

CONNECTING FAMILY, SCHOOL, & COMMUNITY FOR OUR CHILDREN'S FUTURE

Parents have a responsibility to participate actively in helping their children prepare for a career. They can get an early start by encouraging good study habits, monitoring homework, nurturing creativity, curiosity and confidence. Improvement in a child's education is achieved when parents work together with teachers and schools to ensure the best possible education for their child.

When children are young, it seems so far away to talk and think about their future, but the years pass rapidly. Attitudes, behaviors and habits acquired in the early years, form the base for the competencies that children will need in tomorrow's world.

Every child is entitled to know what it takes to succeed in the world. Parents play a major role in teaching effective communication, problem solving, and self-discipline. Research shows that programs designed with a strong component of parent involvement produce students who perform better than those who have taken part in otherwise identical programs with less parent involvement.

As children grow beyond the elementary grades, parents may underestimate their essential roles in education. Parent involvement drops off drastically as children move into higher grades. Even at the high school level parents play powerful roles in helping their sons and daughters to become more engaged, better-motivated learners and workers.

Educating students about the importance of developing good academic and study skills is an important component of building their lives. Parents have the responsibility to see that their children are prepared to make a smooth transition from school to a successful future in life.

This handbook is designed as a practical resource for parents looking for assistance in helping their children to become productive members of society.

Richland Parish NCLB, Title I Family Involvement Program Philosophy

We believe that education is a continuous process of learning and living, and that parents are a child's first and most important teacher.

We believe that parenting is probably the most joyful job a parent will have; also the toughest because it takes time, attention, patience, and strength, but most of all, it takes love.

We believe that even though there is no prescription for parenting, it is important to learn parenting skills that will ensure the best possible development of the child's physical, emotional and intellectual needs, and be better prepared to deal with the trials and triumphs of child rearing.

It is our belief that the main sources of help for parents are the school system and community. By working together, they can assist parents in learning how to discuss, explain, and be objective in developing a nurturing and positive attitude in themselves and their children.

Richland Parish School System Family Handbook 2014-2015

I. Introduction

Richland Parish School System Mission Statement

The mission of the Richland Parish School System is to increase the academic achievement and workforce skills of all students while preparing them to be responsible and productive citizens through focused teamwork among educators, parents, community members, and students.

Belief and Assumption Statements

The Richland Parish School System and members of the community believe that each child is an individual of great worth and is entitled to develop to his/her fullest potential. Achieving respect for self, for others, and for the values inherent in a democracy is an essential ingredient in the development of the individual. Enthusiasm for life, good health, and a love of learning should be fostered in a safe, secure, stimulating environment. The Richland Parish School Board and the community share the responsibility for providing:

1. An opportunity for each student to progress academically and to achieve workforce skills.
2. A chance for each child to use technology to acquire and share information in an ethical manner.
3. Experiences that will encourage the development of responsibility and respect among all students to foster their citizenship at home, in school, and in the community.
4. Opportunities for cooperation and teamwork among educators, parents, community members, and students in meeting the school system's goals and objectives.

Goals

Richland Parish Schools will:

1. Teach the skills and content required for grade-level competency in all subjects while addressing the individual needs of all students.
2. Provide learning experiences that prepare students to become productive citizens and active community members.
3. Provide safe, secure environments on each school campus.
4. Through focused teamwork, encourage participation and involvement of parents and other community members in the educational programs of the parish.

Non-discrimination Statement

The Richland Parish School System adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Richland Parish School Board at 728-5964, 411 Foster Street, Rayville, Louisiana 71269.

Southern Association of Colleges and Schools

All Richland Parish high schools are accredited by the Southern Association of Colleges and Schools (SACS). The Richland Parish School System has demonstrated a commitment to excellence that meets or exceeds state standards.

Responsibilities of the Principal

Principals are the instructional leaders of the school. Principals' responsibilities include:

1. Maintaining a vision that is communicated to students, employees, and parents/guardians for school improvement.
2. Ensuring that all classes are covered if a teacher is absent.
3. Managing fiscal resources in a responsible manner.
4. Serving as the building administrator.
5. Coordinating and ensuring supervision at all extracurricular or after school activities.
6. Being available for parent/guardian conferences.
7. Identifying ways to include parents/guardians and community representatives in the school in a productive manner.

Remember: As goes the principal, so goes the school.

Responsibilities of the Teacher

Teachers have the responsibility of creating an environment that promotes student involvement in the learning process. They cannot do this without the cooperation of students and their parents/guardians. Below are the responsibilities of teachers:

1. Plan lessons that address student achievement.
2. Follow classroom management policy and procedures set forth in the school's teacher handbook and *The Richland Parish Policy Manual*. Students are not to be placed in the hallway for extended times due to behavioral problems. On minor infractions, write the office referral prior to sending the student out of class.
3. In a timely manner, usually defined as – days after the event, inform parents when their child is violating school policies or not completing work. This may be communicated through a letter or a telephone call.
4. Speak to students and parents in a professional manner. Teachers must model the appropriate behavior that we want our students to exhibit.
5. Maintain a grade book that accurately reflects grades that are assigned on progress reports or report cards.
6. To be available for parent/guardian conferences during planning periods or before or after school at a time that is convenient for the parent/guardian and the teacher. The principal or counselor may be present during conferences.
7. Complete activities identified on the School Improvement Plan.

Student Expectations

The Richland Parish School System has the following expectations of all its students:

1. To be on time. Students are required to have 63,720 instructional minutes each year.
2. Come to school for the purpose of learning. Students should not have any other agenda.
3. Complete classroom and homework assignments and turn these in to the teacher at the designated time.
4. Observe policies set forth in the student handbook and *The Richland Parish Policy Manual*.
5. Remain in class the entire class period or school day unless you are ill. There are ample opportunities for students to go to the restroom outside of class. Any medical issues will be addressed by the administration when proper medical information is submitted.
6. Respect self and others.
7. Keep head up and pay attention in class. Do not sleep in class.

8. Do not harm another student or any school employee.
9. Do not use, possess, or distribute alcohol or other illegal drugs.
10. Do not talk in class to friends about issues other than the topic of study. Do not pass notes.
11. On the school bus, sit in assigned seat, and only stand up at his/her stop.
12. Report any harassment immediately to (a) teacher or (b) principal. If the student does not want this to be a verbal conference, write the information down and give to one of the above individuals on the day that the harassment occurs.

Parent/Guardian Responsibility

The support of student learning from parents/guardians is crucial to a student's success. Some identified responsibilities include:

1. Go over the school's handbook with your child to ensure that he/she is well aware that you support these rules. Talking negatively about teachers, principals, and school policies in front of and to students only leads to students becoming confused, frustrated, and uncooperative in school.
2. Ensure that your child is at home early on school nights and gets plenty of rest.
3. Ensure that the school has current telephone numbers and addresses.
4. Send your child to the school where he or she is zoned to attend unless you have permission from the school board at the beginning of the school year to attend another school based on reasons outlined in the 1976 court decree.
5. Continually monitor your child's behavior, completion of homework, and dress.
6. Do not support your child if he or she violates a rule. Schedule a conference to discuss the issue with the person who identified the violation as he/she should have the pertinent information.
7. Speak to teachers, principals, and school employees in a tone and with words that you would want used when being addressed. Persons who use profanity or attempt to intimidate school employees or students will be asked to leave the campus, and may be subject to arrest.
8. Follow the protocol included in this handbook to handle concerns regarding your child.

Scheduling Conferences with Teachers, Principals, and the Superintendent

When you have a concern, you are encouraged to contact the administration at the school. We request that you phone the school to schedule a conference. Please identify times that are convenient for you. The same consideration should be extended to the teacher and the principal. A mutual time is to be agreed upon. While making the initial telephone call, state the nature of your concern. Please keep in mind that teachers are charged with teaching students during specified times. Also, many teachers have children for whom they must make arrangements before and after the school day.

Principals are not always available to see visitors who come to the school. As part of their duties, principals must observe and evaluate employees at a specific time. Principals must also attend meetings at the Central Office. Additionally, many principals also have family responsibilities. If we are to have successful partnerships, we must respect each other. The Superintendent has responsibilities at the local and state level. He is open to meeting with individuals who have followed the Richland Parish protocol for addressing concerns. There are over 500 employees and 3,500 students in our system. There are laws that govern the amount and the type of information that can be shared with the public related to students and employees of the system. Among the topics that fall in this category, please be aware that he cannot legally discuss an employee's credentials, make public any disciplinary action against an employee, or discuss a student with anyone who is not the legal guardian unless the legal guardian gives permission in writing. (See the definition of FERPA on page 8.)

SERVICES

It is not easy to rear children in these times. However, many supportive agencies are willing to assist parents and guardians with concerns/issues regarding the children in their care. Some of these include:

1. School Building Level Committee (SBLC) is a committee at each school composed of knowledgeable educators who meet as needed to discuss academic, behavioral, or medical concerns of students. Parents/guardians are encouraged to attend the meeting pertaining to their child. If you need assistance from this committee, contact your school principal;
2. Families in Need of Services (FINS) is a very helpful service with students who continually violate school and home expectations;
3. Richland Parish has trained psychologists and school counselors who can assist teachers and parents/guardians in developing a behavior management plan for students who are continually committing school violations;
4. We are fortunate to have many faith-based groups with adult male and female representatives who are willing to ensure that our students are engaged in wholesome activities instead of illegal activities;
5. Richland Parish School Truancy Officer/Community Liaison Officer is an individual who has received training in working with students who choose not to attend school or who do not follow school policies. He also works with students to find programs/activities that will assist them in changing their behavior and ensuring that they become productive citizens. He reports directly to the Superintendent; and
6. Richland Parish has a Parental Involvement Supervisor. He can be reached by calling 728-5964, extension 278.

RESIDENCY VERIFICATION

In accordance with United States of America, Plaintiff, v. Richland Parish School Board, Defendant CV86-1053, each student must provide three of the following six documents to verify his or her address:

- | | |
|----------------------|----------------------------------------|
| (1) rent receipt; | (4) homestead exemption; |
| (2) income tax form; | (5) voter registration identification; |
| (3) utility bill; | (6) automobile registration; |

Beginning with the 1986-87 school year the principal of each school shall verify the address of each new enrollee and transfer student. Verification shall include a determination that (a) the student actually resides at the stated address; and (b) the student's address is in the appropriate zone.

Actual residence means that the student's family cooks, eats and sleeps in a specific residence during every day of the week. Any student who does not meet these criteria shall not be entitled to enroll at that school.

**RICHLAND PARISH SCHOOL BOARD
SCHOOL CALENDAR – 2014-2015**

August 12, 2014 - School Opens – All personnel report - TUESDAY

August 14, 2014 – First day for Students - THURSDAY

May 7, 2015 - Last Day for Seniors - THURSDAY

May 21, 2015 - Last Day for Students - THURSDAY

May 22, 2015 - Regular School Year Ends - FRIDAY

of Instructional Minutes to place in schedule: 379

NON-STUDENT DAYS:

August 12-13- 2014- Staff Development/All employees	2 days
September 15, 2014- Staff Development/All employees	1 day
September 29, 2014 – Parent Teacher Conference Day	1 day
October 13, 2014 – Staff Development/All employees	1 day
Feb. 17, 2015-Parent Teacher Conferences & Testing training	1 day
May 22, 2015 – Staff Development/End of School Year/All employees	<u>1 day</u>
	7 days

(Sept. 29 and Feb. 17- Parent Teacher Conference Days- 9 month custodians, lunchroom technicians, paraprofessionals, bus drivers do not work)

HOLIDAYS -- NON-TEACHING DAYS: (26)

September 1	- Labor Day	January 19	- Martin L. King Holiday
November 11	-Veteran’s Day	February 6	-Stockshow Day
November 24-28	- Thanksgiving Holidays	February 16	- Presidents’ Day
December 22-Jan. 2	- Christmas/New Year’s Holidays	March 30-April 6	-Spring break/Easter holidays

TESTING DATES

Feb. 2-March 13 LAA 1 & ELDA Window

March 9-13 Grades 8, 9, 10 ACT series window

March 17 Grade 11 ACT

March 2-27 PARCC Phase 1 PBA window
for CBT grades 5-8 (ELA and Math)

March 16-20 PARCC Phase 1 PBA window for PBT
grades 3-4 (ELA and Math)

April 14-15 iLEAP and LEAP Social Studies and
Science grades 3-8

April 27-May 22 PARCC Phase II EOY Window for
CBT grades 5-8 (ELA and Math)

April 22-May 22 EOC Window (High School)

May 4-8 PARCC Phase II EOY Window for PBT grades
3-4 (ELA and Math)

May 4-15 AP exams Window

(PBT=paper based test, CBT=computer based test, PBA=performance based assessment, EOY=End of Year)

MARKING PERIOD ENDS

September 24, 2014

November 4, 2014

January 5, 2015

February 13, 2015

April 8, 2015

May 21, 2015

REPORT CARD DISTRIBUTION DATES

September 29, 2014(Parent/Teacher Conference)

November 6, 2014

January 7, 2015

February 17, 2015 (Parent/Teacher Conference)

April 9, 2015

May 21, 2015

Approved by Richland Parish School Board 04/08/2014

II. Students

The majority of the following references to parish policies and procedures come from the Richland Parish School Board Policy Manual. The parish policy manual can be accessed online at: <http://richland.k12.la.us/caps/RichlandCAPS.htm>

Attendance

Elementary and Middle School Students: Elementary and middle school students must be present a minimum of one hundred sixty-one (161) days of the one hundred seventy-one (171) day school year to receive credit for the school year.

High School Students: High school students must be present a minimum of eighty-one (81) days each eighty-six (86) day semester or one hundred sixty-one (161) days of the one hundred seventy-one (171) day school year to be eligible to receive credit for courses taken. To successfully obtain ½ Carnegie credit, a student may not miss more than 5 days per semester.

All Students: State requirements allow a student to be excused from school for the following reasons only:

1. Personal illness (with a physician's excuse).
2. Serious illness in the family.
3. Death in the family (not to exceed one week).
4. Recognized religious holiday (with prior approval of the principal).
5. Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance.

Written documentation from a physician is required for all excused absences and must be presented within ten (10) days upon a student's return to school. A student must request missed assignments within three (3) days of return from an absence.

Parents are notified in writing of excessive unexcused absences. Extenuating circumstances must be verified and approved by the Supervisor of Child Welfare and Attendance or the Director of Student Services, in consultation with the principal.

The **Tuancy Officer** assists the Richland Parish School System in enforcing compliance of all attendance laws. This may include:

1. A home visit by an attendance officer
2. An attendance hearing
3. A petition to Juvenile Court filed with the District Attorney's Office

Louisiana Revised Statute 17:233 B.(1)(a): 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.

For additional information refer to: Richland Parish School Board Policy Manual Section: JB.

Education of Students with Exceptionalities (RPSBPM: IDDF)

The school board shall establish and maintain regulations and procedures in accordance with federal and state law to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the School Board.

Seclusion and Restraint

The school board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The school board fully supports the use of positive behavior interventions and support when addressing student behavior. The school board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The school board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's Individualized Education Program (IEP) or behavior intervention/management plan.

Documentation and Notification

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved. The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained. A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian. This policy and the guidelines and procedures maintained by the superintendent and staff shall be provided to all school employees and every parent of a child with an exceptionality. All instances where seclusion or physical restraint is used to address student behavior shall be reported by the school board to the Louisiana Department of Education.

Guidelines and Procedures

The school board shall require the superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The school board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an

exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the Louisiana Department of Education.

Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a Functional Behavioral Assessment (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's Individualized Education Plan (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports.

Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three weeks.

Employee Training Requirements

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

Revised: November 12, 2013

IMMUNIZATION (RPSBPM: JGCB)

The Richland Parish School Board shall require all children entering any school for the first time and upon entering the sixth grade to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the state office of public health, or shall present evidence of an immunization program in progress. In addition, a student who is eleven (11) years old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization against meningococcal disease. The Board may require immunizations or proof of immunity more extensive than required by the office of public health. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

A child transferring from another school system in or out of the state, shall submit either a certificate of immunization or a letter from his/her personal physician indicating immunization against the diseases mentioned above and/or any others which may be required, and certificate or statement indicating that the tests required have been performed, or a statement that such immunizations and tests are in progress. *In progress* shall mean that the child has an immunization due after the date school has begun, because the child began his/her immunization late, or because the child's pediatrician has provided written orders for the child to receive an immunization after a certain date.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the child enters a school system within the state.

Principals, or their designated representatives, of all schools shall be responsible for checking students' records to see that the provisions of this policy are enforced.

No child seeking to enter any school in the school district shall be required to comply with the provisions of this written policy if the child or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents is presented. Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations against meningococcal disease.

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state office of public health, school administrators may exclude from attendance un-immunized students until the appropriate disease incubation period has expired, or the un-immunized person presents evidence of immunization.

Revised: December 2008

COMMUNICABLE DISEASE (RPSBPM: JGCC)

The Richland Parish School Board recognizes the importance of protecting the health and welfare of the educational system from the spread of communicable diseases, including AIDS. A communicable disease shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

If a student or employee of the School Board or any person living in the residence of that individual is diagnosed as having a communicable disease, including AIDS, the continued attendance of that individual at school shall be permitted only when a written statement from the individual's physician and/or a physician of the Board's choice is submitted to the Superintendent, stating that the individual's health safely allows such attendance. Any restrictions or precautions necessary to safeguard the individual's health and the health of others with whom the individual comes into contact must be included on the physician's statement.

If the individual's physical condition indicates that the health of the individual does not safely allow the individual's continued attendance at work or at school, the individual shall remain away from work or school until the individual's physician and/or a physician of the Board's choice verifies that the individual can safely return to the regular work or school environment as per this policy.

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

The identity of an individual whom reasonable cause exists to believe that he/she is infected shall be revealed only to those who have a need to know, as identified by the Superintendent and the individual's physician and/or a physician of the Board's choice. If an infected individual is permitted to remain in the system and/or school setting after a determination has been made within ten (10) workdays and/or school days, employees who shall have regular personal contact with the individual shall be informed of information as to the individual's medical condition. They shall be informed of public health precautions to be taken. Persons informed of the identity of an infected individual shall not disclose such information to others, except as authorized under this policy.

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

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

Students whose parent/guardian knowingly conceal their child's having a communicable disease shall, upon identification, be suspended from school on an excused absence status, with the opportunity to make-up assignments and graded activities, for a maximum of ten (10) school days, during which time the Superintendent shall determine the student's school attendance status.

INFECTIOUS DISEASES (RPSBPM: JGCCB)

HEAD LICE

The school nurse may perform random head lice checks periodically as well as check students and their classrooms when called upon. The principal or other designated staff may also perform head lice checks as needed. When any child is found to have lice and/or eggs (nits), the student will be sent home from school, or a letter will be sent home from school with the student. This letter will contain information about head lice, transmission, treatment, removal, and follow up care.

The student must be treated for lice, and all lice and eggs must be removed before the student may return to school. An appointment must be made with the school nurse in order to be rechecked for lice/eggs and cleared for return to school. This appointment should be made as soon as possible in order to get students back in school. If the school nurse is unavailable, the principal or other designated staff at each school must check the student's head before admitting the student back in school.

Adequate treatment/removal of lice/eggs can be achieved in a few days. The student is allowed a maximum of five excused days following the date a letter was sent home with the student for head lice treatment and lice and egg removal. Reference Temporarily Excused Absence FILE:JBD page 3. Continued absenteeism after five excused days must be approved as extenuating circumstances by the appropriate school authorities. Reference FILE JBD page 2

Adopted: December 13, 2005

Administering Medications at School (RPSBPM: JGCB)

1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

A. Medication shall not be administered to any student without completed Medication Order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, **and** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- 1.the student's name
2. the name and signature of the physician/dentist/other authorized prescriber

3. physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
4. student's diagnosis
5. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
6. a written statement of the desired effects and the child specific potential adverse effects

B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

1. name of pharmacy
2. address and telephone number of pharmacy
3. prescription number
4. date dispensed
5. name of student
6. clear directions for use, including the route, frequency, and other as indicated
7. drug name and strength
8. last name and initial of pharmacist
9. cautionary auxiliary labels, if applicable
10. physician's/dentist's/other authorized prescriber's name

Self-administration of medications by a student with asthma or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

A. Written authorization for the student to carry and self-administer such prescribed medications
B. Written certification from a licensed medical physician or other authorized prescriber that the student:

1. has asthma or is at risk of having anaphylaxis
2. has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma or anaphylaxis

C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:

1. The name, purpose, and prescribed dosage of the medications to be self-administered.
2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
3. The length of time for which the medications are prescribed.

D. Any other documentation required by the School Board.

DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

- A. An evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.
- B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
- C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
- D. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The school board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in [Health and Safety, Bulletin 135](#). An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan. With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

Revised: July 9, 2013

STUDENT HEALTH SERVICES (RPSBPM: JGC)

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to

the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.

6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

Revised: November 12, 2013

ILLNESS AND ACCIDENTS (RPSBPM: JGFG)

It is the intent of the Richland Parish School Board to maintain a safe and healthy educational environment in school buildings, on school campuses, and at school-sponsored functions and activities. School administrators, teachers, volunteers, and other school personnel, however, cannot guarantee that the school environment will be free of illness or accidents.

The Richland Parish School Board shall attempt to provide appropriate and reasonable care of students when they become ill or injured. Any treatment rendered should be in accordance with the severity of the illness or injury. When a child becomes seriously sick at school or is seriously injured in an accident, the principal or his/her designee shall be responsible for immediately contacting the parents. If the principal or designee is unable to contact the parents, he/she shall attempt to contact the family's primary care provider as noted on the [Health Information](#) form submitted by the parents at the beginning of the school year. The principal or designee shall also attempt to contact the person listed as the *emergency contact* on the [Health Information](#) form.

If treatment is deemed urgent and the primary care provider is not immediately available for consultation, the principal shall call 911 or its equivalent. School personnel shall remain with the child until emergency medical personnel arrive to treat the ill or injured student. If emergency medical personnel deem it necessary to transport the student to a medical facility, school personnel may accompany the student.

Neither the School Board nor the school shall assume any liability for the treatment of a student.

Principals shall notify the Superintendent of all serious accidents to pupils whether they occur on the school grounds, on the school bus, on field trips or during any other student activity. Accidents requiring medical attention from a physician should be reported *immediately* to the Superintendent.

To facilitate the rendering of health services, the School Board shall require the parent/legal guardian to submit properly completed standardized school health forms as enumerated in [Health and Safety, Bulletin 135](#).

No medication shall be administered to any student unless written permission from parents has been granted, and only in accordance with Board policy [JGCD, Administration of Medication](#).

FIRST AID

Generally, treatment of injuries should be limited to the rendering of first aid. *First aid* is that immediate help given by the best qualified person at hand in case of accidents or sudden illness.

At least one person at each school site shall have had basic training in first aid. A master first aid kit shall be kept and properly maintained in each school. For more serious injuries, trained medical personnel should be summoned to assist with such injuries as needed.

Revised: September 11, 2008

Emergency Care

In the event a student requires emergency care, all pertinent health issues/concerns on file for the student will be provided to the Emergency Personnel. In addition, individual child-specific health assistance plans may be shared with the student's direct school staff to provide a safe environment regarding the student's health issues/concerns in the school setting.

School Insurance

Accident insurance may be purchased at school. One type covers accidents that happen at school only; the other provides twenty-four hour coverage. This insurance is not compulsory but has been valuable to many students.

Student Accident Insurance

Student accident insurance is available to all students, with the school acting as service agent only. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. Information and enrollment envelopes will be given to students early in the year.

Statement on Coverage for Activities and Athletics

Students participating in activities may be required to purchase school insurance, provide proof of insurance, or sign a waiver form in the presence of a school official. Student activity insurance if provided is a secondary coverage that has limits for coverage.

Student Records (RPSBPM: JR)

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. Review and dissemination of any student information shall be conducted under strict statutory precautions. *Student records* are defined to be all official records, files, documents, and other materials directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test

scores, attendance data, scores on standardized intelligence, aptitude, and psychological tests, and health data.

ANNUAL NOTIFICATION

All parents/guardians shall be notified annually of their rights under the [*Family Educational Rights and Privacy Act of 1974 \(FERPA\)*](#). 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 Richland Parish School Board.

DIRECTORY INFORMATION

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 School 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.

In accordance with the [*No Child Left Behind Act of 2001*](#), 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.

ACCESS TO RECORDS

1. 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.

If the student is eighteen (18) years or older, only the student has the right to determine who, outside the school system, has access to his/her records.

The parent, legal guardian or student, if the student is eighteen (18) or over, will, 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 normal appeal procedures established by School Board policy will be followed.

2. School personnel having access to those data are defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.

RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

1. To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is eighteen (18) years or over, must be notified of the transfer and the kinds of information being released. They shall receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that record as described above.
2. Those data may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or the student if he/she is 18 or older. Such consent form shall state which records shall be released, to whom they shall be released and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires.
4. 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.
5. 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.
6. All authorizations for release of information shall be filed in the student cumulative folder.
7. 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.

REVIEW OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians. Parents and students shall be given notification of their right to review the student records.

2. A parent or guardian who desires to review his/her child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, not to exceed one month. The disclosure record shall be completed at the time of the conference. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
3. The record shall be examined by the parent in the presence of the principal or a designated professional person. The principal or a designated professional person shall provide the parent an opportunity to raise questions regarding information on the records. A record of the review shall be made on the disclosure record.
4. If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and a hearing scheduled for a date not less than three (3) working days or more than two (2) weeks from the date of the requests.
 - A. The hearing shall be held with the principal and the parent or guardian at the scheduled time.
 - B. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to the Superintendent or designee(s).
 - C. The parent or guardian shall request the appeal in writing to the Superintendent. Upon receipt of said request, the Superintendent shall schedule a hearing within ten (10) working days following receipt of the parent's request. The date, time and place of the review hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.
5. At the review hearing:
 - A. The Superintendent or designee shall preside;
 - B. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official;
 - C. The decision of the hearing shall be communicated to the school and parent or guardian in writing within ten (10) working days;
 - D. The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student's cumulative folder.

Revised: July 9, 2013

Release of Information to Military Recruiters

Recognizing the challenges faced by military recruiters, Congress recently passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and their names, addresses, and telephone numbers. Both the *No Child Left Behind Act of 2001* and the *National Defense Authorization Act for Fiscal Year 2002* reflect these requirements.

In accordance with the Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information is consistent with the Family Educational Rights and Privacy Act, which protects the privacy of student educational records. This student information will be used specifically for military recruiting purposes and for informing young people of military scholarship opportunities.

School systems have been notified that they must give parents the right to “opt out” of sharing this information with military recruiters. If you **do not** want the Richland Parish School Board to disclose your child’s name, address, and phone number, you must go by the school and complete the necessary “opt out” form.

Family Education Rights and Privacy Act (FERPA)

FERPA is a federal law that prevents teachers, principals, school board members, and superintendents from discussing anything regarding a minor child's behavior or academic achievement to persons other than legal guardians - this includes other relatives. School officials can only discuss these issues with the legal guardian of minor children and/or state officials such as Child Protection or Probation Officer.

Personally identifiable data/information includes the following:

1. The name of the student and the student's parent or other family members
2. The address of the student
3. A personal identifier, such as a student's social security number
4. A list of personal characteristics that would make the student's identity easily traceable
5. Other information that would make the student's identity easily traceable

Legitimate educational interest is interest that requires regular access for purposes of adding material, periodic review, filing new student data, and/or removing inadequate, ambiguous, irrelevant data; that interest having the educational well being of the student in mind for purposes of continuing, improving, or changing the education program of the student; and that interest in which the person has a legitimate need to know.

Access to and release of information in student records is governed by specific requirements:

1. The principal is responsible for determining who, other than the parent or eligible student, has access to student records.
2. The following persons/agencies may be granted access to student record information without the written consent of the parent or without an entry being made in the disclosure record:
 - a. Teachers and other school officials within the school system who have a legitimate educational interest.
 - b. An educational agency that is required to make reports concerning the education program.
3. The following persons/agencies may be granted access to student record information without the written consent of the parent by completing the disclosure record:
 - a. Authorized representative(s) of the Comptroller General of the United States, the Secretary of Education, State education authorities, and appropriate community agencies involved in handling student health and safety.
 - b. Agencies requiring information in connection with a student's application for or receipt of financial aid.
 - c. Courts, upon the issuance of proper orders or subpoenas.

Educational records and personally identifiable information are released without parental consent to a school to which a student transfers. This includes transcripts sent to post-secondary institutions.

A written consent from a parent or eligible student is required for a principal to grant access to student records by other persons/agencies. The term parent, unless otherwise specified, includes parent, tutor, guardian, or student eighteen (18) years of age or older or who is enrolled in a post-secondary institution.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to restrict the release of directory information which includes 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. If parents do not want this information released, they are requested to complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes.
2. The right to restrict the release of a student's name, addresses, and telephone listing to military recruiters and institutions of higher education as required by federal law. This request applies to our students in the senior high schools. Richland Parish Public Schools are required to advise you of this requirement and afford you the opportunity to notify the school, if you do not want this information disclosed to the military recruiters and institutions of higher learning. If parents do not want this information released, they should complete the Directory Information Opt-Out Form and return it to the school within 30 days after the first day of classes.
3. The right to inspect and review the student's educational records upon request. Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of records may be requested and obtained.
4. The right to request the amendment of the student's educational record that the parents or eligible students believe are inaccurate, misleading, or inappropriate. Parents or eligible students may ask Richland Parish Public Schools to amend a record that they believe is inaccurate, misleading, or inappropriate. A written request to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the records as requested, the parents or eligible students will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students with notification of the right to a hearing.
5. The right to consent to disclosures of personally identified information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Richland Parish Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, Richland Parish Public Schools discloses educational records without consent to the officials of another school district or postsecondary institution in which a student seeks or intends to enroll.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Richland Parish Public Schools to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance
Office U.S. Department of
Education 400 Maryland
Avenue, SW Washington,
DC 20202-4605

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 years of age (“eligible students”) certain rights regarding conducting of surveys, collections and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“**protected information survey**”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or student’s parents
 - b. Mental or psychological problems of the student or student’s family
 - c. Sex behavior or attitudes
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior
 - e. Critical appraisals of others with whom respondents have close family relationships
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g. Religious practices, affiliations, or beliefs of the student or parents
 - h. Income, other than as required by law to determine program eligibility
 2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, and any physical exam or screening permitted or required under State law
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
 3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - c. Instructional material used as part of the educational curriculum
- Parents/eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U. S. Department of Education.

STUDENT FEES, FINES AND CHARGES (RPSBPM: JS)

The Richland Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Revised: January, 2002

STUDENT SEARCHES (RPSBPM: JCAB)

The Richland Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel.

Any teacher, principal, administrator, or school security guard employed by the School Board, may search the person of a student or his/her personal effects when based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of

the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

1. Age and sex of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. The relative importance of making the search without delay
8. Nature and severity of problem in overall school environment

Random searches with a metal detector of a student or his/her personal effects may be conducted at any time, provided such searches are conducted without deliberate touching of the student.

Any search of student's person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

Any vehicle parked on school board property by a student may also be searched at any time by school officials who have reasonable grounds to suspect that the search will reveal items in violation of state law, School Board policy or school rule are contained therein. If the vehicle is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned and the student shall be subject to disciplinary action.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement personnel or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or Board.

If any teacher, principal, administrator, or school security guard employed by the School Board should be sued for damages by any student, the parent of such student or by any other person on behalf of such student, based upon a search conducted in compliance with this policy, the School Board shall provide such teacher, principal, administrator, or school security guard with a legal defense thereto, including reasonable attorney's fees, investigative costs and other related

expenses. In such suit, the School Board shall indemnify him/her fully against said judgment including principal, interest and costs.

If in any suit brought against any teacher, principal, administrator, or school security guard employed by the School Board, as stated above, there is a specific finding that the action of the teacher, principal, administrator, or school security guard was malicious and willfully and deliberately intended to harass, embarrass or intimidate the student, the School Board shall not indemnify such teacher, principal, administrator, or school security guard in the event a judgment for damages shall be rendered against him/her. Whenever any search is conducted pursuant to this policy, a written record shall be made thereof by at least two (2) adult employees of the Board who conducted the search and shall include names of the persons involved, the circumstances leading to the search and the results of the search.

Electronic Telecommunication Devices (RPSBPM: JCDAE)

No student, unless authorized in writing by the school principal or his/her designee, shall use or operate with exceptions as listed below, any cell phone, camera, video tape recorder, digital recorder of any kind or electronic device, including but not limited to, iPods, tape players, CD players, MP3 players etc. and their contents, any facsimile system, radio paging service, intercom, or electro-mechanical paging system in any elementary or secondary school building, or on the grounds thereof or on any school bus used to transport public school students during instructional school hours of operation. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school and/or recommendation for expulsion.

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

Policy does not prohibit schools from allowing students to voluntarily turn in cell phones without consequences. These devices will be confiscated and kept in the school office if they are found at school. The school will make sincere efforts to maintain these devices until they are picked up by a parent. However, the school does not assume responsibility for items brought to school against school rules.

EXCEPTIONS:

- (1) Devices required for medical reasons (physician letter) and acknowledged by the principal
- (2) Devices for emergency purposes such as ambulance or fire services.
- (3) Any approved electronic device must have prior approval of the school principal before being used by a student during instructional school hours of operation or on a school bus while traveling to or from school.

VIOLATION GUIDELINES

The following guidelines shall be followed when a student is found to be using an unauthorized electronic device on a school campus, during instructional school hours of operation or on any school bus used to transport public school students during school hours of operation:

First Offense:

Unauthorized device shall be taken from the student. Students may be fined \$5.00 for the first offense before the phone is returned. The phone may be retained until the fine is paid.

Second Offense:

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of one school week and the student may be fined \$10.00 for the second offense. The phone may be retained until the fine is paid.

Third Offense:

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of one school week and the student may be fined \$20.00 for the third offense. The phone may be retained until the fine is paid.

Fourth Offense:

The student may be disciplined (given in-school suspension or after-school detention). The device may be retained by the principal or designee for a period of two school weeks and the student may be fined \$40.00 for the fourth offense. The phone may be retained until the fine is paid.

All Offenses after the fourth offense fines and time of phone retention shall double from the previous offense. Offenses shall accumulate for the school year.

The phone number of the device shall be determined; if unable to secure a phone number for the device, the device must not be returned (the disciplinarian shall make every attempt to trace the ownership of the device.) The Child Welfare and Attendance Supervisor shall be contacted concerning the incident.

Revised September 13, 2010

Student Use of Tobacco (RPSBPM: JCDA)

Students are not permitted to possess tobacco or to smoke on school property during the school day, at school activities held after school hours, or when riding school buses to/from school. Parental permission to smoke does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action.

STUDENT ALCOHOL AND DRUG USE (RPSBPM: JCDAC)

The Richland Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of

alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the Drug-Free Coordinator in the school. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. Reports shall also be made to the Student Assistance Team at each school, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report its findings along with the recommendation for treatment, counseling or other appropriate action to the principal.

DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The Richland Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

Revised: January 11, 2011

STUDENT DRUG TESTING (RPSBPM: JCDACA)

The Richland Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on campus, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, referenced in RPSB Policy JCDAC unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student

found in violation of the above shall be suspended and recommended for expulsion by the principal.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers, and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student, who possesses, distributes, sells, or dispenses in any manner or form whatsoever a controlled substance as defined by state law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in state law.

The principal shall notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by telephone, the principal shall notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

One of the primary objectives of the Richland Parish School Board is to provide a school environment that is safe and drug free. Many methods are being employed in order to accomplish this goal. They include a "zero tolerance" for drugs and alcohol, use of mandatory drug education, D.A.R.E., Character Counts, and other school programs.

Substance abuse in the school setting can have a damaging effect, even fatality to students who abuse drugs. In recent times, an increase in the use of illegal substances by students has caused concern. These concerns have been expressed by school principals, school boards, law enforcement agencies, and parents.

The goal of this policy is not to invade the privacy of the student but rather to discourage the use of drugs. This would include any controlled substance depending on usage which by its very nature would be counter-productive to the health and safety of the students and their classmates. It is the philosophy of the Richland Parish School Board that the implementation of a student drug policy will: For procedures and additional information refer to: Richland Parish School Board Policy Manual Section: JCDACA.

Revised July 11, 2006

Bullying, Cyberbullying, Intimidation, Harassment, and Hazing

Any student who engages in the bullying, cyberbullying, intimidation, harassment, and hazing of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in bullying, cyberbullying, intimidation, harassment, and hazing of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of bullying, cyberbullying, intimidation, harassment, and hazing from a student is expected to forward the complaint to the principal.

A student should immediately report incidents of bullying, cyberbullying, intimidation, harassment, and hazing to a teacher, counselor, or administrator at the school. The person who receives a report from a student notifies the principal. The principal/designee promptly investigates the complaint and completes a bullying, cyberbullying, intimidation, harassment, and hazing complaint form, which is forwarded to the Director of Child Welfare and Attendance and the Director of Security. If the principal is accused in the incident, the Director of Child Welfare

and Attendance is notified, investigates the complaint, and completes the Bullying, cyberbullying, intimidation, harassment, and hazing complaint form. A copy of the completed form is given to the student, identifying, to the extent allowed by law, the action to be taken. Copies are also filed in the offices of the Director of Child Welfare and Attendance and the Director of Security. If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Director of Child Welfare and Attendance. The request must be made within ten (10) days following the receipt of a copy of the Bullying, cyberbullying, intimidation, harassment, and hazing form. For procedures and additional information refer to: Richland Parish School Board Policy Manual Section: JCDAF.

Dangerous Weapons (RPSBPM: JCDAB)

The Richland Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception. A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

Failure to report the detention of the student or seizure of a firearm or concealed weapon by a principal or school official to a law enforcement agency within seventy-two (72) hours may result in a misdemeanor offense with a fine of up to \$500 or a sentence of up to 40 hours of community service, or both.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm-free zones. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark firearm-free zones which surround all schools and school property.

Recorded: October 14, 2003

School Bus Conduct (RPSBPM: JCDAD)

Each school bus driver shall distribute to each student at the beginning of the school year a form listing the Richland Parish School System's regulations pertaining to pupils riding school buses. The form shall be signed by the pupil and parent to indicate that they are familiar with regulations therein, and returned to the driver. The principal shall be responsible for keeping the forms on file.

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

If found necessary, the principal may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Parish Superintendent, who shall conduct a hearing on the merits of the bus suspension.

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

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

RPSB Transportation Policies and Procedures

School bus guidelines have been adopted by the Richland Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Richland Parish school buses. All Board policies (including those pertaining to sexual harassment, possession of weapons, and possession of drugs) are strictly enforced on school buses. The Board directs that the bus driver, together with the principal, assume full responsibility for the discipline of students who ride buses. The driver reports disciplinary problems to the principal of the school involved. In the event of any infraction of the rules by a student, it is the duty of the driver to notify the principal in writing. It is the responsibility of the principal to determine appropriate punishment, if warranted.

A student who willfully damages a school bus is liable and may be suspended from school. The student is not allowed to enter or ride on any school bus until restitution in full has been received by the school system or until the student is readmitted by the Superintendent. At no time does the bus driver assume authority for suspending bus privileges.

The responsibility for supervision of students by the Board begins at the bus stop in the morning and ends when students exit buses at the end of the day (or until they are released to a parent/guardian according to Board policy). On-time delivery and student safety are the primary goals of each bus driver.

When riding school buses, every student should:

1. Follow the Bus Transportation rules as directed by the bus driver and the student's school principal. The bus driver is the student's supervisor until the student departs the bus.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by the bus driver. Walk to the closest stop. Be on time because the bus will not wait for late students.
3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus driver in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from his/her assigned stop without written authorization from the principal. The note must be presented to the driver at the start of the afternoon run.
6. Remain seated, facing forward in the student's permanently assigned seat, while the bus is in motion, and during stops for other students.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not bring a cell phone on the bus.
10. Not eat on the bus.
11. Not extend arms or head out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. Some buses are equipped with video cameras that periodically monitor student passengers. Bus drivers are permitted to make reasonable rules for the safe and proper transportation of students.

FAILURE TO COMPLY WITH THE RULES AND REGULATIONS WILL RESULT IN THE FOLLOWING ACTIONS:

FIRST INFRACTION

Written discipline report by the bus driver is submitted to the principal of the school. The principal shall summon the student to the office for a warning and shall notify the parent or guardian of the incident. (Bus drivers should also attempt to contact the parent). The principal shall make documentation of action taken and contact the parent. The principal shall also send a copy of the discipline report to the bus driver and the Transportation Department.

SECOND INFRACTION

The student shall be suspended from bus riding privileges for a minimum of three (3) days. **NO EXCEPTIONS.**

THIRD INFRACTION

The student shall be suspended from bus riding privileges for a minimum of one (1) week. Principal may hold conferences with parent.

FOURTH INFRACTION

The student shall be suspended from bus riding privileges for the remainder of the school term. ****At any time, if the severity of the behavior warrants, the student may be suspended from school on the first infraction.**

The following actions will be considered severe behavior and will be addressed accordingly by the principal:

1. Fighting
2. Possession of alcohol or illegal drugs
3. Smoking
4. Possession of any kind of weapon
5. Assault
6. Destruction of school board property
7. Intentional disrespect (ex: cursing the driver)

As indicated above, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office for the principal's signature. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. No students may ride different buses (one in the morning and a different one in the evening). The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus **MUST** comply with the request of the driver.

DRESS CODE (RPSBPM: JCDB)

The dress code of the Richland Parish School Board will be to monitor a viable ordered learning environment and to prepare our students to cope with the business standards of the community.

It is a known fact that a person's appearance affects his/her attitude and behavior. Each student is entitled to an educational climate in which teaching and learning can take place, free of disruption of any kind, including distracting forms of dress and/or grooming. Therefore, the School Board feels a responsibility concerning the appearance of students in the classroom, participating in school activities, and on school trips. Traditionally, in appearance and in behavior, Richland Parish students have represented their schools with pride. To ensure continuance of such a tradition, the following requirements have been established by the School Board.

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. 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 within one thousand feet of any school campus and within a school bus.

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

The School Board shall notify all students of the provisions of this policy

ALL STUDENTS

1. Walking shorts may be worn in junior high through grade 12. Walking shorts must reach the middle of the knee when worn at the proper waistline. Shorts which do not create disturbances and substantially interfere with the work of the school may be worn in elementary grades.
2. Jogging suits and sweat pants shall not be worn in grades 4-12. Warm-ups with pockets, straight or flared bottoms may be worn.
3. Overalls shall be worn with all straps fastened over the shoulder and buttoned completely on all sides. Some type of shirt will be worn under overalls.
4. All skirts and pants shall fit at the normal waistline. Oversize clothing shall not be permitted; neither shall extremely tight clothing be permitted, as determined by the principal or designee.
5. Pants legs shall not be rolled above the ankle, or cut or frayed above the ankle, and both pants legs shall be worn the same length. Belts shall be worn with all pants which have belt loops in grades 6-12.
6. Sunglasses, hats, or caps shall not be allowed at school. Hoods shall not be worn inside a building on a school campus. Caps may be brought to school as part of a school team uniform. These caps shall not be worn during the school day.
7. Clothing with holes, rips, or tears may be worn if skin is not exposed.
8. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.
9. Students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate or controversial language or messages or inferences which create disturbances and substantially interfere with the work of the school or impinge on the rights of other students.
10. Hair must be neat, clean and well groomed. Scarves, rollers, pins, nets, sweatbands or other similar head apparel shall not be worn on the head.
11. Numbers, symbols, words, patterns, or phrases shall not be worn (cut) in students' hair if deemed offensive, obscene, gang-related, or cause a disruption of the learning environment by the administration.
12. Only mesh or clear book bags can be brought to school in grades K-12.
13. No pajama pants may be worn to school.
14. Footwear shall be part of the regular attire. Shoes shall be without metal tips or cleats. Shoes with wheels shall not be worn.
15. The neck opening of a shirt shall not exceed the equivalent of the second button of a dress shirt.

MALES

1. Oversized pants are not permitted.
2. Pierced jewelry shall not be worn.
3. See-through shirts, or tank tops shall not be worn.
4. Neatly trimmed facial hair may be worn as determined by the administration.
5. Sideburns shall not extend below the bottom of the ear lobe.

6. Hair, including braids, cannot exceed the length of a collared shirt or hang longer than the eyebrow.

FEMALES

1. Leggings may only be worn under a regular dress or skirt of appropriate length.
2. All skirts and dresses must reach two inches above the knee when worn at the proper waistline.
3. Strapless dresses, low cut dresses, blouses, tank tops, tube tops, see-through clothing, or halters shall not be worn. Clothing which reveals cleavage shall not be worn. Dress straps shall be 2" wide.
4. Pant skirts and pant dresses may be worn provided they meet the dress length requirement.
5. Pierced jewelry shall not be worn other than in the ear.
6. Midriff shall not be exposed.

Revised: July 9, 2013

Student Discipline (RPSBPM: JD)

It is the purpose of the Richland Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Every teacher and other school employees in the public school system shall endeavor to hold each student to a strict accountability for any disorderly conduct in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function. To assist the teacher, the Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

It is the expectation that each teacher may take disciplinary action, pursuant to law and Board policy, to correct a student who engages in bullying, who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. Refusal by a teacher to use corrective measures and sound management techniques breaches the accountability of the teacher to provide an environment conducive to learning for all students. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

Disciplinary actions taken by the teacher may include but are not limited to the following:

1. Oral or written reprimands.
2. Referral to the guidance counselor, if available, for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal. Parent conference is recommended if possible.
4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with Richland Parish School Board policy.

Any disciplinary action taken by the teacher and/or administrator shall be in accordance with such regulations and procedures established by the Board.

STUDENT REMOVAL FROM CLASSROOM

A student may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the student's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of students or the teacher, when a student exhibits disrespectful or threatening behavior toward a teacher such as using foul or abusive language or gestures directed at or threatening a student or teacher, when a pupil violates the school's code of conduct, or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property. The student should not be kept out of school past the suspension period imposed by the principal.

A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work, if it is completed satisfactorily and timely as determined by the principal or his/her designee upon the recommendation of the student's teacher.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal's office, the principal or designee shall conduct a counseling session with the student to discuss the particular misconduct. This counseling session shall serve the purpose of advising the student of the particular misconduct of which he/she is accused, giving the student an opportunity to

explain his/her version of the incident in question and establishing a course of action consistent with School Board policy to identify and correct the behavior for which the person is being disciplined.

Any student removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action. Once removed, the student shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

1. In-school suspension
2. Detention
3. Suspension
4. Initiation of expulsion hearings
5. Assignment to an alternative school
6. Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension.
7. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the student to have a conference with the teacher in the presence of the principal or his or her designee before the student is readmitted. Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral of the matter may be made to the building level committee, which shall consist of at least three (3) teachers, two (2) of whom are elected each year by their peers. In addition, a conference between the teacher or other appropriate school employee and the student's parent, tutor, or legal guardian shall be required prior to the student being readmitted to that teacher's classroom. Notice of this conference shall be made by telephone at the telephone number shown on the pupil's registration card or by letter to the address shown on the pupil's registration card. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

SPECIFIC INFRACTIONS AND CONSEQUENCES

In an effort to bring uniformity to the administration of discipline in all Richland Parish schools, consequences for most common infractions by students are listed.

The discipline violations which shall not, on first offense, result in suspension or expulsion:

1. Failure to appear at school (playing hooky)
2. Cutting class
3. Tardiness to class

The above stated discipline violations may result in a conference with the principal and/or the principal's designee, along with notification to his/her parents or parent conference.

REPORTS TO PRINCIPAL

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the *School Behavior Report/School Bus Behavior Report* form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain within ten (10) days the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

A school principal may include, but not be limited to, such measures as detention, in-school suspension, alternative site suspension school, out-of-school suspension from school, or suspension from riding on any school bus in disciplining any pupil who:

1. is guilty of willful disobedience.
2. treats with intentional disrespect a teacher, principal, Superintendent, member, or employee of the Richland Parish School Board.
3. makes against any one of them an unfounded charge.
4. uses unchaste or profane language.
5. is guilty of immoral or vicious practices, or of conduct or habits injurious to his/her associates.
6. uses tobacco, tobacco products, or who possesses or uses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by Richland Parish School Board.
7. disturbs the school and habitually violates any rule.
8. cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by Richland Parish School Board.
9. writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, or on any fence, pole, sidewalk, or building on the way to or from school, or on any school bus, including those owned by, contracted to, or jointly owned by Richland Parish School Board.
10. throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by Richland Parish School Board.
11. instigates or participates in fights while under school supervision; however, a student reasonably concluded to be acting in self-defense may not be disciplined.
12. violates traffic and safety regulations.
13. leaves his/her classroom during class hours or detention without permission.

14. leaves the school premises without permission.
15. is habitually tardy or absent.
16. violates school policies on grooming and dressing.
17. steals from classmates, teachers, and any school personnel.
18. attends a school function when intoxicated.
19. is convicted of a violation of any city, parish, or state ordinance or statute.
20. uses or operates any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electromechanical paging system while under school jurisdiction without approval of the principal or the principal's designee.
21. carrying or possessing a knife with a blade less than two (2) inches in length -- may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.
22. commits any other serious offense.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

STUDENT NOTIFICATION OF DISCIPLINE

It is the philosophy of the Richland Parish School Board to implement a discipline policy relevant to detention, in-school suspension, alternative site suspension, out of school suspension, and expulsion that matches the consequences to the infraction. Further, for the benefit of educating the child, preventing him/her from missing a great number of days, and teaching him/her to modify disruptive behavior, the Board seeks to provide an alternative to out-of-school suspension, unless the student's actions warrant full suspension or expulsion.

Prior to any detention, in-school suspension, suspension, or recommendation of expulsion from school, the school principal or the principal's designee shall advise the student of the particular misconduct of which he/she is accused and give him/her an opportunity to explain his/her version of the incident.

DETENTION

Richland Parish shall implement a detention program at each high school and employ a teacher to supervise students assigned to detention. As an alternative to suspension, principals may assign students to detention. Work designed to encourage acceptable behavior will be assigned. Failure to attend assigned detention shall result in a suspension.

PARENT CONFERENCE

In any case where a teacher, principal, or other school employee is authorized to **require** the parent, tutor, or legal guardian of a student 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 the principal's designee, shall, within five (5) days, file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

If the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On subsequent occurrences within the same year, the pupil shall not be readmitted unless the parent, tutor, legal guardian, court or other appointed representative responds. A student whose presence poses a continued danger or a continual threat of disruption to the academic process shall be immediately removed from the school premises without the benefit of the procedure described above; however, the necessary procedure shall follow as soon as is practicable.

DELINQUENT STUDENTS

Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative educational placement, or transfer to adult education if the student is:

1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation;
 2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation;
- or
3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

In each case of expulsion from school, notice of the recommendation for expulsion shall be by certified letter to the parent, tutor, or legal guardian of the pupil to notify them of the expulsion and of the appeal procedures.

For detailed procedures on suspension and expulsion, see policy [JDD, Suspension](#) and policy [JDE, Expulsion](#).

DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students with disabilities shall be in accordance with applicable state or federal law and regulations.

EMPLOYEE SAFETY

It is the belief of the Richland Parish School Board that its policy will provide an environment conducive to learning for its students and safe for its teachers and all school employees. Any teacher or representative of a teacher who believes that an imminent danger to such teacher exists may request an investigation of the situation and resolution of the problem by the principal. If the teacher remains unsatisfied with the response to his or her request, he or she may ask that the Superintendent investigate the situation. The Superintendent shall notify the Board and shall undertake to resolve the situation within six (6) months.

If the teacher still believes that imminent danger exists, he or she shall make a request in writing to the Louisiana Superintendent of Education and provide details for his or her request. The Superintendent shall investigate to determine if, in actuality, the school setting is not safe for teachers and students and shall take actions commensurate with his/her findings.

DEFINITIONS

Suspension shall mean that student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school.

In-school suspension shall mean (1) student is removed from his/her usual classroom placement to an alternative educational placement for a minimum of one complete school day, and (2) no interruption of services occurs. (An *alternative educational placement* may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or their designees.)

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention shall subject the student to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the self-esteem of the student.

Expulsion shall mean the removal of a student from school for at least one school semester.

In-school expulsion shall mean (1) Student is temporarily removed from his/her usual classroom placement to an alternative educational placement for a period of time specified by the Office of Child Welfare and Attendance, and (2) no interruption of instructional services occurs. (An *alternative educational placement* may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel of their designees.)

School Building Level Committee is a team of three (3) or more teachers or other school personnel who shall make recommendations regarding the disciplinary action to be taken upon request of the principal and/or teacher after the third infraction by a student. Each year two (2) new members from the faculty shall be elected by their peers.

Weapon, in accordance with federal statutes, is defined as a firearm, or any instrument which is designed to expel a projectile, or any destructive device, which, in turn, means any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or any similar device.

Revised: January 8, 2013

Corporal Punishment (RPSBPM: JDA)

The Richland Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year.

The following guidelines shall apply to any use of corporal punishment:

1. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to affect student behavior modification.
2. The principal or the designee shall punish corporally only in the presence of a second school employee, who should be informed beforehand of the reasons for the punishment.
3. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation.
4. School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. In any case, complete documentation of each incident of corporal punishment shall be made including name of student, time, date and details of violation, the form of discipline administered, the names of the person administering the punishment and the witness, each of whom shall sign the documentation upon completion.
5. Corporal punishment shall be administered in the office of the principal, assistant principal or in such place or places as may be designated by the principal.
6. Utmost care, tact and judgment shall be exercised, and all cases of corporal punishment shall be documented by both the person administering the punishment and the witness and kept on file in the principal's office.
7. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
 - A. Age of child;
 - B. Size of child;
 - C. Sex of child;
 - D. Ability to bear the punishment; and
 - E. Overall physical condition of the child.
8. Corporal punishment shall not be administered in anger or with malice at any time.
9. Corporal punishment shall be administered by paddling the buttocks only.
10. The size of the paddle used for corporal punishment shall be as follows:
 - A. Paddle cannot exceed 6.36 MM (1/4 inch) in thickness for elementary school.
 - B. Paddle cannot exceed 1.27 CM (1/2 inch) in thickness for senior high school.
 - C. The width of the paddle will be from 10.16 CM to 15.24 CM (4 inches to 6 inches.)
 - D. The length of the paddle will be 38.0 CM to 45.72 CM (15-18 inches.)

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be "impermissible corporal punishment". Any accusations involving employees using impermissible corporal punishment shall be promptly investigated as outlined in policy [GAMC, Employee Investigations.](#)

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

Revised: March 11, 2008

Suspension (RPSBPM: JDD)

The Richland Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a pupil for a specified period of time in accordance with statutory provisions. The number of school days a student may be suspended shall not exceed the number of school days remaining in the school year.

In each case of suspension, the school principal, or his or her designee, prior to any suspension, shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil. Notice shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card, or by sending a certified letter to the address shown on the pupil's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions. Students suspended for more than ten (10) days shall remain under the supervision of the school system using an alternative education program designed to continue the educational process in an alternative educational placement. The student shall be placed in an alternative school or an alternative education program and shall be required to attend and participate in such school, program, or educational services.

No suspended pupil shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, tutor, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the pupil is in the best interest of the pupil. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil'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, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a pupil is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and pupil by the school counselor. If no counselor is available, the conference may be held with all the pupil's teachers and the principal or other administrator.

Any student, *after being suspended on three (3) occasions* for committing drugs or weapons offenses, **shall upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the pupil's reinstatement shall be subject to the review and approval of the Board.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

Appeal

Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of suspension.

IN-SCHOOL SUSPENSION

Principals of participating schools shall make the decision to assign students to an alternative site in-school suspension program. All in-school suspension programs, whether on-site or alternative site, shall follow Richland Parish School Board policy.

Students shall be assigned to the alternative site in-school suspension program for no more than three (3) consecutive days per referral. A full-time assistant shall monitor the completion of classwork that has been sent by the student's teacher to the alternative site in-school suspension program. All students under the supervision of the alternative site in-school suspension program shall be subject to the decisions of the on-site principal or his designee. While being assigned to an in-school suspension program, a student shall not be allowed to participate in school-related activities.

After the second in-school suspension, all subsequent suspensions shall count toward the four suspensions which shall result in a recommendation for expulsion. A referral of subsequent disciplinary problems may be made to the School Building Level Committee, if appropriate.

In each case of in-school suspension, alternative site suspension, or suspension from school, the school principal or the principal's designee shall contact the parents, tutor, or legal guardian by telephone at the number shown on the pupil's registration card or send a certified letter to the address shown on the pupil's registration card to the parent or legal guardian of the pupil giving notice of the suspension and the reasons for the action, and establishing a date and time for a conference with the principal or his designee. This conference shall be a requirement for readmitting the pupil to school.

In each case of suspension from riding the bus, a letter shall be sent to the parent, tutor, or legal guardian giving notice of the suspension and the reasons for the action. A conference with student, principal, bus driver and parent is recommended.

In-school suspensions, alternative site suspensions, which are counted by the principal as regular suspensions, or suspensions from school shall be reported to the Superintendent and to the Supervisor of Child Welfare and Attendance. All suspensions from riding the bus shall be reported to the Supervisor of Transportation.

MANDATORY SUSPENSION

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal shall be required to suspend a pupil who:

1. is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

Assault or Battery of School Employees

Whenever a pupil is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such

procedures shall follow as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

DAMAGE TO PROPERTY

A student suspended for damage to any property belonging to the Richland Parish School Board or to property contracted to the Richland Parish School Board shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by the Richland Parish School Board, a pupil suspended for such damage shall not be permitted to enter or ride any school bus owned by, contracted to, or jointly owned by the Richland Parish School Board until payment has been made in full for such damage or until directed by the Superintendent.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

CREDIT FOR SCHOOL WORK MISSED

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a

student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. *Immediate family* means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

SUSPENSION OF STUDENTS WITH DISABILITIES

Suspension of students with disabilities shall be in accordance with applicable state or federal law and regulations.

Revised: July 9, 2013

Expulsion (RPSBPM: JDE)

The Richland Parish School Board may expel a pupil from school if an offense committed by the pupil is serious enough to warrant such action or is in violation of state law. Upon the recommendation for expulsion of a pupil by the principal, the Superintendent or his/her designee shall conduct a hearing to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered.

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the pupil shall remain suspended.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

The parent or tutor of the pupil may, within five (5) days after the decision to expel has been rendered, request the Board to review the findings of the Superintendent or designee at a time set by the Board. After reviewing the findings of the Superintendent or designee, the School Board may affirm, modify, or reverse the action of the Superintendent or designee.

EXPULSION INVOLVING FIREARMS

Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, on a school bus or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the district attorney for appropriate action.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action.

The Superintendent, however, may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing.

EXPULSION INVOLVING DRUGS

Any student, sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event pursuant to a hearing shall be expelled from school for a minimum period of two (2) complete school semesters.

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the Board through a recommendation for action from the Superintendent.

ADDITIONAL REASONS FOR EXPULSION

Pupils may also be expelled for any of the following reasons:

1. Any pupil, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two (2) inches in length.
3. In accordance with federal regulations, a pupil determined to have brought a weapon to a school under the Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
4. Any student, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall, upon committing the fourth offense**, be

expelled from all the public schools of the system until the beginning of the next regular school year, and the pupil's reinstatement shall be subject to the review and approval of the Board.

5. The conviction of any pupil of a felony or the incarceration of any pupil in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the pupil for a period of time as determined by the Board; such expulsions shall require the vote of *two-thirds of the elected members of the Board*.

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent, tutor, or legal guardian of the pupil to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil. Notice shall be given by sending a certified letter to the address shown on the pupil's registration card. Also, additional notification may be made by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card.

If the parent, tutor, or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parents, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the pupil. On any subsequent occasions in the

same school year, the pupil shall not be readmitted unless the parent, tutor, or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Readmittance After All Expulsions

Any pupil expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the School Board. Readmission to school on a probationary basis shall be contingent on the pupil and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the pupil from school premises without benefit of a hearing or other procedure upon the principal or Superintendent determining the pupil has violated any term or condition of the agreement. Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the pupil's parent or legal guardian.

Readmittance After Expulsion for Firearms, Knives, Weapons, or Drugs

In addition to the readmittance provisions for all expulsions stated above, a pupil that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any such school on a probationary basis prior to the completion of the period of expulsion until the pupil produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the pupil's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the pupil that no appropriate program is available in the area or that the pupil cannot enroll or participate due to financial hardship.

Review of Records

A pupil who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the pupil shall provide to the Board information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of pupil records to any school or system shall include information on the dates of any expulsions and the reasons therefor.

CREDIT FOR SCHOOL WORK MISSED

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was expelled.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

EXPULSION OF STUDENTS WITH DISABILITIES

Expulsion of students with disabilities shall be in accordance with applicable state or federal law and regulations.

Revised: January 8, 2013

COMPUTER AND INTERNET USE (RPSBPM: IFBGA)

The Richland Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the Board.

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. 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 of the student, or other appropriate disciplinary action. The Richland 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. Parents shall be made aware that Internet usage is only partially controllable by supervision.

USE OF THE INTERNET

Students may use the Internet only if the *Internet Acceptable Use Contract* has been properly signed, filed at the school site, and approved by appropriate school district personnel and then only in accordance with school district regulations governing such usage. School system personnel and other authorized persons may use the internet only if the *Internet Acceptable Use Contract* has been properly signed, approved by appropriate personnel and filed at the user's site.

Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Revised: January 8, 2013

INTERNET USE REGULATIONS

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

1. Appropriate language and manners which demonstrate honesty, ethics and respect for others shall be required.
2. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
3. No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Photographs shall be posted provided that parental permission is obtained prior to posting the photograph. Full names shall not be used to identify students in photographs posted on the Internet.
4. Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
5. No user is permitted to knowingly or inadvertently load or create a computer virus and/or worm or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software shall be installed without the consent of the assigned administrator.
6. A student may not attempt to access any Internet resource without the prior consent of the teacher.
7. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.

8. Invading the privacy of another user, or using their account, shall not be tolerated.
9. Only educational related software/activities shall be permitted on school equipment.
10. Sending or posting anonymous messages shall be forbidden.
11. No activities shall be allowed which may damage or interrupt equipment or any networking system.
12. Authorized student usage of the Internet shall be under direct supervision of the school personnel.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. An investigation will follow if this policy is violated and may constitute suspension and/or revocation of Internet access and related privileges and could lead to school disciplinary action, and/or legal action.

Suspension of Internet privileges shall automatically result for any user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures. Loss of privileges shall apply to all students, teachers, staff and administrators who abuse the privilege of using the Internet. Violations of Internet Usage regulations shall be reported to the principal or teacher immediately when observed by any teacher or student. No one shall be permitted to use the Internet unless a completed Internet Acceptable Use Contract has been submitted to the Superintendent or designee.

Sexual Harassment of and by Students

Any student who engages in the sexual harassment of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in sexual harassment of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of sexual harassment from a student is expected to forward the complaint to the principal.

A student should immediately report incidents of sexual harassment to a teacher, counselor, or administrator at the school. The person who receives a report from a student notifies the principal. The principal/designee promptly investigates the complaint and completes a sexual harassment complaint form, which is forwarded to the Director of Child Welfare and Attendance and the Director of Security. If the principal is accused in the incident, the Director of Child Welfare and Attendance is notified, investigates the complaint, and completes the sexual harassment complaint form. A copy of the completed form is given to the student, identifying, to the extent allowed by law, the action to be taken. Copies are also filed in the offices of the Director of Child Welfare and Attendance and the Director of Security. If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Director of Child Welfare and Attendance. The request must be made within ten (10) days following the receipt of a copy of the sexual harassment form.

GIFTED AND TALENTED PROGRAM

As a positive means of identifying students as candidates for the Gifted/Talented Program, the Richland Parish School System has set the following eligibility criteria for screening:

Kindergarten-Second Grade:

Students referred to the School Building Level Committee (SBLC) in these grades, will be screened by Pupil Appraisal Services using a criterion referenced measure that evidences high performance in academic and intellectual aptitude, demonstrated by screening results which fall in the 90-95 percentile range in reading and math.

Third-Twelfth Grade:

Students referred to the School Building Level Committee (SBLC) in these grades, shall meet screening criteria by scoring at least one Advanced Level and one Mastery Level on the district-wide assessment (i.e., iLEAP, LEAP), in reading and math.

Any student who meets the parish screening criteria, will be tested for the Gifted/Talented program using the Criteria for Eligibility (Chapter 9, Part C) of the state requirements for classification found in Bulletin 1508-Pupil Appraisal Handbook-Title 28 Education Part C1.

For further information, please contact the principal of the school where the student attends or Joyce Smith, Supervisor, Pupil Appraisals Services, Richland Parish School Board, 318.728.5964 ext. 243.

**Richland Parish School District Public Notice
Education Rights of Homeless Children and Youth**

The school district is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the following person who will provide information and assistance during the enrollment process:

Local Liaison Name: Ken Newsom

Telephone: (318) 728-5964 ext. 278

School Address: Richland Parish School Board. 411 Foster Street Rayville, LA 71269

Who is considered "homeless"?

Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are not sure, please call.

What are the education rights of homeless children and youth?

Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

- a. Immediate enrollment in school and, when desired or feasible, at the "school of origin."
- b. Prompt provision of necessary services such as transportation and meal programs.
- c. Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, preschool.
- d. Academic assistance through the district's federally funded Title I program.
- e. Parent or guardian involvement school activities.

What is the "school of origin"?

The term 'school of Origin' means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district's responsibility to consider the best interests of the child or youth when making a decision regarding what school to attend. Consideration must be given to placement at the school of origin unless doing so is contrary to the wishes of the parent or guardian.

What if there is disagreement regarding school placement?

The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal.

No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education

III. Curriculum and Instructional Program

Richland Parish Pupil Progression Plan

This section includes excerpts of the policies and procedures included in the 2010-2011 Pupil Progression Plan for the Richland Parish School Board.

Promotion/Retention

The student must have been present the required number of days/minutes (see Attendance).

1. Kindergarten

To be eligible for promotion, kindergarten students must successfully complete the following:

- a. Kindergarten students must be present the required number of days.
- b. No grades are given in kindergarten. A checklist of 18 reading skills and 18 math skills is used to chart student progress. As skills are mastered they are marked with an (S) on the checklist. Any skills that the student is having difficulty with are marked with an (N) on the checklist. Any skills not mastered are marked with a (U). In order for a student to be promoted from kindergarten to Grade 1, a student must have an average of 78% or above on reading skills and an average of 78% or above on mathematics skills. This average is based on the second semester. The second semester consists of the 4th, 5th, and 6th six weeks.

2. Grades 1 and 2

To be eligible for promotion, first and second grade students must successfully complete the following:

- a. Students must pass ELA and mathematics.
- b. Students must be present the required number of days/minutes.

Numerical grades will be given for each six weeks period. The average of both semester grades will determine promotion.

3. Grades 3-8

To be eligible for promotion, third grade students must successfully complete the following:

- a. Students must pass ELA and Mathematics.
- b. Students must not fail three or more subjects.
- c. Students must be present the required number of days/minutes.

All Students pursuing a regular High School Diploma:

End -of –Course/LAA2

All Richland Parish students entering 9th grade in 2010-2011 and beyond will be required to score at the Fair level or above on the English II **or** English III, Algebra I **or** Geometry, and Biology **or** American History portions of the End-of-Course Tests to be eligible to graduate. LAA2 must score at the Approaching Basic level or above on the ELA and math and science **or** social studies portions of the LAA2 to be eligible to graduate.

Grading Policy for End-of-Course (EOC) Tests

1. Students enrolled in a course for which there is an EOC test must take the EOC test.
 - a. The EOC test score shall count as a percentage of the student’s final grade for the course.
 - b. The percentage shall be between 15% and 30% inclusive, and shall be determined by the LEA.
 - c. The grades assigned for the EOC test achievement levels shall be as follows:

The grades assigned for the	Grade
Excellent	A
Good	B
Fair	C
Needs Improvement	D or F

- d. The DOE will provide conversion charts for various grading scales used by LEAs.
(Bulletin 741 §23 18)

Early Dismissal of Seniors

Seniors who are not in good academic standing to graduate will be required to carry a course load of classes that meets or exceeds the Carnegie Unit requirements for graduation. The principal or designee will review and/or revise the schedule of these students at the end of the first six weeks of each semester. If necessary for timely graduation, students will be required to increase their course load of classes.

Schools may offer Honors sections in the following courses:

- English I, English II, English III, English IV
- Algebra I, Algebra II, Geometry, Trigonometry, Advanced Math
- Civics, World Geography, World History, American History
- Physical Science, Biology I, Biology II, Chemistry, Physics

Honors classes

The following requirements should be required for student entry into or continuation in the honors program:

9th Graders

- 3.0 academic average
- Basic or Above on LEAP/iLEAP or 75% on other standardized test
- Teacher recommendation
- Attendance
- Student desire to enter the program and parent approval

grade	Regular Courses		Honors Courses	
A	4 quality points	(93 - 100)	4 quality points	(90 - 100)
B	3 quality points	(85 - 92)	3 quality points	(80 - 89)
C	2 quality points	(75 - 84)	2 quality points	(70 - 79)
D	1 quality point	(67 - 74)	1 quality point	(60 - 69)
F	0 quality points	(0 - 66)	0 quality points	(0 - 59)

** A student may be given a 0 for instances of no effort/participation and cheating.*

No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teacher, or other administrative staff members of the school or central office of the parish shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his/her teacher, unless it is determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy. The normal chain of command (teacher, principal, superintendent, and school board) must be followed.

Each school shall determine the student rank of each graduating class by dividing the total number of quality points earned by each student by the total number of high school credits pursued.

Students who choose to retake a course that has been successfully completed may do so; however, the following criteria will apply:

- The student's official transcript will reflect only the highest grade achieved for the course that has been taken again.
- First time and repeat grades for courses will be used in figuring the student's cumulative grade point average.
- For determination of GPA and class rank, college level and non required online classes will not be averaged in.

Criteria for promotion of students with characteristics of dyslexia served in Multisensory Structured Language Program:

If a student is in a Multisensory Structured Language Program, according to R.S. 17:7(11) the Louisiana Dyslexia Law, grades will be derived from that program in lieu of the local program. Students with characteristics of dyslexia served in Multisensory Structured Language Program will held to the same standard for promotion as all other regular education students.

Academic Grading

Kindergarten

Full day kindergarten attendance is required in Richland Parish. The letters S (satisfactory), U (unsatisfactory), and N (needs improvement) will be used to grade the progress of kindergarten students.

Grade 1

Numerical grades will be given for each six weeks period. The average of both semester grades will determine promotion.

Grades 2-12

All students addressing core content standards will receive numerical grades at every level. Numerical grades shall be given in the following skill areas. In all other courses, an S or U will be given.

<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	
ELA	ELA	ELA	Science
Math	Math	Math	Social Studies

Student Progress/Report Cards

Report cards are issued at the end of each six weeks for grades K-12. One copy is issued to each student. Progress reports may be obtained upon parent request to inform students and parents of progress between report cards. Percentage grades (representing total points earned out of total points possible) are recorded to indicate student progress. The report issued at the end of a course reflects a final percentage grade and a final letter grade.

Minimum Number of Grades

There will be a minimum of three grades posted in JGradebook by the end of the third week of each six-weeks grading period. A minimum of six grades will be posted in JGradebook prior to the end of each six-weeks grading period. For graduating seniors, during the sixth six-weeks, a senior will receive a minimum of grades equivalent to the number of weeks attended for the six-weeks prior to graduation.

Final Exams

In Richland Parish, grades that are entered into JGradebook as Midterm or Final Exams are mathematically figured as one-seventh of the semester grade.

Graduation Requirements

To receive a high school diploma and participate in senior activities and the graduation ceremony, a Richland Parish student must complete one of the following pathways:

**I want to earn an
Endorsement**
****Academic****

**I want to qualify for
TOPS Opportunity**
Meet grad requirements that
include the following

**I want to qualify for
TOPS Tech**
Meet grad requirements
that include the following

Complete Core 4	English I	English I
Meet TOPS GPA	English II	English II
ACT 23	English III	English III
3 college hours in core area	English IV	English IV
Score a Good or Excellent on all 6 EOC tests English II, English III, Algebra I, Geometry, Biology, U. S. History	Algebra I	Algebra I
Career/Tech	Geometry	Geometry
Complete Core 4	Algebra II	Additional Math
Complete area of concentration	Adv. Math or higher	Physical Science
GPA 2.5	Physical Science	Biology
ACT 20	Biology	Chemistry
Industry-based certification OR 3 Tech college hours	Chemistry	World Geography
90 work hours OR Senior Project w/20 work hours	Additional Science	Civics
Score a Good or Excellent on all 6 EOC tests English II, English III, Algebra I, Geometry, Biology U. S. History	World Geography	U. S. History
	Civics	
	U. S. History	
	World History	Option I
	Fine Arts OR Art OR Music	Fine Arts OR Art OR Music
	Foreign Language I	Foreign Language I
	Foreign Language II	Foreign Language II
	divide quality points by 19 to determine gpa	Computer course
	All courses above plus this criteria	Option II
	Option I - tuition	5 units in a career major
	2.5 core gpa (use courses above) 20 ACT	
		Computer course
	Option II - tuition + \$400 yr. 3.00 core gpa (use courses above) 23 ACT	divide quality points by 17/19 to determine gpa
	Option III - tuition + \$800 yr. 3.00 core gpa (use courses above) 27 ACT	
		All courses above plus this criteria
		Option I & II - tuition
		2.5 core gpa (use courses above) 17 ACT

Incoming Freshmen 2014-2015

College Diploma		Career Diploma	
Units	Subject	Units	Subject
4	English	4	English
4	Mathematics	4	Math
4	Science	2	Science
4	Social Studies	2	Social Studies
2	Foreign Language (<i>same language</i>)	1	PE
1	Art	½	PE II, Marching Band, Extracurricular sports, Cheering or Dance team
1	PE		
½	PE II, Marching Band, Extracurricular sports, Cheering or Dance team		
½	Health Education	½	Health Education
3	Other	9	Jump Start Course Sequences, Workplace Experiences, and Credentials (<i>Students must obtain an approved statewide or regional credential in order to graduate</i>)
24	TOTAL	23	TOTAL
Testing Requirements		Testing Requirements	
1. EOC <i>Must pass with at least a Fair</i> <ul style="list-style-type: none"> Algebra I OR Geometry, English II OR English III, AND Biology OR US History 1. ASPIRE SERIES: EXPLORE, PLAN, ACT – <i>students must score at least an 18 for the school to receive accountability points</i>		1. EOC <i>Must pass with at least a Fair</i> <ul style="list-style-type: none"> Algebra I OR Geometry, English II OR English III, AND Biology OR US History 2. ASPIRE SERIES: EXPLORE, PLAN, ACT - <i>students must score at least an 18 for the school to receive accountability points</i>	

Grades 9-12 Classification:

Grade classification for high school students (excluding Pre-GED / Skills Options students):

Freshman 9th grade – 1st year in high school

Sophomore 10th grade – 2nd year in high school and earned a minimum of 6 Carnegie units Junior

11th grade – 3rd year in high school and earned a minimum of 11 Carnegie units Senior 12th grade –
4th year in high school and earned a minimum of 17 Carnegie units

Grade classification for students with disabilities who are eligible for LAA1 is as follows:

9th grade – 1st year in high school

10th grade – 2nd year in high school and earned a minimum of 5 credit and non-credit units

11th grade – 3rd year in high school and earned a minimum of 11 credit and non-credit units

12th grade – 4th year in high school and earned a minimum of 15 credit and non-credit units

Attendance Requirements:

To successfully obtain ½ Carnegie credit, a student may not miss more than 5 days per semester.

A LAA1 student who is addressing curriculum at his/her functioning level in a regular education class will not earn a Carnegie unit for the course. A LAA1 student who is addressing grade level curriculum in a regular education class may earn a Carnegie unit. Grade classification for students with disabilities who are eligible for LAA2 will be determined by SBESE policy.

State Testing Programs

Dynamic Indicators of Basic Early Literacy Skills 7th Edition (DIBELS Next), an early reading assessment is mandated administered by all public schools enrolling K-3 students.

In 2014-2015, students in grades 3-8 will take annual assessments, developed collaboratively by Louisiana and a coalition of states called the Partnership for Assessment of Readiness for College and Careers (PARCC) that are fully aligned to the Common Core State Standards (CCSS) in English Language Arts and Mathematics. The 2014-2015 PARCC assessments for grades 5-8 will be computer based and for grades 3 and 4 will be paper based. For science and social studies in grades 4 and 8, students will take the Louisiana Educational Assessment Program (LEAP) and students in grades 3, 5, 6, and 7 will take (iLEAP).

High school students take End-of-Course (EOC) tests in six subjects: Algebra I, Geometry, English II and III, Biology and U.S. History. Beginning in 2013-14, EOC tests in English Language Arts and mathematics are aligned to Common Core State Standards. Students must achieve a passing score on all required components of EOC or LAA2 and meet Carnegie unit requirements in order to graduate from high school.

Louisiana offers two alternate assessments, LAA1 (grades 3-11) and LAA2 (10th and 11th eligible retesters). Students who take LAA1 may receive a Certificate of Achievement, not a high school diploma.

Students in 8th-11th grade will take a series of assessments, including EXPLORE, PLAN and ACT, to ensure students are on track to graduate from high school on time and with the knowledge and skills to succeed in college and challenging 21st century careers. These tests assess student achievement of English, reading, math and science.

Louisiana Statewide Assessment Schedule 2014-2015

	Grade Level(s)	Content	Delivery	Initial Test Dates	Makeup Test Date(s)
DSC	PK, K	Language/Cognition/Physical/Social-Emotional	N/A	Fall	
DIBELS	K-3	Reading	PBT	Fall, Winter, Spring	
PARCC	3, 4	English Language Arts and Mathematics	PBT*	Phase I (PBA) Window: March 16-20, 2015	
				Phase II (EOY) Window: May 4-8, 2015	
	5, 6, 7, 8		CBT*	Phase I (PBA) Window: March 2-27, 2015	
				Phase II (EOY) Window: April 27-May 22, 2015	
LEAP	4, 8	Science and Social Studies	PBT	April 14-15, 2015	April 16-17, 2015
iLEAP	3, 5, 6, 7				
EOC	6-12 as applicable	English II, English III Algebra I, Geometry Biology, US History	CBT	Fall Window: December 1-17, 2014 Spring Window: April 22-May 22, 2015 Summer Window: June 22-26, 2015	
ACT series	8, 9	Reading, English, Mathematics, Science	PBT	Window: March 9-13, 2015	
	10				
	11			March 17, 2015	March 31, 2015
AP	9-12 as applicable	Various	PBT	Window: May 4-15, 2015	
LAA1*	3-8, 10	English Language Arts and Mathematics	PBT	Window: February 2-March 13, 2015	
	4, 8, 11	Science			
LAA2* eligible testers	10, 11	English Language Arts Mathematics Science, Social Studies	PBT	Fall: October 20-24, 2014 Spring: April 13-17, 2015 Summer: June 22-26, 2015	
ELDA	K-12	English language	PBT	Window: February 2-March 13, 2015	

Note: Test administration of both the “old” Graduation Exit Examination (GEE) and the GEE21 is a district function and must be administered twice a year if students still need to pass portions of either the “old” GEE or the GEE21 to meet graduation requirements.

IV. Other Information

Use of School Facilities (RPSBPM: KG)

The Richland Parish School Board recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational need of communities. Use of school buildings by the community shall be considered a secondary function so as not to interfere with regular school-day programs of the students. School buildings may be used by the public only in instances where there is no personal gain by any person or any group of persons. The sale and/or consumption of alcoholic beverages in school facilities and on Richland Parish School Board property shall be prohibited at all times. Smoking shall be prohibited in all school buildings.

REQUIREMENTS:

When the use of school facilities by the community is desired, the user shall:

- 1). Sign a Use of School Facilities Agreement Form, which shall contain, but not be limited to, the following:
 - A. Waiver of any and all rights of recovery from the Board, its members, and the school district for any injuries or damages resulting from the use of school building facilities and grounds.
 - B. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase \$1,000,000 liability insurance identifying the board as an additional insured. A certificate verifying the purchase of such insurance should be presented to the Board at least twenty-four (24) hours prior to use of the facilities.
 - C. A statement that the individual or group shall assume all responsibility for damages resulting from their use of facilities.
 - D. A statement that the facility shall remain smoke-free and that laws regulating use of drugs, alcohol and weapons be upheld.
 - E. The following use fee schedule shall be adhered to for the use of facilities:
 1. Cafeteria
 - a) A cafeteria employee shall be present while the kitchen area is being used. The employee shall be paid at a rate established between the school principal and the group.
 - b) A \$100 deposit shall be required for the use of the kitchen area to ensure the proper cleanup. The deposit or part of the deposit may be refunded based on the time needed for the cleanup.
 - c) There will be a fee schedule of \$10 per hour made payable to the Richland Parish School Board for the use of the cafeteria.
 - d) Any unforeseen expenses incurred by RPSB for the use of the cafeteria with payment of such expenses being agreed upon by the principal and the group using the facility.
 2. Other facilities
 - a) All activities must be scheduled with the school principal with his approval and shall include a fee schedule of \$10 per hour.
 - b) Any unforeseen expenses incurred by RPSB for the use of the facility with payment of such expenses being agreed upon by the Principal and the group using the facility.
 - F. A statement that no school facilities shall be used for hazardous activities as determined by the superintendent.
 - 1). In no way violate any law or ordinance in the use of the property.
 - 2). Provide security as determined by the school administrator.
 - 3). Pay a damage deposit as set by the Board.

GENERAL PROVISIONS

The board shall direct the superintendent to maintain appropriate administrative regulations and procedures governing the use of school facilities. These regulations shall assure the following:

1. The principal shall be responsible for assuring that access to and use of school facilities by any group or individual is within board guidelines. Use of facilities for other than school activities during school hours or when in conflict with school activities shall be prohibited except by special permission of the superintendent. Access to facilities shall be strictly monitored by designated school personnel during such usage. Areas of any facility not intended for use shall be locked and properly safeguarded.
2. The use of any board-owned or operated facility shall be prohibited for the purpose of political activities or activities prohibited by state and/or board policies or considered in any way contrary to the best interests of the school system.
3. The use of food service facilities by groups outside of the food service department and/or food service organization shall be in accordance with the regulations outlined by the Superintendent and staff.
4. No person, club, or organization granted permission to use school facilities shall bring, or permit to be brought, into or onto or about such school facility any alcoholic beverage, drug, or weapon as defined by the laws of the State of Louisiana and/or policies and regulations of the board. Smoking in the buildings shall also be prohibited.
5. The falsification of any information required or the failure to comply with all policies, regulations, and/or procedures shall result in the person, group, or organization being prohibited from using any school facility in the future.
6. The board reserves the right, through the superintendent, principal, or other designated person to cancel the use of any board-owned or operated facility at any time when deemed in the best interest of the school system.
7. Fees charged for facility use shall be in accordance with the schedule of fees approved by the board.
8. No hooved animals shall be permitted on the athletic fields and/or any other area specified by the principal.
9. School plants shall not be used by an individual or group outside the school system for the purpose of making a profit.
10. Use of alcohol on facilities shall not interrupt the school's instructional program.

SPECIAL PROVISIONS

Voting Precincts

Use of school buildings for voting or polling places shall be authorized by the Board on the condition that election officials in charge on Election Day shall permit no loitering on the school premises. The principal shall determine where voting shall be held on school campuses. Arrangements for opening and closing the facilities shall be made with the principal of the school involved, and compensation shall be made to the appropriate individual.

Civil Defense

The civil defense director is authorized to use any and all necessary school facilities for emergency shelters or accommodations to help provide services to the public in the event of any declared emergency.

USE OF SCHOOL GROUNDS

The public shall be allowed to use school grounds (excluding buildings) for recreational or sport purposes only during daylight hours and only during the time when classes or other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms or explosives or other dangerous weapons or alcoholic beverages shall be allowed on any school grounds.

No supervisory personnel shall be provided by RPSB during this time, and any person who uses the school grounds for the limited purposes set forth herein does so at his/her own risk. The Board shall assume no liability for any accident, injury, or loss suffered by any person using the school grounds under permission herein granted.

NONDISCRIMINATION

No organization which discriminates against participants on the basis of race, sex, religion, disability or national origin, may make use of any facility owned by the school board.

Revised July 12, 2011

Visitors to Schools

Parents and others are welcomed and encouraged to visit schools at appropriate times. Special programs and visiting days may be planned throughout each school year to provide opportunities for such visits. All visitors must report to the principal's office immediately upon coming onto school grounds. They must sign in and out, indicate the purpose of the visit, and wear the visitor's badge issued to them. Principals are responsible for establishing procedures within their schools that will ensure the proper protection of instructional time and the welfare of students and staff. Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

Emergency Drills

Special drill activities are planned by the principal and faculty of each school to ensure the orderly movement/evacuation of students and staff to the safest area, in the event of an emergency. Students and staff are informed of escape routes. A map is displayed in each room specifying the routes and procedures for evacuating the building.

Emergency Closing of Schools

The board authorizes the superintendent/designee to close any and all schools when prevailing or potential hazards threaten the safety and well-being of students, staff, or school property. Whenever practical, the superintendent makes the decision to close school(s) after consulting with appropriate community agencies. Announcements and news releases to the media concerning such closing(s) are made by the superintendent/designee.

Evacuation of Schools

The Richland Parish School Board provides a comprehensive plan for evacuation of schools in the event of a disaster. Disaster may come in many forms such as chemical spills, bomb threats, and/or a state of national emergency. In cooperation with the local police and fire departments, 911 Call Center, and the Richland Office of Emergency Preparedness, the plan includes all centers and schools located in Richland Parish.

All principals and center directors are responsible for informing their teachers and staff of the details and procedures of the evacuation plans. A map and details of the evacuation plan are kept in the office of the principal and/or center director, and a copy is given to the law enforcement officer that arrives for the escort of the evacuation. Also, the administrator assigned to the lead bus will have on board a copy of the plan.

Child Nutrition Program

The Richland Parish School System offers nutritious meals to students every school day at a reasonable cost. The computerized meal accounting system establishes an account, much like a checking account, for each student and keeps a record of each meal eaten, extras purchased, and all monies prepaid. Breakfast, lunch, and any extras are deducted from the student's account as he/she comes through the line. Students must state their student number when accessing their account. Checks made payable to the student's cafeteria assures parents that money sent goes directly to the student's account for meals. Money left on accounts at the end of the school year is carried over to the next school year. If a student transfers to another Richland Parish school, his/her money is transferred to that site. Parents/guardians may request a refund at the end of the school year by contacting the school cafeteria manager. The United States Department of Agriculture and Louisiana Department of Education regulations permit a school system to deny a meal to a paying student when he/she arrives at school without lunch/breakfast money. The responsibility of insuring that a child eats every day rests with the parents/guardians, not the school system. A charge policy is posted in each school office and cafeteria. Reminder slips and letters are given to students when they need to bring more money. Parents are urged to contact the cafeteria manager periodically to check on their child's account. On-line payment option is available. The best time to call is between the hours of 8:30 to 10:15 A.M. or 1:00. to 2:00 P.M. Federal regulations mandate we must have a new household application every year for those families wishing to participate in free or reduced price meals. Free/Reduced price meal applications OR direct certification letters are distributed to all students at the beginning of each school year. Applications are available from the school office. Applications are processed and notification letters of results are sent to households within ten (10) days of the Child Nutrition Program receiving the application. If you have not received notification within two (2) weeks of submitting the application, please contact us at (318) 728-5964 to confirm receipt/status. Due to federal regulations, the Child Nutrition Program cannot be responsible for lost or misdirected applications. No overt identification of free or reduced price meal status is made. Student accounts are noted either free, reduced price, or full price using a confidential code. All charges must be paid.

Meal Prices

A price list is distributed at the beginning of each school year and is posted in the cafeteria. In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Physician Ordered Diets

Any child with a food allergy, diabetes, chewing/swallowing disorders, or any serious medical condition may receive a food substitution with a physician's order, which includes the following information:

1. Name of the child.
2. Name of the condition.
3. Name of school.
4. Specifics concerning diet changes.
5. Dated signature of M.D., D.O., or dentist (from Louisiana or adjoining states) or a Louisiana licensed nurse prescriber. This order must be renewed at the beginning of each school year and updated as often as necessary.

Richland Parish NCLB Family Involvement Policy

I. It is the Richland Parish Title I Family Involvement Policy to:

Involve parents in the joint development of the Richland Parish Parental Family Involvement Policy and in the process of school review and improvement.

- A. Have an annual meeting in the fall to inform parents of Richland Parish's participation in Title I, the requirements of the program, setting Parental Involvement goals and activities, information on the process of school review and improvement, the dissemination of Student Handbooks (including Parent Involvement Policy), and parents' right to be involved.
- B. Make the parish and school's Parental/Family Involvement Policy available to parents at each school's annual "Back to School Night" in the fall. A copy of the parish and school policy is sent home in the school student handbook with every student at the beginning of the school year. Both the Parish Policy and the School Policy are available for parents at every parent meeting and Parent-Teacher Conference meeting throughout the school year.
- C. Provide parents with a copy of the NCLB Consolidated Application and oral instructions on how to interpret it.
- D. Organize a Parent Advisory Council (PAC) of parents representing each school in the LEA that receives Title I funds. The Richland Parish Parent Advisory Council is a group of people that represent each school receiving Title I services and programs in a school district along with representatives from the Richland Parish community (businesses, organizations, programs) and at least two (one-parent and one teacher/counselor) representatives are chosen from each Title I school at the beginning of the school year.
- E. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I School Improvement programs by offering a flexible number of meetings at least three times per year.
- F. Educate parents on goals, objectives and purpose of back to school night, curriculum nights, and Parent-Teacher Conference Days by advising schools to notify parents and encourage parents to attend training and meetings

II. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective family involvement:

- A. Assist schools in helping parents understand the No Child Left Behind Act, State Student Performance Standards and state and local assessments by organizing and presenting workshops for parents at the LEA school level.
- B. Provide schools with materials and training to help coordinate literacy training, and computer instruction classes.
- C. Educate teachers, pupil services personnel, principals, and other staff with the assistance of parents in the value and utility of parents as volunteers in schools.
- D. Assist schools through the aid of ESL (English as Second Language) and Migrant Education personnel in sending information related to school and parent programs, meetings and other activities to the parents in the language used in the home.
- E. Assist schools in informing parents of existing family resource centers at Back-to-School Nights, in the student handbooks, by flyers, media, and attendance at PTA and PTO meetings.

III. Coordinate and integrate Part A family involvement strategies with those of other Programs, e.g., Head Start, and State run preschool programs.

- A. Encourage primary schools to invite parents of children in preschool programs to professional development workshops and in-services offered at the LEA and school level.
- B. Encourage principals and teachers of primary schools to visit Head Start, state-run preschool programs to coordinate curricula.

IV. Build the schools' and parents' capacity for strong family involvement.

- A. Assist schools in spending family involvement allotment on items that will directly affect and increase the achievement of children.
- B. Work with schools in designing school policies that include a well-defined plan, an outreach program, policies and procedures for implementation, school sponsored family activities, effective communication with parents and effective reporting of children's progress to parents.
- C. Work with parents on the purpose of home/school/student compacts.

V. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the Family Involvement Policy to determine the increased academic quality of the school.

- A. Richland Parish Title I Family Involvement will conduct an *assessment/evaluation* of its program *annually*. The evaluation will focus on:
 - 1. The Family Involvement policy,
 - 2. How the program is linked to the community,
 - 3. Policies and procedures for implementing the plan,
 - 4. How sponsored family involvement activities are communicated to the parents; and
 - 5. Methods of reporting children's progress to parents.

At this level, a team consists of the chairperson of family involvement at each Title I school, the coordinator of family involvement, and members of the school level PAC (Parent Advisory Council) will do the evaluation. Each school will organize a parent advisory council of parents representing the Title I school. One member from each school council will be chosen to serve on the Parish Advisory council with the school parent advisor/coordinator to represent their school.

- B. The LEA will conduct an evaluation of each Title I school's family involvement program *annually*. The evaluation will focus on the family involvement policy:
 - 1. How the program reaches out to involve parents,
 - 2. School policy and procedures for implementation,
 - 3. School-sponsored activities,
 - 4. How the school communicates with parents; and
 - 5. How the school reports children's progress to parents.

Ideally, a school-based team composed of a teacher, administrator, and one or two parents should complete the results of this checklist together. As you compile the checklist results, collect sample material that illustrates the answers (e.g. a copy of the parental involvement plan, a pupil progress report form, an attendance sheet at a school function, etc.) Your school enrollment data will give you information regarding the race and national origin of your student population. Use this information to determine the representatives of the current family involvement program at your school and set future goals and objectives.

Richland Parish School District Annual Parent Notice
Right to request Teacher Qualifications

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school. Thank you for your interest and involvement in your child's education.

Sincerely,

Ken Newsom
Program Improvement Supervisor
Phone (318) 728-5964
[e-mail: knewsom@richland.k12.la.us](mailto:knewsom@richland.k12.la.us)

Richland Parish NCLB, Title I Family Involvement LEA/School/Parent Compact

Mission: Richland Parish Title I believes that it is the system's responsibility to assist schools in coordinating and implementing programs for and with parents that will address the needs of students, parents, families, communities, and the school.

To accomplish our mission we (Richland Parish School Board, Title I Schools, The parents of Title I Students) have promised to do the following:

RICHLAND PARISH TITLE I OFFICE PROMISES TO:

- Assist schools carrying out requirements from federal, state, and local level as they pertain to Title I.
- Provide materials and training to help parents work with children in order to improve children's achievement;
- Educate teachers, principals, and other staff on the importance of family involvement;
- Coordinate and integrate family involvement programs and activities with other programs;
- Provide assistance to parents in understanding the No Child Left Behind Act, the state's content standards, state and local assessments, and how to follow a child's progress.

RICHLAND PARISH TITLE I SCHOOLS PROMISE TO:

- Develop a written Family Involvement Policy agreed upon by parents describing the means of carrying out Family Involvement requirements.
- Have an annual meeting to inform parents about the school's participation in Title I and their right to be involved.
- Offer a flexible number of meetings to involve parents in the planning, review, and improvement of Title I Programs.
- Provide parents with required school performance profiles and individual student assessment results, including an interpretation of such results.
- Provide students with a description and explanation of the curriculum in use at the school.
- Develop a school-parent-student compact for each student.
- Provide assistance to parents in understanding the No Child Left Behind Act, the state's content standards, state and local assessments, and how to follow a child's progress.
- Provide literacy training for parents.
- Coordinate the Pre-School curriculum and Family involvement activities with those of local Head Start Programs.
- Develop appropriate roles for community-based organizations.
- Make sure that information related to school and parent programs is sent to the homes in the language used in the homes.
- Reserve and spend not less than one percent (1 %) of the school's Title I allocation to carry out Family Involvement activities.

AS A PARENT OF A TITLE I STUDENT, I PROMISE TO:

- Attend meetings that will inform me about the Title I Program.
- Attend workshops that give insight into my child's assessments, results, and how to interpret results and profile sheets on my child.
- Attend conferences with teachers and students to develop a compact between the school, teacher, my child, and me.
- Adhere to the agreements I have made in the compacts.
- Volunteer in my child's school and / or classroom.
- Participate, as appropriate, in decisions relating to the education of my child.
- Attend appropriate literacy workshops that will enhance the academic achievement of my child.
- Use the parent resource centers materials that will improve my parenting skills and provide me with the opportunity to learn more about the developmental stages of my child.

Richland Parish School Board Observation Protocol Form

There may be times that parents would like to observe in their child's classroom. This is permissible with the following stipulations:

- Schedule the conference at least three (3) days prior to the observation with the teacher and the principal. During the scheduling of the conference, discuss where to sit, and ask questions about what you can and cannot do during a lesson observation to prevent any misunderstandings.
- Do not interrupt the lesson. Please make arrangements for childcare for preschool children.
- Dress appropriately.
- Do not be under the influence of illegal drugs or alcohol.
- Complete the Observation Feedback from the current Administrators' Handbook. Copies of this form will be available at the school.
- Upon completion of the observation, the original copy of the form must be submitted by the parent to the principal or his designee. The principal will give a copy of the form to the parent.
- FERPA regulations apply to classroom visitors. (See FERPA guidelines)

If a parent asks to observe in a classroom then have him/her complete the following form:

Observation Feedback Form

School: _____

Teacher/Activity Observed: _____

Date: _____ Time: _____

Good Things Observed: _____

Areas of Concern: _____

Possible Solutions for Areas of Concern: _____

Signature of Parent _____

Signature of Principal (or Designee) _____

V. Student/Parent Signature Forms

Please complete this page and return it to your child's school so that we may have a record that you received this booklet.

Thank you,
RICHLAND PARISH SCHOOL SYSTEM

This is to certify that I have received and read a copy of the *Student Handbook* for the 2014-2015 school year.

Parent/Guardian Signature

Student Signature

Date

Student Name (Please print)

Parent or Guardian:

My son or daughter, who has signed above, understands the rules that he or she is to follow in using the Richland Parish School Board Technology System at school. I have talked to him/her to make sure that the rules are understood. I understand that the use of the internet has opened up vast resources for school entities in Richland Parish and throughout the United States. I understand that students now have opportunities to access research databases that heretofore were unavailable to many schools. I understand that the Richland Parish School Board Technology System opens up the possibility of students having access to possibly defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material by "surfing through the Internet." The Richland Parish School Board will use its best efforts as required by the Children's Internet Protection Act (CIPA), including filtering software, in order to limit such access and to restrict it to only those areas of educational value. However, I understand that no matter how much supervision and monitoring the Richland Parish School Board can utilize, there will always be the possibility of my child coming into contact with these sites. Notwithstanding this fact, I recognize the importance of my child becoming technologically aware in an increasingly technological society, and I consent to the use of the Richland Parish School Board Technology System when my child uses it while on school property. I also understand that if I do not wish to consent to the use of my child's photos and/or work for publishing on the district's website, as well as in district or local media publications, I should contact the school to refuse consent.

Signature of Parent/Guardian

Date