Caddo Parish Public Schools

Student Handbook

2019-2020

www.caddoschools.org
All policies in this handbook are subject to change due to the actions of the Louisiana Legislature, the Board of Elementary and Secondary Education, the state and federal courts, the Caddo Parish School Board, and the district administration. For the latest updates and information, go to www.caddoschools.org.

1961 Midway Avenue  Shreveport, Louisiana 71108
Telephone 318-603-6300  Fax 318-631-5241
To Our Valued Students and Parents:

Thank you for being a part of Caddo Schools and joining us as we begin the 2019-2020 school year. You are a part of a district full of promise and hope. In Caddo, we ask you to dream your biggest dream as we commit to offer the programs and services to make that dream a reality.

Last year alone, Caddo led the state in National Blue Ribbon Schools of Excellence with 16 awards. Additionally, five students earned perfect ACT scores and another nine students set the pace for our region as National Merit Scholarship Finalists. Those accolades begin with a solid foundation which includes our high-quality early childhood classes and eight schools recognized in 2019 for being among the top in the area for kindergarten readiness.

It is my pleasure to serve alongside a dedicated team of teachers, administrators and staff who are committed to providing students every opportunity to reach their greatest potential. They are the change agents who work diligently to support our students and we are forever grateful for their efforts.

The Caddo Parish Public Schools Student Handbook is a resource designed with you in mind to serve as a guide for basic information you and your child may need during the school year. Inside you will find details including our school calendar, graduation schedule and essential information pertaining to the child nutrition program and immunization requirements. Upon further review, this guide also outlines Caddo Parish School Board policies and procedures including discipline policies and anti-bullying and hazing information.

As you read, please be aware that the term “parent,” unless otherwise noted, may be used to refer to a parent, legal guardian, or any other persons who have agreed to assume school-related responsibilities for a child.

While district staff make every effort to provide as much relevant information as possible within our student handbook, additional policies and information of interest to parents and families may be found on the district’s website at www.caddoschools.org. If you or your child has questions regarding any material in this handbook, please contact your school’s administration.

Thank you for entrusting our school system with your child and we appreciate your continued support of our district throughout the 2019-2020 school year.

Best Wishes for a Wonderful School Year,

T. Lamar Goree, Ph.D.
Superintendent
CADDO PARISH SCHOOL BOARD HANDBOOK VERIFICATION LETTER

By signing this form, you acknowledge that you are aware of the contents of the Caddo Parish Schools Student Handbook that includes:

1. School Calendar for 2019-2020
2. JG Discipline Policy
3. JG-R Possession/Use of Electronic Telecommunication Devices
4. GBN/Internet Use Policy
5. School Bus Conduct & Safety Instructions
6. Bullying and Anti Hazing (Policy JCDAF)
7. Grading Scale & Updated Information
8. Graduation Requirements (Policy IKFB)
9. Bring Your Own Device (BYOD) Responsible Use Agreement

NOTE: Failure to return this verification letter will not relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained within the Caddo Parish School Student Handbook.

Please answer both statements below by checking Yes or No:

1. My child may use e-mail and the Internet while at school according to the rules outlined.
   O Yes  O No

2. My child’s school work can be published on the Internet and photographs of my child can be published in print and/or electronic form including but not limited to yearbooks and directories.
   O Yes  O No

The Caddo Parish School Board is requiring you to check the appropriate boxes and sign the Handbook Verification Letter. Your signature indicates review of the handbook, which includes the Discipline Policy, Use of Electronic Telecommunication Devices, Bring Your Own Device Policy, Internet Use Policy, School Bus Conduct and Safety, Bullying and Anti-Hazing Policy, Graduation requirements, Yearly Calendar and Grading Policy. Additionally, we request that you discuss these policies with your child, thereby maximizing the benefits of your child’s educational experience. If you have questions throughout the school year, please contact your child’s school principal. Please detach this signed page and return it to your child’s homeroom teacher no later than September 27, 2019.

__________
Print Name of Student Enrolled in Caddo

__________
Homeroom Teacher / School Name

__________
Date

Signature of Parent or Guardian  SIGNATURE REQUIRED

__________
Date

Signature of Student
# Table of Contents

## Section 1: General Information

- Registration
- Change of Address/Telephone Number
- Emergency Closure of Schools
- Visitors to the School Building
- Withdrawal from School
- Caddo Parish Public Schools – 2019-2020 School Calendar
- Graduation Exercises
- 2020 Spring Graduation Schedule
- Student Accident Insurance for 2019-2020

## Section 2: Attendance Policies

- School Attendance and the Law
- Truancy
- Suspension of Driver's License
- Attendance Policies
- Tardiness in Schools
- Check In and Check Out Procedures

## Section 3: Academics

- Grading Systems
- Grading Policy
- Progress Reports & Report Cards
- Graduation Requirements
- Assessment Calendar
- TOPS/TOPS Core Curriculum/TOPS Tech Core Curriculum
- Student Use of Electronic Telecommunication Devices
- Internet Use Policy
- Bring Your Own Device (BYOD)
- Computer and Network Acceptable Use
- Electronic Communications Between Employees and Students
- Student Records

## Section 4: Child Nutrition

- Prepayment System
- Media Release – Community Eligibility Provision (CEP)
- Breakfast & Lunch Prices - Cost and Payment Requests
- Frequently Asked Questions about Free or Reduced Meals
Section 5: Transportation  
School Bus Conduct and Safety Instructions  
Bus Stop Locator  

Section 6: Discipline Policies  
Student Behavior Policy  
Student Dress Code  
Guidelines for Corporal Punishment  
Infraction Chart  
Bullying and Hazing Policy  
Student Smoking/Use of Tobacco
Section 1: General Information

Registration

Registration requirements for students transferring within the school district are listed below:

1. Verification of parent/legal guardian address
   a. an acceptable bill includes a current utility bill in parent's name (i.e., gas, water, or electric)
   b. current lease in parent's name, including signature page
   c. proof of home ownership, such as deed or mortgage statement
2. Birth certificate
3. Social security card
4. Current Immunization records
5. Drop papers from previous school
6. Report card or transcript from the last school

If coming from a public or private school outside of Caddo Parish Public Schools, the following documents are required:

1. Verification of parent/legal guardian address
   a. an acceptable bill includes a current utility bill in parent's name (i.e., gas, water, or electric)
   b. current lease in parent's name, including signature page
   c. proof of home ownership, such as deed or mortgage statement
2. Birth certificate
3. Social security card
4. Current Immunization records
5. Drop papers from previous school
6. Report card or transcript from the last school

For parents who do not have a bona fide residence (parent and student(s) are living with someone else)

1. Submit a notarized statement from the primary occupant (homeowner or renter) and the parent/legal guardian verifying that the parent/legal guardian and the student(s) reside at that address. (Parent and homeowner must appear before notary together.)
2. Submit a copy of one of the following:
   a. a current utility bill in the homeowner/renters' name (gas, water, or electric only)
   b. current lease in homeowner's name, including signature page
   c. proof of home ownership, such as deed or mortgage statement
3. Submit two (2) additional forms of documentation to link parent to new address (i.e. driver's license, cell phone bill, eviction notice, utility disconnect, social services form, other mail, etc.)

Change of Address/Telephone Number
The parent/legal guardian may update their address (documentation must be uploaded), email address or telephone number (home, work mobile) in the Parent Portal on the Caddo Parish
Public Schools Website. This process can also be completed directly at your child’s home school with the attendance clerk or registrar.

Emergency Closure of Schools

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through the news media. Parent/legal guardian(s) should monitor local media outlets to determine if school has been canceled or closed early. The school district also will make use of other communication channels such as the district website and official social media accounts to announce such closures and/or cancellations. Whenever possible, the district also will utilize the “J Call” notification system. To sign up for automated telephone calls or text-messaging notifications, visit the district’s website.

Visitors to the Building

Parent/legal guardian(s) are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance to allow the building principal to set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Visitors must report immediately upon arrival at the school to the office for a visitor’s badge. Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

Withdrawal from School

Parent/legal guardian(s) of children who are leaving the District or are moving to another school attendance area within Caddo Parish should notify the school a few days prior to the last day of attendance. Library materials, textbooks and other school property must be returned before a transfer is complete. He or she will also be required to pay for books or other equipment that is lost or damaged.

Parent/legal guardian must complete and sign a withdrawal form. At this time an unofficial leave packet will be issued to the parent. This packet must be presented to the new school in a timely manner. Please note the student will NOT be officially dropped until notification is given to the sending school of the student’s enrollment. Official drop papers will then be sent directly to the enrolling site. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. If a student is not enrolled in a school or approved education program, a Truancy Petition will be filed with the Juvenile Court system.

JCAMPUS is the official reporting system and parents should be provided official JCAMPUS generated documents.
Caddo Parish Public Schools
2019-2020 School Calendar

August 5-9  New Teacher Professional Development
August 8-9  All Teachers -- Professional Development Days

**August 12**
- All Students Report
- 1st Reporting Period / 1st Semester Begins

September 2  Labor Day (Schools Closed)

October 10  1st Reporting Period Ends (43 Days)
October 11  Professional Development Day – District Led (No Students)
October 14-16  Fall Break
October 17  2nd Reporting Period Begins

November 25-29  Thanksgiving Holiday (Schools Closed)

December 19  2nd Reporting Period (41 Days) / 1st Semester Ends
December 20 - January 3  Christmas Holiday (Schools Closed)

<table>
<thead>
<tr>
<th><strong>End of Fall Semester (64 Days)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6  Professional Development Day – School Site Led (No Students)</td>
</tr>
<tr>
<td>January 7  All Students Report</td>
</tr>
<tr>
<td>January 20  3rd Reporting Period / 2nd Semester Begins</td>
</tr>
<tr>
<td>Martin Luther King Jr. Holiday (Schools Closed)</td>
</tr>
<tr>
<td>February 14  Professional Development Day – District Led (No Students)</td>
</tr>
<tr>
<td>February 17-19  Presidents’ Day / Winter Break (Schools Closed)</td>
</tr>
<tr>
<td>March 6  3rd Reporting Period Ends (39 Days)</td>
</tr>
<tr>
<td>March 9  4th Reporting Period Begins</td>
</tr>
<tr>
<td>March 23-27  Spring Break (Schools Closed)</td>
</tr>
<tr>
<td>April 10-13  Good Friday / Easter (Schools Closed)</td>
</tr>
<tr>
<td>April 27-May 1  Senior Exams</td>
</tr>
<tr>
<td>May 1  Senior Last Day</td>
</tr>
<tr>
<td>May 11-15  Final Exams</td>
</tr>
<tr>
<td>May 15  Last Day for Students</td>
</tr>
<tr>
<td>May 18  4th Reporting Period Ends (43 Days) / 2nd Semester Ends</td>
</tr>
<tr>
<td>Professional Development Day – School Site Led (No Students)</td>
</tr>
<tr>
<td>Teachers Last Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>End of Spring Semester (82 Days)</strong></th>
</tr>
</thead>
</table>

Senior Graduations 2019 – TBA
Summer Graduation – TBA
Student Days – 166
Teacher Days – 172

**PD and Teacher Work Days**
- August 8-9, 2019
- October 11, 2019
- January 6, 2020
- February 14, 2020
- May 18, 2020

**Grading Periods**
- 1st  August 12 – October 10
- 2nd  October 17 – December 19
- 3rd  January 7 – March 6
- 4th  March 9 – May 15
GRADUATION EXERCISES

The Caddo Parish School Board recognizes the importance of the graduation ceremonies. Only Caddo Parish School System students who have fulfilled all necessary requirements and qualify for an appropriate state-approved diploma and/or a state approved certificate of achievement for special education shall be allowed to have active participation in the school graduation ceremony.

There shall be two high school graduation ceremonies. One will be held in May of each year for those students who meet all the requirements, and there will be a summer graduation program in August of each year for students who did not meet the requirements of Policy IKFB before their class graduation date. When these students meet the requirements, the senior counselor will notify the student with confirmation of passing all requirements for graduation and the student shall be allowed to have active participation in the summer graduation.

Adopted: May 2, 1990
Revised: February 15, 1995
Revised: June 18, 2002
Revised: April 22, 2008
Revised: August 21, 2012

Caddo Parish Public High Schools
2020 Spring Graduation Schedule

<table>
<thead>
<tr>
<th>School</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Caddo</td>
<td>Monday, May 11, 2020</td>
<td>7:30 p.m.</td>
<td>North Caddo Stadium</td>
</tr>
<tr>
<td>Southwood</td>
<td>Tuesday, May 12, 2020</td>
<td>6:30 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Green Oaks</td>
<td>Wednesday, May 13, 2020</td>
<td>5:00 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Booker T. Washington</td>
<td>Wednesday, May 13, 2020</td>
<td>7:30 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Virtual Academy</td>
<td>Thursday, May 14, 2020</td>
<td>5:00 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Northwood</td>
<td>Thursday, May 14, 2020</td>
<td>7:30 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Woodlawn</td>
<td>Friday, May 15, 2020</td>
<td>5:00 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Captain Shreve</td>
<td>Friday, May 15, 2020</td>
<td>7:30 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Caddo Magnet</td>
<td>Saturday, May 16, 2020</td>
<td>9:00 a.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Huntington</td>
<td>Saturday, May 16, 2020</td>
<td>12:00 noon</td>
<td>Convention Center</td>
</tr>
<tr>
<td>C. E. Byrd</td>
<td>Saturday, May 16, 2020</td>
<td>3:30 p.m.</td>
<td>Convention Center</td>
</tr>
<tr>
<td>SCHOOL</td>
<td>DATE</td>
<td>TIME</td>
<td>LOCATION</td>
</tr>
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<td>Convention Center</td>
</tr>
</tbody>
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Approved by Superintendent
STUDENT ACCIDENT INSURANCE FOR

2019 -2020

A. Student Accident Insurance Summary

B. Student Accident Insurance Brochure

C. Student Accident Insurance Summary in Spanish

D. Student Accident Insurance Brochure in Spanish

Enrollment in the Student Accident Insurance is to be done directly with Markel online at markel.sevencorners.com or by calling 877-555-5014 for enrollment by phone. Seven Corners, Inc. is Markel’s administrator for this program.

PAYMENTS MUST BE MADE BY CREDIT OR DEBIT CARD.

(The forms listed above are also found online at the Caddo Website under Forms. Mr. Anthony Tisdale’s Office will also have the form above in the Athletics Office.)
Choose your coverage plan
One-time premium for the 2019-2020 school year

School time coverage (accident only)
Low plan: $15.00
Middle plan: $36.00
High plan: $66.00

The school time plan provides coverage while an insured student is in or on school premises during the days and months when school is in session; traveling directly to or from their residence and school in a vehicle supplied by the school; and participating in or attending activities sponsored solely by the school that are continuously supervised by a school official or employee. This also includes supplied and supervised travel directly to and from such sponsored activities; and school sponsored and supervised sports, excluding ninth-, tenth-, eleventh-, and twelfth-grade interscholastic football.

Around the clock coverage (accident only)
Low plan: $68.00
Middle plan: $144.00
High plan: $266.00

Around the clock coverage applies 24 hours a day, whether school is in session or not. The insurance is provided from the effective date of the insure student’s coverage to the termination date on the policy. This coverage includes school sponsored and supervised sports, excluding ninth-, tenth-, eleventh-, and twelfth-grade interscholastic football.

Interscholastic football coverage
Provides coverage for ninth-, tenth-, eleventh-, and twelfth-grade interscholastic football only.

School time and around the clock coverage is not included with this plan option.

Annual
Low plan: $109.00
Middle Plan: $294.00
High plan: $435.00

Spring only
Low plan: $38.00
Middle plan: $118.00
High plan: $174.00

Summer day camp/Off season conditioning
Low plan: $11.00

Provides coverage during school sponsored and supervised summer day camps that are conducted on school premises. Off season conditioning provides coverage when under the direct supervision of the coach or a trainer for conditioning and weight training for interscholastic sports which take place at a designated facility on the premises or in close proximity to the school. It does not provide coverage for play or practice involving bodily contact of any sport. This coverage ends the first day of official practice or the first day of school.

*Detailed brochure and claims reporting information can be found on the enrollment website.

Beginning July 1st
- Enroll online at http://markel.sevencorners.com
- or call 877-444-5014 for enrollment by phone. Seven Corners, Inc. is Markel’s administrator for this program.
- Payment must be made by credit or debit card.
Student accident insurance 2019-2020

Choose your coverage plan

One-time premium for the 2019-2020 school year.
Coverage availability varies by state.

School time coverage (accident only)

Low plan: $15.00  Middle plan: $36.00  High plan: $66.00
The school time plan provides coverage while an insured student is in or
on school premises during the days and months when school is in session;
traveling directly to or from their residence and school in a vehicle supplied
by the school; and participating in or attending activities sponsored solely by
the school that are continuously supervised by a school official or employee.
This also includes supplied and supervised travel directly to and from such
sponsored activities; and school sponsored and supervised sports, excluding
ninth-, tenth-, eleventh-, and twelfth-grade interscholastic football.

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conditioning and weight training for interscholastic sports which takes place at
a designated facility on the premises or in close proximity to the school. It does
not provide coverage for play or practice involving bodily contact of any sport.
This coverage ends the first day of official practice or the first day of school,
whichever comes first.

Interscholastic football coverage

- Provides coverage for ninth-, tenth-, eleventh-, and twelfth-grade
  interscholastic football only.
- School time and around the clock coverage is not included with
  this plan option.

Annual

Low plan: $109.00  Middle plan: $294.00  High plan: $435.00
Spring only

Low plan: $38.00  Middle plan: $118.00  High plan: $174.00

How to enroll

- Enroll online at http://markel.sevencorners.com
  or call 877-444-5014 for enrollment by phone.
  Seven Corners, Inc. is Markel’s administrator for this program.
- Payment must be made by credit or debit card.

Review your benefits

Maximum benefits paid as specified
The policy provides benefits for loss due to a covered injury up to the
maximum benefit as listed below for each injury. Benefits will be paid
for covered medical expenses incurred within 52 weeks from the date
of Accident up to the maximum benefit per service as scheduled.

Retain this description of coverage for your personal records
Individual policies will not be issued or sent to you. This brochure is for
illustrative purposes only. It is not a contract of insurance. It is intended
to provide a general overview of the insurance program.

This is only a partial description of the insurance plan. The benefits
which are payable are determined in accordance with the terms,
conditions, and exclusions of the policy which is on file with the
policyholder (school or district office).

Description of benefits

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Low plan</th>
<th>Middle plan</th>
<th>High plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan maximum</td>
<td>$25,000</td>
<td>$50,000</td>
<td>$75,000</td>
</tr>
<tr>
<td>Hospital room and board</td>
<td>$125 per day</td>
<td>$200 per day</td>
<td>$350 per day</td>
</tr>
<tr>
<td>Hospital miscellaneous</td>
<td>80% U&amp;C to $1,000 maximum</td>
<td>80% U&amp;C to $2,400 maximum</td>
<td>80% U&amp;C to $2,400 maximum</td>
</tr>
<tr>
<td>Room and board - intensive care</td>
<td>$250 per day/$1,000 maximum</td>
<td>$250 per day/$1,000 maximum</td>
<td>$500 per day/$2,000 maximum</td>
</tr>
<tr>
<td>Licensed nurse</td>
<td>Usual and customary</td>
<td>Usual and customary</td>
<td>Usual and customary</td>
</tr>
<tr>
<td>Outpatient emergency room</td>
<td>$200</td>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Outpatient x-ray</td>
<td>$200</td>
<td>$300</td>
<td>$500</td>
</tr>
<tr>
<td>Outpatient CT Scan/MRI</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
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<tr>
<td>Ambulance</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
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<tr>
<td>Surgery</td>
<td>50% U&amp;C up to $1,000</td>
<td>50% U&amp;C up to $1,250</td>
<td>80% U&amp;C up to $1,750</td>
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<tr>
<td>Anesthetist/assistant surgeon</td>
<td>$250</td>
<td>$315</td>
<td>$440</td>
</tr>
<tr>
<td>Outpatient consultant</td>
<td>$40</td>
<td>$50</td>
<td>$95</td>
</tr>
<tr>
<td>Outpatient physician</td>
<td>$40 for the first visit/$25 thereafter</td>
<td>$40 for the first visit/$25 thereafter</td>
<td>$60 for the first visit/$35 thereafter</td>
</tr>
<tr>
<td>Outpatient day surgery</td>
<td>$350</td>
<td>$350</td>
<td>$600</td>
</tr>
<tr>
<td>Outpatient physical therapy</td>
<td>$25 per visit, 10 visit max</td>
<td>$25 per visit, 10 visit max</td>
<td>$40 per visit, 10 visit max</td>
</tr>
<tr>
<td>Outpatient durable medical equipment &amp; supplies</td>
<td>$75</td>
<td>$75</td>
<td>$150</td>
</tr>
<tr>
<td>Dental injury</td>
<td>$150 per tooth</td>
<td>$150 per tooth</td>
<td>$300 per tooth</td>
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<tr>
<td>Outpatient prescription drugs</td>
<td>$25</td>
<td>$25</td>
<td>$5</td>
</tr>
<tr>
<td>Replacement of eyeglasses, hearing aids</td>
<td>$150</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>Motor vehicle accident limit</td>
<td>$2,500</td>
<td>$2,500</td>
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<tr>
<td>Accidental death</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Accidental dismemberment</td>
<td>$5,000/$10,000</td>
<td>$5,000/$10,000</td>
<td>$5,000/$10,000</td>
</tr>
</tbody>
</table>
Definitions

- Accident means a sudden, unexpected and unintended event, which is identifiable and caused solely by an external physical force resulting in injury to an insured student. Accident does not include a loss contributed to by disease or sickness.
- Injury means bodily harm caused solely by an Accident which occurs while this policy is in force and is the sole cause of the loss.
- Usual and customary expense (U&C) means an expense which (a) is charged for treatment, supplies or medical services medically necessary to treat the insured student’s condition; and (b) does not exceed the usual level of charges made for similar treatment, supplies or medical services in the locality where the expense is incurred.

Additional facts about the policy

1. Student transfer: The policy continues in force anywhere in the world if the insured person should relocate prior to the expiration of coverage. Coverage will not exceed the limits shown in this brochure and must be in accordance with accepted standards of medical practice.

2. Cancellation: Coverage under the policy is non-cancelable, and accordingly, premiums may not be refunded after acceptance by the Company. However, a pro-rata refund of premium shall be made in the event an insured enters the military service.

3. Initial enrollment: Coverage is effective on the day following online or phone enrollment, but in no event prior to the opening day of school or the first official day of interscholastic athletics or activities.

4. Late enrollment: There is no premium reduction for any individual who enrolls late in the year.

5. Enrollment: Deadline is 6/14/20.

Accidental death & dismemberment limitations

- The loss must result from an Accident, and must take place while the insured person is insured under the policy. We will not pay for a loss caused in any way by:
  - Bodily or mental infirmity or illness;
  - Medical or surgical treatment; except for surgery which results from an Accident;
  - Taking part in a riot or felony.

Policy exclusions and limitations

No benefits will be paid for loss or expense caused by, contributed to, or resulting from:

- Sickness;
- Expense for treatment on or to the teeth, except for treatment resulting from injury to sound, natural teeth;
- Services normally provided without charge by the policyholder;
- Eyeglasses, contact lenses, hearing aids, and examination for the prescription or fitting there of except as specifically provided herein;
- Suicide, attempted suicide, or intentionally self-inflicted injury;
- Injury due to participation in a riot or felony;
- Cosmetic surgery. Cosmetic surgery does not include reconstructive surgery made medically necessary due to a covered Accident which results in trauma, infection, or other diseases of the involved part;
- Treatment of a deviated nasal septum, including submucous resection and/or other surgical corrections, unless the treatment is due to or arises from a covered Injury;
- Air travel, except as a fare-paying passenger on a regularly scheduled flight operated by a commercial airline;
- Injury resulting from any declared or undeclared war;
- Injury while in the armed forces of any country. When an insured person enters such armed forces, we will refund the unearned pro-rata premium to the insured person;
- Injury covered by any workers’ compensation or occupational disease law;
- Treatment provided in a governmental hospital unless the insured person is legally obligated to pay such charges;
- Infections except pyrogenic or bacterial infections caused by a covered Injury;
- Hernia, unless it results from a covered injury;
- Injury occurring while the insured person is legally intoxicated or under the influence of any narcotic unless administered on the advice of a physician;
- Injury while parachuting or hang gliding; traveling in or on any two-, three-, or four-wheeled all-terrain motor vehicle; jet skiing, skydiving, glider flying, parasailing, sail planing, bungee jumping; operating or riding on any snowmobile; skiing, snowboarding; or participating in a rodeo;
- Injury resulting from fighting;
- Play, practice, or travel in connection with interscholastic football in which any ninth-, tenth-, eleventh- or twelfth-grade students participate, unless the applicable additional premium is paid;
- Blisters, insect bites, frostbite, vegetation poisoning and food poisoning;
- Motor vehicle accidents covered by medical benefits coverage in automobile “no fault” and traditional automobile “fault” type contracts.

How to file a claim

1. Obtain a claim form from your school office or Seven Corners, Inc. (877-444-5014), and answer all questions in detail (including signatures) on the front of the form.

2. Attach all bills to the completed form and mail to Seven Corners, Inc. at the address provided on the claim form.

3. Any bills not filed with the claim form should be sent to the company, identified with the student’s name, school district, and date of accident. Bills that cannot be attached to the initial form must be submitted within 90 days of the date of service.
Seguro estudiantil de accidente 2019-2020

Elija su plan de la cobertura

Solo una prima Para el año 2019-2020

Horario escolar (accidente solamente)

Plan bajo: $15 Plan media: $36.00 Plan alto: $66.00
El plan de tiempo escolar provee cobertura al estudiante mientras se encuentra dentro de la escuela durante los días y meses en que la escuela se encuentra en sesión; ida y vuelta desde la residencia o desde la escuela en un vehículo proveído por la escuela; participando en/ o atendiendo a actividades patrocinadas exclusivamente por la escuela y supervisadas directa y continuamente por un empleado o representante oficial de la escuela. Esto incluye viajes proveídos y supervisados ida y vuelta de dichas actividades patrocinadas y deportes supervisados y patrocinados por la escuela excepto el futbol americano de los grados 9mo, 10mo, 11 mo y 12mo.

Las 24 horas al día (accidente solamente)

Plan bajo: $68.00 Plan media: $144.00 Plan alto: $266.00
Cobertura de las 24 horas se aplica aunque la escuela no se encuentre en sesión. El seguro es proveído a partir de la fecha eficaz de la cobertura del estudiante hasta la fecha de terminación de la póliza. Esta cobertura incluye deportes supervisados y patrocinados por la escuela excepto el futbol americano de los grados 9mo, 10mo, 11mo y 12mo.

Campamento de verano/Entrenamiento fuera de temporada

Plan bajo: $11.00
Provee cobertura para campamentos de verano patrocinados y supervisados por la Escuela y que se llevan a cabo en la Escuela. El entrenamiento fuera de temporada provee cobertura cuando bajo la supervisión directa de un entrenador para acondicionamiento y entrenamiento con pesas para deportes interescolares que lleven a cabo en la escuela o en sus proximidades. No se provee cobertura para el juego o la práctica que implican contacto corporal de cualquier deporte. Esta cobertura termina el primer día de prácticas oficiales o el primer día de escuela, el que venga primero.

Futbol americano

• Provee cobertura de futbol americano para los grados, 10mo, 11mo, & 12mo solamente.
• Cobertura de tiempo escolar y de las 24 horas no están incluidos con la opción del futbol americano.

Anual

Plan bajo: $109.00 Plan media: $294.00 Plan alto: $435.00

Primavera

Plan bajo: $38.00 Plan media: $118.00 Plan alto: $174.00

Instrucciones para enlistar

• Enlistar en La Red http://markelseven.com / o llamar por teléfono 877-444-5014. Seven Corners Inc. es el administrador de Markel para este programa.
• Pago se debe hacer con una tarjeta de crédito ó débito

Procedimiento de reclamo de beneficios

1. Obtenga una forma de reclamos en la escuela o en Seven Corners (877-444-5014), y conteste todas preguntas en detalle (incluyendo firmas) al frente de la forma de reclamo.
2. Atache todas las tarifas y la forma de reclamo completada totalmente y envíela a Seven Corners a la dirección proveída en la forma de reclamos.
3. Tarifas submetidas sin forma de reclamos deben ser enviadas a la compañía, identificadas con el nombre del estudiante, distrito escolar y día del accidente. Tarifas que no pueden ser atachadas a la forma de reclamo inicial deben ser sometidas dentro de 90 días desde el primer día de servicio.

Markel
4600 Cox Road, Glen Allen, VA 23060-9817 (800) 431-1270 (804) 527-2700
www.markellinsurance.com
Seguro estudiantil de accidente 2019-2020

Elija su plan de la cobertura

Solo una prima Para el año 2019-2020

Horario escolar (accidente solamente)

Plan bajo: $15.00  Plan media: $36.00  Plan alto: $66.00

El plan de tiempo escolar provee cobertura al estudiante mientras se encuentra dentro de la escuela durante los días y meses en que la escuela se encuentra en sesion; o y vuelta desde la residencia o desde la escuela en un vehículo proveido por la escuela; participando en/ o atendiendo a actividades patrocinadas exclusivamente por la escuela y supervisadas directa y continuamente por un empleado o representante oficial de la escuela. Esto incluye viajes proveidos y supervisados Id/ia y vuelta de dichas actividades patrocinadas y deportes supervisados y patrocinados por la escuela excepto el futbol americano de los grados 9mo, 10mo, 11mo y 12mo.

Las 24 horas al dia (accidente solamente)

Plan bajo: $68.00  Plan media: $144.00  Plan alto: $266.00

Cobertura de las 24 horas se aplica aunque la escuela no se encuentre en sesion. El seguro es proveido a partir de la fecha efica de la cobertura del estudiante hasta la fecha de terminación de la póliza. Esta cobertura incluye deportes supervisados y patrocinados por la escuela excepto el futbol americano de los grados 9mo, 10mo, 11mo y 12mo.

Campamento de verano/Entrenamiento fuera de temporada

Plan bajo: $11.00

Prueve cobertura para campamentos de verano patrocinados y supervisados por la Escuela y que se llevan a cabo en la Escuela. El entrenamiento fuera de temporada provee cobertura cuando la supervisión directa de un entrenador para acondicionamiento y entrenamiento con pesas para deportes interescolares que llevan a cabo en la escuela o en sus proximidades. No se provee cobertura para el juego o la práctica que implican contacto corporal de cualquier deporte. Esta cobertura termina el primer día de prácticas oficiales o el primer día de escuela, el que venga primero.

Futbol americano

• Provee cobertura de futbol americano para los grados, 10mo, 11mo, & 12mo solamente.
• Cobertura de tiempo escolar y de las 24 horas no están incluidos con la opción del futbol americano.

Otono y primavera

Plan bajo: $109.00  Plan media: $234.00  Plan alto: $435.00

Primavera

Plan bajo: $38.00  Plan media: $118.00  Plan alto: $174.00

Instrucciones para enlislar

• Enlistar en La Red http://markelaz.sevencorners.com / o llamar por teléfono 877-444-5014.
Seven Corners Inc. es el administrador de Markel para este programa.
• Pago se debe hacer con una tarjeta de credito ó debito.

Revise sus beneficios

Beneficios máximos pagados como especificados

Esta póliza provee beneficios debido a una lesión que esté cubierta, hasta el beneficio máximo descrito abajo. Beneficios serán pagados por servicios médicos cubiertos incurridos dentro de 52 semanas empezando el día del accidente hasta el beneficio máximo por servicio como está en la descripción de beneficios.

Retenga esta descripción de cobertura en sus expedientes personales.

Pólizas individuales no serán enviadas. Este folleto es para propósitos ilustrales solamente. No es un contrato de seguros. Es con el propósito de proveer una descripción general del programa de aseguranza. Por favor recuerde solo una póliza de seguros puede dar términos actuales de cobertura.

Este es solo una descripción parcial del plan de seguro. El pago de beneficios son determinados de acuerdo a los términos, condiciones y exclusiones de la póliza los cuales están en archivo en la escuela o en el distrito escolar.

Descripción de los beneficios

<table>
<thead>
<tr>
<th>Beneficios de accidente</th>
<th>Plan bajo</th>
<th>Plan media</th>
<th>Plan alto</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan máximo</td>
<td>$25,000</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>Cuarto/alojamiento de hospital</td>
<td>$125 por día</td>
<td>$200 por día</td>
<td>$350 por día</td>
</tr>
<tr>
<td>Miscelaneas de hospital</td>
<td>80% U&amp;C to $1,000 máximo</td>
<td>80% U&amp;C to $1,200 máximo</td>
<td>80% U&amp;C to $2,400 máximo</td>
</tr>
<tr>
<td>Cuarto y alojamiento en cuidado intensivo</td>
<td>$250 por día/1,000 máximo</td>
<td>$250 por día/1,000 máximo</td>
<td>$500 por día/2,000 máximo</td>
</tr>
<tr>
<td>Enfermera</td>
<td>U&amp;C</td>
<td>U&amp;C</td>
<td>U&amp;C</td>
</tr>
<tr>
<td>Sala de emergencia</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Rayos x no internado</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>CT scan/MRI no internado</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Ambulancia</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Cirugía</td>
<td>50% U&amp;C hasta $1,000</td>
<td>50% U&amp;C hasta $1,250</td>
<td>80% U&amp;C hasta $1,750</td>
</tr>
<tr>
<td>Anestesia o cirujano auxiliar</td>
<td>$250</td>
<td>$315</td>
<td>$440</td>
</tr>
<tr>
<td>Consultor</td>
<td>$40</td>
<td>$50</td>
<td>$95</td>
</tr>
<tr>
<td>Medicos para pacientes no internados</td>
<td>$40/$25 primera visita/$35 después</td>
<td>$40 primera visita/$35 después</td>
<td>$60 primera visita/$35 después</td>
</tr>
<tr>
<td>Cirugía para pacientes no internados</td>
<td>$350</td>
<td>$350</td>
<td>$600</td>
</tr>
<tr>
<td>Terapia física</td>
<td>$25 por visita - 10 visitas máximo</td>
<td>$25 por visita - 10 visitas máximo</td>
<td>$40 por visita - 10 visitas máximo</td>
</tr>
<tr>
<td>Equipo durable medico y de fuentes medicas y suplementos</td>
<td>$75</td>
<td>$75</td>
<td>$150</td>
</tr>
<tr>
<td>Accidente dental</td>
<td>$150 por diente</td>
<td>$150 por diente</td>
<td>$300 por diente</td>
</tr>
<tr>
<td>Recetas médicas</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Espuellos/proteus de oído</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Límite por accidente automovilístico</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Muerte accidental</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Desmembramiento accidental</td>
<td>$5,000/10,000</td>
<td>$5,000/10,000</td>
<td>$5,000/10,000</td>
</tr>
</tbody>
</table>

Cobertura disponible varía por estado.
Definiciones

- Accidente significa un acontecimiento repentino, inesperado e involuntario, que es identificable y causado solamente por una fuerza física extrema resultando en una lesión a un estudiante asegurado. Accidente no incluye una pérdida contribuida por una enfermedad o dolencia.
- Lesión significa el daño corporal causado solamente por un accidente ocurrido mientras esta póliza esté en vigor y es la única causa de la pérdida.
- Gasto usual y acostumbrado significa: Gasto que (a) se cobra para el tratamiento, servicios médicos y gastos de equipo que son médicamente necesarios para tratar el estudiante asegurado por su condición; y (b) no excede el nivel usual de cargos hechos por tratamientos similares, provisiones o servicios médicos similares en la localidad donde se contrae el gasto.

Hechos adicionales sobre esta póliza

1. Transferencia del estudiante: La póliza continúa en vigor en cualquier parte del mundo si el asegurado se muda antes de la fecha de expiración. La cobertura no excederá los límites demostrados en este folleto y deben estar de acuerdo con estándares aceptados en la práctica médica.
2. Cancelación: La cobertura bajo esta póliza es non-cancelable, y por consiguiente, las primas no se pueden devolver una vez son aceptadas por la compañía. Sin embargo, un reembolso pro rata de la prima será devuelta si la persona asegurada incorpora en el servicio militar.
3. Inscripción inicial: La cobertura es eficaz el día siguiente de inscripción por teléfono o por la red, pero de ninguna manera antes del primer día de escuela o el primer día oficial de actividades atléticas.
4. Inscripciones Tardías: No hay reducción de primas a ningún individuo que se inscriba tarde en el año.
5. Inscripción: Último día es 14/6/20.

Limitaciones accidentales de la muerte y desmembración

- La pérdida debe ser resultado de un accidente, y debe ocurrir mientras que la persona este asegurada por esta póliza. De ninguna manera pagaremos pérdidas por:
  - Enfermedad física o mental;
  - Tratamiento médico o quirúrgico; con excepción de la cirugía que resulta por un accidente;
  - Participación en un alboroto o un crimen

Procedimiento de reclamo de beneficios

1. Obtenga una forma de reclamo en la escuela o en Seven Corners (877-444-5014), y conteste todas preguntas en detalle (incluyendo firmas) al frente de la forma de reclamo.
2. Atache todas las tarifas y la forma de reclamo completada totalmente y envíe a Seven Corners a la dirección proveída en la forma de reclamos.
3. Tarifas submetidas sin forma de reclamo deben ser enviadas a la compañía, identificadas con el nombre del estudiante, distrito escolar y día del accidente. Tarifas que no pueden ser atachadas a la forma de reclamo inicial deben ser sometidas dentro de 90 días desde el primer día de servicio.

Exclusiones y limitaciones

Beneficios no serán pagados por pérdidas o gastos causados, contribuidos ó resultando de:
- Enfermedades
- Gastos de tratamientos de, o para dientes, excepto tratamientos ocasionados por una Lesión a los dientes naturales;
- Servicios normalmente proveídos sin cargos al asegurado;
- Anteojos, audífonos y exámenes para la receta o ajuste de los mismos;
- Suicidio, intento de suicidio o una Lesión auto infligida;
- Lesión por participar en un disturbio;
- Cirugía cosmética. La Cirugía cosmética no incluye cirugía reconstructiva que sea medicamente necesaria debido a un Accidente que ocasione un trama, infección u otra enfermedad de la parte afectada;
- Tratamiento de tabique nasal desviado incluyendo La Resecion Submucosa o otra corrección quirúrgica A menos que el tratamiento es Resultado de una Lesión cubierta;
- Viajes aéreos, excepto como pasajero pagando cuota en una aerolínea comercial;
- Lesión causada por cualquier Guerra declarada o no declarada;
- Lesión mientras esté en las fuerzas armadas, aerolíneas comerciales o participando en la vida militar.
- Cuando un Asegurado ingresa a dichas fuerzas armadas, nosotros reembolsaremos a Asegurado la prima no obtenida a la persona asegurada;
- Lesión cubierta por cualquier ley de compensación o por Lesiones en el trabajo o de enfermedad ocupacional;
- Tratamiento proveído en un hospital gubernamental a menos que la persona asegurada sea legalmente responsable por los cargos;
- Infecciones excepto infecciones piongénicas o bacteriales causadas completamente por una Lesión cubierta;
- Hernia, a menos que sea ocasionada por una Lesión cubierta;
- Lesión cuando está legalmente intoxicado o bajo la influencia de algún narcótico a menos que sea administrado bajo recomendación Médica;
- Reclamaciones que ocurran al andar en paracaidas o volar con a la delta o lesiones sufridas al viajar en cualquier vehículo de motor con dos o tres o quatro ruedas, jetskiling, skydving, vuelo del planeador, parasailing, sail planing, bungee jumping, operando o guiando un vehículo de nieve, esquiando, snowboarding, o participando en un rodeo;
- Lesión resultando de una pelea;
- Jugar, practicar o viajar en conexión con el futbol americano en la cual los estudiantes de 10, 11 & 12 participan a menos que no se pague una prima adicional;
- Picaduras de insectos, congélación, envenenamiento de vegetación o envenenamiento de tomaina;
- Accidentes automovilísticos cubiertos por el beneficio "sin falta" y el contrato tradicional.
Section 2: Attendance Policies

SCHOOL ATTENDANCE AND THE LAW

The Compulsory School Attendance Law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S. 17:221 requires that children attend school each day scheduled by the school system.)

Exemptions

The following exemptions from school attendance, in accordance with R.S. 17:226, State of Louisiana are:

1. Children mentally, physically or emotionally incapacitated to perform school duties.
2. Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays.
3. Children exempt by statute.

Truancy

A 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. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

The parent or legal guardian of any student in kindergarten through age eighteen who is considered habitually absent or habitually tardy shall be punished by a court of competent jurisdiction as follows:

1. A first offense shall be punishable by a fine not more than fifty dollars or the performance of not less than twenty-five hours of community service.
2. Any subsequent offense shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both. The court shall impose a minimum condition of probation which may include that the parent, tutor, or other person having control or charge of the child participate in forty hours of school community service and attendance in parenting classes or family counseling sessions or programs approved by the court having jurisdiction, as applicable, or the suspension of any state-issued recreational license.

Suspension of Driver's License

If a student is less than eighteen years of age and is habitually absent or tardy, the Department
of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of \textbf{R.S. 32:431.1:} \textbf{La. Rev. Stat. Ann. § 17:221; 17:233} 

\textbf{Attendance Policy for Elementary, Middle, and High Schools}  
(Bulletin 741 - Louisiana Administrative Code)

\textbf{FLOW CHART FOR ATTENDANCE}

\textbf{Truancy:} A 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.

\textbf{Step 1:} School's Designee makes contact with parent/guardian for daily absences

- School's Designee collects and records any doctor's excuses and/or parent notes for illness* (per State Law). The reason for the student's unexcused absences are to be recorded on the \textit{3 Day Absences} Form. Forms are to be maintained at the school level if needed for any future Truancy proceedings

- JCAMPUS calls and generates attendance letters to parents/legal guardians of students with a minimum of three (3) and five (5) unexcused absences notifying family of the Truancy Policy/Laws

\textbf{Step 2:} Attendance Facilitators pull an audit of a School's attendance record for all students. Identify students with a minimum of six (6) unexcused absences

\textbf{Step 3:}

- Contact parent/legal guardian of students with a minimum of six (6) unexcused absences and excessive tardies through phone calls, letters, home visits and school conferences

- Attendance Facilitators will make contact with the Attendance Clerk of the School to determine what information he/she may have in reference to student's attendance

\textbf{Step 4:} *If doctor excuse(s) or parent notes are not turned in, Court documents will be filed regarding the student

- If a student continues to accumulate unexcused absences, a \textit{Court Petition} will be recommended to the Supervisor of Child Welfare and Attendance at approximately 15 unexcused absences

- If a student has a Probation Officer, the Probation Officer will be notified of the student's unexcused absences by Volunteers for Youth Justice (VYJ)

\textbf{Step 5:} *Court Petitions are mailed to the District Attorney weekly.

\textbf{STUDENT ABSENCES DUE TO PERSONAL ILLNESS AND/OR SERIOUS ILLNESS IN THE FAMILY}
A. The days absent for elementary and secondary school students shall include non-exempted, excused; exempted, excused, unexcused absences and suspensions.

B. Non-exempted excused absences are absences due to personal illness or serious illness in the family (documented by acceptable excuses, including a parent note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

Parent notes shall be evaluated and timely recorded in the JCAMPUS system, which signifies that the day is excused and will not count toward truancy. Parent notes will be accepted by school administration for no more than three (3) consecutive days at a time. If a student is absent more than three (3) consecutive days at a time a physician’s excuse must be presented or the parent note must be presented to the Director of Attendance or his/her designee for a determination as to whether the parent note is valid or not. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

School administration shall contact the Director of Attendance and/or designee for a determination as to whether the absence will be excused if school administration believes that (1) a parent note is forged (2) the note is not being provided by a parent due to personal illness of the student or serious illness in the family; or (3) if the student has a pattern of habitual absences. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

In addition, failure to provide a parent note within three (3) days of a student's return to school will result in the day(s) being counted as unexcused and counted toward truancy. Otherwise, the parent must appeal the school's decision to the Director of Attendance within five (5) school days of the school's decision. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

C. Exempted, Excused Absences—absences which are not considered for purpose of truancy and which are not considered when determining whether or not a student is eligible to make up work and test, receive credit for work completed, and receive credit for a course and/or school year completed.

D. Unexcused Absence—any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.

E. Suspension: a non-exempted absence in which a student is allowed to make up work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purposes of truancy. Student absent from school as a result of any suspension shall be counted as absent.

F. Teachers shall not be evaluated based upon the grades (scores) of students with excessive absences regardless to the classification of the absence unless the teacher and the evaluator agree that the student's grades or schools shall be utilized.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:226, R.S. 17:235.2, and R.S. 17:416; Bulletin 741 section 1105
In instances where a child/student has a chronic illness that frequently causes him/her to miss school, a parent may turn in a "Chronic Illness Letter" to the office of the school. When a Chronic Illness Letter is on file, the parent must call the school and provide a parent note upon return. This letter must be renewed each school year.

CADDY PARISH PUBLIC SCHOOLS
Attendance & Census Department
1638 Murphy Street
Shreveport, Louisiana 71103
(318) 603-6308 Office • (318) 424-8184 FAX

CHRONIC ILLNESS / MEDICAL CONDITION

DATE: __________________

STUDENT: __________________________ DATE OF BIRTH: __________________

PARENT/GUARDIAN: __________________ PHONE #: __________________

Chronic illnesses and medical conditions must be certified in writing by a physician and updated each year. The original of this document must be provided to the child’s school each year, and the Parent/Legal Guardian must call the school and provide a parent note to notify the attendance clerk each day that the child is absent as a result of documented chronic illness or medical condition.

DIAGNOSIS:

________________________________________________________________________
________________________________________________________________________

The above named student is under my care for a chronic illness/medical condition. This illness/condition may require him/her to be absent in excess of the total number of days allowed per school year.

________________________________________________________________________

PHYSICIAN Signature

________________________________________________________________________

PHYSICIAN NAME (PRINTED)

________________________________________________________________________

OFFICE ADDRESS

________________________________________________________________________

CITY STATE ZIP

________________________________________________________________________

OFFICE PHONE NUMBER
Truancy and Assessment Service Centers (TASC)

The purpose of Truancy and Assessment Service Centers (TASC) is to provide early identification and assessment of truant children in grades K-5 and the prompt delivery of coordinated interventions to prevent continued unauthorized school absences.

Key features of the TASC centers include:

- Early identification of truant children and appropriate assessment.
- Rapid, coordinated, targeted service response to identified needs.
- Consistent, timely monitoring and revising of service plans as needed.
- Attention to family environmental factors affecting the child.
- Appropriate use of the Family in Need of Services (FINS) process, including sanctions to ensure parental cooperation and behavioral change.

TASC REFERRAL PROCESS

Once the Attendance Clerk at a K-5/K-8 school has documented that a student has accumulated five (5) unexcused absences, a referral is made to TASC.

The following three documents are faxed to the TASC office:

1. TASC Complaint form (completed by attendance clerk or designee)
2. Risk Survey (completed by child's teacher)
3. Copy of the most recent/current Emergency Card

TASC ACTIONS AFTER RECEIVING REFERRAL

1. The TASC office will stamp the referral "received" and enter the information into the TASC Data Base.
2. A programmed scale will calculate and submit a score:
   a. A score of 26 or below on the Risk Survey I Form will render the referral to be categorized as a Level I case.
   b. A score of 27 or higher on the Risk Survey I Form will render the referral to be categorized as a Level II case.
3. Level I actions:
   a. A letter on District Attorney Letterhead signed by the District Attorney and TASC director will be mailed to the parent/guardian of the child. The same letter is faxed to the school to be sent home with the student.
   b. The TASC Officer will follow up with a phone call to the parent/guardian; if a contact cannot be made, the TASC Officer will make a phone call to the additional numbers listed on the Emergency Card.
   c. The TASC Officer will monitor the child's attendance for the entire school year. At any time a Level I case can become a Level II case if absences continue or worsen.
4. Level II actions:
   a. The TASC Officer will schedule a date and time for an Informal Family Conference with the parent/guardian of the referred child/children as soon as possible. (to take place within 20 days of referral)
   b. A "Notice to Appear" letter will be faxed to the child's school to be sent home with the child in a sealed envelope as well as mailed to the parent/guardian.
c. The preferred site of the conference will be at the child’s school. TASC Officers will work with parents if location needs to change to ensure participation. TASC makes home visits, visits to work places, etc.
d. The TASC officer will collect detailed background information, access the needs of the child/family and make appropriate community service recommendations to help resolve attendance problems.
e. An Informal Family Service Plan Agreement (IFSPA) will be developed and signed by the TASC Officer, the parent/legal guardian, and the child.
f. The TASC Officer intensely monitors attendance, monitors compliance on terms of IFSPA, and documents progress of the case.
g. If the child/and or family does not comply with the terms of the IFSPA and problems still exist, the child and family are referred to Truancy Court held once a month at the Juvenile Parish Courthouse.
h. In cases of the most egregious nature that cannot be resolved in Truancy Court, the TASC Officer will request the District Attorney to petition the case to the Caddo Parish Juvenile Court for formal proceedings. (also considered at 5 months of monitoring if no real progress is being made)

**Attendance Policy in High School**

Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child’s own faith (verified with a letter from the religious leader), natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance in consultation with the school principal. The student shall present the excuse in writing upon return to school. Days suspended shall be considered unexcused, however, the student is able to make up work for credit determined by the school of not less than fifty (50%). For any other extenuating circumstances, parent/legal guardian shall have the right to appeal to the Director of Child Welfare and Attendance.

Based on state and local policies, the student shall accept responsibility for absences. When a student returns to school after an excused absence, the student has the number of days equal to the number of days of consecutive absences, following the return to class to make up work. Make-up work shall be permitted only when written excuses from parent(s) or legal guardian(s) have been received in accordance with this policy.

**TARDINESS TO SCHOOL**

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for schools maintaining an orderly environment conducive to learning and educational accountability. School shall follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo Parish School Board.

**Elementary Schools**

<table>
<thead>
<tr>
<th>Tardy</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Tardy:</td>
<td>Parent check-in with student and a verbal warning is issued.</td>
</tr>
<tr>
<td>2nd Tardy:</td>
<td>Parent check-in with student and a verbal warning is issued.</td>
</tr>
<tr>
<td>3rd Tardy:</td>
<td>Parent check-in with student receiving a standard tardy letter.</td>
</tr>
<tr>
<td>4th Tardy:</td>
<td>Parent check-in with student along with a conference with the</td>
</tr>
</tbody>
</table>
5th Tardy: Parent check-in with student with an administrative conference.
6th Tardy: Parent check-in with student and issued one-day recess detention
7th Tardy: Parent check-in with student and issued two days recess detention.
8th Tardy: Parent check-in with student and issued one day ISS or its equivalent.
9th Tardy: Parent check-in with student and issued two days ISS or its equivalent.
10th Tardy: Student is placed in ISS pending a CPSB administrative conference.

Accumulated tardies will terminate at the end of each semester. Each school administration and school improvement committee shall develop penalties for repeated tardiness to assigned classes. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication. Parent/legal guardian contact must be made and documented prior to an out of school suspension for tardies.

Middle and High Schools
1st Tardy: Warning from the classroom teacher and recorded.
2nd Tardy: Parental contact with documentation from the classroom teacher.
3rd Tardy: Refer to the administration or designee for a warning and parental contact.
4th Tardy: One day After School Detention or its equivalent with parental contact.
5th Tardy: Two days After School detention or its equivalent with parental contact.
6th - 9th Tardy: Suspension with a parent return.
10th Tardy: Suspended pending a hearing.

Accumulated tardies will terminate at the end of each semester. Each school administration and school improvement committee shall develop penalties for repeated tardiness to assigned classes. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication. Parent/legal guardian contact must be made and documented prior to an out of school suspension for tardies.

Check In Procedure
Students arriving to school after the school day has begun must report to the office with a parent or legal guardian. A medical excuse or other documentation shall be presented for excusal consideration.

Check Out Procedure
Elementary School
Student may be checked out by parent or legal guardian no later than 2:30 p.m. A valid photo identification must be shown upon request.

Middle School
Students may be checked out by a parent or legal guardian no later than 2:00 p.m. A valid photo identification must be shown upon request.

High School
Students may be checked out by a parent or legal guardian no later than 3:00 p.m. A valid photo identification must be shown upon request.

It shall be the policy of the Caddo Parish School Board that each school will have a written procedure dealing with student checkouts. All staff responsible for checking students out will receive training on the procedure and training will be documented. The procedure shall contain a minimum of the following:
1. Person checking student out shall show a picture I.D.
2. Person checking student out shall be listed on student information sheet that has been

25
completed and signed by parent/guardian.

3. If official paperwork is received that changes custody or does not allow a parent access to the child, that information shall be uploaded into document archives from the Student Master in JCAMPUS. Official court papers must be signed by a Judge.

4. If school receives a phone call to allow student to be checked out, a verification call must be made to parent/legal guardian from phone numbers listed on student information form.

5. If there is any doubt as to whether the person checking the student out has the appropriate authorization please contact the security office for assistance.

JCAMPUS is the official reporting system and parents should be provided official JCAMPUS generated documents.
Section 3: Academics

Grading Systems (Policy IKA)
(Partial Credit for Missed Work - Suspension/Unexcused Absence)

Whenever a student is suspended, removed from a classroom due to disorderly conduct, or when the student’s absence is unexcused, the teacher shall assign school work missed and the student shall receive either full or partial credit as recommended by the teacher as follows:

1. The teacher shall assign school work missed and designate the time for completion of the assignment;
2. Once the assignment is completed, the teacher shall:
   a) Determine if the assignment is completed and turned in on time;
   b) Determine if other students (those not suspended, removed from the class, or with an excused absence) received credit for the same or similar work;
   c) Determine if other students received points for the work missed in statement 2b above then the teacher shall grade the assignment and provide the student with an appropriate raw score of not less than 50% of the total points earned for the assignment.
3. If the student believes the teacher improperly assigned the grade for the assignment missed, the student may appeal to the school principal. The principal or his/her designee may only review to determine:
   a) If other students received credit for the same or similar assignment missed;
   b) If the student turned in the assignment timely in accordance with the teacher’s directive;
   c) Whether the teacher assigned the total points in accordance with policy;
   d) Whether an obvious error was made in the calculation of grade or the assignment of points, to which the principal shall refer to the teacher for correction and/or revision of grade.

Grading Policy

All Caddo Schools shall use the Regular Courses Grading Scale for students enrolled in regular coursework. Schools shall use the Advanced Courses Grading Scale for students enrolled in honors, gifted, dual enrollment, advanced placement, international baccalaureate, enriched, or other coursework for which special grading exists.

Kindergarten: At the kindergarten level, students are not assigned grades. Reporting to parents is provided with the following: Satisfactory, Needs Improvement, or Unsatisfactory.

<table>
<thead>
<tr>
<th>Regular Courses</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>100-93</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>92-85</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>84-75</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>74-67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>66-0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Courses</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>100-90</td>
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</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
<td></td>
</tr>
</tbody>
</table>
Progress Reports

Progress Reports are sent to parents during the fifth week of the nine-week period. Parents are to sign the progress report and return it to school. Daily school attendance, consistent effort and individual goal-setting with regard to learning should be emphasized by parents.

Report Cards

Parents/legal guardians may access student grades and attendance through the online Parent Portal system. Report cards are issued to students at the end of each nine-week period. Final report cards are mailed to the address of record. Questions and comments related to grades should be directed to the school principal.
GRADUATION REQUIREMENTS

During the first two years of high school, students should focus on building on the knowledge and skills they gained in previous grades. Every 9th and 10th grade student will take core academic classes to work towards a diploma. Following the student’s 10th grade year, a student may choose to work toward a Jump Start TOPS Tech Pathway or pursue the TOPS University Pathway. Students may choose both pathways. Decisions are made with counseling and guidance, based on the student’s interest, capabilities, and ambitions.

Louisiana requires public school students graduating spring 2018 and beyond to take one of the following steps as part of their Individual Graduation Plan:


3. Complete the Louisiana TOPS - [https://www.osfa.la.gov/tops_mainlink.html](https://www.osfa.la.gov/tops_mainlink.html)

### Basic Information
- **Name:**
- **9th Grade Entry Date:**
- **High School Attending:**
- **Originate Middle School:**
- **Academic Support Plan Attached (T9 only):**

### Education Goals
- **Diploma Type:**
  - TOPS University Diploma
  - Jump Start TOPS Tech (Career) Diploma
- **Diploma Curriculum:**
  - TOPS University
  - Jump Start TOPS Tech
- **Diploma Endorsements:**
  - Community Service Diploma Endorsement
  - State Seal of Biliteracy
  - STEM Diploma Seal
- **Financial Aid & Scholarships:**
  - TOPS Honors
  - TOPS Performance
  - TOPS Opportunity
  - TOPS Tech Early Start
  - TOPS Tech Financial Aid: Completion Date:

### College & Career Goals
- **Career Specialty/Occupation (Option 1):**
- **Career Cluster* (Option 1):**
- **Jump Start Graduation Pathway:**
  - Choose one
- **Career Specialty/Occupation (Option 2):**
- **Career Cluster* (Option 2):**
- **Jump Start Graduation Pathway:**
  - Choose one
- **Post-High School Workforce Plans:**
  - On-the-Job Training
  - Military
  - Employment
- **Certifications:**
  - Statewide
  - Regional
  - Complementary

### Course Selections for Chosen Pathway
<table>
<thead>
<tr>
<th>Subjects</th>
<th>6th–8th/T9 Grade</th>
<th>9th Grade</th>
<th>10th Grade</th>
<th>11th Grade</th>
<th>12th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td></td>
<td>.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.5</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives/CTE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Extracurricular & Employment Activities
- **Extracurricular**
- **Awards/Industry-Based Certifications**
- **Employment**
- **Community Service**

### Assessments
- **College & Career Readiness**
- **LEAP 2025, End of Course**
- **Gifted & Talented Courses**
- **AP, IB, & Cambridge Courses**
- **CLEP Exams**
- **Articulated Credit/Dual Enrollment Courses**

### Signature Approvals
- **Student**
- **Parent**
- **Counselor/Advisor:**
  - Date: 30

**REVISED MARCH 31, 2019**
### APPENDIX I: COURSE REQUIREMENTS CHART

(courses pending BESE approval June 20, 2019 are underlined)

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>TOPS UNIVERSITY DIPLOMA</th>
<th>CARRER DIPLOMA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Units</td>
<td>Courses</td>
</tr>
<tr>
<td>English</td>
<td>1</td>
<td>English I, English Language Part 1, Cambridge IGCSE, or English Literature Part 1: Cambridge IGCSE</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>English II, English Language Arts Part 2, Cambridge IGCSE, or English Literature Part 2: Cambridge IGCSE</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>English III, AP English Language Arts and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, or English Language Part 1: Cambridge AICE - AS (Honors). Literature in English Part 1: Cambridge AICE - AS (Honors)</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>English IV, AP English Language and Composition, IB Literature, IB Language and Literature, IB Literature and Performance, English Language Part 2: Cambridge AICE - AS (Honors), or Literature in English Part 2: Cambridge AICE - AS (Honors)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1</td>
<td>Algebra I</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
<td>Chemistry I</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Earth Science, Environmental Science: Environmental Awareness, Physical Science, Principles of Engineering, (LSU Partnership) Principles of Engineering, BTEW Principles of Engineering, Agriscience II, one of Chemistry II, AP Chemistry, IB Chemistry I, IB Chemistry II, or Organic Chemistry; one of AP Environmental Science or IB Environmental Systems; one of Physics I, IB Physics I, or AP Physics I; one of AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, IB Physics II, AP Physics II; one of Biology I, AP Biology, IB Biology I, IB Biology II, Microbiology, Microbiology Human Anatomy and Physiology, or Biology II; Cambridge IGCSE - AS Level (Honors)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>One of European History, AP European History, or Western Civilization: one of World Geography, AP Human Geography, IB Geography, or Physical Geography; one of World History, AP World History, or IB History of the Americas II; IB Economics, AP Economics, AP Macroeconomics, AP Microeconomics, AP Psychology: History (European); Cambridge AICE - AS Level (Honors), Geography; Cambridge AICE - AS Level (Honors), History (International); Cambridge AICE - AS Level (Honors), Economics; Cambridge AICE - AS Level (Honors)</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>0.5</td>
<td>Health Education</td>
</tr>
<tr>
<td></td>
<td>1.5</td>
<td>Physical Education I and II; Adapated Physical Education for eligible students in special education; JROTC I, II, III, or IV; or Physical Education I (1 unit) and 1/2 unit of Marching Band, extracurricular sports, cheering, or dance team</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
<td>Two units from the same language</td>
</tr>
<tr>
<td>Art</td>
<td>1</td>
<td>Art (§2333), Music (§2355), Dance (§2337), Theatre (§2369), Speech III and IV (one unit combined), Fine Arts Survey, Drafting, Media Arts (§2354), Photography I, Digital photography</td>
</tr>
<tr>
<td>Electives/ Jump Start</td>
<td>3</td>
<td>Electives</td>
</tr>
<tr>
<td>Total Units</td>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

Refer to Bulletin 74 for a comprehensive list of approved courses and the most current graduation requirements. REVISED JUNE 1, 2019
## 2019-2020 LOUISIANA ASSESSMENT CALENDAR

### Birth–Grade 8

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>ASSESSMENT</th>
<th>DELIVERY</th>
<th>TEST DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth–Pre-K</td>
<td>GOLD or department-approved alternate assessment</td>
<td>Teacher</td>
<td>Fall Checkpoint Finalized: October 31</td>
</tr>
<tr>
<td></td>
<td>Kindergarten Entry Assessment DRDP or GOLD</td>
<td>Teacher</td>
<td>Winter Checkpoint Finalized: February 28</td>
</tr>
<tr>
<td>K</td>
<td>K–3 Literacy Assessment DIBELS, STEP, or STEEP</td>
<td>PBT or CBT</td>
<td>Spring Checkpoint Finalized: May 31</td>
</tr>
<tr>
<td>3–8</td>
<td>LEAP 2025</td>
<td>PBT grades 3–4*</td>
<td>Administer within first 30 days of school</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CBT grades 3–8</td>
<td>Data Submission Deadline: October 18</td>
</tr>
</tbody>
</table>

### Grades 9–12

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>ASSESSMENT</th>
<th>DELIVERY</th>
<th>TEST DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9–12 as applicable</td>
<td>LEAP 2025</td>
<td>CBT</td>
<td>Fall Window: December 2–December 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring Window: April 20–May 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Summer Window: June 15–19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Initial Standard Time: March 17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Initial Accommodated Window: March 17–27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Makeup Standard Time: March 31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Makeup Accommodated Window: March 31–April 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Initial Standard Time and Accommodated Window:</td>
</tr>
<tr>
<td>11</td>
<td>ACT</td>
<td>TBD</td>
<td>March 17–19, 24–26</td>
</tr>
<tr>
<td>11 as applicable</td>
<td>WorkKeys (optional)</td>
<td>CBT</td>
<td>Make up Standard Time and Accommodated Window:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>March 31–April 2, April 7–9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>October 1–April 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fall Accommodated Window: October 1–15</td>
</tr>
<tr>
<td>9–12 as applicable</td>
<td>CLEP (optional)</td>
<td>CBT</td>
<td>Spring Accommodated Window: March 18–April 1</td>
</tr>
<tr>
<td>9–12 as applicable</td>
<td>AP (optional)</td>
<td>PBT</td>
<td>Fall Accommodated Window: October 1–15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spring Accommodated Window: March 18–April 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Open Window: Complete by May 8</td>
</tr>
</tbody>
</table>

*School systems will select a preferred method of delivery (CBT or PBT) during the enrollment window.
### SMALL POPULATIONS

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>ASSESSMENT</th>
<th>DELIVERY</th>
<th>TEST DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-8, 11</td>
<td>LEAP Connect ELA and Math</td>
<td>CBT</td>
<td>February 3–March 13</td>
</tr>
<tr>
<td>4, 8, 11</td>
<td>LEAP Connect Science Field Test</td>
<td></td>
<td>February 3–March 13</td>
</tr>
<tr>
<td>K-12</td>
<td>ELPT</td>
<td>CBT</td>
<td>February 3–March 13</td>
</tr>
<tr>
<td>Enrolling into 5 and 9</td>
<td>State Placement Test</td>
<td>CBT</td>
<td>Open Window</td>
</tr>
<tr>
<td>K-12</td>
<td>ELPS</td>
<td>CBT</td>
<td>Open Window</td>
</tr>
</tbody>
</table>

### NATIONAL AND INTERNATIONAL ASSESSMENTS (SELECTED SCHOOLS)

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>ASSESSMENT</th>
<th>DELIVERY</th>
<th>TEST DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4, 8, 12</td>
<td>NAEP</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**KEY**

**ACT:** American College Test  
**AP:** Advanced Placement, depends upon courses offered  
**CBT:** Computer Based Test  
**CLEP:** College Level Examination Program, depends upon courses offered  
**ELPS:** English Language Proficiency Screener  
**ELPT:** English Language Proficiency Test  
**NAEP:** National Assessment of Educational Progress  
**Open Window:** A flexible range of days with a deadline for use in accountability  
**PBT:** Paper Based Test  
**Window:** A flexible range of days during which school systems or schools may choose the time and date(s) for assessment scheduling
TOPS (Taylor Opportunity Program for Students)

https://www.osfa.la.gov/tops_mainlink.html

TOPS is a program of state scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities.

The four different award components of the TOPS Program are:

- TOPS Opportunity Award
- TOPS Performance Award
- TOPS Honors Award
- TOPS Tech Award

Questions:

E-mail: custserv@la.gov
Telephone: 1-800-259-5626
Write LOSFA (Louisiana Office of Student Financial Assistance) at:
P.O. Box 91202
Baton Rouge, LA 70820-9202
# TOPS Core Curriculum

For the Opportunity, Performance and Honors Awards
For High School graduates of 2018 and thereafter

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH—4 Units</td>
<td></td>
</tr>
<tr>
<td>1 Unit</td>
<td>English I</td>
</tr>
<tr>
<td>1 Unit</td>
<td>English II</td>
</tr>
<tr>
<td>1 Unit from the following:</td>
<td>English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)</td>
</tr>
<tr>
<td>1 Unit from the following:</td>
<td>English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)</td>
</tr>
<tr>
<td>MATH—4 Units</td>
<td></td>
</tr>
<tr>
<td>1 Unit</td>
<td>Algebra I</td>
</tr>
<tr>
<td>1 Unit</td>
<td>Geometry</td>
</tr>
<tr>
<td>1 Unit</td>
<td>Algebra II</td>
</tr>
<tr>
<td>1 Unit from the following:</td>
<td>Algebra III; Advanced Math- Functions and Statistics, Advanced Math- Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL</td>
</tr>
<tr>
<td>SCIENCE = 4 Units</td>
<td></td>
</tr>
<tr>
<td>1 Unit</td>
<td>Biology I</td>
</tr>
<tr>
<td>1 Unit</td>
<td>Chemistry I</td>
</tr>
<tr>
<td>2 Units from the following:</td>
<td>Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II, AP Chemistry, or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II; AP Physics I and AP Physics II; Biology II, AP Biology, or IB Biology II</td>
</tr>
<tr>
<td>SOCIAL STUDIES = 4 Units</td>
<td></td>
</tr>
<tr>
<td>1 Unit from the following:</td>
<td>U.S. History, AP U.S. History, or IB U.S. History</td>
</tr>
<tr>
<td>1 Unit from the following:</td>
<td>Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States</td>
</tr>
<tr>
<td>2 Units from the following:</td>
<td>Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, or AP Microeconomics</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE = 2 Units</td>
<td></td>
</tr>
<tr>
<td>Foreign Language, both units in the same language, which may also include the following AP and IB courses: AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture, AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, and IB Spanish V</td>
<td></td>
</tr>
<tr>
<td>ART = 1 Unit</td>
<td></td>
</tr>
<tr>
<td>Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III, and IV; Talented Art I, II, III, and IV; Talented Music I, II, III, and IV; Talented Theater Arts I, II, III, and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music Theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design I; IB Art Design IV; IB Theatre I or Drafting</td>
<td></td>
</tr>
<tr>
<td>TOTAL = 19 Units</td>
<td></td>
</tr>
</tbody>
</table>

*Please see reverse side for core (substitute) equivalents to the TOPS Core Curriculum*
<table>
<thead>
<tr>
<th>Core Curriculum Course(s)</th>
<th>Recently Approved Equivalent (Substitute) Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I, Geometry, and Algebra II</td>
<td>Integrated Mathematics I, II and III</td>
</tr>
<tr>
<td>Art</td>
<td>Media Arts I-IV; Photography I, Photography II, and Digital Photography</td>
</tr>
<tr>
<td>Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or Math Methods IIB (Mathematical Studies SL); Calculus, AP Calculus AB, or Math Methods II IB (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL</td>
<td>AP Computer Science A</td>
</tr>
<tr>
<td>Biology II</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics, Economics, AP Macroeconomics, or AP Microeconomics</td>
<td>AP Psychology</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Mandarin Chinese I-IV</td>
</tr>
<tr>
<td></td>
<td>Hindi I-IV</td>
</tr>
<tr>
<td></td>
<td>Portuguese I-IV</td>
</tr>
<tr>
<td></td>
<td>Vietnamese I-IV</td>
</tr>
</tbody>
</table>

1 **GIFTED COURSES:** Any core curriculum course that is taken by a student who has been identified as gifted pursuant to State Board of Elementary and Secondary Education (BESE) policy and that is taken in fulfillment of the student's Individualized Education Plan shall be considered a "Gifted Course" and shall fulfill the core curriculum.

Beginning with students entering the 9th grade in 2014-2015 and graduating in the 2017-2018 school year and thereafter, the calculation of the TOPS Core Curriculum grade point average (GPA) will use a five- (5.00) point scale for grades earned in certain designated Advanced Placement (AP) courses; International Baccalaureate (IB) courses; Gifted courses; Dual Enrollment courses, Honors courses and Articulated courses offered for college credit by the Louisiana School for the Math, Science and the Arts used to complete the TOPS Core Curriculum. The courses currently designated to be calculated on the 5.00 point scale can be viewed at [https://www.osfa.la.gov/5scale](https://www.osfa.la.gov/5scale). For the designated courses, five quality points will be assigned to a letter grade of "A", four quality points will be assigned to a letter grade of "B", three quality points will be assigned to a letter grade of "C", two quality points will be assigned to a letter grade of "D", and zero quality points will be assigned to a letter grade of "F". Note that students earning credit in courses graded on the five (5.00) point scale may earn a grade point average on the TOPS Core Curriculum that exceeds 4.00.

This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statute.
# TOPS Tech Core Curriculum

For the TOPS Tech Award – JumpStart Curriculum  
For High School graduates of 2018 and thereafter  
Students may also qualify for the TOPS Tech Award by completing the TOPS Core Curriculum for the Opportunity, Performance and Honors Awards

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Unit</td>
<td>English I</td>
</tr>
<tr>
<td>1 Unit</td>
<td>English II</td>
</tr>
<tr>
<td>2 Units</td>
<td>English III, English IV, AP or IB English courses, Business English, Technical Writing, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education.</td>
</tr>
<tr>
<td>1 Unit</td>
<td>Algebra I; or both Algebra I, Part 1 and Algebra I, Part 2; or an applied or hybrid algebra course</td>
</tr>
<tr>
<td>3 Units</td>
<td>Geometry, Algebra II, Math Essentials, Financial Literacy, Business Math, Algebra III, Advanced Math -Functions and Statistics, Advanced Math - Pre-Calculus, Pre-calculus, or comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by the State Board of Elementary and Secondary Education. Integrated Mathematics I, II, and III may be substituted for Algebra I, Geometry, and Algebra II, and shall equal three mathematics credits</td>
</tr>
<tr>
<td>1 Unit</td>
<td>Biology</td>
</tr>
<tr>
<td>1 Unit</td>
<td>Chemistry I, Earth Science, Environmental Science, Agriscience I and Agriscience II (both for one unit), Physical Science, Physics, or AP or IB science courses</td>
</tr>
<tr>
<td>1 Unit</td>
<td>U.S. History, AP U.S. History, or IB U.S. History</td>
</tr>
<tr>
<td>1 Unit</td>
<td>Civics, Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States</td>
</tr>
<tr>
<td>9 Units</td>
<td>In Jump Start course sequences, workplace experiences, and credentials. A student shall complete a regionally designed series of Career and Technical Education Jump Start coursework and workplace-based learning experiences leading to a statewide or regional Jump Start credential. This shall include courses and workplace experiences specific to the credential, courses related to foundational career skills requirements in Jump Start, and other courses, including career electives, that the Jump Start regional team determines are appropriate for the career major.</td>
</tr>
</tbody>
</table>

**TOTAL: 21 units**

*This core curriculum is accurate as of the date of publication and includes courses listed in TOPS statute and those determined to be equivalent by the La. Board of Regents and BESE.*

Louisiana Office of Student Financial Assistance  
A program of The Board of Regents  
(800) 259-5626  
custserv@la.gov  www.osfa.la.gov  
P.O. Box 91202, Baton Rouge, LA 70821-9202  Updated: 10/01/2018
Student Use of Electronic Telecommunication Devices

A. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system in any public elementary or secondary school building during the academic school day unless authorized to use by the teacher or principal for academic purposes under the Bring Your Own Device policy.

B. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus unless the device is maintained in the silent mode; if a student's use of a cellphone is disruptive, the bus operator may require that the student(s) refrain from using the cellphone.

C. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

A student who violates this policy may be disciplined in accordance with policy JG, policy GBN or any other applicable policy. School administrators shall, however, be allowed to hold a device for up to three (3) days with a parent return when the administrator deems it appropriate for violations of policies.

Adopted: September 16, 2003
Amended: August 17, 2004
Amended: December 18, 2007
Amended: August 18, 2009
Amended: June 16, 2015

LSA R.S. 17239
La Attorney General Opinion No. 03-0351
La House Concurrent Resolution No. 172 of 2004


The Caddo Parish School Board is pleased to offer students access to a computer network for electronic educational resources and the Internet. To gain access to these electronic services and the Internet, all students must obtain parental permission as verified by the signatures on the form on page 1. Should a parent prefer that a student not have such access, use of the computers is still possible for more traditional purposes such as educational software or word processing.

What is possible?

Access to networked electronic resources on the Caddo Public School Intranet or the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange class communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use all networked electronic resources for constructive educational goals, students may find ways to access other materials.
We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

**What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. Caddo Parish School Board policies for student behavior and discipline, as well as general school rules for behavior and communications, apply. It is expected that users will comply with district policies and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the district's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

**What are the rules?**

**Privacy**

Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly. Students should never disclose any personal or contact information about themselves or any other person.

No individual student shall be permitted to have an e-mail account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail.

**Storage Capacities**

Students are expected to remain within allocated disk space and delete other material that takes up excessive storage space. Illegal copying-Students should never download or install any commercial software, shareware, or freeware onto network drives or disks unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

**Electronic Communications between Employees and Students at their Schools** (GBN PolicyGBN-R)

If an employee believes that it is necessary to electronically communicate with a student enrolled at the school where he/she works, the employee shall follow the rules:

**A. Definitions:**

The employee shall mean any person employed by the Caddo Parish School Board.
The student shall mean any person who attends school within Caddo Parish Public Schools. School for the purposes of this policy shall mean the facility where both the employee is assigned and the student receives instruction.

Electronic Communications shall mean the multiple means available for making such contacts, including those that facilitate direct communication, including but not limited to voice or text-based telecommunication devices, or both, and computers, and those that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks (Facebook, Instagram, Twitter, etc.).

B. Use of Caddo Parish School Board Equipment for Electronic Communications and Special Use of Personal Electronic Equipment.

All electronic communications by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use means provided by or otherwise made available by the school system for educational purposes. The CPSB recognizes the limitations of its communication system and the convenience associated with Employees utilizing their own personal electronic communication devices for relaying information and assignments to their students. The CPSB allows its employees to use their own personal electronic communication devices for communications between the employee and the employee's students if the communications are for an educational purpose and the communication is timely reported to the building administrator. The CPSB prohibits the use of electronic communications between employees and students for a purpose not related to educational services.

C. Reporting

The occurrence of any electronic communication made by an employee at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using a means other than one provided by the school system shall be reported by the employee to the building administrator within one week (1) of the communication. Records of any such reported communication shall be maintained by the building administrator for a period of at least one year.

D. Failure to Comply

If an employee violates this policy, the employee will be subject to disciplinary action up to and including termination of employment.

E. Violations of Policy Investigation

Violations of this policy shall be investigated and acted upon in accordance with Policy JGA-R -- Impermissible Corporal Punishment.

F. Notification to Parent

This policy shall be published on the Caddo Parish School Board website and annually in the student handbook. A parent or other person responsible for a child's school attendance may request that the child is not contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.
G. Policy Publication

This policy shall be published on the Caddo Parish School Board website, at the Central office, at all school sites and annually in the student handbook.

H. Mandatory Reporting

Notwithstanding this policy, nothing in this policy shall prohibit or deter the employee's mandatory reporting duties for abuse/neglect as provided under CPSB policy JO-R, state, and/or federal law.

Adopted November 17 2009 Revised December 15 2009 LegalReferences: LSA RS 17:810
PURPOSE

Caddo Parish School Board (CPSB) is committed to creating a 21st-century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. As part of this vision, CPSB is now allowing students to access our filtered wireless network using their own technology device (netbooks, laptops, smart phones, and tablets) for personal use at the following specified times during the school day: before/after school and in the classroom when specifically permitted by the classroom teacher. Utilization of personal technology devices to enhance learning in the classroom will be encouraged when deemed appropriate for all students in a given classroom, and at the discretion of the teacher. The classroom teacher must specifically authorize utilization of personal devices, otherwise, devices must remain off and put away.

Many CPSB teachers and their students utilize Teacher Web, Edmodo, Google Applications and other online resources for personal productivity and academic purposes. Allowing the use of personal technology devices will facilitate timely accessibility for these users to their resources, enhancing the opportunity for productivity and success. Principals are required to have copies of lesson plans or instructional material that utilize these online resources.

While users may operate their own device to access the Internet, they must do so by placing their device in Airplane Mode and utilizing the CPSB’s filtered wireless connection. Users of CPSB wireless network have filtered Internet access just as they would on a district-owned device. The use of private (3G/4G) network access on school grounds is strictly prohibited. Users may not disable, override or circumvent district technology filters and protection measures.

AVAILABILITY OF ACCESS

Students may bring their own technology device (BYOD) to school campuses. Access to CPSB electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the system and shall agree in writing to comply with such regulations and guidelines. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct (Policy JG), as well as all Board policies, particularly Network Acceptable Use and Internet Safety (Policy GBN/JP).

Furthermore, the student and parent must agree to the following conditions:

The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.

The technology must be in silent mode while on school campuses and while riding school buses.
The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
The student complies with teachers' request to shut down the device or close the screen.
The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
The student understands that bringing on-premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the acceptable use policy and will result in disciplinary actions.
The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the acceptable use policy and will result in disciplinary actions.
The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
The student realizes that printing from personal technology devices will not be possible at school.
The student and parent submit the signature page of this agreement.

Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate CPSB policies. Students and parents agree that devices that are used in violation of school board policy shall be relinquished to school administrators and held for up to 3 days, only to be returned to the parent or guardians.

Violations may result in criminal prosecution as well as disciplinary action by CPSB.

WIRELESS INFORMATION

When a student brings his/her own technology device onto the campus, it is mandatory that these devices are placed in Airplane Mode and utilize the CPSB filtered wireless network for students, only! Once on the CPSB network, all users will have filtered Internet access on their personal equipment in compliance with the Children's Internet Protection Act (CIPA), just as they would on district devices.

Parent and Student Signature Page for Participation in B.Y.O.D.

Any parent permitting their child to use a personally owned technology device in accordance with this agreement on CPSB property, must read, sign, and return this agreement to the school.

1. The student is responsible for keeping his or her device in their possession securing it, at all times. CPSB personnel is not responsible for the security or condition of a student's personal devices.
2. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.
3. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Students cannot charge devices at school.
4. CPSB reserves the right for an administrator to confiscate and/or inspect personal technology devices if there is a reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.

5. The student must comply with the teachers' request to refrain from using a device, verify/display the device screen, or to power down (turn off) the device.

6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a district faculty member.

7. The student should only use personal technology devices with the consent and under the direct supervision of a district faculty member.

8. The student may not use personal electronic devices at any time in locker rooms, restrooms, and administrative offices.

9. The student is required to place their device in Airplane Mode and utilize CPSB filtered wireless network connection to access the Internet and will not attempt to bypass the network restrictions by using the 3G or 4G network.

10. The device must be in silent mode while on school campuses and while riding school buses.

11. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.

12. Violations of school board policy may result in the device being relinquished to school administrators and being held for up to 3 days, only to be returned to the parent or guardian.

Student Responsibility

I understand and agree to abide by the BYOD agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

Parent Responsibility

As a parent, I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with him/her and they understand the responsibility they have while using their personal devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.

Caddo Parish School Board
The Caddo Parish School Board shall provide employees and students with access to the district's electronic communication system. Electronic communication system shall be defined as the district's hardware and software components necessary to achieve connectivity and communicate between telephones, servers and workstations, the application programs that reside on those servers and workstations that are executed by users, the files created by those application programs or users, the files downloaded or copied by users, the Internet and or any other networks accessed via the district's electronic communication system which shall be referred to as the Caddo Public Schools Network (CPSN).

Network resources shall be provided for educational purposes and to carry out the legitimate business of the school district. The term educational purposes include classroom activities and assignments, directed student research, interpersonal communication, professional development, collaborative projects, and dissemination of successful educational practices, methods, and materials. The School Board expects all employees, students, School Board members, and any other users, who use computing and network resources of the School Board, including electronic mail and telecommunication tools, to apply them in appropriate ways to the performance of responsibilities associated with their positions and assignments. The School Board directs the Superintendent or authorized designee(s) to specify those behaviors that are permitted and those that are not permitted as well as disseminate appropriate guidelines for the use of technology resources.

INTERNET SAFETY

In compliance with the Children's Internet Protection Act, the School Board shall use a technology protection measure that blocks and/or filters Internet access to Internet sites which contain harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing material or information, or sites that may contain information on the manufacturing of bombs or incendiary devices. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized individual for bona fide research purposes with the permission of the Superintendent or authorized designee(s). This disabling is permissible only for a student seventeen (17) years of age or older or an authorized employee for the purpose as stated.

The network and Internet user shall be held responsible for his/her actions and activities. Responsibilities include efficient, ethical and legal utilization of network resources.

As a matter of public law, any document pertaining to the public business on a publicly funded system is a public record, and this law applies to records stored on district computers.
INTERNET USAGE

Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The provisions of this policy shall also apply to the use of private e-mail accounts when access is attained using School Board equipment or networks and to access attained through any authorized personal digital device while on School Board property. The Caddo Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

ACCOUNTABILITY

Faculty and staff use of school computers or the Internet shall be reserved for educational purposes and the conducting of business aspects of the school system. All personnel using school computers or a computer network located on school property, or computers accessing the Internet shall be accountable for their use. Teacher or class files on the network shall be treated as district property subject to control and inspection by School Board personnel. Access codes or passwords shall be kept on file in a secured location by the principal or his/her designee in case an inspection is warranted. Use of the Internet, the CPSN, and/or any computers shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the CPSN and computers.

The School Board does not condone any illegal or inappropriate activities and shall not be responsible for such use by staff. The School Board does not guarantee the right to use the Internet and reserves the right to suspend or terminates the privilege of any individual at its sole discretion without notice, cause, or reason. Failure to adhere to these regulations may result in the loss of computer privileges, access to the Internet and electronic mail account and may result in further disciplinary action up to and including termination. Furthermore, any activity that may be in violation of local, state, or federal laws shall be reported to the appropriate law enforcement agency.

Access to the information resources infrastructure, sharing of information, and security of intellectual products, all require that each and every user accept responsibility to protect the rights of the community. Any materials or files, such as, but not limited to, lesson plans, schedules, letters, memos, documents, programs, spreadsheets, databases, and/or presentations created with Caddo Parish School Board equipment and/or facilities, or during periods for which the employee is compensated by the School Board becomes the intellectual property of Caddo Parish School Board. Any employee of the School Board who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures any School Board information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security within which members of the CPSN may

Caddo Parish School Board
FILE: EFA
Cf: EFB, IFBGA

create intellectual products and maintain records, and has engaged in the unethical and unacceptable behavior.

Users shall be responsible for the content of e-mail messages in their account. Communications on the CPSN should be viewed as public in nature. E-mail is not a confidential medium for transmitting personal messages. School Board administrators may at any time review communications to maintain integrity system-wide and ensure that staff members are using the system responsibly. The School Board shall have access to all e-mail, which may be routinely and randomly checked. Inappropriate or profane messages, as well as messages that disrupt the educational and administrative goals of the School Board, may result in loss of privileges and/or disciplinary action. Messages relating to, or in support of, illegal activities may be reported to the appropriate authorities. The School Board shall cooperate fully with any local, state, or federal officials in any investigation concerning or relating to any mail transmitted on School Board computers.

Accordingly:

1. E-mail shall not be left on the server. Users shall be expected to remove old messages on their computers in a timely fashion (monthly) and School Board administrators shall be authorized to remove such messages if not attended to regularly and properly by the user.

2. E-mail chain letters and joke lists shall be expressly forbidden and should immediately be deleted.

An employee who encounters a problem with a School Board computer, the School Board's network or his/her assigned e-mail accounts, shall immediately report the problem to the Superintendent or his/her designee. Anyone witnessing an employee or student abusing a School Board computer and/or the School Board's network shall report such information immediately to the Superintendent or his/her designee.

UNAUTHORIZED AND ILLEGAL USE

While using School Board computers and the technology network, faculty and staff shall not be under direct supervision but shall abide by School Board policy and administrative regulations and procedures governing the use of School Board computers and the CPSN.

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

Use of the CPSN for any illegal activities shall also be prohibited. Illegal activities may include but are not limited to: (a) tampering with computer hardware or software, (b)

Caddo Parish School Board
unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

SECURITY

Teachers and other personnel who have computers in their charge shall be responsible for the security of those computers in terms of both hardware and software. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the network or access the Internet.

Employees should not allow others to have access to or use their e-mail accounts or disclose their, or others' passwords. All employee passwords shall be on file with the employee's immediate supervisor. Should a password be changed, the employee shall notify their supervisor immediately.

Employee's e-mail accounts shall not be readily accessible by students.

REGULATIONS

Use of CPSN and Internet

The following regulations, terms, and conditions for the use of computers and other technology equipment and Internet resources shall not be all-inclusive, but only representative and illustrative. A user who commits an act of misconduct or inappropriateness which is not listed may also be subject to disciplinary action or suspension, or termination, or be subject to appropriate criminal or civil prosecution. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

1. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications shall not be utilized for unauthorized disclosure, inappropriate contact with employees or students, use and dissemination of personal identification or confidential information regarding any student or employee.

A. Employees shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing, or considered inappropriate by School Board standards.

B. Employees shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying unnecessary

Caddo Parish School Board
letters to large numbers of people.

2. The Caddo Parish School Board reserves the right to review any stored record files or programs to which users have access and shall edit or remove any material which the School Board, through its Superintendent, or his/her designee, believes is in violation of its policies and procedures. As a user of the School Board's technology and networks, including but not limited to the Internet, the user shall consent to the monitoring, access, and review by the Superintendent or his/her designee of any stored electronic communications, including but not limited to e-mail transmission.

3. Any software not created by the user shall be considered as copyrighted. A user shall not copy or distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws or the license concerning computer software, documentation or other tangible assets.

4. The user shall not install any software without consent from the appropriate supervisor.

5. In consideration for the privilege of using the system, the user shall release the Caddo Parish School Board from all claims arising from the use/inability to use the technology systems and networks.

6. The user shall agree to indemnify the Caddo Parish School Board for any loss suffered by the School Board for any improper use of the School Board's technology network and to compensate anyone harmed by its improper use.

7. The information provided by the technology systems and networks shall be offered as a service and shall not be a substitute for individual professional consultation.

8. The proper use of any user 10/password that may be assigned is the ultimate responsibility of the individual whose name it has been assigned. User ID's and passwords shall not be shared under any circumstances.

9. The use of technology is a privilege that may be revoked at any time for any violation of laws, policies, regulations or procedures. The Superintendent shall decide what is inappropriate use and such decision shall be final. Such violations would include, but not be limited to,

A. submits, publishes, or displays on School Board owned or maintained resources any material that is illegal, defamatory, inaccurate, abusive, violent, profane, sexually oriented, racially offensive, obscene, encourages the use of controlled substances, or is otherwise offensive to users,
B. violates such matters as institutional or third party copyright, license agreements, and other contracts,

C. interferes with the intended use of electronic information resources,

D. seeks to gain or gains unauthorized access to information resources,

E. uses or knowingly allows another to use any computer, network, system, program, or software to conduct any commercial or personal business or activity, or solicit the performance of any activity which is prohibited by law,

F. uses or knowingly allows another to use any computer, network, system, program, or software to devise or execute any artifice or scheme to defraud or obtain money, property, services, or other things of value by false pretenses, promises, or representations,

G. uses or knowingly allows another to use any computer, network, system, program, or software for commercial purposes, product advertisement, solicitation of other staff or students to use goods or services, or political lobbying,

H. without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with, the integrity of computer-based information, the CPSN, and/or information resources,

I. without authorization, engages in the use of real-time conference features (talk/chat/internet relay chat),

J. without authorization utilizes newsgroups,

K. without authorization, utilizes guest books allowing comments on their web site,

L. engages in the unbridled and open-ended use of the network in terms of access time, performing activities that limit, waste, or prevent other users from accessing finite resources,

M. refuses to develop, implement, or maintain security procedures that ensure the integrity of individual and institutional files,

N. uses or knowingly allows another to use any computer, network, or system to contact by electronic means any student or employee that would be considered unacceptable in content by a reasonable person.

10. No personal or student information which is protected by the Family Education

Caddo Parish School Board
Rights and Privacy Act shall be disseminated on or through the School Board's technology systems and networks, including but not limited to the Internet.

Use of E-Mail and Voice Mail

The Caddo Parish School Board, as a courtesy, may provide electronic mail (e-mail) to its employees and students and telephone voice mail access to its employees. These communication systems shall be considered the property of the School Board and shall be subject to monitoring at any time, with or without notice, at the sole discretion of the Superintendent or his/her designee. Accordingly, regulations for participation by anyone using e-mail or voice mail shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.

2. No individual student shall be given an e-mail account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.

3. No CPSN user shall be permitted to engage into any form of "Instant Message Services" such as chat rooms, etc. via the CPSN.

4. No CPSN user shall engage in unauthorized access, including so-called "hacking" and other unlawful activities via the CPSN.

5. No CPSN user shall disclose, use, and disseminate any personal information regarding himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.

6. No CPSN user shall post contact information (e.g. address, phone number) about himself or herself or any other person via the CPSN except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher.

7. Threatening, profane, abusive or any messages that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material shall be forbidden.

8. Any messages that are derogatory, de base, obscene, or otherwise inappropriate for the school or workplace shall be forbidden. The content of these messages shall include but not limited to remarks about an individual, group or
organization's race, age, disability, religion, national origin, physical attributes or sexual orientation.

9. The policies of the School Board concerning discrimination, sexual harassment, threats, and workplace violence apply in full to e-mail, voice mail, Internet or other network use.

10. The e-mail and voice mail systems are intended for educational and business use and the School Board reserves the right to review, audit, and disclose all matters sent or retrieved over the CPSN or placed into its storage.

11. All communications sent in an e-mail or voice mail via CPSN may not disclose any confidential or proprietary School Board information. With proper permission from the Superintendent or his/her designee, employees may send selected information in an encrypted form.

DISCIPLINE AND DUE PROCESS

Compliance with this policy shall be a condition of employment. Any employee who violates this policy shall be subject to disciplinary action that may include up to and including employment termination.

All Caddo Parish public schools shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through CPSN.

The results of any investigation conducted under this policy shall be considered admissible evidence in any proceeding related to workers' compensation or claims for unemployment compensation and in any other administrative proceeding, hearing or civil litigation when the inappropriate use of CPSN or computers is relevant. Action to discipline/terminate an employee under this policy shall be subject to any due process hearing that may be required by law and/or School Board policy.

CPSN TERMS AND CONDITIONS

The CPSN shall only be used for lawful purposes. Unlawful transmission of information or material in violation of Federal and/or State laws could lead to the prosecution of an individual or individuals responsible for the unlawful action. The user shall abide by the provisions of this policy and shall be held responsible for any unethical or illegal activity. Any violation of this policy may mean the loss of online privileges and/or disciplinary measures by the Superintendent and/or School Board. Any inappropriate activity by the user that constitutes a criminal offense shall be the legal responsibility of the user and not the school, school district, or School Board.

Caddo Parish School Board
The Caddo Parish School Board technology network (CPSN) and the computer system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School Board warrant that the technology network and any components shall be uninterrupted or error-free, nor that defects shall be corrected.

The School Board shall not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or no deliveries of information or materials, regardless of the cause. The School Board shall not be responsible for the accuracy or quality of any advice, service, or information obtained through or stored on school district computers and technology network. The School Board shall not be responsible for financial obligations arising through unauthorized use of the School Board technology network or the Internet.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School Board.

The School Board shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School Board's computer systems and networks.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Caddo Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee of the Caddo Parish School Board to any student enrolled in a school under the jurisdiction of the Caddo Parish School Board, shall use a means provided by or otherwise made available by the school system for this purpose. All such communication shall be relative to the educational services provided to the student. The School Board shall prohibit the use of any means to electronically communicate with a student that is not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

The School Board recognizes the limitations of its communication system and the convenience associated with employees utilizing their own personal electronic communication devices for relaying information and assignments to their students. The School Board shall permit its employees to use their own personal electronic communication devices for communications between the employee and the employee's students, provided the communications are for an educational purpose and the communication is timely reported to the building administrator.

Any electronic communication made by an employee at any Caddo Parish public school to a student enrolled at any school under the jurisdiction of the Caddo Parish School Board or that is received by an employee at any Caddo Parish public school from a student enrolled at any Caddo Parish public school using a means other than one provided by or made available by the school system shall be reported by the employee, in a manner deemed appropriate by the School Board, to the building administrator within one (1) week of the communication. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

Caddo Parish School Board
DEFINITIONS

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. 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 photonic system and pertains to both personal and School Board issued devices.

2. *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.

3. *Computers* – pertains to any and all computers.

4. *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.

5. *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 employee, 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 between employees and students.

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 any school employee unless the purpose of such communication is directly related to the child’s educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Caddo Parish School Board to make all employees and students...
aware of the expectations and procedures of the school system and the School Board in regard to 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 the school system, employees must report to their supervisor at the first opportunity available, any student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

Violations

1. Any violation of this policy shall be immediately investigated by the employee's supervisor, in accordance with School Board policy. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

2. The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.

3. All information of the investigation shall be provided to the Superintendent and the appropriate Director of Human Resources by the supervisor.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment.

MANDATORY REPORTING

Nothing in this policy shall prohibit or deter the mandatory reporting requirements in cases of suspected abuse/neglect as provided for in policy JGCE, Child Abuse, state, and/or federal law.

Adopted: February 21, 2017
STUDENT RECORDS

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Limited access to student records may also be granted certain school officials and others as outlined in this policy. Any access to or disclosure and release of student information shall be in accordance with federal and state law and regulations. Nothing in this policy is intended to prohibit students whether under the age of 18 years or not from taking tests, performing tasks as required by teachers or administration or performing assignments that necessarily provides them access to their student records.

DEFINITIONS

1. **Aggregate data** shall be defined as, for purposes of this policy, statistics and other information that relate to broad classes, groups, or categories from which it is not possible to distinguish the identities of individuals.

2. **Disclosure** shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

3. **Educational records** shall be defined as records which are directly related to a student and are maintained by the School Board or school by a person acting for the School Board or school. Excluded from the term **educational records** are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.

4. **Legitimate educational interest** shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know.

5. **A parent or legal guardian** shall mean a student's parent, legal guardian, or another person responsible for the student.

6. **Personally identifiable information** shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:

   A. Any information that can be used to distinguish or trace an individual's
identity such as full name, social security number, date, and place of birth, mother's maiden name, or biometric records.

B. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.

C. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

7. *School official* shall be defined as an administrator, supervisor, principal, support staff, or any person employed by or under contract to the School Board, or authorized volunteer, to perform a function or service on behalf of the School Board.

**ACCESS TO RECORDS**

In addition to the parent, legal guardian, or student (if the student is eighteen (18) years of age or over) access to student records may only be provided with proper authorization in accordance with the following:

1. A person employed in a public school or other person authorized by the Superintendent may be provided or have access to a student's records.

2. Any person who is authorized by state law or the Superintendent to access a student's records on a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access. Failure to maintain the confidentiality of such information shall be punishable as provided in La. Rev. Stat. Ann. §17:3914.

3. Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of the School Board shall authorize access to such a computer system to any person or public or private entity except as authorized below.

A. The following persons may access a public school computer system on which student information for students at a particular school is stored:

   (1) A student who has reached the age of eighteen (18) or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. Such access shall be limited to information about the student. A student who has reached the age of eighteen (18) or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
(2) A teacher of record. Such access shall be limited to information about his/her current students.

(3) The school principal and school registrar.

(4) A School Board employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.

(5) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the School Board would otherwise provide.

(6) A person authorized by the state to audit student records.

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

(1) The Superintendent.

(2) A School Board employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.

(3) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.

(4) A person authorized by the state to audit student records.

(5) A public or private entity with whom the School Board has contracted for student and other educational services. Pursuant to such a contract, student information, including personally identifiable information and cumulative records, may be transferred to computers operated and maintained by the entity for such purpose. Such a contract shall be in accordance with the requirements of La. Rev. Stat. Ann. §17:3914.

4. Persons permitted access to a student's records shall only have access to those education records in which they have a legitimate educational interest. Proper administrative regulations and procedures shall be maintained to ensure compliance with this provision.

5. The School Board shall maintain a record of each request for access to, and each
disclosure from, records of each student in accordance with federal regulations. The School Board shall maintain such a record with the education records of the student for as long as the records are maintained.

DISCLOSURE OF STUDENT INFORMATION

No official or employee of the School Board shall provide personally identifiable student information to any member of the School Board or to any other person or public or private entity, except such an official or employee may, in accordance with applicable state and federal law:

1. Provide a student's identification number and aggregate data to the School Board, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE) solely for the purpose of satisfying state and federal reporting requirements.

2. Provide to the Louisiana Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student.

3. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in La. Rev. Stat Ann. §17:3914.


With limited exception as allowed by state or federal law or regulation, any redisclosure and/or release of personally identifiable information shall require a legitimate educational interest of the recipient.

Release of Student Information

1. In accordance with federal statutory provisions, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school
students, unless parents have specified that such information not be released to such recruiters.

2. In accordance with La. Rev. Stat. Ann. §17:112, the principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records, if applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.

3. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian, and students are notified in advance.

4. Once the parent, guardian, or student of majority age has granted permission for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914, such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid.

5. The School Board may disclose personally identifiable information from student records to appropriate parties, including the parents of a student 18 years old or older, in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

6. The School Board and employees may disclose education records or information from education records, without the consent of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:

A. Disclosure of education records or information from education records shall only be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.

B. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.

C. The officials to whom the records or the information are disclosed shall
certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.

D. Any other provisions necessary to comply with federal law or rules.

A record of all authorizations for release of information shall be maintained by the School Board and all such authorizations shall be included in the student's records.

REVIEW OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians, or any student eighteen (18) years of age or older. Parents and students shall be given notification of their right to review the student records.

Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent.

2. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal maintaining those records within the school system no more than forty-five (45) days after the date of receipt of the request.

The parent, the legal guardian or student, if the student is eighteen (18) or over, shall, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the parent, legal guardian, or student if 18 or older, may request a hearing.

3. If, as a result of the hearing, the School Board decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:

A. Amend the record accordingly; and
B. Inform the parent or eligible student in writing.

If, as a result of the hearing, the School Board decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School Board or both.
4. The hearing shall be held within a reasonable time after receipt of the request for the hearing from the parent or eligible student.

The hearing shall be conducted by the Superintendent. At the hearing, the parent or student eighteen (18) or over shall be given a full and fair opportunity to present evidence relevant to issues raised. The parent or student may, at his/her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

The Superintendent shall make his/her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision. The decision shall be communicated to the school and parent in writing within ten (10) working days following the date of the hearing.

INTERAGENCY INFORMATION SHARING AGREEMENTS

Caddo Parish School administration is authorized to enter into interagency sharing agreements as authorized by La. Children's Code art. 541 et. seq. provided the agreement includes the specific data to be shared among agencies, the person or persons allowed by each party to have access to the other party’s data, and the security arrangements between parties to ensure the protection of the data from unauthorized access that may threaten the privacy of persons and the confidentiality of the data. The agreement shall be in writing and shall be provided to the court exercising juvenile jurisdiction and to each agency involved in the treatment, care, and rehabilitation of the child.

DESTRUCTION OF STUDENT RECORDS

All student records shall be destroyed by shredding under the supervision of the Caddo Internal Auditor on or after the nineteenth (19th) birthday of regular education students and the twenty-second (22nd) birthday of special education students. All closed distribution, copyrighted test protocols of special education students shall be destroyed every three (3) years upon completion of the state-mandated reevaluation. Parents may request and receive these records (except for copyrighted test protocols) before they are destroyed.

The following Education and Health Records shall not be destroyed:

1. Records on which there is an outstanding request to inspect and review;

2. Explanations resulting from hearings on challenged content or education records are being maintained in the record.
INFORMATION ALLOWED TO BE SHARED PURSUANT TO LA. REV. STAT. ANN. §17:3914(H)

The School Board recognizes that there is certain student information that is inherently a part of the educational process that will necessarily result in third parties being privy to information while students are being educated such as classroom participation which necessarily allows other students to hear the responses of other students. Also, students may be otherwise used during the educational process. The School Board therefore declares that the superintendent may allow the disclosure of student information within and around its facilities in order to facilitate the educational process.

The School Board also finds that the sharing of the following student information furthers a legitimate educational purpose as provided for in La. Ag. Opinion No. 15-0103 dated July 29, 2015, and a parent or student who has reached the age of eighteen (18) years may authorize the disclosure:

- student participation in various school-sanctioned extracurricular activities, sports, organizations or clubs;
- student participation in programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
- student authorization and utilization of online resources and educational tools;
- for student participation in the yearbook, school photography, or other publications containing school directory information; and
- student receipt of various awards and honors.

The superintendent shall require parental authorization for disclosure as necessary. Parental or student participation in the various programs as offered shall be deemed authorization for disclosure.

ANNUAL NOTIFICATION

All parents/guardians shall be notified annually of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and applicable state law. Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the Caddo Parish School Board.

DIRECTORY INFORMATION

The district may not disclose information simply because it is the type of information that could be put in a directory. The information may be disclosed only if it is in a directory or
publication such as a yearbook or school directory in accordance with FERPA requirements.

Information classified as *directory information* may be disclosed from a student's record without the written consent of the parent or eligible student. *Directory information* has been designated by the School Board to include the student's name, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory-information. A parent or student over the age of 18 years may, however, refuse to have their information placed in a directory or other publication if the directory/publication has not been printed.

Revised: August 18, 2015
Revised: March 20, 2018


Caddo Parish School Board
Section 4: Child Nutrition

The goal of the Caddo Parish Child Nutrition Programs is to serve nutritious, appetizing and affordable meals to our children. Every child has the right to a nutritious breakfast and lunch at the lowest possible price.

All meals served meet patterns established by the U.S. Department of Agriculture. However, if it has been determined by a physician that a special dietary need or a condition that prevents you from eating the regular school meal, your school cafeteria will make any substitutions prescribed by a physician. If a substitution is needed, there will be no extra charge for your meal. If you believe you need substitutions, please contact your physician.

Children need healthy meals to learn. All schools offer healthy meals every school day. **Elementary, middle, schools with 7th-12th grade students and select high schools (see reference below), will receive breakfast and lunch at no cost to the household under the Community Eligibility Program (CEP).** High School students may buy lunch for $2.00 and breakfast for $1.00. Your child may qualify for free or reduced price meals. Reduced price meals are 30 cents for breakfast and 40 cents for lunch. To apply for free or reduced price meals, use the Free and Reduced Price School Meals Application. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the application to the school, or Central Office, room 215. To save time, submit your application online at **www.myschoolapps.com**.

Until your application is processed, lunch money must be provided for your child, **this applies to high school students only.** If you have any questions, please contact Wayne Jackson at 318-603-6337.

**Prepayment System**

MySchoolBucks is an online payment site to make prepayments for meals and extras convenient and easy. With MySchoolBucks, you can add money to your child’s lunch account, view account balances and recent purchases, and set up notifications for upcoming payments. Create an account today by visiting **http://www.MySchoolBucks.com** from your home, office, or on-the-go with the MySchoolBucks mobile app.

*Select High Schools: North Caddo High, Northwood, Southwood, Woodlawn*

Revised 7/22/2019/KL/CNP
Caddo Parish, Child Nutrition Programs announces the continuance of the Community Eligibility Provision (CEP) program under the National School Lunch and School Breakfast Programs for the 2019-2020 school year. All students will be served breakfast and lunch at no charge at the following sites: **NO MEAL APPLICATION REQUIRED.**

<table>
<thead>
<tr>
<th>Arthur Circle Elementary</th>
<th>Caddo Middle Career &amp; Technology</th>
<th>Southern Hills Elementary</th>
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<tbody>
<tr>
<td>Atkins Elementary</td>
<td>Huntington High</td>
<td>Southwood</td>
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<tr>
<td>Donnie Bickham</td>
<td>Judson Elementary</td>
<td>A.C. Steere</td>
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<tr>
<td>Broadmoor Middle</td>
<td>Keithville Elementary-Middle</td>
<td>Stoner Hill Elementary</td>
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<tr>
<td>Caddo Heights Elementary</td>
<td>Midway Professional Development</td>
<td>Summerfield Elementary</td>
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<tr>
<td>Caddo Middle Magnet</td>
<td>Mooretown ECE</td>
<td>Summer Grove Elementary</td>
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<tr>
<td>Cherokee Park Elementary</td>
<td>Mooringsport Elementary</td>
<td>Sunset Acres</td>
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<tr>
<td>Claiborne Elementary</td>
<td>North Caddo Elementary-Middle</td>
<td>Jack P Timmons</td>
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<tr>
<td>J.S. Clark Elementary</td>
<td>North Caddo High</td>
<td>Turner Elementary-Middle</td>
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<tr>
<td>Academic Recovery</td>
<td>North Highland Elementary</td>
<td>University Elementary</td>
</tr>
<tr>
<td>Creswell Elementary</td>
<td>Northside Elementary</td>
<td>Walnut Hill Elementary-Middle</td>
</tr>
<tr>
<td>Eden Garden Fundamental</td>
<td>Northwood High</td>
<td>Booker T Washington High</td>
</tr>
<tr>
<td>Eighty First ECE</td>
<td>Oak Park Microsociety</td>
<td>Werner Park Elementary</td>
</tr>
<tr>
<td>Fairfield Elementary</td>
<td>Pine Grove Elementary</td>
<td>Westwood Elementary</td>
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<tr>
<td>Fair Park Middle</td>
<td>Queensborough Elementary</td>
<td>Woodlawn Academy</td>
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<td>Forest Hill Elementary</td>
<td>Riverside Elementary</td>
<td>Youree Drive Middle</td>
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<tr>
<td>Green Oaks Performing Arts</td>
<td>Shreve Island Elementary</td>
<td>AMI Caddo Kids</td>
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<td>Herndon Elementary-Middle</td>
<td>South Highlands</td>
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<tr>
<td></td>
<td>Southern Hills Elementary</td>
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For additional information please contact: Caddo Parish School Board, Attention: Kaye Lynch, Director, Child Nutrition Programs, 1961 Midway Avenue, Shreveport, LA 71130-2000, 318-603-6341, klynch@caddoschools.org.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
Breakfast and Lunch Prices

COST AND PAYMENT REQUESTS

<table>
<thead>
<tr>
<th></th>
<th>BREAKFAST</th>
<th>LUNCH</th>
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<tbody>
<tr>
<td>STUDENTS</td>
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<td>FULL PRICE</td>
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CHARGES FOR EXTRA ITEMS

<table>
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<tr>
<th>Breakfast</th>
<th>Lunch</th>
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<tr>
<td>With Meal</td>
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<tr>
<td>Entrée $1.00</td>
<td>Meat $1.25</td>
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<tr>
<td>Meat and/or Bread</td>
<td>Dessert .50</td>
</tr>
<tr>
<td>Fruited Yogurt</td>
<td>Vegetable/ Fruit .50</td>
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<tr>
<td></td>
<td>Bread .50</td>
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<tr>
<td></td>
<td>Frozen Novelties .75</td>
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<tr>
<td></td>
<td>Ketchup .10</td>
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<tr>
<td>With or Without Meal</td>
<td>Milk, 8 oz. .50</td>
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<tr>
<td>Juice, 4 oz. .50</td>
<td></td>
</tr>
<tr>
<td>Bottle Water .50</td>
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</table>
2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail: McKinney Veto Office at 318-603-6518 or email: kcapers@caddoschools.org.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: P.O. Box 3200, Shreveport, LA 71130-2000, Attention Mr. Jackson.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Mr. Jackson, P.O. Box 3200, Shreveport, LA 71130-2000 or email him at: wjackson@caddoschools.org immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.myschoolapps.com to begin or to learn more about the online application process. Contact Wayne Jackson, 318-603-6337 or email him at: wjackson@caddoschools.org if you have any questions about the online application.

6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child’s application is only good for that school year and for the first few days of this school year, through September 20, 2019. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

Revised 7/22/2019/KL/CNP
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Kelli Duffield, P.O. Box 32000, Shreveport, LA 71130-200, or call her at 318-603-6318, or email: kduffield@caddoschools.org

10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Wayne Jackson, P.O. Box 32000, Shreveport, LA 71130-2000, or call 318-603-6337 or email him at: wjackson@caddoschools.org to receive a second application.

15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call the Louisiana Department of Children and Family Services: 1-888-524-3578.

Revised 7/22/2019/KL/CNP
If you have other questions or need help, call **318-603-6335**.

Sincerely,

Wayne Jackson

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.
School Bus Conduct and Safety Instructions
Safety Instructions and Behavior Rules for School Bus Riders

School bus transportation is a PRIVILEGE. The safety and welfare of student riders depend on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.

2. Students must BE ON TIME AT THE BUS STOP or loading stations. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if the rider is late. Drivers will NOT STOP for anyone running after a bus.

3. Wait for the bus to come to a COMPLETE stop before trying to get on or off the bus. If a student must CROSS THE ROAD, wait for the DRIVER TO SIGNAL student across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.

4. After boarding the bus, sit down and remain seated until the bus reaches the student's stop. THE DRIVER WILL ASSIGN SEATS and students shall sit in the seats assigned to them.

5. NO fighting, pushing, tripping, kicking, bullying or sexual harassment, etc. will be tolerated on the bus.

6. NO student will be allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.

7. NO loud or boisterous speech, swearing or shouting on the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.

8. DO NOT sit with more than the proper number in one seat.

9. DO NOT extend any part of student's body out of the bus windows.

10. DO NOT throw anything in or out of the bus window. Any damages or costs incurred by a student throwing an object out of the bus will be the responsibility of the student's parents or guardians and not the Caddo Parish School Board.

11. DO NOT eat or drink on the bus.

12. DO NOT bring live animals, reptiles, insects, etc. on the bus.

13. DO NOT bring firearms, knives, explosive devices, firecrackers, glass objects other than eyeglasses, or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.

14. TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.

15. Keep the aisle clear. Personal items should be stored on your lap or under the seat.

16. Keep the bus clean.

17. USE HANDRAILS when boarding or departing the bus.

18. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.

19. In the afternoon, students will be discharged ONLY at their regularly designated stops. If other arrangements must be made, a NOTE OF PARENTAL PERMISSION must be presented to the PRINCIPAL prior to such needed change. The PRINCIPAL will then notify the bus driver in writing. Space must be available on the bus.

19A When a student is Lost of Unsure of their bus stop, they should ALWAYS remain on the bus and Notify the Bus Operator.
20. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by the school administration.

21. The primary focus of the bus driver is to operate the bus safely.

22. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore, the board encourages all students and parents to report inappropriate behavior such as bullying or sexual harassment to the bus driver or an administrator at the school immediately.

23. No cell phones or electronic communication devices are to be used on the bus except as authorized by board policy.

24. In summary, no distracting or dangerous activity will be allowed on the bus.

25. Under **NO Circumstances** should a student exit a school bus at an UNAPPROVED location.

26. Students should remain on bus, notify the Bus Operator if lost or unsure of the appropriate drop off location. When in doubt, remain on the bus and notify the Bus Operator if:
   a. An adult is normally at the stop but is not present
   b. You feel threatened by someone at the bus stop
   c. There are loose animals and you feel afraid
Bus Stop Locator

Bus stop information can be obtained by visiting the Caddo Parish Public Schools website at www.caddoschools.org and clicking on the Transportation Bus Stop icon. Bus stops are assigned based on the address of record.
Section 6: Discipline Policies

STUDENT BEHAVIOR POLICY (POLICY JG)

JCAMPUS is the official reporting system and parents should be provided official JCAMPUS generated documents.

I. PHILOSOPHY OF DISCIPLINE

Every student is entitled to an education which shall be offered in an orderly, healthy atmosphere, both physical and emotional, and to firm, fair treatment in all matters pertaining to school life.

Every child shall comply with all rules and regulations of both the state and the Caddo Parish School Board having to do with student behavior. In a democracy there exist many privileges and freedoms, all of which are dependent on observance of certain rules and regulations. It should be made very clear that any student, by his own failure to comply with school regulations, may lose his right to a public education.

Each teacher in Caddo Parish is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve his maximum potential. The home shares responsibility in the education of the youth and the attitude of home toward school is reflected by the student.

II. DEFINITION OF DISCIPLINE

Discipline is a standard of behavior, which is demonstrated by appropriate conduct in all situations. Any student whose behavior is not conducive to a viable learning environment shall be subject to disciplinary action in accordance with the policies, methods, and procedures hereinafter set forth.

III. DEFINITION OF DISCIPLINARY ACTION

Disciplinary action is the method and process whereby appropriate and acceptable standards of conduct and order are maintained. It involves the acts of correcting, restricting, and withholding of privileges and the administration of other penalties and punishments commensurate to the particular infraction of rules and/or regulations.

Responsibilities of the Student

In fulfilling one’s obligations each student should:

1. Comply with all regulations of the Caddo Parish School Board discipline policy.
2. Provide classroom teachers with accurate personal data, including address and phone numbers, both home and emergency.
3. Respect the authority of all teachers and other school personnel as well as the rights of other students.
4. Attend school on a regular basis reporting to all classes on time.
5. Follow the school's dress code.
6. Abide by regulations set by the school and the Transportation Department concerning travel to and from school, at bus stops, on school buses, and travel to and from school-sponsored events.
7. Comply with the regulations pertaining to use and operation of private vehicles on the school grounds as follows:
   a) Private vehicles must be registered with the school and parked in the student lot.
   b) Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
   c) The parking of privately owned vehicles on school campuses by students constitutes consent by the students to the search of such vehicles by the school principal or designee(s).
8. Cooperate with searches using metal detectors by the principal or designee(s).
9. Complete all assignments.

Responsibilities of the Parent or Legal Guardian in the School and Community

Parent/legal guardian visits to the schools are encouraged. Visitors must receive authorization from the principal or designee. A parent/legal guardian should:

1. Recognize and understand that the teacher must enforce school rules and regulations.
2. Teach their child to have respect for the law, authority, and the rights of others, for private and public property.
3. Communicate with teachers regarding their child's academic and behavioral progress.
4. Ensure prompt and regular school attendance and compliance with attendance policies and procedures.
5. Provide current address and phone numbers to school personnel for parental contact.
6. Maintain the child's physical and mental health by providing periodic health examinations.
7. Attend conferences with teachers and other school personnel as required by Louisiana Law. A parent/legal guardian who willfully refuses to attend a conference, meeting or hearing shall be referred to a court exercising juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731.
8. Show an interest in school by attending school functions and participating in the Parent-Teacher Association and other school-related organizations.
9. Arrange time for study at home and work with the school by implementing recommendations made in the best interest of their child.
10. Encourage the child to respect the diversity of others.
11. Emphasize the importance of being prepared for school by providing materials and supplies.
12. Respect and support school rules.
Alternatives to Suspension or Expulsion Program

Since academic achievement is associated with the amount of instructional time received by the student, the utilization of alternatives to suspension or expulsion is encouraged. Alternatives which may be used include the following: communication with parent/legal guardian, referral for counseling services, behavioral contracts, detention centers, using a team approach, corporal punishment (elementary and middle school) except Special Education and 504 students, in-school suspensions, the time-out room, supervised work assignments and placement in approved alternative educational programs.

VII. PROCEDURAL POLICIES FOR DISCIPLINE CASES

Hearing by Principal

1. An informal hearing shall be conducted by the principal or designee prior to the suspension of any student unless the student's presence in the school endangers persons or property or threatens disruption of the academic process. The principal shall be authorized to have the student immediately removed from the school. When necessary to determine responsibility for alleged misconduct, the principal or designee may suspend a student from school for a period of three (3) days pending an investigation. If the investigation determines that the student is not responsible for the misconduct, the suspension is rescinded.

2. The informal hearing between the principal or designee and the student shall take place immediately.

3. The school principal or designee shall advise the student in question of the particular misconduct of which the student is accused, as well as the basis for such accusation. The student shall be given the opportunity to explain his/her version of the facts. The principal or designee will call witnesses requested by the student.

Witnesses are not required to be sworn in, and the proceedings shall be conducted informally, but subject to the control and direction of the principal or designee. The principal or designee should make every reasonable effort to reach a fair determination of the issue.

4. If the principal imposes a suspension of nine days or less, or a disciplinary action other than a recommendation for expulsion, no further hearing shall be required. A student must have a hearing with the superintendent or designee if recommendation is for ten (10) days or more.

5. Telephone contact shall be made or a letter sent to the parents or guardian responsible for the student when suspended or expelled. Following the suspension, a conference with the parent/legal guardian is required to consider readmission. The principal may allow a student to return without a parent conference if it is determined that readmitting the student is in the best interest of the student. A parent or legal guardian who willfully refuses to attend a conference, meeting or hearing regarding a student's behavior shall be referred to a court exercising juvenile
jurisdiction pursuant to Children’s Code Article 730 (8) and 731. Exception to these guidelines can be made where a student’s continued presence poses a significant threat to the welfare of others or to the educational atmosphere of the school.

6. In the event the suspension is for damages to property owned by the school system or property contracted by the school system, the notice shall advise the parent or legal guardian is required to pay for damages.

7. Student with disabilities. The Individuals with Disabilities Education Act of 2004 (IDEA ‘04) clarifies the authority of school officials to take disciplinary action, including ordering a change in a student’s placement to an appropriate interim alternative educational setting, another setting, or suspension. This section contains requirements regarding the discipline of students with disabilities. All behavior incidents involving students with disabilities must be addressed using only the requirements of IDEA ‘04. (See also Discipline Continuum Checklist contained in Caddo Parish Special Education Disciplining Students with Disabilities Administrator’s Guide).

A change in placement occurs if a student with a disability is removed (suspended/expelled) from the student’s current placement for more than ten (10) consecutive school days and/or if a student is subjected to a series of removals that constitute a pattern, which cumulate to more than ten (10) school days in a school year. In school suspensions (ISS) shall not be counted in this ten (10) days if Free Appropriate Public Education (FAPE) is provided.

Authority of School Personnel

To the extent, removal (suspension/expulsion) would be applied to children without disabilities, a school official may:

Remove a student with disabilities to an appropriate interim alternative educational setting, another setting or suspension for not more than ten (10) consecutive school days for any violation of school rules.

Special Circumstances

School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student’s disability, if the student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or a school function.

1. The terms “weapon,” “illegal drugs,” and “controlled substance” are defined in Louisiana Bulletin 1706, Section 519; serious bodily injury is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
2. If the removal is for more than ten (10) consecutive days or if the student is subjected to a series of removals that constitutes a pattern, which cumulates to more than ten (10) school days in a school year, only the Individualized Education Plan team has the authority to determine the interim alternative educational setting which must be selected so as to enable the student to continue to progress in the general curriculum and to continue to receive the services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP.

3. The interim alternative educational setting must also include services and modifications designed to address the behavior and prevent the behavior from recurring.

4. Free Appropriate Public Education (FAPE) must be provided which includes: access to the general education curriculum; implementation of the student's current IEP; iLEAP/LEAP 21/EOC preparation and remediation.

**IEP Team Involvement**

If a suspension exceeds ten (10) consecutive or cumulative school days, it will be considered to be a change of placement and the district must schedule an IEP team meeting immediately. The following procedural safeguards must be met:

1. A Manifestation Determination Review (MDR) must be conducted to determine if the behavior subject to disciplinary action is a manifestation of the student’s disability.
2. A Functional Behavioral Assessment must be conducted to determine why the behavior occurred.
3. A decision regarding the provision of FAPE must be made and the student must be provided services set up by the IEP team so that IEP goals can be reached.
4. A Behavioral Intervention Plan must be developed. If a behavior plan currently exists, the IEP team must review and revise the behavior plan to address the behavior violation so that it does not recur. Those revisions must include strategies, supports, and other instructional programming to address the behavior.

**Manifestation Determination Review (MDR)**

The manifestation determination review process is required whenever an action involving a removal of a student with a disability from his or her current placement is being contemplated due to a violation of the code of student conduct.

The local educational agency, the parent, and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall immediately review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine –
1. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
2. if the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the local educational agency, the parent, and relevant members of the IEP Team determine that either sub clause (I) or (II) above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability. With the exception of the special circumstances described in paragraph B ii above, if it is determined that the conduct was a manifestation of the child's disability, the child shall be returned to the placement from which he was removed, unless the parent and the local educational agency agree to a change of placement for programming benefits.

Notifications

Not later than the date on which the decision to take disciplinary action is made, the district shall notify the parents of that decision, and of all procedural safeguards.

Special Education Dispute/Complaint Procedures

If a parent/legal guardian of a student with a disability has a dispute or complaint with the school about the child's special education services, the parent/legal guardian may contact Caddo Parish Schools Department of Exceptional Children Compliance Department at 318-603-6711. For further information, please refer to the Louisiana Educational Rights of Children with Disabilities Booklet at www.louisianabelieves.com.

Protections for Children who have not been determined to be eligible for Special Education and related services

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the local educational agency may assert any of the protections provided for in IDEA if the district had knowledge (as determined in accordance with Paragraph (a) of this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

Basis of knowledge

A district shall be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred the parent of the child has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services; the parent of the child has requested an evaluation of the child; or
The teacher of the child, or other personnel of the local educational agency, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of the Department of Exceptional Children or to other supervisory personnel of the agency.

**Exception**

A local educational agency shall not be deemed to have knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child or has refused services under IDEA or the child has been evaluated and it was determined that the child was not a child with a disability who engaged in comparable behavior.

**Conditions that apply if no basis of knowledge**

If a local educational agency does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to disciplinary measures applied to children without disabilities.

**Limitations**

If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under this subsection, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

**Reporting Criminal Activity**

Nothing in this policy shall prohibit school officials from reporting a crime committed by a student with a disability to appropriate law enforcement authority. School officials shall ensure that copies of the special education and disciplinary records of the child as permitted by FERPA are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.

**Appeal from Order of Disciplinary Action**

Individuals who feel that their rights may have been violated are provided the following appeal procedure.

1. The student, parents or other person responsible for the student shall first attempt to resolve the matter with the teacher or other school personnel responsible for imposing the disciplinary action. If not resolved with that person, an appeal to the principal shall be made.
2. In the event the action leads to an out of school suspension, the student, the parents or the party responsible for the student shall have the right to appeal the disciplinary action to the superintendent's designee/Attendance Director.

3. The superintendent's designee shall conduct a hearing on the merits of the case under appeal. Upon the conclusion of the preliminary hearing, the superintendent's designee shall determine whether the out of school suspension should be rescinded or amended in any manner or if another corrective or disciplinary action shall be taken. The decision of the Attendance Director shall be final.

**Expulsion**

1. Any student after being suspended for committing any of the offenses cited in R.S. 17:416 may be expelled, upon recommendation by the principal of the public school in which said student is enrolled. The principal shall immediately suspend a student who is found carrying or possessing a firearm, a knife the blade of which equals or exceeds two inches in length, or another dangerous instrumentality, or who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form. The principal shall immediately recommend the student for expulsion.

2. CPSB policy provides that on a fourth suspension, a student shall be recommended for expulsion.

**Hearing by Superintendent or Designee**

1. A hearing by the superintendent or designee shall be conducted by request of school administration for all recommendations for alternative school placement or expulsion.

2. A hearing shall be conducted by the superintendent or designee within five school days from the date the student is given notice of the recommendation of expulsion (or suspension of ten days or more made by the principal).

3. The student shall be afforded the opportunity to know the charges, be given the opportunity to defend his/her actions, and be permitted to question and present evidence. The student must be accompanied by parent or guardian and may be represented by an attorney or any other persons of the student's choice.

4. The principal and/or teacher may be represented by a person appointed by the superintendent.

5. Until the hearing takes place, the student shall remain suspended from school and all Caddo Parish School Board related school activities.

6. A hearing shall be held for special needs students when misconduct is not a manifestation of the student's disability. The relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided.

7. Upon conclusion of the hearing, the superintendent or designee shall determine whether such student shall be expelled or if other corrective or disciplinary action shall be taken.

8. Records shall be maintained and made available upon request.

**Appeal from Order of Expulsion**
1. The parent or legal guardian may within five school days after the decision request the Director of Attendance to review the findings of the superintendent or designee.

2. The time for the hearing shall be set by the Caddo Parish School Board.

3. The Appeals Committee may affirm, modify or reverse the action previously taken.

4. The testimony may be transcribed at the cost of the person requesting (optional).

5. If the Caddo Parish School Board affirms the action of the Appeals Committee, the parent or guardian may within ten days appeal the decision to the First Judicial Court for Caddo Parish.

**Direct Expulsion by the School Board**

Any student convicted of a felony or who is incarcerated in a juvenile institution for an act which if committed by an adult would have constituted a felony may be expelled by the Caddo Parish School Board for a period of time as it may determine, provided any such expulsion shall require the vote of two-thirds of the elected members of the school board. A student committing such an act inside this state or outside may be sufficient cause for the superintendent to refuse admission to any school except upon review and approval of the majority of the elected members of the school board when a request for admission is made to the board.

**Other Actions-Suspension of Student’s Driver’s License**

The principal shall notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of sixteen and eighteen who has been disciplined by suspension or expulsion from school or assigned to an alternative educational setting for ten or more consecutive days for any of the following infractions:

1. Sale or possession of drugs, alcohol, or any other illegal substance;
2. The possession of a firearm; or
3. An infraction involving assault or battery on a member of the school faculty or staff. The principal shall complete and send Form JG-F no later than 30 days after the disciplinary action has become final and all delays for appeals have passed.
4. A student who is habitually absent or tardy may have his/her driver’s license suspended.

**Guidelines for Corporal Punishment (Policy JFCF)**

The Caddo Parish Public School System has as its prime function the provision of educational opportunities for the school age population of the parish. The curricular activities provided by the system call attention to the unique attributes of the individual pupils. Caddo Parish Schools attempt to provide opportunities for maximum development of all pupils. These provisions provide equal opportunity for all pupils to develop at their individual rate—mentally, physically, and emotionally.

The Caddo Parish School Board envisions schools as places where pupils have many opportunities for success. These opportunities which often result in success for pupils help develop healthy self-
concepts, give them status with their peers, and open avenues to self-concepts. We accept the premise that successful experiences are bases for current and future learning.

Inasmuch as pupils react on the basis of previous experiences, we are committed to the continued quest of providing opportunities which result in patterns of behavior, not only acceptable to society, but which ultimately enable pupils to become contributing members of the democratic society in which they live. All appropriate means of developing positive behavior should be reflected through differentiated reading materials, multi-sensory aids, human resources and activities, which give pupils many opportunities to learn to accept responsibility for their own behavior.

The Caddo Parish School Board has adopted a discipline policy applicable to all students in the Caddo Parish Schools. In view of the Revised Louisiana Statutes of 1950, Section 223, Title 17, it becomes necessary for the system to outline procedures for corporal punishment in a reasonable manner. Corporal punishment shall not be used to discipline special education students (excluding gifted and talented) nor 504 students.

RESOLUTION WHEREAS, Act 688 of 1976 mandates each Louisiana school board to adopt such rules and regulations as it deems necessary to implement and control any form of corporal punishment in the schools of each district. NOW, THEREFORE, BE IT RESOLVED that the Caddo Parish School Board does hereby adopt the following rules and regulations to implement and control corporal punishment in the schools of this parish.

SECTION 1

The only type of corporal punishment which may be administered to students of this school system shall be as hereinafter defined and described and may be administered only by those persons designated and only under the conditions set forth in this resolution.

SECTION 2

a) Corporal punishment for purposes of this resolution, and in this school system is defined as, and limited to, punishing or correcting a student by striking the student on the buttocks with a paddle provided by the school board a maximum of three (3) times. When such corporal punishment is administered to a student, it must be administered in a reasonable manner taking into consideration the age, size, emotional condition and health of the student. There will be only one paddle in each school; it shall be located in the principal’s office. It shall be 24" by 5" by 3/8".

b) Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances in defending himself against a physical attack by a student or from using physical force reasonable and appropriate under the circumstances to restrain a student from attacking another student or employee.
SECTION 3

Corporal punishment, as defined herein, shall be administered only by a principal, assistant principal, administrative coordinator after having obtained permission from the principal or his designee in each instance. Such corporal punishment shall be administered only in the office of the professional staff of the school with a witness present. A female professional shall be present if corporal punishment is administered to a female student.

SECTION 4

a) Prior to the administering of corporal punishment as in the case with other disciplinary measures, the principal, assistant principal, administrative coordinator, as the case may be, shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his or her version of the facts prior to imposition of such corporal punishment.

b) A record of each incident of corporal punishment shall be kept which shall include the name of the student and the time, date, detail of the violation, form of discipline administered, the person administering such discipline and the witness thereto. The principal or assistant principal shall notify the parents, or person having legal custody of the student, by mailing a copy of the record of such violation and punishment in accordance with the discipline policy. A copy will also be sent to the Supervisor of Child Welfare and Attendance.

Adopted: November 17, 1976 Revised: July 6, 1983
Adopted: January 21, 1976
STUDENT DRESS CODE

The policy of the Caddo Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board adopts a uniform policy or modifies the existing uniform policy, it shall notify, in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, an emergency shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

SCHOOL UNIFORMS

The Caddo Parish School Board may make school uniforms mandatory on a school-by-school basis either by School Board action, or school community action where survey results indicate agreement to make uniforms mandatory by a majority of parents (based on a 50% or greater return), faculty, and staff.

1. The decision of the School Board or a school community to move to a mandatory uniform policy shall be done on a school-by-school basis.

2. A standard survey shall be used parishwide for school community action.

3. A timeline, approved by the Superintendent, shall be developed in the spring preceding the year of implementation.

4. Once school uniforms are mandated on a school-by-school basis, uniforms shall be required for all students at that school. Exemptions may be granted only for the following:

   A. An established religious tenet requiring the wearing of specific garb/dress,
B. Physical disability or certified medical condition that prevents the wearing of all or part of the school uniform, or

C. Constitutionally protected rights.

Parents may apply for an exemption by making a written request to the school principal no later than the month of May prior to the year of implementation. For new students moving into the school community during the school year, the exemption request must be completed within two (2) weeks following enrollment.

5. School uniforms, as defined in this policy, refer to conformity in student dress. Specific uniform attire shall be recommended by the school and approved by the Superintendent.

6. Each school shall establish a committee, or use an existing school committee, to monitor the implementation of the policy.

7. Each school principal shall be responsible to seek financial assistance, where necessary, from external sources when a determination is made that a student cannot be outfitted in the mandatory uniform due to extreme family financial hardship. The Superintendent shall be informed of any problems arising in meeting this standard.

8. The Superintendent shall maintain administrative regulations for the enforcement of this policy, which shall contain an appeal procedure for parents whose exemption request has been denied.

DRESS AND PERSONAL GROOMING

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang-related activities or exhibits profane or obscene language/gestures. Beards and goatees shall be prohibited. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school...
transportation, or in a firearm-free zone, with limited exception§. as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

**DRESS CODE REGULATIONS**

The basic responsibility for the appearance of the students of Caddo Parish schools rests with the parents and the students themselves.

Parents have the obligation, and within certain prescribed bounds, the right to determine their student's dress. Students shall dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others.

Students and their clothing should be neat, clean and well groomed and must meet the following requirements:

1. Attire shall not be destructive to school property.
2. For health reasons, shoes shall be worn. Hosiery shall be required with closed shoes.
3. Only tops designed to be worn outside of pants, shorts, or skirts shall be worn in that manner.
4. Pants, shorts, and skirts shall be worn at the waist. No "sagging" shall be permitted.
5. Headwear or hair rollers shall be prohibited in any building. Unnatural hair color (green, blue, etc.) shall be prohibited.
6. Body piercing jewelry shall not be worn except in the ears.
7. Shirts, sweaters, jackets, and other tops worn over leggings shall be no shorter than four (4) inches above the knee. Skirt length should be no more than four (4) inches above the knee.
8. Sunglasses shall be prohibited in any building unless they are prescribed.

9. Bare midriffs, see-through garments, white undergarment type tee shirts, bare backs, halter tops, tank tops, tube tops, and cutoffs shall not be worn. There shall be no holes or tears in clothing on the school campus.

10. Loose-fitting shorts may be worn by students that are no more than four (4) inches above the knee when standing. All shorts shall be hemmed. Cutoff shorts, rolled-up jeans, sweats, athletic or spandex shorts shall not be worn. No other article of clothing shall be worn beneath the shorts for viewing.

11. Obscene, profane language or provocative pictures on clothing or jewelry shall be prohibited.

12. Satanic, cult or gang-related symbolism in any form shall be prohibited on school campuses.

13. Drug-related symbols in any form including advertisements or promotion of alcohol or tobacco shall be prohibited on school campuses.

14. Principals, after consultation with their School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.

A teacher shall also be allowed to restrict the manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

DRESS CODE VIOLATIONS

Students who violate the dress code shall be disciplined in accordance with the Student Code of Conduct.

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Revised: August 2015
Revised: July 2018


Caddo Parish School Board
Guidelines for Corporal Punishment (Policy JFCF)

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### ELEMENTARY DISCIPLINE GUIDELINES

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<td></td>
<td>Possessing Weapons</td>
<td>The Principal renders due process due to the student and the student is suspended at least a minimum of three (3) days up to a maximum of nine (9) days during which time an expulsion hearing will be held. The Principal shall file charges immediately if evidence is present. In the case of a student in grades Kindergarten through Grade Five who is found carrying or possessing a knife, the blade of which equals or exceeds two inches in length, the Principal may (1), but is not required to recommend the student’s expulsion.</td>
<td></td>
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<tr>
<td>13</td>
<td>13</td>
<td></td>
<td>Prohibited under Federal Law (guns &amp; explosives)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>14</td>
<td></td>
<td>Not Federally prohibited</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>70,55</td>
<td>23</td>
<td>Battery of a teacher or other school personnel.</td>
<td>The Principal renders due process. (Same as infraction 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>07 (D)</td>
<td>07(D)</td>
<td>Possessing or using any controlled substance or alcohol.</td>
<td>The Principal renders due process. (Same as infraction 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>59</td>
<td>37</td>
<td>Initiating any false alarms and/or bomb threats.</td>
<td>The Principal renders due process. (Same as infraction 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>27</td>
<td>23</td>
<td>Threatening a teacher or other school personnel.</td>
<td>The Principal renders due process. (Same as infraction 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>11.24,72</td>
<td>11(3)</td>
<td>Defacing, stealing, or destroying school property.</td>
<td>The student is suspended for one (1) to two (2) days or it may be extended to nine (9) days with a parent return. The parent is required to pay for damages.</td>
<td>The student is suspended up to five (5) days or it may be extended to nine (9) days with a parent return. The parent is required to pay for damages.</td>
<td>The student is suspended up to five (5) days or it may be extended to nine (9) days with a parent return. The parent is required to pay for damages.</td>
<td></td>
</tr>
</tbody>
</table>

(1) In order to discipline students, teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG – Reasonable suspension Checklist to describe observations indicating that student was under the influence of alcohol. *Program developed by Drug Education and offered at no cost to student/parent.*
### ELEMENTARY DISCIPLINE GUIDELINES

<table>
<thead>
<tr>
<th>INF#</th>
<th>JCAMPUS CODE</th>
<th>STATE CODE</th>
<th>INFRACTION(S)</th>
<th>1st</th>
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<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>10</td>
<td>10</td>
<td>Initiating/instigating a confrontation.</td>
<td>The student is assigned ISS for three (3) days with a parent conference.</td>
<td>The student is assigned ISS for three (3) days with a parent return and referred for counseling.</td>
<td>The student is assigned ISS for five (5) days with a parent return and a discipline contract.</td>
<td>The student is suspended for nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>8</td>
<td>16, 91</td>
<td>16</td>
<td>Participating in a fight.</td>
<td>The student is suspended for one (1) to three (3) days with a required parent conference.</td>
<td>The student is suspended for three (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for nine (9) days pending an expulsion hearing.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>45</td>
<td>35</td>
<td>Bullying or hazing students(2)</td>
<td>Same language as infraction 1.</td>
<td>Same language as infraction 1.</td>
<td>Same language as infraction 1 and disciplinary actions as outlined in policy JCDAF are made.</td>
<td>Same language as infraction 1.</td>
</tr>
<tr>
<td></td>
<td>38, 83</td>
<td>35</td>
<td>Sexual Harassment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>77 (CB)</td>
<td>36</td>
<td>Cyberbullying</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>89</td>
<td>05</td>
<td>Threatening a student with serious bodily harm.</td>
<td>Same language as infraction 1 and disciplinary actions as outlined in policy JCDAF are made.</td>
<td>The student is suspended for five (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended for up to five (5) days with a parent return and a student discipline contract.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>11</td>
<td>29</td>
<td>15</td>
<td>Possessing or using fireworks</td>
<td>Same language as infraction 1.</td>
<td></td>
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</tr>
</tbody>
</table>

(2) The School Board will provide a program with a minimum of four hours of training for new employees who have contact with students, and two hours of training each year for all school employees who have contact with students, including bus drivers, with respect to bullying as outlined in policy JCDAF.
<table>
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<th>INF#</th>
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<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>08</td>
<td>08</td>
<td>Possessing tobacco, lighters, Vapes, E-cigarettes, and/or matches.</td>
<td>The student is assigned ISS for three (3) days pending a parent conference.</td>
<td>The student is assigned ISS for five (5) days with parental contact and referred for counseling.</td>
<td>The student is suspended for three (3) days with a parent return and a student discipline contract.</td>
<td>The student is suspended up to nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>13</td>
<td>08</td>
<td>06</td>
<td>Using tobacco, Vapes, and/or e-cigarettes.</td>
<td>The student is assigned ISS for three (3) days with a parent conference.</td>
<td>The student is suspended for three (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for five (5) days with a parent return and a student discipline contract.</td>
<td>The student is suspended up to nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>14</td>
<td>44, 51, 76</td>
<td>01</td>
<td>Possession, use, operation of electronic devices</td>
<td>The device is confiscated for three (3) school days and returned to parent.</td>
<td>The device is confiscated for three (3) school days and returned to the parent; and student is assigned ISS for two (2) days after confiscation and parental contact is made.</td>
<td>The device is confiscated for three (3) school days and returned to parent; student will be barred from attending one (1) extracurricular activity at the discretion of the principal.</td>
<td>The device is confiscated for three (3) school days and returned to the parent; and the student is suspended for one (1) day with a parent return and a student discipline contract.</td>
</tr>
<tr>
<td>15</td>
<td>81</td>
<td>01</td>
<td>Loitering on any school campus, bus or school sponsored-events while suspended.</td>
<td>The principal contacts the parent and the student is released to the parent.</td>
<td>The principal contacts the Truancy Center and parent. The student is released to the Truancy Center or parent.</td>
<td>The principal contacts the SRO at the nearest high school and a citation is issued for trespassing.</td>
<td>The student's suspension is extended up to nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>16</td>
<td>28</td>
<td>05</td>
<td>Participating in gambling.</td>
<td>The student is assigned two (2) days ISS, counseling and parental contact is made.</td>
<td>The student is suspended two (2) days pending a parent return.</td>
<td>The student is suspended for three (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended up to nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>17</td>
<td>01, 97</td>
<td>01</td>
<td>Disobeying or refusing to comply with any reasonable request.</td>
<td>The student will receive counseling and will be placed in ISS for the remainder of the day and parental contact is made. The student will complete a reflective activity while in ISS.</td>
<td>The student is suspended up to three (3) days with a parent return and counseling and/or interventions are initiated.</td>
<td>The student is suspended up to four (4) days with a parent return and a student discipline contract.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>18</td>
<td>21</td>
<td>05</td>
<td>Possession of an imitation weapon.</td>
<td>The student is suspended for three (3) days with a parent return.</td>
<td>The student is suspended up to five (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended for nine (9) days pending an expulsion hearing.</td>
<td></td>
</tr>
<tr>
<td>INF#</td>
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<tr>
<td>19</td>
<td>41</td>
<td>03</td>
<td>Using forged notes or forged official forms.</td>
<td>The student is assigned after school detention or its equivalent for one (1) day and parental contact is made.</td>
<td>The student is suspended for three (3) days with a parent return.</td>
<td>The student is suspended for five (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended for nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>20</td>
<td>18</td>
<td>18</td>
<td>Leaving class/school without permission.</td>
<td>The student will receive counseling, and/or interventions initiated and parental contact is made.</td>
<td>The student is assigned ISS for two (2) days and parental contact is made. A behavior contract/plan is developed.</td>
<td>The student is suspended for two (2) days with a parent return.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>21</td>
<td>31</td>
<td>43</td>
<td>Violating the parish/school dress code.</td>
<td>The school policy is reviewed with the student and the student is given an opportunity to change with parental contact.</td>
<td>The student is assigned after school detention for two (2) days or its equivalent, parental contact is made and the student is permitted to change with an unexcused absence for classes missed.</td>
<td>The student is suspended for three (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for nine (9) days with a parent return and referred to the school psychologist/counselor/social worker/behavior intervention specialist.</td>
</tr>
<tr>
<td>22</td>
<td>04, 98</td>
<td>04</td>
<td>Using profanity toward school personnel.</td>
<td>The student is assigned two (2) days ISS or after school detention; the student will complete a reflective activity, and parental contact is made.</td>
<td>The student is suspended for three (3) days with a parent return; a behavior contract/plan is developed.</td>
<td>The student is suspended for five (5) days with a parent return and student discipline contract.</td>
<td>The student is suspended up to nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>23</td>
<td>04, 36, 68</td>
<td>04</td>
<td>Using profanity towards other students.</td>
<td>The student will complete a reflective activity and parental contact is made.</td>
<td>The student is assigned to ISS or after school detention.</td>
<td>The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/social worker/behavior intervention specialist.</td>
<td>The student is suspended up to nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>24</td>
<td>37</td>
<td>05</td>
<td>Engaging in mutual displays of affection (kissing, etc.)</td>
<td>The student is assigned two (2) days after school detention or its equivalent and parental contact is made.</td>
<td>The student is assigned two (2) days ISS pending a parent conference.</td>
<td>The student is suspended for three (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor.</td>
</tr>
<tr>
<td>INF#</td>
<td>JCAMPUS CODE</td>
<td>STATE CODE</td>
<td>INFRACTION(S)</td>
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<tr>
<td>25</td>
<td>05, 46</td>
<td>05</td>
<td>Committing immoral practices or acts.</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.</td>
<td></td>
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</tr>
<tr>
<td>26</td>
<td>03</td>
<td>03</td>
<td>Making unfounded charges against school personnel.</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.</td>
<td></td>
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</tr>
<tr>
<td>27</td>
<td>21</td>
<td>21</td>
<td>Engaging in sexual acts – commits other serious offense.</td>
<td>Same as infraction 1.</td>
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</tbody>
</table>
### MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

<table>
<thead>
<tr>
<th>INF#</th>
<th>JCAMPUS CODE</th>
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<th>INFRACTION(S)</th>
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<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
<td>13</td>
<td>Possessing weapons or using any tool or instrument to do bodily harm.</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.</td>
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<tr>
<td></td>
<td>14</td>
<td>14</td>
<td>Prohibited under Federal Law (guns &amp; explosives)</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>55, 70</td>
<td>23</td>
<td>Battery of a teacher or other school personnel.</td>
<td>The principal renders due process ... (same as infraction 1)</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>63</td>
<td>16</td>
<td>Group/Gang Fighting.</td>
<td>The principal renders due process ... (same as infraction 1).</td>
<td></td>
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<tr>
<td>4</td>
<td>07 (D)</td>
<td>07(D)</td>
<td>Possessing or using any controlled substance or alcohol.</td>
<td>The principal renders due process ... (same as infraction 1).</td>
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<tr>
<td></td>
<td>09 (A)</td>
<td>09(A)</td>
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</tr>
<tr>
<td>5</td>
<td>09</td>
<td>09</td>
<td>Under the influence of alcohol.(1)</td>
<td>The student will receive a three (3) day suspension with mandatory counseling.</td>
<td>The principal renders due process ... (same as infraction 1).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>59</td>
<td>05</td>
<td>Initiating any false alarms and/or bomb threat.</td>
<td>The principal renders due process ... (same as infraction 1).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. In order to discipline student(s), teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG-Reasonable Suspicion Checklist to describe observations indicating that student was under the influence alcohol
   *Program developed by Drug Education and offered at no cost to student/parent.

2. The School Board will provide a program with a minimum of four (4) hours of training for new employees who have contact with students, and two (2) hours of training each full year for all employees who have contact with students, including bus drivers, with respect to bullying as outlined in policy JCDAF.
### Middle and High School Discipline Guidelines

<table>
<thead>
<tr>
<th>INF#</th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>27</td>
<td>02</td>
<td>Threatening a teacher or other school personnel</td>
<td>The principal renders due process … (same as infraction 1).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>11, 24, 72</td>
<td>11, 27</td>
<td>Defacing or destroying school property.</td>
<td>Same as above. The parent is required to pay for damages.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20(S)</td>
<td>Stealing</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>16, 90</td>
<td>10</td>
<td>Initiating/instigating a confrontation.</td>
<td>Student is subject to discretionary suspension up to three (3) days and counseling with a parent conference.</td>
<td>The student is suspended for five (5) days, referred for counseling and a parent conference is held on the student's return.</td>
<td>The student is suspended for nine (9) days pending an expulsion hearing.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>16</td>
<td>16</td>
<td>Participating in a fight.</td>
<td>The student will receive a three (3) day suspension with a parent conference and counseling. Administrative discretion will determine if charges are filed.*</td>
<td>The student is suspended or five (5) days with charges filed, referred for counseling and a parent conference is held on the student's return.</td>
<td>The student is suspended for nine (9) days with charges filed pending an expulsion hearing.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>45</td>
<td>35</td>
<td>Bullying, threatening, or hazing students.(2)</td>
<td>Same language as infraction 1 and disciplinary actions as outlined in Policy JCDAF.</td>
<td>The principal renders due process … (same as infraction 1) and disciplinary actions as outlined in Policy JCDAF.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>35</td>
<td>Sexual Harassment</td>
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<td></td>
<td></td>
<td>35</td>
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<tr>
<td></td>
<td></td>
<td>77 (CB)</td>
<td>Cyberbullying</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>81</td>
<td>45</td>
<td>Loitering on any school campus, bus or school sponsored events while suspended.</td>
<td>The principal contacts the SRO-SLO, a citation is issued for trespassing and the parent is notified.</td>
<td>On the second infraction, the SRO-SLO is contacted and charges are filed for trespassing. The parent is notified.</td>
<td>The principal contacts the SRO, charges are filed and the suspension is extended up to nine (9) days pending an expulsion hearing. The parent is notified.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>29</td>
<td>15</td>
<td>Possessing or using fireworks.</td>
<td>Same language as infraction 1.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. In order to discipline student(s), teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG-Reasonable Suspicion Checklist to describe observations indicating that student was under the influence alcohol.

*Program developed by Drug Education and offered at no cost to student/parent.

2. The School Board will provide a program with a minimum of four (4) hours of training for new employees who have contact with students, and two (2) hours of training each full year for all employees who have contact with students, including bus drivers, with respect to bullying as outlined in policy JCDAF.
<table>
<thead>
<tr>
<th>INF#</th>
<th>JCAMPUS CODE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>08 08</td>
<td>08</td>
<td>Possessing tobacco, lighters, Vapes, e-cigarettes, and/or matches.</td>
<td>The student is assigned three (3) days after school detention and parental contact is made.</td>
<td>The student is suspended for two (2) days with a parent return.</td>
<td>The student is suspended for three (3) days with a parent return and a student discipline contract.</td>
<td>The student is suspended up to nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>15</td>
<td>08 08</td>
<td>08</td>
<td>Using tobacco, Vapes, and/or e-cigarettes.</td>
<td>The student is suspended for two (2) days and parental contact is made.</td>
<td>The student is suspended for three (3) days with a parent return.</td>
<td>The student is suspended for five (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>16</td>
<td>44, 51, 76</td>
<td>42</td>
<td>Possession/use or operation of electronic devices.</td>
<td>The item is willingly relinquished to teacher or administration and security is called. The item is returned to parent/guardian after three (3) days.</td>
<td>The item is willingly relinquished to teacher or administration and security is called. The student is assigned two (2) days ISS and parent contact is made. The item is returned to parent/guardian after three (3) days.</td>
<td>The item is willingly relinquished to teacher or administration and security is called. The student is barred from attending two (2) extra-curricular activities at the discretion of the principal. The item is returned to parent/guardian after three (3) days.</td>
<td>The item is willingly relinquished to teacher or administration and security is called. The student is suspended for three (3) days and referred for counseling. The item is returned to parent/guardian after three (3) days.</td>
</tr>
<tr>
<td>17</td>
<td>01, 97</td>
<td>01</td>
<td>Disobeying or refusing to comply with any reasonable request.</td>
<td>The student is assigned after school detention or its equivalent for one (1) day and parental contact is made. The student will come back to the classroom with a parent return.</td>
<td>The student is assigned to ISS and a behavior contact/plan is developed.</td>
<td>The student is suspended for three (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>18</td>
<td>41, 100</td>
<td>38</td>
<td>Using forged notes or forged official forms.</td>
<td>The student is assigned after school detention or its equivalent for two (2) days and parental contact is made.</td>
<td>The student is suspended for three (3) days with a parent return.</td>
<td>The student is suspended for five (5) days with a parent return and referred for counseling.</td>
<td>The student is suspended for nine (9) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>19</td>
<td>18</td>
<td>18</td>
<td>Leaving class/school without permission.</td>
<td>The student is assigned ISS/after school detention for two (2) days and parental contact is made, a behavior contact plan is developed. The student will come back to the classroom with a parent return.</td>
<td>The student is suspended for two (2) days with a parent return.</td>
<td>The student is suspended for three (3) days with a parent return.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>18</td>
<td>Skipping</td>
<td>The student is assigned after school detention for two (2) days and parental contact is made, a behavior contact plan is developed. The student will come back to the classroom with a parent return.</td>
<td>The student is suspended for two (2) days with a parent return.</td>
<td>The student is suspended for three (3) days with a parent return.</td>
<td>The student is suspended for five (5) days pending an expulsion hearing.</td>
</tr>
</tbody>
</table>
## MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

<table>
<thead>
<tr>
<th>INF#</th>
<th>JCAMPUS CODE</th>
<th>STATE CODE</th>
<th>INFRACTION(S)</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>32</td>
<td>43</td>
<td>Violating the district/school's dress code.</td>
<td>Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire. Student returns to class after reviewing the policy and parent/guardian is called.</td>
<td>Student is assigned one (1) day of after school detention or its equivalent with a mandatory parent conference and the opportunity to change clothing.</td>
<td>Student is assigned up to three (3) days ISS and parental contact is made.</td>
<td>Student is suspended up to three (3) days.</td>
</tr>
<tr>
<td>21</td>
<td>17</td>
<td>17</td>
<td>Violating traffic and safety regulations.</td>
<td>The principal holds a conference with the student and SRO concerning traffic safety. The parent is notified of revocation on the next infraction.</td>
<td>The principal revokes parking privileges for five (5) school days and parent contact is made.</td>
<td>The principal revokes parking privileges for fifteen (15) school days with a parent conference.</td>
<td>The principal uses administrative discretion to revoke parking privileges up to the remainder of the school year.</td>
</tr>
<tr>
<td>22</td>
<td>98</td>
<td>04</td>
<td>Using profanity toward school personnel.</td>
<td>Same language as infraction 1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>04, 36, 68</td>
<td>04</td>
<td>Using profanity toward other students.</td>
<td>The student is assigned ISS/after school detention for two (2) days and parental contact is made.</td>
<td>The student is suspended for two (2) days with a parent return; behavior contact/plan is developed.</td>
<td>The student is suspended for three (3) days with a parent return and referred to the counselor.</td>
<td>The student is suspended up to five (5) days pending an expulsion hearing.</td>
</tr>
<tr>
<td>24</td>
<td>28</td>
<td>05</td>
<td>Possession of dice.</td>
<td>The student is assigned two (2) days ISS and parent contact is made. The dice is confiscated.</td>
<td>The student is suspended for two (2) days with a parent return. The dice is confiscated.</td>
<td>The student is suspended for three (3) days with a parent return and referred to counseling. The dice is confiscated.</td>
<td>The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/social worker/behavior intervention specialist.</td>
</tr>
<tr>
<td>25</td>
<td>28</td>
<td>39</td>
<td>Participating in gambling.</td>
<td>The student is suspended two (2) days pending a parent return.</td>
<td>The student is suspended for three (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended up to nine (9) days pending an expulsion hearing.</td>
<td></td>
</tr>
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## MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

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<th>4th</th>
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</thead>
<tbody>
<tr>
<td>26</td>
<td>37</td>
<td>05</td>
<td>Engaging in mutual displays of affection (kissing, etc.)</td>
<td>Student is assigned two (2) days after school detention or its equivalent and parental contact is made.</td>
<td>The student is assigned two (2) days ISS pending a parent conference.</td>
<td>The student is suspended for three (3) days with a parent return and referred for counseling.</td>
<td>The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/social worker/behavior intervention specialist.</td>
</tr>
<tr>
<td>27</td>
<td>05</td>
<td>05</td>
<td>Committing immoral practices or acts.</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>03</td>
<td>08</td>
<td>Making unfound charges against school personnel.</td>
<td>The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>21</td>
<td>21</td>
<td>Commits other serious offenses.</td>
<td>Same as infraction 1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>21</td>
<td>21</td>
<td>Commits other serious offense. Possession of counterfeit cannabinoids, copycat drugs, imitation drugs, salts and synthetic cathinone’s.</td>
<td>Same as infraction 1.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
BULLYING AND HAZING

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

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

Bullying shall mean:

1. A pattern of any one or more of the following:
   A. Gestures, including but not limited to obscene gestures and making faces.
   B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
   C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
   D. Repeatedly and purposefully shunning or excluding from activities.

2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. The pattern of behavior as provided above must have the effect of physically
harming a student, placing the student in reasonable fear of physical harm, damaging a student’s property, placing the student in reasonable fear of damage to the student’s property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student’s performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

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

NOTICE TO STUDENTS AND PARENTS

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

In addition, each principal, or other person in charge of a building or site owned or operated by the Caddo Parish School Board, shall conspicuously post in each school building, or site the names of the persons designated to receive complaints, including a mailing address and telephone number, together with a copy of this policy.

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law.
The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying Report form developed by the Department of Education and included on the website, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

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

School Personnel

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

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

False Reports

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

INVESTIGATION PROCEDURE

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

1. Timing

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

2. Scope of Investigation

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

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

3. Parental Notification

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

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. If, after three (3) attempts in a forty-eight hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.

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

A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.

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

4. Documentation

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

A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.

B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.

C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.

D. Maintain reports/complaints and investigative reports for three (3) years.

E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

F. Report all documented incidences of bullying to the state Department of Education as prescribed by rules adopted by SESE.

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

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

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

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take (1) prompt and appropriate disciplinary action against the student, and (2) report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

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

PARENTAL RELIEF

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

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

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.

2. Offer the student a placement in a full-time virtual program or virtual school under Caddo Parish School Board
the School Board's jurisdiction.

3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.
At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

TRAINING

The School Board shall create a program to provide a minimum of four hours of training for new employees who have contact with students and two hours of training each year for all school employees who have contact with students, including bus drivers, with respect to bullying. The training shall specifically include the following:

1. How to recognize the behaviors defined as bullying;
2. How to identify students at each grade level in the employee's school who are most likely to become victims of bullying, while not excluding any student from protection from bullying;
3. How to use appropriate intervention and remediation techniques and procedures;
4. The procedures by which incidents of bullying are to be reported to school officials;
5. Information on suicide prevention, including the relationship between suicide risk factors and bullying. This content shall be based on information supported by peer-reviewed research conducted in compliance with accepted scientific methods and recognized as accurate by leading professional organizations and agencies with relevant experience.

RETAI LIATION

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

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

Approved: July 16, 2013

STUDENT SMOKING/USE OF TOBACCO

Student possession or use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Caddo School Board property and vehicles, and at all school-sponsored or school-approved functions.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Parental permission to possess, smoke, or otherwise consume any tobacco or tobacco product does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action, in accordance with provisions of the Student Code of Conduct.

Revised: December 19, 2017


Caddo Parish School Board