on school premises, without the approval of the principal or his designated representative.

It is unlawful for visitors to remain on school grounds in violation of these rules. If a person enters upon school grounds without going directly through the main entrance to the office of the principal, the following procedures should be followed by all employees:

- a. The visitor should be directed to the main office to request approval of the principal or the principal's designee to remain on campus.
- b. If the visitor refuses to seek approval of the principal or his designee, the principal or his designee should be immediately notified and he should call the appropriate law enforcement authorities.
- c. In all instances the principal or his designee should ask for the identity of the person and purpose of the visit at the school. The visitor should give the principal or his designee this information. If the visitor refuses, the principal or his designee shall withhold approval and direct the visitor to leave the school. If he does not, the appropriate law enforcement authority should be immediately called.
- d. The principal or his designee should grant or deny approval to remain on school grounds in conformity with the best interest of the school and for school related business. The principal shall insure that the academic atmosphere as well as the protection of students, faculty and staff will not be impaired.
- e. If permission is denied for the visitor to remain, the visitor shall be informed of the reason and shall be advised that he may appeal to the Superintendent of Schools or his designee at some time during that day or, if not possible, the day after; or within a reasonable time thereafter.

f. In addition to the above, the following procedures may be utilized with regard to loitering of parties on a school campus:

1. All staff should immediately report any loiterers or trespassers on campus to the principal of the school, an assistant principal or a designee.
2. A comprehensive description of the loiterer should be obtained.
3. All pupils should be warned against communication with outsiders.
4. The principal or his designee should direct the loiterer to leave.
5. Should the loiterer not leave, the appropriate law enforcement authorities should be immediately notified.

H-3.4

STUDENT CONDUCT

Every teacher is authorized to hold a pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess, or during any school related activity away from the school facility.

Legal Reference: LSA REVISED STATUTE 17:416

H-3.4a

ORIENTATION FOR STUDENT DISCIPLINARY AND CONDUCT RULES

Every student shall be provided an orientation during the first five days of each school year regarding school disciplinary rules and provisions of the code of student conduct applicable to the student. Orientation instruction shall be provided by the school principal or his/her designee and shall include but not be limited to consequences for failing to comply with such school disciplinary rules and code requirements. The orientation also shall clearly communicate to the student the rights afforded teachers

under applicable policy and law relative to the discipline of students. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of the Central Community 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 Louisiana law which are:

- a. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the School Board, in accordance with Louisiana law, for actions taken in the performance of duties of the teacher's employment.
- b. A teacher has the right to appropriately discipline students in accordance with state law and school board regulations.
- c. A teacher has the right to remove any persistently disruptive student from his/her 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.
- d. 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 state law.
- e. 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.
- f. A teacher has the right to be treated with civility and respect.

H-3.5

STUDENT BEHAVIOR

Philosophy

This code of student conduct shows the commitment of the Central Community School Board to provide a safe and stable climate for learning in every school. Maintaining a good learning environment requires the combined efforts and cooperation

of all parties involved. This code specifies some of the responsibilities and rights of parents, students and faculty.

This code has been developed so that firm, fair, consistent and equitable discipline can be the norm in every classroom, and opportunities for the teacher to teach and the student to learn can thereby be improved.

The code of conduct describes inappropriate student behavior, prescribes equal disciplinary actions for misconduct, and suggests specific actions for remediating prohibited behaviors. School staff and administrators are to use reasonable judgment when administering the code.

The code is based on the premises that rules must be consistently enforced. Furthermore, the rules must be fair and firm and comply with the individual's constitutional and other legal rights.

This code is designed to insure that each classroom will have a climate of order, discipline, control and learning as well as a climate that brings out the best qualities in both the teacher and the student, allowing for individual growth and differences. Foremost, this code is a tool to reduce misconduct and thereby increase the educational benefits to which all students have a right.

We believe that every student shall comply with all rules and regulations of both the State of Louisiana and the Central Community School Board, having to do with student behavior. In a democracy there exist many privileges and freedoms, all of which are dependent on adherence to certain rules and regulations. It should be made very clear that any student, by his/her own failure to comply with school regulations, may lose his/her right to a public education.

We believe each teacher in the Central Community Schools is responsible for providing an environment that will bring about effective learning thus enabling each student to achieve his maximum potential. The teacher must regard as essential the freedom to teach and to learn and must guarantee equal educational opportunity to all students. The teacher should recognize that the classroom environment reflects the ideas, motives, preparation and conduct of the teacher.

Responsibilities of the Teacher, Student and Parent

In fulfilling a teacher's obligation to the student, the public and the profession, the teacher shall:

- a. Be friendly, concerned and willing to give extra time to counsel with students about educational as well as personal and related problems.
- b. Use his/her professional skill and understanding to prevent small classroom incidents from becoming major problems.

- c. Deal justly and impartially with all students under his/her supervision.
- d. Exhaust all possible means of solving problems within his/her area of responsibility.
- e. Organize work in a manner that will encourage student interest and involvement for the full period of instruction.
- f. Be loyal to the Central Community School Board, principal and the school to which the teacher has been assigned.
- g. Be responsible for solving routine problems and holding conferences with parents concerning problems encountered by their children.
- h. Be present and responsible for starting and ending classes on time.
- i. Be responsible for the supervision of all students and correcting misbehavior wherever it may occur.
- j. Never hesitate to call for assistance from superiors and other teachers if the situation requires it.
- k. Uniformly practice and enforce local school rules and regulations concerning conduct.

In fulfilling a student's obligations each student shall:

- a. Comply with all rules, regulations, and policies of the Central Community School Board, the school he/she attends and the laws of the State of Louisiana.
- b. Recognize the authority of all teachers and other school personnel.
- c. Abstain from gambling, immorality, profanity, hazing, fighting, extortion, use of tobacco, use of narcotics, or intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm.
- d. Refrain from willfully damaging, defacing or destroying school property or illegally entering school buildings.
- e. Be regular in school attendance and on time; strive to do the best in all areas of school life.
- f. Wear appropriate dress and conform to acceptable standards of appearance as required by the student dress codes of each school and the Central Community School Board.

- g. Abide by regulations set by the school concerning travel to and from school, on school buses, and the use and operation of private vehicles on school grounds.
 - 1. Such private vehicles must be registered with the school and parked in the student lot.
 - 2. Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
- h. Comply with regular rules and regulations of the school and school board while attending any activities sponsored by the school and while attending or participating in extracurricular activities.
- i. Refrain from taking or damaging property of other students or school personnel.
- j. Behave in a manner that permits uninterrupted learning to take place.
- k. Show respect to all other students and persons on campus.

In fulfilling his/her obligations to the student and the public, parents and guardians of each student shall:

- a. Assume responsibility for the student's prompt and regular compliance with attendance rules and procedures.
- b. Instill in the student respect for the law, including the rights or others.
- c. Work with the school in fulfilling recommendations made in carrying out disciplinary actions in the best interest of the student.
- d. Visit the school regularly and first go to the office of the school before entering the remainder of the school building itself.
- e. Plan the time and place for homework assignments and provide necessary supervision.
- f. Assume the responsibility to talk with the student about school activities and expected behavior.
- g. Receive regular official reports of the student's academic process.
- h. Attend the parent-teacher conferences scheduled at the school.
- i. Have the right to access to all student records pertaining to the student.
- j. Have the right to request and be granted a conference with the teacher and/or principal of the school.

- k. Work with the school in the best interest of the students through school organizations and volunteer activities.

H-3.5a

TOBACCO USE

The Central Community School Board hereby prohibits the possession and or use of tobacco in any form by students in Central Community Schools. Any student who possesses or uses tobacco on a Central Community School campus becomes subject to mandatory suspension.

H-3.5b

SUBSTANCE ABUSE POLICY

Should any student be suspended or expelled from a public school operated by the Central Community School Board arising out of the student's possession, use or distribution, or being under the influence of alcohol, narcotics, or any controlled dangerous substance or other drug, the student so suspended shall not be readmitted to any public school operated by the Central Community School Board until such time as the student has either undergone counseling as approved by the Director of Student Services . Should a student receive the approval for counseling and ultimately not complete said approved counseling, the student will again then be suspended or expelled without further hearing until such time as the Director of Student Services approves the student's re-entry into school.

H-3.5b

POSSESSION OF WEAPONS

Possession or use on school property or a school bus or at school activities of a firearm or knife, razor blade or box cutter, or any other object used as a weapon, is prohibited. A pupil found to be in possession of or use of a firearm or knife, razor blade or box cutter or any other object used as a weapon, on school property or on a school bus before, during, or after school or at any school sponsored activities shall be recommended for expulsion and indefinitely suspended from school pending a hearing as set forth in this policy.

Administrators are required to notify law enforcement authorities whenever a student has been found on a school campus, school bus, or school activity in possession of a firearm or knife, the blade of which equals or exceeds two inches in length or any other dangerous instrumentality.

Notwithstanding the above provisions, if a student voluntarily turns over to his teacher or the school principal or assistant principal a pocket knife prior to knowledge of any school personnel or students of the student's possession of the item, and the student inadvertently brought the item to school, the above two paragraphs shall not be applicable. This exception shall be applicable only one time per school year for each student.

H-3.5d

**NOTIFICATION TO DEPARTMENT OF PUBLIC
SAFETY AND CORRECTION, OFFICE OF MOTOR
VEHICLES OF CERTAIN SUSPENSION AND
EXPULSIONS**

The principal of a school, within ten (10) days of a student between the ages of 14 and 18 years attending his/her school receiving an expulsion or suspension from school for ten (10) or more consecutive school days or an assignment to an alternative educational setting for ten (10) or more consecutive school days, if the expulsion or suspension is for an infraction involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff, shall notify in writing the Department of Public Safety and Corrections, Office of Motor Vehicles, of such expulsion or suspension from school or assignment to an alternative educational setting.

The written notice from the principal shall include the following:

- a. A copy of the student's disciplinary documentation.
- b. The full name of the student.
- c. The address of the student.
- d. The date of birth of the student.
- e. The social security number of the student.
- f. The driver's license number of the student, if available.
- g. The name, address and telephone number of the student's parents, guardian or custodial parent.
- h. The name of the infraction and the duration of the punishment received by the student.

The principal shall retain proof of mailing of the notification with the student's official school records and shall provide a copy to the Director of Student Services.

H-3.5e

USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES

Cell phones or any electronic devices cannot be used on the school grounds between the hours of 6:45 A.M. until the school's dismissal time nor on school buses.

A student may have in their possession certain electronic equipment (cellular phones, radio, tape player/recorder, gaming devices, video, camera, beepers, MP3 players, IPODs, walkman type devices, etc.) The use, operation, or visual display* of any of these devices will result in the following consequences:

First Offense: The device will be confiscated and parents will be notified to come to the school to pick up the device. A parent will also be required to sign a letter of understanding relative to future disciplinary measures being taken.

The student will be assigned to one (1) Saturday School.

Second Offense: The device will be confiscated and not returned until the end of the school year.

The student will be assigned 3 days to the Discipline Center.

Third Offense: The device will be confiscated and not returned until the end of the school year.

A hearing will be conducted by the Director of Student Services.

*Visual display shall also include any observable protrusion on any clothing or pocket there of (pants, shirt, or jacket) or in a book bag or purse.

BUS CONDUCT

Each school bus driver shall distribute to each new student in the Central Community School System a form listing the school system's regulations pertaining to pupils riding school buses. The form shall be signed by the pupil and parent to indicate that they are familiar with regulations therein, and returned to the driver. The driver shall turn in the forms to the principal of the school the child is attending. The principal shall be responsible for having the form placed in the student's folder. There shall be on file in every student folder one of these signed forms.

The bus driver, together with the principal, shall assume full responsibility for discipline of pupils riding buses. Any disciplinary problems shall be reported by the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.

If found necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Director of Student Services.

A pupil damaging a school bus shall be subject to a suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his re-admittance is directed by the superintendent.

At no time shall the bus operator assume authority for suspending bus privileges or taking such disciplinary action as requiring a pupil to kneel or inflicting corporal punishment. If the conduct of a pupil becomes such that his removal from the bus becomes essential, the driver shall discharge the pupil at the pupil's regular stop. A student riding a school bus shall never be unloaded along the highway except at his designated stop, unless he is endangering the lives of other children on the bus.

Legal Reference: LSA REVISED STATUTES 17:223

STUDENT DISORDERS

To insure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the board directs that the

procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the Central Community School System. However, since the board is required by law to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the schools or interference with their normal operation, the following steps shall be taken in the event of any disruption of the normal operations of the schools:

- a. The disruption shall be immediately brought to the attention of the superintendent or his representative by the administrative head of the school. The superintendent shall have the authority at his discretion to alert the police authorities.
- b. Students participating in a disruptive demonstration shall be directed by the building principal or his representative to go to their regular classroom assignment. At the same time the principal or his representative will arrange for a meeting between the administration and the individual, leaders of a group, or the group, if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
- c. Non-student demonstrators and other unauthorized persons will be directed by the building principal or his representative to remove themselves from school property forthwith.
- d. In the event steps b and/or c fail to stop the demonstration, the superintendent or his representative will ask the police to remove the demonstrators and any individuals failing to comply under step c.
- e. When necessary for their safety, students and staff may be directed to leave the building and school property.
- f. At no time while any demonstration is in process, is the superintendent or any school or board personnel to enter into negotiations on the issues with the protestors, either orally or in written form.
- g. As soon as normal educational and business processes can be resumed, the superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the board in an orderly manner.

- h. Students and/or employees participating in a disruptive demonstration on school grounds will be responsible for their actions.

Legal Reference: Jenkins vs. Louisiana State Board of Education.
506 F2d 992 (CA, 5th 1975).

The court upheld the suspension of students who admittedly had not themselves participated in the improper acts. It was shown, however, that these students had gone about the campus shouting such slogans as "organize, unite, student power," etc., and urging other students to engage in a boycott. The court declared that this was far removed from the "silent passive expression of opinion" which had been held protected under the First Amendment in prior Supreme Court decisions. Therefore, a school board is not limited to disciplining only those students who actually participate in acts of violence, but may also suspend students who urge and stimulate other students to engage in a boycott and acts of violence and disruption on the school campus.

H-3.5h

STUDENT DEROGATORY LANGUAGE POLICY

The Central Community School Board disapproves of and does not tolerate language from or by a student to another student, to an employee of the Central Community School Board or to any other person which is racially derogatory or derogatory on the basis of sex, religion, national origin, physical handicap or ethnicity. All students of the Central Community School Board, whether at school or at a school sponsored event, must avoid the use of such language. Students are responsible for insuring that such language is avoided at school and at all school sponsored or related events.

The principal of each school, or his designee, will investigate all complaints in this regard and will endeavor to handle these matters expeditiously in a professional manner so as to protect the offended individual.

Violation of this policy shall be grounds for discipline as to any student or employee involved. Discipline for a student may include, but is not limited to, all forms of discipline utilized at the student's school including, but not limited to, suspension.

It shall be the duty of each employee and student of the Central Community School System to abide by this policy.

Any person who has a complaint regarding the use of such derogatory language by anyone is urged to bring this matter to the attention of the principal or his designee so that it may be investigated and dealt with.

This policy also prohibits retaliation against any person who brings to the attention of the school principal or his designee charges regarding the use of derogatory language or who assists in investigating charges thereof. No person shall be adversely affected, discriminated against, or punished for bringing a valid complaint regarding the use of derogatory language.

H-3.5i

POLICY TO INFORM STUDENTS OF LEGAL CONSEQUENCES OF VIOLENT ACTS

In compliance with La. R. S. 416.12 the Central Community School Board directs that each school have a special program at the beginning of each school year to inform students of the consequences of violent acts committed on school property, at school sponsored functions or in firearm-free zones.

In accordance therewith the student code of conduct, including the penalties for violations, shall be fully explained to each student at the beginning of each school year.

A firearm-free zone is an area inclusive of any school campus and within one thousand (1,000) feet of any school campus, and within a school bus. All students shall be advised that under Louisiana State law the following penalties may apply in addition to penalties imposed by the school system:

- a. Whoever commits a crime of communicating false information of a planned bombing on school property, at a school sponsored function, or in a firearm-free zone shall be imprisoned with or without hard labor for not more than twenty (20) years.
- b. Whoever commits the crime of carrying a firearm, or a dangerous weapon as defined by Louisiana law, by a student or non-student on school property, at a school sponsored function, or in a firearm free zone shall be imprisoned at hard labor for not more than five (5) years.
- c. Whoever commits the crime of carrying a firearm, a dangerous weapon as defined by Louisiana law, on school property or in a firearm - free zone with the firearm or dangerous weapon being used in the commission of a crime or violence as defined by Louisiana law on school property or in a firearm - free zone,

shall be fined not more than \$2,000.00, or imprisoned, with or without hard labor, for not less than one (1) year nor more than five (5) years, or both.

- d. Any person who possesses or has under his control any bomb, instrument, devise, chemical or explosive substance which is arranged, manufactured, mixed or so made up as to be a device or substance which, when exposed to heat, humidity, air or foreign elements, will burst it into flame, ignite, cause to be ignited or explode shall be fined not more than \$10,000.00 or imprisoned at hard labor for not more than twenty (20) years, or both.

H-3.5j

FIGHTING

Students will be instructed that they must avoid fighting. Students will also be instructed that the correct procedure is to report bullying or other hostile behaviors against them to teachers or administrators as soon as possible.

Once a physical fight takes place involving a student in grade 6 or above who could be arrested under this policy, the police will be called. Each participant in grade 6 or above fighting will be arrested unless the student was acting in self-defense in protection of the student's person against injury attempted by another student as determined by the principal or his/her designee. Those acting in self-defense will not be arrested or penalized. Every effort will be made to contact a parent or legal guardian to advise that the student will be arrested. If after reasonable effort to contact a parent or legal guardian has failed, law enforcement will contact the parent or legal guardian from the police station or sheriff s department.

Students found standing in a hallway or elsewhere preventing school staff members from breaking up a fight will also be subject to disciplinary action.

H-3.6

DISCIPLINE

Each school administration and faculty should formulate principles and procedures consistent with Board policy pertaining to discipline in their respective schools.

The administration and faculty of each school should take whatever appropriate steps necessary to discipline those few students who persist in acting in such a manner as to bring a discredit upon themselves, their parents, their school and their community.

CORPORAL PUNISHMENT

Statement of Philosophy and Authority

It is self-evident that a suitable atmosphere for teaching and learning promotes the best interest of the schools within the Central Community School System and that the learning process is best developed and the promotion of skills, self-discipline and personality traits are best served by providing an educational environment in which both teacher and learner can perform at their best. In adherence to its commitment to education it is the duty of the Central Community School Board to provide an atmosphere which promotes the learning process and provides for security, orderly conduct, discipline and respect for and among students and their teachers. It follows, therefore, that under the mandate of Section 416.1 of Title 17 of the Louisiana Revised Statute of 1950, as amended, the Central Community School Board does hereby adopt the following rules and regulations in implementation and furtherance of a program of orderly conduct of the schools within its system.

Corporal Punishment

After less stringent measures such as repeated warnings, counseling and parental conferences have failed to produce the desired behavioral changes, any principal, classroom teacher or visiting teacher may administer corporal punishment to a student by hand or with a paddle approximately 20 inches long, 4 inches wide and not exceeding 1/2 inch in thickness, such punishment to consist of not more than 3 swats (either by hand or paddle) on the buttocks area to be inflicted in such manner and with such force as not to cause serious bodily injury to the child. Corporal punishment may be administered only after the permission of the principal has been obtained. At least one adult witness shall be present at the time such punishment is administered. A log will be kept on all spankings setting forth the name of the student, the time, date and details of the violation, the form of discipline administered, the person administering such discipline, the witness thereto and the sex and race of the pupil.

REQUEST FOR NONUSE OF CORPORAL PUNISHMENT

The Central Community School Board recognizes that a parent may request that school officials do not use corporal punishment in regard to a parent's child. The Central Community School System will provide a form to be used parish-wide for a

parent to indicate that he/she does not desire his/her child to be spanked at school. Any complaint regarding a violation of the parent's request shall be made to the Director of Student Services who shall reply to the parent after receiving such a complaint within ten (10) working days regarding his findings of fact regarding the complaint and the action taken in regard to the employee who was alleged to have violated the parent's request.

If the parent is not satisfied with the report received he may request a review by the Superintendent. The Superintendent shall investigate and report his findings to the parents within ten (10) working days

Restriction

Unless prohibited by written restriction setting forth valid reason(s) such as illness, physical or emotional infirmity and signed by the parents or guardians of the pupil, the use of corporal punishment as herein recited shall be available. Any parent or guardian restricting such use shall thereby assume and bear all responsibility for the student's behavior and conduct.

H-3.7c

STUDENT SUSPENSION

School principals may suspend from school any student for good cause, as stated in R.S. 17:416. Principals shall notify the Director of Student Services of all suspensions. In all cases of suspension the parent, the superintendent of schools and the Director of Student Services shall be notified in writing of the facts concerning each suspension, including reasons thereof and terms thereof. In cases of proposed suspension of students with disabilities/exceptional students, the Director of Special Programs shall also be notified, in writing, within one operational day, of the facts concerning the proposed suspension, and the date of the pending IEP meeting, etc. (Section 504 of the Rehabilitation Act of 1973 - Act 754 and its regulations of the State of Louisiana.) Further, policies are found in the special education handbook on the method of administration of discipline as approved by the United States Department of Education.

Any student whose presence in or about a school poses a continued danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from the school premises without benefit of the above procedure, but such procedure shall follow as soon as practicable.

Principals shall be limited to suspending pupils for a maximum of ten consecutive school days. A principal may recommend a suspension for a greater time

or the expulsion of a pupil for the remainder to the school term, in which event such recommendation will be submitted to the Superintendent, in writing.

Teachers are authorized to hold all pupils to a strict accountability for disorderly conduct.

During the term of a student's suspension or expulsion, that student is prohibited from attending any functions or activities which take place at any school operated by the Central Community School Board or at any other site at which a school of the Central Community School Board participates and from riding on any school bus. A student, during the term of his suspension or expulsion, may not participate in any activities in which the schools of the Central Community School Board participate or come on any school property owned or operated by the Central Community School Board, except to attend the Alternative/Discipline center or to take any examination at school which has been approved by the principal of the school and the Coordinator of the Alternative/Discipline center. Any student who appears on a school campus operated by the Central Community School Board in violation of this provision shall be treated as trespassing on the property of the Central Community School Board and appropriate law enforcement authorities shall be called by the principal or other administrator or the facility on which the student appears.

H-3.7d

STUDENT EXPULSION

Students may be expelled from school for the events described previously in the policy manual or for other serious infractions of school rules, regulations and the law.

Upon the recommendation by a principal for the expulsion of any student as authorized by law, a hearing thereon shall be conducted by the superintendent or by any person designated to do so by the superintendent. Upon the conclusion of the hearing, the superintendent, or his designee, shall determine whether such student shall be expelled from the school system or if other corrective or disciplinary action should be taken if expulsion is not mandated by the provisions of Louisiana law or the policy of the Central Community School Board.

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, shall be cause, upon recommendation of the principal, for expulsion of the student.

During the term of a student's suspension or expulsion, that student is prohibited from attending any functions or activities which take place at any school operated by the Central Community School Board or at any other site at which a school of the Central

Community School Board participates and from riding on any school bus. A student, during the term of his suspension or expulsion, may not participate in any activities in which the schools of the Central Community School Board participate or come on any school property owned or operated by the Central Community School Board, except to attend the Alternative/Discipline Center or to take any examination at school which has been approved by the principal of the school and the Coordinator of the Alternative/Discipline Center. Any student who appears on a school campus operated by the Central Community School Board in violation of this provision shall be treated as trespassing on the property of the Central Community School Board and appropriate law enforcement authorities shall be called by the principal or other administrator or the facility on which the student appears.

H-3.7e

STUDENT RE-ADMISSION

Students who have been suspended or expelled from school for a period that would extend to the end of a school year will be readmitted to school after consultation with the Director of Student Services.

After being readmitted the student will follow the same procedure as would a new student.

H-3.7f

SCHOOL BUS SUSPENSION

School principals may, upon the recommendation of the bus operator, suspend bus riding privileges. Principals shall notify the Director of Student Services of all bus suspensions in writing, within a 24 hour period, of the facts concerning each suspension, including reason thereof and terms thereof.

Upon being suspended the student will be given a hearing by the principal or his designee, informing the student as to why he is being suspended and for how long. The student, at that time, must be given an opportunity to explain his version of the facts to the principal or his designee.

STUDENT HEALTH SERVICES

The health and physical well-being of all students shall be given top priority by all school personnel at all times.

If a child becomes sick or is injured at school and immediate medical attention is not required, the principal should contact the parent of the child and, if the parent is unable to call at school for the child, the child should either be cared for at school or some provision should be made to have the child sent to his home.

If a child becomes sick or is injured at school and immediate medical attention is necessary, and if the parents cannot be reached, the principal should first try to ascertain the name of the family physician of the child and this physician should be called before any other doctor is contacted.

HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty days after the admission of any pupils entering the school late in the session, shall test the sight, including color screening for all first grade students, and hearing of each and all pupils under its charge, except those pupils whose parent or tutor objects to such examination, as provided for in R. S. 17:156. Such testing shall be completed in accordance with the schedule established by the American Academy of Pediatrics. The Board of Elementary and Secondary Education may convert the age equivalent as provided by the American Academy of Pediatrics schedule to the academic year equivalent with corresponds to that age.

The School Board shall keep a record of such examination, shall be required to follow up on the deficiencies within sixty days, and shall notify in writing the parent or tutor of every pupil found to have any defect of sight or hearing. A written report of all such examinations shall be made to the state superintendent of education but shall not be made available to the public.

Legal Reference: LA REVISED STATUTES 17:2112

IMMUNIZATIONS

All persons entering any school within the state for the first time, including elementary and secondary schools, kindergartens, colleges, universities, proprietary schools, vocational schools, and licensed day care centers, at the time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress. (LA R.S. 17:170).

The schedule shall include but not be limited to measles, mumps, rubella, diphtheria, tetanus, whooping cough, poliomyelitis, hemophilus influenza Type B invasive infections, varicella, & meningococcal disease.

The schedule may provide specific requirements based on age, grade in school, or type of school. At its own discretion and with the approval of the office of public health, an educational institution or licensed day care center may require immunization or proof of immunity more extensive than required by the schedule approved by the office of public health.

A person transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his personal physician or a public health clinic indicating immunizations against the diseases in the schedule approved by the office of public health in accordance with Subsection A of this Section having been performed, or a statement that such immunizations are in progress.

If booster immunizations for the diseases enumerated in the schedule approved by the office of public health are advised by that office, such booster immunizations shall be administered before the person enters a school system within the state.

Chief administrators of all elementary and secondary schools, kindergartens, colleges, universities, proprietary schools, vocational schools, and licensed day care centers with this state shall be responsible for checking students' records to see that the provisions of this Section are enforced.

No person seeking to enter any school or facility enumerated in Subsection A of this Section shall be required to comply with the provisions of this section if the student or his parent or guardian submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or a written dissent from the student or his parent or guardian is presented.

In the event of an outbreak of a vaccine-preventable disease at the location of an educational institution or facility enumerated in Subsection A of this Section, the administrators of that institution or facility are empowered, upon the recommendation of

the office of public health, to exclude from attendance unimmunized students and clients until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

H-3.8c

MEDICATION POLICY

As a general principle, medication shall not be given at school unless it is certified in writing by the attending physician that such medication cannot be administered before or after school hours.

Possible exceptions to the general principle:

- a. Medication for behavior modification (e.g. Ritalin).
- b. Insect sting allergy-Must have a note from the physician with specific instructions.
- c. Anticonvulsant medications (e.g., Dilantin, Phenobarbital).
- d. Medication for asthmatic conditions.
- e. Extenuating circumstances-These will be assessed on an individual basis, e.g. field trips, chronic disorders, i.e. migraine headaches, arthritis, Diabetes, Sickle Cell Anemia, etc.

Antibiotics and other short-term medications, including non-prescription Medication, shall not be given at school.

Children shall not be allowed to have medications in their possession on the school grounds. Teachers and principals have the right to take the medication from the child and contact parents for the appropriate information. Exception: see Self Administration of Medication.

Prior to the administering of the medication during school hours, the following will be required:

- a. Medication shall not be administered to any student without an order from a physician or dentist licensed in the state of Louisiana, Texas, Arkansas, or Mississippi and written parental consent.
- b. Medication must be brought to school by the parent or guardian in the container that meets the acceptable pharmaceutical standards.
- c. Both the consent form from the parent or guardian and the medication container shall contain clear instructions identifying the student's name, prescription number, date, frequency, name

- of the medication, dosage, route, and physician's or dentist's name.
- d. No more than one month's supply (thirty-five school days) of the medication shall be kept at school; the empty bottle will be sent home with the student.
 - e. If a student is to receive a fraction of a tablet, for example: $\frac{1}{2}$ tablet, the parent is responsible for scoring (breaking) the tablets. Fractional doses are not exact; therefore, unlicensed personnel are not allowed to break tablets.
 - f. At the beginning of each school year and any time there is a change in medication a new form must accompany the new prescription.
 - g. All medication must be recorded daily on the Medication Log. The Parental Consent and the Physician's Order Form will be kept with the Medication Log.
 - h. Because of potential danger medication must be kept under lock and key in a secure, central location.
 - i. The principal shall designate at least two employees to administer medications in each school. Designated employees must receive the required training for medication administration in the schools.
 - j. A registered nurse and/or licensed medical physician employed by Central Community School District shall review the physician's or dentist's order and the Parent/Guardian Consent for Medication Administration. The nurse shall assess the health status of the specific child in his specific educational setting. The nurse shall determine that, according to the legal standards of the respective licensed health professional when performing such procedure, the administration of medication can be safely performed by and delegated to someone who has received documented training with documented competence other than a licensed health professional.

Self Administration of Medication

Self-administration of medication by a student may be permitted under the following conditions:

- a. The completed Parental Consent and Physician's Order Form have been brought to school.

- b. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and developed a plan for general supervision. The plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- c. The principal and the appropriate staff are informed in writing that the student is self-administering prescribed medication.
- d. The medication is handled in a safe and appropriate manner.

The School Board and its employees are not responsible for any unintentional mistakes or oversight in keeping or giving the student's medication.

This policy is in compliance with Act No" 87 of 1993 and the Joint Policy of LSBN (Louisiana State Board of Nursing) and SBESE (State Board of Elementary and Secondary Education).

H-3.8d

COMMUNICABLE DISEASE POLICY

The Central Community School District recognizes the importance of protecting the health and welfare of students, teachers, and other employees from the spread of communicable diseases. The following policy statements, which are patterned after those approved by the Louisiana Board of Elementary and Secondary Education, will be reviewed and revised regularly to reflect the current medical research and legal opinion. The school district will work cooperatively with the Louisiana Department of Education, the Louisiana Department of Health and Hospitals, and the Centers for Disease Control for the prevention, control, and containment of communicable disease in schools.

Immunization

In compliance with the immunization requirements set by the State of Louisiana R.S. 17: 170, the Central Community School District requires that all students entering PreK, Kindergarten, Middle School (6th grade), and new students entering the CCSD for the first time present proof of current required immunizations in the form of the State of Louisiana Universal Certificate of Immunization. Students entering the Central Community School District for the first time from outside of the state of Louisiana must present proof of current immunizations signed by authorized health care provider in that state. School administration will be required under LA 17: 170 to exclude children

from school attendance who are out of compliance with the immunizations required by this statute.

Central Community School District recognizes that there are some students who have medical or religious beliefs in which immunizations are contraindicated. In those cases, the Central Community School District will require written statement from physician and/or written dissent from the parent/guardian upon registration in the district. In the event of an outbreak of a vaccine preventable disease within the Central Community School District or at the specific school attendance site, the administrators are empowered, upon the recommendation of the Office of Public Health, to exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

The Central Community School District will follow guidelines set forth for all school administrators in the responsibility for checking student records to see that the sections of LA 17: 170 are enforced. Including review of records, entry into LINKS state data base system, and timely reporting of School Immunization Report to the Louisiana Office of Health and Hospitals.

Illness/Disease

Central Community School District recognizes that, to the extent possible, all students and employees should be permitted to participate in a normal classroom setting. The board further recognizes its responsibility to provide a health environment for students and school employees.

The determination of whether an infected student should be excluded from the classroom or school activity or whether an infected employee should be excluded from work activities shall be made in a case-by-case basis under the direction of the school administrator, school nurse, or his designee. Information gathered for this determination may include input from various sources including:

- a. Private physician of the infected individual.
- b. Parent (s)/guardian (s).
- c. School administration.
- d. School nurse.
- e. Superintendent or designee.
- f. Representative from the Louisiana State Department of Health.

Determination of school attendance should also consider:

- a. The behavior, developmental level, and medical condition of the infected individual.
- b. The physical condition of the infected individual.

- c. The expected type (s) of interaction with others in the school setting.
- d. The degree to which the pathogen is transmittable to others based on current knowledge.
- e. The impact on both the infected individual and others in the setting.
- f. The guidelines provided by the Louisiana Department of Health and Hospitals.

As a general rule students with the following conditions will not be permitted to attend school:

- a. Fever - 100 degrees or higher - Fever is a signal that the body is fighting an infection. A child with a temperature of 100 degrees or higher may not attend school. The child should be fever free, without the use of anti fever medications (Tylenol/Advil/Acetaminophen/Ibuprophen) for 24 hours prior to returning to school.
- b. Gastrointestinal disturbances. - A child who has vomited more than one time should wait 24 hours and be able to retain solid foods prior to returning to school. A child who is having frequent diarrhea should not be at school.
- c. Sore throat/colds - Minor cold symptoms are common and usually do not interfere with school attendance. A persistent cough and constant nasal drainage may affect student performance at school, and should be evaluated.
- d. Skin Lesions/Rash - a rash may cover the entire body or just one area. A child who has a rash/lesion that is draining or is causing the child to have severe itching should not attend school. A rash that is accompanied by fever, sore throat or vomiting may not attend school and physician should be contacted for evaluation and advice on treatment.

Confidentiality

Information obtained by the Central Community School District shall remain confidential, and provided to school staff on a "need to know basis".

*****We need to quote the law here*****

H-3.8e

STUDENT PHYSICAL EXAMINATIONS

Students who participate in athletics must submit a physical examination, showing that they are physically able to compete in athletics.

Students who are not able to participate in physical education will also be required to have a doctor's certificate.

H-3.9

STUDENT SAFETY

The physical safety of all school children should be a matter of genuine concern to all school administrators and teachers. Student safety is an obligation of the school system. In general the safety of all school personnel should be protected through care in the design and maintenance of building, the selection and the maintenance of equipment, and the planning and the maintenance of grounds and their facilities.

Instruction shall be given to all children concerning the procedures to be used by children walking to school, riding bicycles to school or riding a school bus or private vehicle.

H-3.9a

SUPERVISION OF STUDENTS

School children shall always be under the supervision of teachers including recesses, noon hours, before and after school.

H-3.9b

DISMISSAL PRECAUTIONS

Students will not be permitted to leave the school grounds unless their parents so request, and unless the request is approved by the principal or his designee.

Teachers and principals are equally responsible for the enforcement of this regulation.

STUDENT AUTOMOBILE USE

Inasmuch as present day schools permit students to drive autos to and from school as their transportation, these schools must assume at least a minimum of responsibility for the conduct of these student drivers. It has often come to the attention of school people of parents, of police that a few student drivers have operated their vehicles in both minor and gross disregard of established rules of safety. In view of this, procedures must be outlined that will inhibit to as large a degree as possible, driving that, if not controlled, will certainly result in tragedy someday. The following limits and procedures are adopted:

- a. All high schools may designate a particular area of the campus as a parking lot, and require that all vehicles used by student drivers be parked in this area.
- b. All schools may control this parking area by means of permits, for which the school may make a charge. No student will be allowed parking privileges unless this permit has been obtained and displayed in the window of the vehicle.
- c. Student drivers on arriving at school will park their vehicle, secure it, and leave the parking lot. No lounging and loitering in or around the parking lot at any time during the day will be allowed by the school authorities.
- d. Rules of safety and courtesy will be observed by student drivers at all times. Students observed breaking these recognized rules of good driving by either the police or by school authorities will be denied the privilege of driving an auto to school as here outlined:
 1. First offense - 2 weeks suspension.
In extreme cases, permanent suspension.
 2. Second offense - 4 week suspension.
 3. Third offense - suspension for remainder of school year.
- e. The student driver assumes responsibility for the conduct of those he permits to ride with him.
- f. When unauthorized cars are found on the student parking lot during regular school hours, owner will be given one (1) hour to remove the vehicle. If the vehicle has not been removed in that time, police or other agency will be requested to remove the vehicle.

- g. Unauthorized parking will be considered an offense and treated as outlined in Item d.
- h. Any student who operates a motor vehicle on school property shall be subject to the random drug testing requirements set forth in School Board Policy in order to protect the students and faculty on the school campus and for the reasons set forth in the policy statement contained in policy. Anytime a student refuses to be tested, he/she shall have all driving privileges on school campus suspended for the remainder of the school year. All other procedures set forth in School Board Policy shall apply. The names of all students who drive on a high school campus shall be placed in the testing pool.

H-3.9d

STUDENT ACCIDENT/FIRST AID

At each school, procedures shall be developed for the proper handling of accidents or emergency illness and made known to the staff.

These shall incorporate the following requirements:

- a. The principal or another trained person shall be responsible for administering first aid. Periodic refresher courses in first aid should be taken by this person.
- b. In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or family physician immediately.
- c. No young child who is ill or injured shall be sent home alone, nor shall any older child unless the illness/injury is minor. A young child who is ill or injured shall not be taken home unless it is known that someone is there to receive him.
- d. In extreme emergencies, the principal may make arrangements for immediate hospitalization of injured or ill pupils, contacting the parent or guardian in advance if at all possible.
- e. The teacher or other staff member to whom a child is responsible at the time an accident occurs shall make out a report on an official form providing details about the accident. This shall be required for every accident for which first-aid is given.

- f. Serious accidents to students shall be reported as soon as possible to the superintendent or his designee.

H-3.9e

SUSPECTED CHILD ABUSE AND/OR NEGLECT CASES

The procedure that will be used to report Child Abuse/Neglect cases follows:

- a. Whenever an employee of the Central Community School Board observes upon any child what could be the result of child abuse/neglect, that person will:
 - 1. Document his/her observations
 - 2. Immediately advise the school principal
- b. The employee or the school principal is mandated to immediately call the Office of Community Services. The principal will also immediately notify the Director of Student Services.
- c. When the person assigned to the case from the Office of Community Services arrives at the school and identifies himself, he will be allowed to speak to the child in question without prior knowledge of the parent(s).

H-3.9f

SAFE RIDING PRACTICES

In accordance with requirements set forth in Section IX, "Pupil Instruction" of the State Department of Education School transportation Handbook, Bulletin 1191, each principal of each school shall provide at least one hour of instruction in safe riding practices at the beginning of each school semester, and shall report on compliance with the required procedures on the SDE form developed for that purpose.

H-4

STUDENT TRANSPORTATION

The Board shall provide transportation for children attending any school of suitable grade approved by the State Board of Education.

H-4.1

STUDENT WALKERS AND RIDERS

The Board shall provide school bus transportation for all students living more than one mile from the school they are assigned to attend. Other students may be provided with school bus transportation in accordance with regulations of the State Department of Education.

H-5

SCHOOL FOOD SERVICES PROGRAM

The Central Community School Board has recognized the need for helping meet the nutritional needs of children enrolled in school. The lunches served are well planned and prepared and will provide from 1/3 to 1/2 of the nutrients boys and girls need each day. The lunches follow a type A menu pattern established by the United States Department of Agriculture. The menu always includes a meat or a combination of a meat and a meat alternate, at least 3/4 cup of vegetables or vegetables and fruit, eight ounces of milk, a serving of bread and butter, and usually a dessert the children will enjoy.

Goods and supplies are purchased by bid locally. In addition the parish allocates and delivers foods received through the Food Distribution Program to all schools.

Prices for lunches are set by the School Board prior to the beginning of school each year.

Children from families who might find it difficult to pay for school lunches due to unusual circumstances or from families who meet income guidelines established by state and federal government are eligible to receive a free lunch or reduced price lunch.

Legal Reference: LA REVISED STATUTES 17:191, etc.

H-5.1

SCHOOL LUNCH

Each parish school board and the principal of each school shall post in a prominent place the cost of the lunches and all persons partaking of lunches who are able to pay for the same should pay directly to the sponsor the cost thus posted. No

student shall be requested to pay more than the actual cost of the lunch, less the amount of reimbursement paid to the sponsor from state and federal funds. No discrimination against any child shall be made by the sponsor because of his inability to pay, nor shall the sponsor publish or permit to be published the names of any children unable to pay for the lunch.

Legal Reference: LA REVISED STATUTES 17:195; 17:191 et seq.

H-5.2

SCHOOL BREAKFAST

In accordance with LSA Revised Statutes 17:191 the Central Community School Board will participate in a school breakfast program in those schools at which requirements are met for participation.

H-6

STUDENT ACTIVITIES

School sponsored student activities are essential to a balanced school program. It will be the responsibility of the principal to see that all school-related activities are of an educational value that will benefit all students in the school.

H-6.1

STUDENT ACTIVITY FEES

With the approval of the Board, schools are authorized to establish a fixed activity fee, the amount to be approved by the Board. This fee shall not be required as a condition of school attendance.

H-6.2

SCHOOL ACTIVITIES (AND SCHOOL) FUNDS MANAGEMENT

Uniform procedures shall be established throughout the parish to assure the proper accounting for, and expenditure of, all funds under the control of the individual schools. Such funds shall be subject to regular audit by the central office.

Implementation of the procedures as developed by the central office auditor shall be the responsibility of the school principal or his designee. The procedures shall insure:

- a. The proper identification of moneys belonging to various groups and organizations or moneys raised and designated for various purposes.
 - 1. A journal will be the minimum bookkeeping record.
- b. Proper crediting of deposits, with receipts issued depositors.
- c. Safeguarding of cash and prompt deposit of all moneys received.
- d. Proper authorization for purchases.
- e. Proper authorization before payment of invoices.
- f. Payment of bills by check, signed by group sponsors as authorized by the principal.
- g. Prompt payment of bills.
- h. Deposit tickets and invoices filed in orderly manner.

H-7

STUDENT ORGANIZATIONS/CLUBS

Organizations of students to provide group activities which are in conformance with the educational objectives of the school system are to be encouraged to the extent that they contribute to the training and development of the student. However, such clubs will not be permitted to interfere with the regular school program.

Such clubs shall be under the direction and supervision of regular school personnel and in conformity with the laws of the state and the following policies:

- a. All student clubs must have the approval of the principal and must have at least one faculty member as sponsor.
- b. There shall be no restrictions on membership except as appropriate for students engaging in particular studies.
- c. Participation in clubs may be curtailed by the administration to assure that students do not become overloaded with extracurricular activities to the detriment of their academic progress.

H-7.1

STUDENT SECRET SOCIETIES

The Central Community School Board does not permit the existence of fraternities, sororities or similar secret societies in any of its schools.

H-7.2

STUDENT GOVERNMENT

Student government or student councils are permitted in schools provided that the central aim of student participation in school government is to promote the best interests of the school and to provide opportunities for students to develop desirable civic skills and qualities.

H-7.3

STUDENT PUBLICATIONS

School yearbooks and newspapers in schools will be printed only with the principal's approval. The principal in turn will appoint an advisor to supervise the printing of the publications to be assured that they are of educational value and are in good taste.

It is acceptable that individual schools write student handbooks containing school policies and other pertinent information of value to the students.

Individual school policies which will be placed in student handbooks, or otherwise, shall be submitted to the superintendent or his designee annually for review.

Additions or deletions to school policies on matters not covered by or which deviate from established policy shall be submitted in writing to the superintendent or his designee for approval and recommendation to the Board for possible adoption.

H-7.4

STUDENT SOCIAL EVENTS

Social activities in a school should be planned to serve and encourage the participation of all students. No student should be prevented or discouraged from taking part in school-sponsored social events because of costs. Reduced prices or assistance on a confidential basis to get part time work can possibly be considered.

Adequate supervision shall be provided for all social activities.
Exclusive organizations such as fraternities and sororities shall be prohibited.

H-7.5

STUDENT PERFORMANCES

Worthy and appropriate educational values accrue from student participation in civic and community affairs as individuals or as members of a school musical, dramatic, or other organization.

The values that may result from this participation should be carefully weighed in comparison with any regular school work that may necessarily be missed. The academic schedule of the student shall be given first consideration.

Care shall be taken that such public appearance is completely devoid of exploitation and that it is carried on with the approval of the parents of the students involved. When a request for student participation in a community activity is received, the principal of the school shall allow or refuse to allow participation, with the foregoing as criteria.

H-8

EMPLOYMENT OF STUDENTS

Employment standards and conditions for minors are governed by LA-R.S.23:151-274.

Employment certificates as may be required shall be issued in triplicate by the superintendent or by his or her designated representative, the name of whom shall be submitted in writing for approval to the assistant secretary of the office of labor of the Department of Employment and Training. The Superintendent of Schools shall cause such a submission in writing for approval to be submitted so as to allow employment certificates to be obtained from and signed by the supervisor of child welfare and attendance.

H-8.1

WORK-STUDY EMPLOYMENT OF STUDENTS

In cooperation with the State Department of Education, under the Vocational Act of 1963, students may be employed in work-study employment programs. Work-study programs will be provided in schools where the need arises. All work-study programs will be approved by the superintendent.

H-9

SOLICITATIONS OF STUDENTS

The collection of money in the respective schools will be with the approval of the superintendent with full knowledge and approval of the principal. The principal will inform the students and parents relative to the need and purpose for funds collected from students. Records will be kept of the funds collected and disbursed.

H-10

SALE OF ITEMS BY STUDENTS

No student shall sell, market, or exchange any item whatsoever to another student at school or on a school bus unless the transaction is specifically authorized by the principal.

H-11

CONTESTS FOR STUDENTS

All contests involving school children and held in a school shall have the approval of the principal. It is the opinion of the Board that contest winners will be determined on a fair and equitable basis. A suggestion for determining contest winners would be involving members of the community.

ATYPICAL STUDENTS

Policies of the Central Community School Board relative to students who fit into a category other than that of a regular student will be found in the subcategories of this section.

MARRIED STUDENTS

Married students are allowed to continue their education in the schools of the Central Community School System, provided they adhere to the same rules and regulations of other students.

PREGNANT STUDENTS

Pregnant students, wed or unwed, are allowed to continue their education in the schools of the parish, but for the welfare of the mother and expected child, she should be encouraged to receive homebound instruction provided that the requirements for that program are met.

STUDENTS ON COURT PROBATION

A student on court probation is accountable to the school resource officer. In the event such a student is the cause of a school problem his case should be referred to the Director of Student Services who will work with the probation officer and the principal toward a settlement of the problem. The principal should keep the student's teacher(s) informed of any developments in the case.

STUDENT SPECIAL EDUCATIONAL SERVICES

The resources of the Central Community School Board Special Programs Department are available to any child with a disability which precludes optimum development of the child's potential without additional supportive services.

Assessment services are available to private school students and pre-school children on parental request.

VETERANS AS STUDENTS

Students who have served at least 181 consecutive days in the Armed Forces are eligible to attend school and receive Veterans benefits. One and one-half months of credit will be given a veteran for each month of service time. The veteran may receive a maximum of 45 months of veterans' benefits. Veterans will receive this credit provided they discharged honorably from the service.

It will be the responsibility of the principal of the school to keep an attendance record of the veteran student and also to notify the Veterans' Administration Office in New Orleans, Louisiana, when the student terminates school. (Public Law 89-35-8, Chapter 34).

ENROLLMENT OF STUDENTS WITHOUT PERMANENT RESIDENCE POLICY

No child shall be denied enrollment solely because the child has no permanent address or because the child has been abandoned by his parents. Any child who is residing in the Central Community School District has no permanent address or has been abandoned by his parents shall attend the school which has his/her grade level.

Nothing contained in this policy shall be construed to require the enrollment of a child who has been permanently or temporarily suspended or expelled from another school system as a result of disciplinary action by that school system.

REFERENCE: Act 139 of 1995; R.S. 17:238.

STUDENT RECORDS-GENERAL EDUCATION

For the purpose of this policy, a "student record" or "cumulative record" means anything concerning a pupil which is maintained in writing or on film or tape for others to see or hear in order to make decisions about the student. A student record is distinguishable from "private notes" or "working notes" in that the latter consists of data collected for the use of the collector only. Specifically exempted are records used only in connection with the treatment of students by persons who deal exclusively in treatment--as for example, doctors and psychiatrists.

No one but authorized school personnel, parents, and legal guardians shall have access to the cumulative record without a subpoena or the written permission of the student and his parents. Authorized personnel shall include the Director of Student Services and School Nurses and other committees or teams whose proper function is the health and welfare of the students in this state. (R.S. 44:7 80)

Any school that wishes to release personally identifiable data from a student's record must first obtain written permission from the parents of the student before releasing such information. Only in two specific instances is written permission not required:

- a. Other school officials within the same school may request and receive a student's record.
- b. Officials of other schools or school systems in which the student has enrolled do not need written permission.

A parent or legal guardian shall be permitted to inspect the written records concerning his/her child or ward in consultation with a certified employee of the District, in order to insure accurate interpretation of information contained therein. Requests by a parent or legal guardian to view school records must be granted within 45 days of the request.

A parent may challenge the accuracy or authenticity of data recorded in the cumulative record. Any such data that is determined to be inaccurate shall be corrected or deleted as is appropriate.

With the exception of a transcript, all materials in a student's cumulative record shall be destroyed three years after a student concludes attendance in a school system or graduates from the twelfth grade.

A transcript is data limited to the name of the student, date of birth, names and addresses of parents, scholastic grades, grade level attained and year completed.

A log or record shall be maintained as a part of each student's record. The log should list the name, title or position of the person making the request and the date and the reason for the request.

When any student has reached the age of eighteen, or is attending an institution of post secondary education, the law states that "rights accorded to and the consent required of the parent shall thereafter only be accorded to and required of the eligible student."

H-13.1

STUDENT RECORDS-SPECIAL EDUCATIONAL SERVICES

For the purpose of this policy, a special education "student record" is any information possessed by the school system on a qualified special education student who is a bona fide enrollee of the special education program including but not limited to information obtained in identifying, locating, and evaluating that student.

Student records may be viewed by persons outside the school system according to the policies and procedures governing such access in Federal and State law. These persons include parents, a student who has reached the age of majority, and legal guardians. Access by any other agency, school system, or individuals can be obtained only after the receipt of parental, majority aged student, or legal guardians' written authorization. Such records can only be viewed and copies can be made from the official special education file at the Central Office of the Central Community School Board, Department of Special Programs.

The records of children who have not received special educational services for five (5) consecutive years may be destroyed. The procedure for such destruction will include:

- a. Notification by letter to the parent, guardian, and/or student at the last known address that the records can be forwarded to them or destroyed pending receipt of notification. If the letter of notification is returned without a forwarding address, the records will be destroyed.
- b. A permanent record including the student's name, date of birth, address, phone number, and special education data (evaluation results, special educational services rendered, etc.) will be maintained without time limitation.

The contents of records can be challenged by parents, guardians, and students of majority age. In order to request a change of the records, the appropriate individual must submit a formal request in writing, clearly defining the contested information and giving the reasons for the objections.

Upon receipt of the formal written request, a conciliatory meeting will be held at the Central Community School Board Office. The meeting will be conducted by the Director of Special Programs. Others present will include the objecting parties and the individuals responsible for the contested information.

The meeting will provide a full and fair opportunity to explore the problem with any substantiating evidence available. The final decision will be rendered to the complainant in writing with a period of time not to exceed thirty (30) operational days.

If the complainant is dissatisfied with the decision, an appeal can be made to the superintendent for a formal hearing in his offices.

H-13.2

STUDENT RECORDS - LAW ENFORCEMENT OFFICIALS

Notwithstanding any other provision of this policy manual or any other provision of law, the appropriate record keeper of the Central Community School Board may disclose education records or information from education records, without the consent of the parent of guardian of the student who is subject of the records, to state and local law enforcement officials and other law enforcement officials within the juvenile justice system under the following terms and conditions:

- a. The disclosure of the education records or of the information from the education records may be made only to state or local law enforcement officials or to other officials within the juvenile justice system.
- b. The disclosure must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or whose information is to be disclosed.
- c. The Central Community School Board must receive a written request from the state or local law enforcement official or the official within the juvenile justice system for the record.
- d. The individual requesting the information and to whom the records or the information is to be disclosed must certify in writing that the official, and any agency or organization with which the official is affiliated, will keep personally identifiable portions of the records or the information confidential and will not disclose the personally identifiable portions of the records or the information to any person or agency or organization except a person or agency or organization within the juvenile justice system who or which has

- an independent right to that information.
- e. All written requests for information shall be filed in the student's cumulative folder.
 - f. The provisions of this subsection shall apply to both general education students and special education students.

H-14

STUDENT FEES, FINES, AND CHARGES

Damaged or Lost Books

Each student shall be informed that he is responsible for every textbook issued to him and that in the event a textbook is lost or damaged, charges will be assessed based on the condition of the textbook at the time it was issued.

The following is a recommended guide for assessing charges based on years of use: New books collect 100% of cost; 2 years - 80%; 3 years - 60%; 4 years - 40%; 5 years or more - 20%. Original values of books may be obtained from the State Textbook order form. Money collected for textbooks is to be turned in to the School Board Office at the end of the school session as part of the textbook inventory.

H-15

SEXUAL HARASSMENT POLICY

Purpose

All individuals employed by the Central Community School Board have the right to work in an environment free from all forms of discrimination of any type on the basis of gender including sexual harassment. Likewise, students enrolled in the Central Community School System have the right to attend school in an environment free from all forms of discrimination. Sexual harassment, whether committed by a school board member, employee or student is specifically prohibited as unlawful and against the policy of Central Community Schools

The Central Community School Board believes that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when made by a school district employee to a student or when made by an employee to another employee or when made by a student to an

employee constitutes sexual harassment when:

- a. Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. While a single incident of offensive sexual conduct, remarks or display will generally not create a hostile environment unless it is severe, such behavior is inappropriate and may subject the employee or student to counseling and/or discipline.

Sexual harassment, as defined above, may include but is not limited to the following:

- a. Verbal or written harassment or abuse.
- b. Pressure for sexual activity.
- c. Repeated remarks to a person which contain sexual or demeaning implications.
- d. Unwelcome touching, close physical proximity or looks.
- e. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, promotion, compensation, etc.
- f. Display or distribution of sexually suggestive or derogatory objects, pictures, magazines, cartoons, posters, drawings, or images
- g. Sexually oriented gestures.
- h. Sexually coercive or oppressive conduct.

Coverage

Sexual harassment committed by Central Community Board employees, including elected members of the School Board against other Central Community Board employees or students constitutes misconduct. Sexual harassment committed by students against Central Community School Board employees constitutes misconduct. The intentional fabrication of a sexual harassment complaint constitutes misconduct.

School administrators, including supervisors, principals, coordinators and facilitators, are responsible for taking appropriate and effective action when they know, or reasonably should have known, that an individual under their supervision is being sexually harassed.

Responsibility

Every Board Member, Superintendent, administrator, principal, teacher, and employee has the responsibility to report any witnessed or experienced sexual harassment to his/her immediate supervisor or those designated by the Superintendent to receive complaints. If the alleged harasser is the individual's immediate supervisor, the report should be made directly to the personnel supervisor or Superintendent. If the alleged harasser is the Superintendent, the report should be made to any Board Member. The Board Member shall report the harassment to the Board President. If the alleged harasser is a Board Member, the report should be made to the Superintendent. If the claimant and alleged harasser are students, the report should be made to the school principal.

Only those acting on behalf of the Board to investigate claims of sexual harassment shall directly contact the alleged harasser concerning the claim or complaint. If anyone other than those assigned to investigate sexual harassment complaints receives a claim or complaint, that individual will not report the receipt to the complaint to the alleged harasser but to his or her superior and/or a person so designated by the Superintendent.

Complaint Procedure

If the introduction of sexual innuendo, sexual jokes, or other activity of a sexual nature into a relationship with a person associated with the Board or School System is not welcomed, the matter may be handled initially by the claimant telling the offender that the conduct is unwelcomed. If the claimant does not desire to approach the offender directly, then the claimant should report the matter following the outlined compliant process.

If the person introducing sexual innuendo, sexual jokes, or other activity of a sexual nature does not reasonably accept the notice that the conduct is unwelcomed, the claimant immediately should report both the incident and the lack of response to the claimants notice that the incident is unwelcomed.

If an employee is involved either as a claimant or alleged harasser, it is preferred that the report be made to one of the individuals designated by the Superintendent. School sites, coordinators/facilitators and department heads receiving complaints of sexual harassment involving an employee shall immediately report the complaint to one of the individuals identified to receive the complaints for further action. If the incident involves student to student harassment, it is preferred that the report be made to the school principal. The claimant should make a written note and keep it for safekeeping as to whom and when the compliant was made.

Complaints can also be made by calling the Principal's number or the number

of the Director of Student Services if it is a student to student complaint. A complaint involving an employee can be reported by calling The Human Resources Office number. These numbers will be published in the Policy Brochure and school handbooks distributed at the beginning of each year to all students and employees.

The person receiving the complaint shall take all information pertaining to the complaint and contact the claimant within five (5) working days. If the person receiving the complaint attempts to change the claimant's mind about following through with the complaint, these facts should be reported to the Superintendent at 225-650-2900.

If the report of sexual harassment is not acted upon within a reasonable period of time by the person to whom the incident was initially reported, the claimant shall again contact that individual to determine what has transpired since the report. If the claimant is not satisfied with the response, he/she shall report the complaint and the actions of the initial receiver to the Superintendent.

If the alleged harasser accosts or confronts the claimant concerning the fact that a complaint was made, the claimant should report this fact to the person to whom the initial complaint was made. Such action on the part of the alleged harasser shall be considered a violation of this policy. Any employee bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment nor discriminated against or discharged because of the complaint.

The following persons have been designated by the Superintendent to receive complaints involving sexual harassment:

Student to Student Complaints: School Principal or one of persons listed below.

Employees: Director of Human Resources
 Director of Curriculum
 Director of Federal Programs
 Director of Special Programs
 Director of Student Services
 Operations Manager – Supervisor of Child Nutrition
 Superintendent of Schools

The report may be verbal or written. It is recommended that the person taking the complaint write it up on Form CCSS; Initial Incident Report Form and submit to the Superintendent to assign an investigator to conduct the investigation.

Investigations

Persons assigned by the Superintendent to investigate complaints of sexual harassment shall do so expeditiously, thoroughly, and professionally. School site administrators shall take action in cases of student to student harassment based on the

findings and consistent with the student discipline code. A copy of the report of findings shall be forwarded to the Superintendent. Persons assigned to handle investigations involving employees shall forward results of the investigations to the Superintendent. The Superintendent shall review the findings of the investigation and render a decision consistent with legal requirements within thirty (30) days of the receipt of the results of the investigation.

Confidentiality

Confidentiality as to the claimant and the nature of the complaint shall be maintained, consistent with the needs of the investigation into the complaint. Information concerning the complaint, the claimant, and the results or progress of the investigation will be on a need to know basis, only by those assigned duties to receive complaints, those who investigate them, and those interviewed.

The procedures provided for in the Board's grievance procedure and other procedures provided for by law shall be complied with according to the status of the claimant and alleged harasser in each individual situation.

Sanctions

Some acts of sexual misconduct are considered criminal and are subject to prosecution. The Central Community School Board will fully cooperate with law enforcement agencies and the District attorney in investigating and prosecuting such criminal offenses.

A substantiated charge against an employee in the Central Community School System, shall subject that employee to disciplinary action which may include verbal warning, letter of reprimand, suspension and/or termination of employment.

A substantiated charge against a student in the Central Community School System shall subject that student to disciplinary action deemed necessary and appropriate including parental notification, warnings, counseling, suspension or expulsion, consistent with the student discipline code.

Notification and Training

Notice of this policy will be circulated to all schools and departments of the Central Community School System and adopted and printed in teacher and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held in all schools on an annual basis. Training sessions for new non-teaching employees shall be conducted annually. All current employees will be provided a copy of this policy as well as newly hired personnel on an annual basis.

Student Address Toward School Employees Policy

Each student enrolled in pre-kindergarten through twelfth grade shall exhibit the appropriate conduct. When any student is speaking with any Central Community School Board employee while on school property or at a school sponsored event, such student shall address and respond to such 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)” “Yes, Mr. (Surname) and “No, Mr. (Surname)”, as appropriate, each such title to be followed by the appropriate surname.

In the event that any student fails to comply with the requirements of this policy, upon the first violation the student shall be counseled by the principal of the school or his/her designee. Upon a second or subsequent violation or violations of this policy, the principal or his/her designee may require a conference with the student’s parents or guardian and assign the student to the time out room. If the student fails to comply with the time out room assignment, the student will receive the same penalty as any other student who has failed to comply with the requirements for any other offense.

STUDENT POLICIES AND GUIDELINES FOR NETWORK AND INTERNET ACCESS

The Central Community School System recognizes the role of educational technology in using innovative approaches to teaching and learning. It provides new ways that educators and students access and transmit information, share ideas, and contact others. School use of network resources and the Internet is for educational purposes. Adherence to policies and guidelines is required for continued access to technological resources.

E-Mail and Telecommunications

In general, any student use of networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to the rules of Central Community School System.

Students must adhere to the following rules:

- a. Login and use network resources only with their student account.

- b. Logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
- c. Not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the system and directly supervised by a teacher.
- d. Obey school system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language. These rules apply to all forms of electronic communications.
- e. The student, parent, or guardian shall sign an Acceptable Use of Networks and Telecommunications Agreement prior to any email account being issued.
 - f. Not distribute private information about themselves or other.
 - g. Not send spam, chain letters, or other mass unsolicited mailings.
 - h. Not view, use, or copy passwords to which they are not authorized.

Networks and Internet Use

Student shall adhere to the following rules:

- a. Use Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
- b. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher or librarian.
- c. Not intentionally access, transmit, copy, or create material that is illegal.
- d. Not access material that is obscene, stolen, or illegally copied, including, but not limited to music, games, and movies.
- e. Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors
- f. Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security.
- g. Not engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.

- h. Not download and install any file-sharing program that bypasses the system filtering device.
- i. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
- j. Not make any purchase on the Internet while using school equipment or Internet service.

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

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

In accordance with existing rules and procedures as stipulated in Central Community School System policy, any violation of this policy may result in the loss of access to the Internet through the Central Community School System network. Additional disciplinary action for students will be determined administratively. It might include applicable law enforcement agencies when necessary. The superintendent or his designee is authorized to make adjustments to the technology policy as necessary.

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ELECTRONIC COMMUNICATIONS BY STUDENTS

The Central Community School Board shall require that all communications by students be appropriate and in accordance with state law. All electronic or any other communications by students at any time shall be related to educational services and limited to information that is school related or is acceptable to both teacher and parent.

All electronic communication, including electronic mail, by a student enrolled at CCSS, shall be for educational services provided by CCSS. CCSS shall prohibit the use of all such system means to electronically communicate for purposes not related to such educational services.

Any electronic communication made by a student enrolled at CCSS or received by an employee of CCSS and not related to educational services, shall be reported to the Principal or his designee for immediate investigation. Records of any such reported

communication shall be maintained by the principal or his designee for a period of at least one (1) year.

Definitions

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. 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.

Electronic mail – the transmission of text-based information or communication by use of the internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

Computers – pertains to any and all computers.

Social networks – locations on the internet where users may interact with other users – examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.

Improper or inappropriate communications – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

Notification

The School Board shall ensure that at the beginning of each school year each student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by CCSS unless the purpose of such communication is directly related to the child's educational services.

Inappropriate Communications

It is the intent of the Central Community School Board to make all employees and students aware of the expectations and procedures for CCSS regarding proper use of all telecommunication devices and computers if used to communicate with one

another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by CCSS, students must report to their principal or designee any communication that may be construed as inappropriate.

Violations

Any violation of this policy shall be immediately investigated by the principal or his designee. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

The principal or his designee shall meet with the accused to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.

All information of the investigation shall be provided to the Superintendent or his designee.

Students that are in violation to this policy or procedure may result in a recommendation of expulsion and a hearing conducted by Director of Student Services.

H-19

EXTRA-CURRICULAR PARTICIPANTS DRUG TESTING POLICY

Statement of Need and Purpose

The Central Community School Board, hereinafter referred to as the Board, is a legal entity charged with the task of providing the best possible education to all students with a strong commitment to their health, safety, and welfare. The board acknowledges that extra-curricular activities are not an essential aspect of the educational process in Louisiana as enunciated in Bulletin 741. Therefore, student participation is not an absolute right but a privilege afforded the eligible students on an equal opportunity basis and thus is voluntary and not required by Board policy or state and/or federal law. In the Board's commitment to maintain a safe and secure educational environment, a clear policy related to the detection, treatment referral, and prevention of substance abuse by students involved in extra-curricular activities is required. Therefore the expressed purpose of this policy is:

- a. To discourage students involved in extra-curricular activities from using drugs, and
- b. To protect the health and safety of students who voluntarily choose to participate in extra-curricular activities, and

- c. To provide identified students with a referral to an educational assistance program, and
- d. To preserve and maintain a positive learning environment for students entrusted to the care of the Board

Scope

Each student who wishes to participate in extra-curricular activities and drives a vehicle to school is subject to this drug testing program. Participation shall include practice, competition, and involvement in events associated with the extra-curricular activities. Participation shall not include attendance at school events such as athletic contests, drama productions, or social functions.

The recognized extra-curricular activities are athletics, performing band, performing choir, cheerleaders, dance team, and flag corps.

Procedures

Consent: The parent and/or guardian and the student shall be required to sign a written consent for drug testing prior to any programs defined in the definition section. Anytime a student refuses to be tested he/she will be suspended from the team/activity for the remainder of the season.

Medications: Students who have been or are taking prescription medication must provide verification letter (by a copy of the prescription or by an original doctor's statement) prior to being tested. Students who refuse to provide verification and test positive will be subject to the actions specified for "positive" testing.

Initial Testing: Prior to the beginning of the school year each student in grades 6-12 participating in extra-curricular activities will be required to take an initial drug test before they participate in any activities. Students who enroll after the beginning of the school year, receive a parking permit, or begin participation in any identified extra-curricular activity will be required to submit a consent form and be required to take an initial drug test before participating in any of these activities.

Testing Frequency: After the initial testing, students in grades 6-12 participating in school sponsored, competitive, extra-curricular activities and driving shall be placed in a testing pool. Once a month thereafter for the entire school year, a percentage of students specified by the Board shall be randomly tested. Each school year, the Board shall determine the percentage of students to be tested. The testing laboratory shall select the dates for conducting the monthly random test; the selection of date shall not follow any recognizable pattern. Those selected for the random drug testing will be notified and tested the same day if possible.

Random Selection: The school system shall provide the testing laboratory with a list of all identified extra-curricular activity and driving participants. Parents may

request or volunteer to place their child's name in this random drug testing pool. Students shall be chosen for the testing by computer generated random selection conducted by the testing laboratory.

Testing Standard: Hair analysis has been selected as the method of testing. The collection process will be in accordance with those rules and regulations set forth by the Vendor, with the approval of and as revised by the Central Community School Board. The testing parameters shall be set at industry standards as defined by the National Institute of Drug Abuse. The Vendor will have all specimens tested by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMSHA) following the guidelines of the Department of Health and Human Services and the College of American Pathologists ("CAP") The Vendor shall also provide documentation that it has received FDA clearance for hair testing. The laboratory will utilize a patented sensitive technology (radioimmunoassay) to screen hair specimens. All specimens shall be routinely checked for cocaine, marijuana, amphetamines, opiates, phencyclidine, and/or the metabolites of the aforementioned substances. On a random basis, other illegal drugs such as LSD, heroin and/or substances listed as a controlled dangerous substance by state statute and/or the metabolites of such substances, as customarily performed by the laboratory, may be screened at the request of the Superintendent or designee. All samples that are identified as positive shall be confirmed using a highly reliable confirmation technology called Gas Chromatography/Mass Spectrometry. This prevents false positives resulting from other drugs or substances that have been ingested.

Testing Procedures: The student's school ID number will be used in selection for random testing. Certified laboratory staff will perform the hair collections using established chain-of-custody procedures. Central Community School System designees will be the only persons privy to those selected for testing.

Students shall be tested in an isolated facility under the supervision of a school system official of the same sex. Each student shall provide a sample of hair (approximately 60 strands) which is cosmetically cut at the scalp from the crown of the person's head. Students with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the designated collector and initialed by the tested student under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. The sample will be taken or sent to the laboratory.

Test Results: Test results shall be disclosed according to strict procedures regarding the chain of custody and access to the results. Student privacy shall be protected in accordance with all applicable laws. Test results shall be kept separate from other school system records and school system personnel shall be allowed to view

the information only if they have a legitimate interest in the results. Results shall not be shared with law enforcement officials except as required by law.

Chain of Custody: To protect the student's identity, the laboratory shall identify each sample according to assigned numbers not by names. Only the Superintendent's designee shall have the master list of assigned numbers.

Once a student's number is drawn:

- a. The student will be escorted to the test site where the student will sign in and complete a Chain of Custody Form.
- b. If a student is currently taking or has taken prescription medications, he/she shall provide to the screening agent notification to be given to the medical review officer for confirmation.

Collection Process: The collection process will be in accordance with those rules and regulations set forth by the Vendor, with the approval of and as revised by the Superintendent and the Central Community School Board. The Vendor is responsible for seeing that specimens are delivered to and/or picked up by the testing laboratory and any Chain of Custody form properly annotated.

Notification: When a student's test indicates the presence of a prohibited substance identified in this policy, and within one school day of the laboratory receiving the confirmed positive test result, the parent shall be contacted by a medical review officer (MRO) employed by the testing laboratory. The MRO shall confer with the parents to determine whether there is a medical explanation for the positive test result. If the parent provides the medical excuse with documentation, the MRO shall report the test result as negative. Without medical documentation, however, the MRO shall report as confirmed a positive test result to the designated school system administrator within one school day after conferring with the parent.

Retest: A student who tests positive may request a second test. A request for a retest must be made in writing to the Director of Student Services within 48 hours from the time the parents are notified by the MRO or a positive test result. The student/parent shall bear any expense for a retest. The student or parent may select the second laboratory from a list of nationally certified independent laboratories identified by the testing laboratory. The list of approved laboratories may be obtained from the Director of Student Services upon request. No result shall be accepted from a laboratory not on the school system's list of approved laboratories.

Once a request for retest has been made, the school system's testing laboratory shall send the second container of the split specimen directly to the second laboratory for testing. The results of the test conducted by the second laboratory shall not be

released to any person, organization, news publications, or other media any statistics on the rate of positive drug tests.

Consequences: The following consequences shall apply to any student who test positive for a drug in a test conducted under the provisions of this policy and who wishes to continue in participation in school sponsored, competitive, extracurricular activities and driving in a vehicle in the school system.

First Positive Test Results: After the first confirmed positive test result:

- a. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for 10 school days or until the required documentation of counseling and a negative drug test result have been produced, whichever is longer.
- b. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.
- c. The student shall provide documentation of attending and successfully completing two hours of substance abuse counseling from an approved provider, and;
- d. The student shall submit to another drug test and produce a negative test result and;
- e. The student shall be tested during each subsequent random drug-testing event for one calendar year.
- f. Student/Parent shall bear expenses for all retest.

If the student has not completed these consequences within ten school days after the positive result is reported by the school system to the parent, the student shall be suspended from participating in all identified extracurricular activities and/or driving privileges until the required documentation and negative test results have been produced.

Second Positive Test Results: After a second confirmed positive test result:

- a. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for 20 school days or until the required documentation of counseling and a negative drug test result have been produced, whichever is longer.
- b. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.

- c. The student shall provide documentation of attending and successfully completing four hours of substance abuse counseling from an approved provider.
- d. The student shall submit to another drug test and produce a negative test result and;
- c. The student shall be tested during each subsequent random drug-testing event for one calendar year.
- d. Student/Parent shall bear expenses for all retest.

Third Positive Test Results: After a third confirmed positive test result:

- a. The student shall be suspended from participation in all identified extracurricular activities and/or driving privileges for the remainder of the school year, for 88 school days, or until the required documentation of counseling and a negative drug test result have been produced, whichever is longer.
- b. A conference shall be conducted involving the designated school system official, personnel responsible for administering the extracurricular activity in which the student participates, the student, and the student's parent.
- c. The student shall provide documentation of attending and successfully completing six (6) hours of substance abuse counseling from an approved provider.
- d. The student shall submit to another drug test and produce a negative test result and;
- e. The student shall be tested during each subsequent random drug-testing event for one calendar year.
- f. Student/Parent shall bear expenses for all retest.

End of Year Suspensions from Participation: If a student's suspension from participation in an identified extracurricular activities and/or driving privileges is not completed by the end of a school year, the student shall complete the assigned period of suspension during the first semester of the following school year.

Substance Abuse Counseling: The district shall recognize substance abuse counseling provided by a certified chemical dependency counselor or any agency certified by the State of Louisiana. A list of approved substance abuse counseling providers may be obtained from the Director of Student Services upon request.

Refusal: Refusal to provide a sample, or noncompliance with the testing procedures, by any student engaged in school-sponsored, competitive, extracurricular activities and/or driving a vehicle shall be considered a positive test result, shall be reported to the appropriate school system representatives, and shall result in consequence appropriate to the student's testing history, as provided in this policy.

Academically Non-punitive: A positive drug test shall not affect a student's grade in any class, including any curricular class associated with an extracurricular activity. If participation in the extracurricular activity is required for the class, however, the student may be required to satisfy participation requirements in an alternative manner. Drug test results shall not be documented in the student's academic records.

Appeals: A parent or student may appeal a positive test result in accordance with local policy. Consequences established by this policy shall not be deferred pending the completion of the appeals process. If the outcome of the appeal is not in the student's favor, the number of days the student has been suspended from participation in identified extracurricular activities and/or driving during the appeal process shall count toward the total number of days of required suspension. If the outcome of the appeal is in the student's favor, the student shall be permitted to return to participation in all extracurricular activities and/or driving a vehicle.

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POLICY PROHIBITING HAZING

Definitions

"Hazing" means any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

"Hazing" does not mean any adult-directed and school-sanctioned athletic program practice or event or military program.

Prohibition

Hazing is prohibited in all public, elementary and secondary schools operated by the Central Community School Board. "Hazing" of students as defined above is strictly prohibited. Any solicitation to engage in hazing is strictly prohibited. Aiding and abating another person to engage in "hazing" is strictly prohibited. The consent of the victim of the "hazing" is not a defense to hazing or aiding and abating a person who engages in hazing or in the solicitation to engage in "hazing."

Procedures

All students, teachers and other school employees employed by the Central Community School Board shall take reasonable measures within the scope of their individual authority to prevent violation of this hazing policy.

Every student, teacher, and school employee is obligated to report any violation of this policy.

If a student, teacher, or other school employee becomes aware of a violation of this policy, the complaint procedures set forth in the Sexual Harassment Policy, policy H-15 of the policy manual, shall be followed in regard to the complaint and investigation.

Each teacher or other school employee shall receive due process prior to the imposition of any penalty.

The appeal mechanism set forth in Louisiana Revised Statutes and the policy manual of the Central Community School Board for students, teachers and other school employees shall also be applicable to any punishment recommended or received as a result of the violation of the hazing policy.

Report to Law Enforcement Authorities

Following the investigation of a hazing complaint, if the Director of Student Services and/or the Superintendent of Schools believes there may have been a violation of a criminal ordinance or statute, the Superintendent of Schools or the Director of Student Services shall report the violation to the appropriate law enforcement authorities.

Distribution of Policy

1. This policy shall be placed in the handbook of each school.
2. This policy shall be displayed on the bulletin board of each teacher's lounge.
3. This policy shall be displayed on the bulletin board of each school.
4. Each individual employed by the School Board shall be provided a copy of this policy at the time of employment and each current employee shall be provided a copy of the policy upon its adoption.
5. Each student attending the schools of the Central Community School Board during the 2008-2009 School Year shall be provided a copy of this policy.

Legal reference: La. R.S. 17:183

POLICY PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING OF STUDENTS BY OTHER STUDENTS

The Central Community School Board and each individual school under its control specifically prohibits the harassment, intimidation or bullying of a student by another student.

For the purposes of this policy, the terms "harassment", "intimidation", and "bullying" shall mean any intentional gesture or written, verbal, or physical act that:

- a. A reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property; and
- b. So severe, persistent, or pervasive, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Every student, school employee or school volunteer shall have the right and duty to report any harassment, intimidation or bullying to the school assistant principal or principal, either orally or in writing. A student may make the report to a teacher or counselor as well as the school assistant principal or principal. If reported to a teacher or school counselor, he or she shall as soon as reasonably possible, forward the report to an assistant principal or the principal. The report shall generally contain the name of the student or students involved, a general description of the harassment, intimidation or bullying and the place and date thereof. The receipt of such a report shall be documented in writing by the assistant principal or principal as to the nature of the report, the date and time received and any action taken. Such a report will be investigated as soon as is practical by the school principal or his designee.

Any student violating the terms of this policy shall be subject to a mandatory suspension from school pursuant to the mandatory suspension policies of the Central Community School Board.

Any student, school employee or school volunteer who in good faith reports an incident of harassment, intimidation or bullying to the appropriate school official in accordance with this policy shall be immune from a right of action for damages arising from any failure to remedy the reported incident.

FLYERS, HANDOUTS & LEAFLETS

No school or other entity of the Central Community School Board shall send home with students a flyer, handout or leaflet unless it is one provided by the Central Community School Board, the school itself or a local, parish, state or federal governmental entity.

