



David Claxton
Superintendent

Jackson Parish
Student
Handbook
2021-2022

Jackson Parish School Board
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TABLE OF CONTENTS

School Board Members	4
SECTION I Residency and Attendance	5
Student Absences & Excuses	6
Truancy Procedure (2021-2022)	9
SECTION II Student Discipline	10
PBIS Tier 1 Responses . . . Type “A”	12
PBIS Tier 1 Responses . . . Type “B”	13
PBIS Tier 1 Responses . . . Type “C”	15
Due Process	17
Process for Expulsion	19
Interventions	20
Discipline for Special Education	22
Manifestation Determinations for 504 Students	23
Guidelines for Seclusion/Restraint with Exceptional Students	24
Disciplinary Alternative Program (DAP)	26
Transportation Discipline Policy	27
School Bus Rules & Regulations	28
Search and Interrogation of Students	29
Electronic Devices	30
Student Computer Access & Use	31
Reporting & Investigating Bullying	35
Student Alcohol & Drug Use	35
Dating Violence/Act 504	37
Title IX	38
Jackson Parish Policies for ALL Employees & Students	39
Parent Information	40
Complaint Procedure for Elementary & Secondary Education	41
Parental Rights/Students’ Rights to Privacy	42
Electronic Communications Between Employees & Students	43
Board Policy: JCDAE	

The following Board Policies are found on our website.
(www.jpsb.us)

Parent & Family Engagement	Board Policy: IFD
Equal Education Opportunities	Board Policy: JAA
Student Assignment	Board Policy: JBCC
Attendance	Board Policy: JB
Compulsory School Attendance	Board Policy: JBA
Student Searches	Board Policy: JCAB
Student Alcohol & Drug Use	Board Policy: JCDA B
Bullying, Hazing & Terrorizing	Board Policy: JCDA F
State Bullying Report Forms	Board
Policy: JCE Student Complaints & Grievances	Board
Policy: JCE Student Sexual Harassment	Board
Policy: JCEA Student Computer & Internet Use	
Board Policy: IFBGA Section 504 Grievance	
Procedures	
Notice of Screening & Intervention	
Louisiana Laws Children Code	
CHC 730 -	
Grounds CHC	
731 - Complaint	
Suspension	Board Policy: JDD

Parent Command Center

<https://jgrade.jpsb.us/progress>

Jackson Parish

Schools

SCHOOL BOARD MEMBERS

.....
**Dennis
Clary
Presid
ent
District
7**

**Gloria Davis
Vice-President
District 5**

**Mary Saulters
District 1**

**Calvin Waggoner
District 2**

**Rickey McBride
District 3**

**Gerry Mims
District 4**

**Gloria Davis
District 5**

**Wade McBride
District 6**

SECTION I RESIDENCY AND ATTENDANCE

Admission of Resident Students

Resident students are defined as students whose parents or legal guardians live inside Jackson Parish. All resident students of the school district shall be entitled to be admitted to the school serving the zone in which the student's parent or legal guardian resides.

Students enrolling for the first time in Jackson Parish Schools shall be required to furnish proof of residence, up to date immunizations according to the schedule established by the Department of Health and Hospitals, Social Security Card, and a Birth Certificate. If a parent/legal guardian cannot produce proof of residence, they are to be enrolled and given 15 school days to produce the proof of residence. Transfer students who satisfy residency, immunization and age requirements shall be admitted upon presentation of the most recent report card from the school most recently attended. The Principal/designee shall be responsible for contacting the Principal of the last school attended for the student's transcript.

ATTENDANCE REQUIREMENTS

Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour days) a school year for schools not operating on a semester basis. (Bulletin 741, §1103.G)

Elementary Students are allowed to miss 8 days per school year.

High School Students are allowed to miss 8 days per school year.

High School Students are allowed to miss 4 days per semester if pursuing ½ credit.

ILE: JBD Cf: [JB](#), [JBA](#) Cf: [JDD](#), [JGFC](#)

STUDENT ABSENCES AND EXCUSES

The Jackson Parish School Board recognizes that the fundamental right to attend the public school's places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

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

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *third* unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school pupil shall be permitted for any reason to absent him/her from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include non-exempted excused absences, excused absences, unexcused absences, and suspensions.

1. ***Non-exempted excused absences*** are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
2. ***Exempted excused absences*** are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
3. ***Unexcused absences*** are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.

4. **Suspensions** are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
8. Absences as verified by the principal or his/her designee as stated below:
 - A. Prior school system-approved travel for education;
 - B. Death in the immediate family (not to exceed one week); or,
 - C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. (5 parental excuses per year will be accepted). A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must

be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

REPORTING ABSENCES

The attendance of all school pupils shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered ~~tardy~~ late to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Jackson Parish
Schools
2021-2022
Truancy Procedure

Day 3	Day 5	Day 10
<p style="text-align: center;">School E-Mails Bobbie Caldwell Truancy</p> <p style="text-align: center;">School Sends Letter</p> <p style="text-align: center;">Truancy Officer Contacts Parents</p>	<p style="text-align: center;">School Emails Bobbie Caldwell Truancy</p> <p style="text-align: center;">School Sends Letter</p> <p style="text-align: center;">FINS Officer Summons Issued</p>	<p style="text-align: center;">School Continues to Communicate with Truancy Officer – Bobbie Caldwell</p> <p style="text-align: center;">FINS/DA</p> <p style="text-align: center;">Summons to Court</p>

(Summons may be issued to juvenile as well as parent)

Discipline Plan

DISCIPLINE PHILOSOPHY OF THE JACKSON PARISH SCHOOL BOARD

The Jackson Parish School Board accepts its obligation to provide every student with the opportunity to achieve self-improvement to the maximum degree of his/her ability. The Board acknowledges that a fair yet firm disciplinary policy, applied in a nondiscriminatory manner, is necessary to reach this goal by providing an orderly educational environment. The Board recognizes the importance of parental involvement and encourages parental support of their students in both academic and behavioral aspects of their school experience.

INTRODUCTION

The State of Louisiana grants a right to a public education so that young people can prepare themselves to take their place in society. Attending school is an opportunity for students to learn not only academic subject-matter but also how to work cooperatively in an orderly, well-disciplined environment. Both of these, knowledge of academics and acceptable standards of conduct are necessary for a student to build a firm foundation for the future.

This Handbook is designed to be a student's guide during this important time of life. The Handbook is intended to help the student understand his/her responsibility to conduct himself/herself in accordance with acceptable standards and to notify the student of procedures that will be followed in the event those standards are not followed.

The Progressive Discipline Plan is based upon and is consistent with state and federal law. As state and federal law change, the Board must change the Plan accordingly; however, while every effort is made to keep the Handbook current, situations may arise which will need further clarification or modification due to such changes in the law. Parents and students may contact the school principal or Superintendent's office (see below) for additional information, if necessary.

Inquiries concerning the application of this policy may be referred to the Parish School Superintendent:

NON-DISCRIMINATION NOTICE

Mr. David Claxton
Jackson Parish School Board Office 315 Pershing Highway
Jonesboro, Louisiana 71251
318-259-4456 (ext. 210)

The Jackson Parish School Board does not discriminate on the basis of race, color, national origin, sex, religion, disability or otherwise and prohibits the application of its Progressive Discipline Plan in a discriminatory manner.

STUDENT ORIENTATION

All students shall receive an orientation on the discipline plan within the first 5 days of the school year or of initial enrollment. The orientation shall be age, grade, and otherwise appropriate and shall include all aspects of the discipline plan, particularly nondiscrimination, bullying and similar prohibited conduct. Possible consequences include driver's license suspension, criminal consequences, and the contents of the Teacher Bill of Rights.

FACULTY AND STAFF TRAINING

All District personnel who may impose discipline shall receive annual training on the Plan. Periodic

updates and training of faculty and staff may also be provided, as necessary and appropriate.

JACKSON PARISH PROGRESSIVE DISCIPLINE PLAN

The Jackson Parish School Board is empowered by state law to regulate student conduct in order to provide a safe, non-disruptive school environment. No student has the right to interrupt learning, make others feel unsafe, or otherwise disrupt the educational process or related activities. This discipline plan was developed to address disruptive conduct in a fair manner with the goal of creating and maintaining a safe, non-disruptive educational environment.

This policy applies to students while on school grounds, at school-sponsored activities, while coming to or going from school while coming to or going from a school sponsored activity, and while a passenger of school-provided transportation. This policy may also apply to students who engage in conduct which substantially disrupts the educational process, regardless of the student's location.

PBIS: POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

The School Board has adopted the Positive Behavior Intervention and Support ("PBIS") model as the basis for all discipline in the District. The PBIS program provides positive behavior support in conjunction with the Progressive Discipline Plan. The goal of the PBIS program is to assure that students and staff know what kind of behavior is acceptable and what kind is prohibited in an orderly society; to reinforce students' good behavior by giving rewards, incentives, and other positive support; and to intervene according to the Discipline Plan when students exhibit unacceptable behavior. Further information concerning PBIS can be obtained from the Superintendent's office or from www.pbisworld.com or www.pbis.org.

STUDENT CODE OF CONDUCT

All students have the responsibility to conduct themselves in a well-behaved manner while attending school or any school activity and to conduct them at all times in an appropriate manner which does not have or pose the likelihood of disrupting the school's educational process. While at school, at school-sponsored activity, going to or from school; or in any other circumstance while he/she is under the authority of school personnel, every student has the responsibility to comply with the directions of principals, teachers, or other authorized personnel or supervisors and to otherwise conduct himself/herself in accordance with the School Board, school, and/or classroom rules. This code of conduct extends to acts by the student which may not be committed on school grounds or at a school activity; but nevertheless, poses or presents a substantial disruption to the school. Every student shall be held strictly accountable for any disorderly conduct by any teacher or other school employee in accordance with the Plan.

PROHIBITED CONDUCT AND POSSIBLE CONSEQUENCES

Any conduct that disrupts the educational process of the school is subject to disciplinary action. It is impossible for a discipline plan to cover every possible situation that may arise. Therefore, every person involved in the disciplinary process - including students, parents, and personnel is responsible for exercising common sense and moral judgements as well as for understanding that some misconduct may not be specifically referenced in this Plan but may nevertheless be subject to discipline. Prohibited conduct includes, but may not be limited to, the examples of behaviors provided in the charts below. Some examples include a definition and/or a range of specific acts that may fall within a certain behavior; however, none of these examples, definitions, or ranges is inclusive of all types of conduct that may be deemed such behavior. Students must use common sense, and if any question exists as to whether a certain behavior is prohibited, students should ask a teacher or principal to clarify. Some references are included in School Board policy which provides more detailed information on the identified behavior.

Please note that some behaviors may be included in multiple levels. Where a behavior in a list is labeled with a "Type", a different degree of that behavior will be found in a lesser and/or greater level of behavior.

All District personnel responses to prohibited behaviors shall be handled within PBIS protocol and shall proceed to disciplinary action accordingly. Disciplinary action for such conduct may include, but not be limited to, the consequences as set out below. Disciplinary action is not required to be taken in any particular order within the type. The disciplining authority may exercise reasonable discretionary judgment and base the disciplinary action on the nature and severity of the behavior.

TYPE A BEHAVIORS

Possible Consequences - Step 1

Teacher Action:	Student conference	Parent/Guardian conference
Complete LDE Form A and file	Counselor referral	Principal conference
PBIS Tier 1 responses	Loss of privileges	Recess detention
	Remedial work	ISS
	Corporal punishment (Policy JDA)	Reprimand

Behavior	Definition/Example
Violation of classroom rules	Breaking <u>any</u> in-class rule set by the teacher
Willful disobedience	Deliberate choice to break a rule or disobey a directive by a person in authority, such as refusing to stop talking when being told by a teacher to do so
Disrespect to authority	Act that shows disregard for or interferes with a person in authority, such as talking back, mocking, making rude gestures toward a teacher; walking away from authority when being spoken to
Profane and/or obscene language "TYPE A"	Speaking words that are offensive, indecent, swearing, cursing, or vulgar and/or name-calling or using gestures that suggest the same
Profane and/or obscene writings or drawings "TYPE A"	Writing words or drawing images that are indecent, offensive, swearing, cursing, or vulgar and/or name-calling, including writings/drawings such as graffiti, notes, letters, posters, computers-generated graphics
Conduct or habits injurious to others	Act that is intentional but not meant to yet does harm another, such as throwing an object that, even though it was not meant to, hits another person and injures him/her
Leaving class without permission	Leaving a class or other assigned area (such as cafeteria, assembly, etc.) without permission of authority
Stealing "TYPE A"	Taking and/or possessing another person's property without his/her permission-low value and/or individual circumstances determines Type A or higher infraction
Forgery of Parent/Guardian Signature	Signing of parent/guardian's name on daily papers, test, and regular class items
Gambling "Type A"	Playing a game of chance without wagering money or property, such as card games, dice, etc.
Dress/appearance code violation "Type A"	Minor violation of code; see Policy JCBD
Academic dishonesty "Type A"	Cheating on homework, classwork, in-class, or take-home test
Failing to complete assigned consequence "Type A"	Intentional failure to complete consequence assigned by an authority, such as refusing to complete work or to serve all of consequence (detention, etc.) assigned by an authority as a result of misconduct.
Misuse of internet/violation of electronic-technology policy	Using school computer or accessing website without permission; possessing electronic devices, such as cell phones, iPads, MP-3

“Type A”	players, etc.
False report against another student	Making a false report either in writing or orally against another student when it was known to be un-true at the time
Other offense	Any act that interferes with orderly process of a class or other school activity that is not covered by any other behavior or rule or is not specifically identified

TYPE B BEHAVIORS

Possible Consequences - Step 2

Teacher Action:	Student conference	Parent/Guardian conference
Complete LDE Form A and file	Counselor referral	Administrator conference
Refer to Principal	Time-out	Reprimand
PBIS Tiers 2 and 3 responses	Loss of privileges	Suspension from bus
Corporal punishment (Policy JDA)		
Discipline reports entered in JPAMS	(ISS) Short-term suspension	

Behavior	Definition/Example
Repeated Type A behaviors	Repeating conduct prohibited under TYPE A behavior chart
Making unfounded charge against authority	Accusing, without evidence, school staff member(s) of an unlawful violation of school rules/policy or making other false statement that harm their reputation, demean them, or deter others from associating with them
Profane and/or obscene language "TYPE B"	Excessive use of written or spoken words and/or drawings that are offensive, indecent, swearing, cussing, or vulgar and/or name-calling, or using gestures that suggest the same; or other such extreme obscenities.
Immoral or vicious practices	Isolated act that is unwelcome, comment that is hurtful, degrading, humiliating or offensive with a sexual, physical or racial component; act that is dangerous, aggressive, or disturbing and not conforming to acceptable standards
Disturbs school/habitually violates rules "TYPE B"	Any behavior that causes major disruption of instruction or activities; repeatedly violating any rule including sustained loud talking, yelling, screaming, making noise with materials/objects and/or out-of-seat behaviors
Cuts, defaces, injures any public school building: vandalism	Causing damage, destruction or other harm to property belonging to the school or to another person
Violates traffic/safety regulations	Breaks any law or school rules pertaining to the obstruction or flow of traffic and/or safety; <i>see</i> Policy JGFF
Leaves class and/or school grounds without permission and/or fails to return to the class/school	Leaves class or assigned location (cafeteria, gym, assembly, ect.) with or without permission and fails to return; leaves school grounds without permission and/or, with or without permission fails to return
Habitually tardy and/or absence (3 rd tardy/absence) "TYPE B"	Reporting to class after the period begins without permission; being absent, without proper excuse; consequence imposed upon 3 rd act
Stealing "TYPE B"	Taking and/or possessing another person's property, without his/her permission - high value and/or individual circumstances determines Type B or lower infraction
Forgery of	Signing of parent/guardian's name on excuses, reports or

Parent/guardian's signature "TYPE B"	other documents for which parental signature is required (except Type A)
Gambling "TYPE B"	Playing a game of chance with wager of money or property, such as card games, dice, or any activity involving betting
Dress/appearance code violation "TYPE B"	Violation of the dress or appearance code that cannot be immediately corrected, such as failing to wear the proper attire or presenting with prohibited hair styles or body ornamentation; ID violation; (see PolicyJCDB)

Academic dishonesty "TYPE B"	Cheating on standardized testing or plagiarism, fabrication, deception in the creation or presentation of any assignment or project
Trespassing "TYPE B"	Coming on any school property during the school day without permission, includes while on suspension or expulsion
Failure to serve assigned consequences "TYPE B"	Intentional failure to attend any consequence assigned by an authority as a result of misconduct, such as detention, suspension, alternative placement, etc.
Misuse of internet/violation of electronic-technology policy "TYPE B"	Using school computer or accessing unauthorized website without permission, such as pornography site; using electronic devices, such as cell phones, iPad, MP-3 players, etc; see Policy LFBGA, JCDAE
False report against authority	Making a false report, either in writing or orally against a school staff member or other person with supervisory authority when it was known to be untrue at the time
Any other offense "TYPE B"	Any serious, harmful incident or act that disrupts the educational process that is not covered by any other behavior or rule or is not specifically identified in the behavior charts; TYPE B depends on the severity of the misconduct

TYPE C BEHAVIORS

Possible Consequences - Step 3

Teacher Action: from bus Complete LDE Form B and file from bus Immediate referral to Principal	Parent/Guardian conference Parental notification	Suspension Expulsion ISS
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Discipline reports entered in JPAMS Expulsion (with or without alternative placement based on infraction)

Behavior	Definition/Example
Repeated Type A or B behaviors	Repeating suspension for repeating TYPE A behaviors or repeating behaviors prohibited under TYPE B behavior chart
Use or possession of controlled dangerous substance	Any use, possession, purchase, concealment, intent to distribute, distribution or sale of any drug, narcotic, controlled substance or paraphernalia linked to such items
Use or possession of tobacco or lighter	Any use, possession, purchase, concealment, intent to distribute, distribution or sale of any type of tobacco product (cigarette, chewing tobacco, etc.) <i>see</i> Policy JCDA
Use or possession of alcohol	Any use, possession, purchase, concealment, intent to distribute, distribution or sale of any type of alcoholic product (beer, liquor, anything containing or purporting to contain alcoholic content, etc.) <i>see</i> Policy JCDAB
Possession of weapon, as defined by Federal Law	Possession of concealment of any weapon designed to expel a projectile by action of an explosive, as defined by federal law; <i>see</i> Policy JCDAC
Discharge or use of a weapon prohibited by Federal Law	discharging/shooting or otherwise using a weapon, as defined by federal law (<i>see</i> possession above) <i>see</i> Policy JCDAC
Possession of firearm, knife, other implement that may be used as weapon	Possession of a firearm (other than those prohibited by federal law) knife, any blade bigger than 2 ½” that could be used to inflict bodily harm and includes any look-alike object that can place a person in reasonable fear of serious harm; may be carried on a student’s person or held in belongings, locker or other storage space; <i>see</i> Policy JCDAC
Possession of a blade less than 2 ½”	Possession of any blade less than 2 ½”, including pocketknife, box cutter or any other blade
Throws items liable to injure others	Throws toward a person any object that is either heavy, sharp or otherwise perceived to be harmful or throws with such velocity and force that the object would cause physical harm if it hits another person or cause a fight or disturbance; considered an “other weapon” offense; if the act actually causes injury to another person the consequence may be more severe
Killing of another person	Any killing of another human being regardless of the legal degree
Assault and/or battery	Any aggressive act toward another person may involve threats and/or other acts that put another person in fear of actual harm and/or actual unwanted physical contact, such as pushing, shoving, hitting with hand, body or object
Rape or sexual assault and/or battery	Any forced attempt to have sexual contact with another person or any actual sexual act with another person by force and/or without consent

Kidnapping	Intentional forced taking of another person from one place to another without consent
Arson	Intentionally causing damage by any explosive substance or setting fire to any property without consent of the owner

Criminal damages to property	Intentionally causing damage by any means (except fire or explosion) to any property that requires a report to law enforcement
Burglary	Unauthorized entry into any school property (building, vehicle, etc.) with intent to commit a felony or any theft from the property
Misappropriation of property with violence to the person	Taking something of any value from another person using force, intimidation (such as threats or bullying) or weapons of any kind
Instigates or participates in fight	Starts or joins in a physical altercation with 1 or more persons; starting or participating in a fight and/or fights involving 3 or more persons may result in more severe consequences
Causes serious bodily injury	Taking any action that causes an injury to another person and involves a substantial risk of death, extreme physical pain obvious disfigurement or loss or impairment of any part of a person's body or faculty (such as sight, hearing, etc.)
Bullying/harassment	Making unwanted and repeated written, verbal, physical behaviors toward another person, such as threatening, insulting or dehumanizing words or gestures; see Police JCDAF
Cyber-bullying/harassment	Making unwanted and repeated communications which are threatening, insulting or dehumanizing by any form of technology, such as social media (Facebook, Twitter, IG etc.) texting, emails; see Policy JCDAF
Possession or use of medication other than as prescribed or authorized	Possession (including storing in belongings, locker, etc.) use, intent to distribute or distribution of any over-the-counter or prescribed medication or look-alike medication, without permission of a parent/guardian and/or authorization from school official
Possession of body armor	Possession (including storing in belongings, locker, etc.) or wearing any type gear that protects from attack by another person
Making false alarm	Initiating a warning of fire or other catastrophe without valid cause; misuse of 911; making or assisting in the making of a bomb threat; discharging a fire extinguisher without cause
Public indecency	Exposing private body parts in view of another person
Obscene behaviors/possession of obscene material	Engaging in behavior of a sexual nature, including consensual sexual activity; possession or creation of sexual images in any form, such as images downloaded and/or printed from computer, book, magazine, phone, drawings, etc.
Stealing "TYPE C"	Taking and/or possessing another person's property without his/her permission - high value and/or individual circumstances determines TYPE C or lower infraction
Trespassing "TYPE C"	Coming on school property without permission during a time that school is not in session or staying on school property at any time after told to leave
Sexual harassment	Intimation, bullying, forcing of an action of a sexual nature that is unwelcomed (no consent)
Forgery	Forging another person's signature on official documents, including school

	checks, purchase orders, reports, etc.
Disturbs school or habitually violates any rule "Type C"	Behavior of a serious nature that causes a major disruption of the school or any activity; repeated violations of school or class rules; severity of infraction will determine TYPE C or lower infraction
Any other offense "TYPE C"	Any serious, harmful incident or act that disrupts the educational process that is not covered by any other behavior or rule or is not specifically identified in the behavior charts; TYPE C depends on the severity of the misconduct

DUE PROCESS

All students have certain legal rights related to discipline in school. Those rights generally called “due process” are summarized here. Students are encouraged to talk with their principal and/or teacher with questions or for further information. Copies of all discipline policies can be obtained from the Superintendent’s office or online at www.jpsb.us.

SUBSTANTIVE DUE PROCESS:

Notice of Behaviors That May Result in Disciplinary Action

All students have the right to notice of the substance or type of conduct which may result in disciplinary action. This right is known as “substantive due process” This Handbook and student orientation provide that notice. However, if a student has questions concerning the definition or examples of behavior (either identified in the Discipline Plan or not) or concerning any part of the Discipline Plan, he/she should immediately talk about those concerns with his/her principal or teacher.

PROCEDURAL DUE PROCESS:

Notice and Hearing before Loss of Right to Attend School

A student who is accused of misconduct that may result in a loss of the right to attend school has the legal right to receive certain notices and opportunities to respond. This right is commonly referred to as “procedural due process”. In Jackson Parish, students who are suspended or expelled are in most instances, provided alternative placement and; therefore, no student will lose the right to attend school in the District unless expulsion is required because of the nature and severity of the misconduct (for example, some “TYPE C” behaviors such as drug and weapon offenses). Nevertheless, the District provides certain due process protections to students where suspension or expulsion is recommended. The degree of notice and response depends on the length of the recommended disciplinary action.

Due Process for ISS or Out of School up to 10 days

- Step 1: *The principal or his/her designee advises the student of the misconduct of which he/she is accused and the basis for such accusation.*
- Step 2: *The student is given the opportunity at that time to explain his/her version of the facts.*
- Step 3: *The principal or his/her designee considers all facts and informs the student of his/her decision and provides written notice with reasons for the disciplinary action to the parent/guardian.*
- Step 4: *The parent/guardian may request review of the principal’s suspension decision by the Superintendent, whose decision will be final.*

Due Process for - Out of School Suspension and Alternative School for more than 10 days

- Step 1-2: *Same as above.*
- Step 3: *The principal or his/her designee provides written notice of the recommendation for disciplinary action with the basis for same to the parent/guardian and that the student is suspended more than 10 days pending completion of the due process procedure.*
- Step 4: *The hearing officer provides written notice to the parent/guardian of the date, time, and place of the hearing on the principal’s recommendation and of the student’s rights at the hearing*
- Step 5: *A hearing is held by the Superintendent or the hearing officer.*

- Step 6:** *The hearing officer provides written notice of his/her decision to the parent/guardian.*
- Step 7:** *The parent/guardian may request review of the Superintendent's suspension or expulsion decision by the School Board.*
- Step 8:** *The parent/guardian may pursue review of the School Board's suspension or expulsion decision in state court.*

For further information regarding due process, see School Board Policies JCAA, ID, JDDA, IDE; Louisiana Revised Statutes 17:416; Goss v. Lopez, 419 U.S. 565 (1975).

Right to Alternative Placement and/or to Make-up Classwork

Long-term Suspension & Expulsions *A student given a long-term suspension or expulsion will be provided all (35 days or more) work by his/her classroom teachers and/or be provided a teacher in alternative placement and has the opportunity to complete all work for full credit. State law requires the District to provide alternative placement for long-term suspensions and expulsions (except for certain severe offenses) in which case the student is required to attend school at the alternative placement site and, if the student refuses or otherwise fails to attend, will be considered truant and receive unexcused absences.*

PROCESS FOR EXPULSION

Where there has been a recommendation for expulsion, an impartial hearing shall be provided by the Superintendent or his/her designee after the informal hearing has been held at the building level. The following guideline shall be used:

1. The student shall be informed in writing, of the charges against him/her, including a summary of the evidence upon which charges are based.
2. A copy of the recommendation for expulsion shall be delivered or sent by certified mail to the parent/guardian of the student within 24 hours following the incident;
3. The Superintendent or his/her designee shall schedule a prompt hearing so that an appeal of the recommendation may be made at the request of the student and/or parent/guardian within **(15)** school days, or the decision of the Superintendent or designee shall be final.

A formal hearing shall be provided for the student by the Superintendent or his designee. The team shall consist of the Child Welfare Director or designee and at least two administrators from the High Schools, Junior Highs, or Elementary Schools. Hearings will be conducted as needed but at least weekly. The following guidelines will be used:

1. A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing with the Superintendent or his /her designee.
2. The Superintendent or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense read to him/her by the principal recommending the expulsion or his/her designee and the student shall be asked if the charges are true.
3. If the student admits to the truth of the factual allegation, the Hearing Officer or his/her designee will proceed with the hearing for determination of any disciplinary action.
4. The student is entitled to representation by a lawyer or lay counsel. The student may present witnesses on his/her behalf.

5. At the hearing the principal or his/her designee shall present evidence of the circumstances and events to support the recommendation for expulsion. The presentation will include statements, documents, and other evidence by and on behalf of the school from people who witnessed the alleged offense and others involved.
6. Presentation of statement, documents, and other evidence by and on behalf of the student may be presented if the student so desires. The student may testify and may offer the statement of others; however, the student may not be required to testify. The Superintendent or his/her designee may permit cross-examination of witnesses. The cross-examination may be limited if the Superintendent or his designee believes it is abusive or interferes with the conduct of an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in his/her favor.
7. The Superintendent or his/her designee may ask questions.
8. Based on the written and oral evidence, the superintendent or his/her designee determines the disciplinary action to be taken.
9. A record of the hearing is kept, and if a written request is made, the parent or legal guardian will be furnished a record of the hearing. The student will be advised of his/her right to appeal the decision to the superintendent. The final level of appeal is to the Jackson Parish School Board.
10. Information on the date(s) of any expulsion and the reason(s) for which the student(s) is expelled should be sent to the Child Welfare Director.

NOTE: After two scheduled hearings in which the parent/guardian do not attend the Superintendent's designee will make a determination of the consequence.

Interventions

1. School Building Level Committee

Teachers and administrators have the option as well as an obligation to refer students who have repeatedly disrupted the teaching and learning process to the SBLC. The referring staff member and the committee will cooperatively develop strategies to alleviate the discipline problems and increase the child's academic success.

2. Positive Behavioral Interventions & Supports:

In compliance with the Juvenile Justice Education Partnership Act of 2003 and the Board of Elementary and Secondary Education's Model Master Plan for Discipline, all Jackson Parish Schools shall establish a school-wide system of discipline which utilizes positive behavioral supports. Schools shall establish, post, and provide direct instruction on school-wide behavioral expectations to each student at the beginning of each school year and reinforce expectations throughout the school year. Students not responding to Tier I of the Positive Behavioral Supports Plan shall receive additional interventions with Tier II of the Plan.

3. Corporal Punishment (paddling)

When school officials have exhausted other possible remedies, corporal punishment may be used. Parents may deny school officials permission to use corporal punishment as an option by returning the non-consent form found on the first page of this handbook.

(Neither special education students, students with disabilities, nor 504 students can be paddled.)

The following procedures shall be followed:

- a. When the principal/certified personnel designee has exhausted other possible administrative remedies, paddling may be used.
- b. Only the principal and/or designated staff member shall paddle and only in the presence of a second school employee, who should be informed beforehand of the

reason for this consequence.

- c. A school principal/designee who has administered a paddling shall provide the child's parent or legal guardian(s) written explanation of the incident stating the reason and the name of the school employee who was present as a witness. That written documentation may be a copy of the referral.
- d. Paddling shall be administered in the office of the principal or in such a place or places as may be designated by the principal/designee.
- e. Principals must offer parents/guardians an opportunity to refuse paddling as disciplinary strategy as a part of the Student Handbook documentation process. (See page of this Handbook.)
- f. Paddling shall **not** be administered in the visual presence of other students.
- g. The principal/designee shall document the punishment session, including the signature of a witness, and shall keep said documentation on file. Documentation shall include: description of the incident, the date, action taken, and signatures of the principal and the witness. In accordance with Bulletin 741 Section 17.223, a copy will be provided BY REQUEST to the Child Welfare Director.
- h. The use of paddling shall at all times be reasonable and proper.
- i. Paddling shall be administered without anger or malice.

NOTE: Each school should have designated personnel that are authorized to paddle students.

4. In-School Suspension (ISS)

ISS program shall be tailored to fit the needs of secondary and elementary students. The ISS area and the length of the assignment can vary from school to school. The ISS assignment may vary in length for a certain number of hours to a certain number of days. It may be located in another teacher's classroom or a specifically assigned area within the school campus. Classroom assignments shall be sent to ISS for completion by the student. Students who do not finish assignments may be subject to further disciplinary actions.

5. Before and After School Detention Programs

State law defines detention as activities, assignments, or work held before or after school or on weekends. Failure of a student to participate in assigned detention may result in immediate suspension. Detention time may be assigned to a student by the principal or teacher for inappropriate behavior or tardiness. Assignment to the school's detention area shall be handled through the principal's office. The amount of time shall be commensurate with the offense.

Parents or guardians of elementary students shall be notified by phone or a note prior to the student's being placed in detention. Secondary school students shall be responsible for parent or guardian notification. Parents or guardians shall be responsible for providing transportation. Documentation of all notification efforts by the school shall be maintained in the principal's office.

6. Restriction from Participation in Selected School Activities

When, in the opinion of the principal, a student's misconduct warrants, the student shall forfeit the privilege of participating in certain school activities/functions. These may include, but are not limited to:

- 1. Driving a car/riding a bicycle to school.
- 2. Attending and/or participating in school-sponsored competitive events
- 3. Attending dances, assemblies, or other related school activities
- 4. Participating in school-sponsored field trips

7. Suspension

Students may be suspended for violation of the **STUDENT BEHAVIOR CODE**. Before a suspension can occur, a student must be provided with due process. A parent conference with the school principal/designee is required prior to re-admittance of a student following a suspension. Students are not eligible to participate in activities. In accordance of Bulletin 741, Section 1301, a student who is suspended for more than 10 days or less shall be assigned school work missed while he/she is suspended and shall receive either full or partial 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.

8. Expulsion

State law mandates expulsions for specific violations of the law relating to possession of weapons, controlled substances, assaults upon school personnel or habitual misbehavior. State law also requires students be afforded due process. A student convicted of a felony shall be immediately recommended for expulsion. A conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which, had it been committed by an adult, would have constituted a felony, may be caused for expulsion of the student 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 local educational governing authority. In accordance with Bulletin 741, Section 17:416, A student who is expelled and receives educational services in an alternative school site, shall be assigned school 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.

DISCIPLINE OF STUDENTS WITH DISABILITIES:

Students with disabilities shall be disciplined in accordance with the Individuals with Disabilities Act and Louisiana Bulletin 1706.

Case-by-Case Determination

School personnel may consider any unique circumstances on a case-by-case basis, when determining whether a change of placement, consistent with requirements related to discipline, is appropriate for a student with a disability who violates a school code of student conduct.

General Description

School personnel may, under this section, remove a student with a disability who violates a code of student conduct from his/her current placement to an appropriate interim alternative educational setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement). After a child with a disability has been removed from his/her current placement for a total of 10 school days in the same school year, during any subsequent days of removal, that school district shall provide services to the extent required.

Additional Authority

For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability, school personnel may apply the same disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

Services

The services that shall be provided to a student with a disability who has been removed from the student's current placement may be provided in an interim alternative educational setting. A school district is only required to provide services to a student with a disability who has been removed from his/her current placement for 10 consecutive school days or less in that school year, if it provides services to a student without disabilities who has been similarly removed. After a student with a disability has been removed from his/ her placement for 10 consecutive school days in that same school year, and if the current removal is for 10 consecutive school days or less and if the removal is not a change of placement, then school personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in your child's IEP.

Manifestation Determination

Within 10 school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or
2. If the conduct in question was the direct result of the school district's failure to implement the student's IEP.

If the school district, the parent, and relevant members of the student's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the student's disability. If the school district, the parent, and relevant members of the student's IEP Team determine that the conduct in question was the direct result of the school district's failure to implement the IEP, the school district shall take immediate steps to remedy those deficiencies.

Determination that Behavior was a Manifestation of the Child's Disability

If the school district, the parent, and relevant members of the IEP Team determine that the conduct was a manifestation of the student's disability, the IEP Team shall:

1. Conduct a functional behavioral assessment (FBA), unless the school district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or
2. If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior.

Except as described below under Special Circumstances, the school district must return the student to the placement from which he or she was removed, unless the parent and the school district agree to a change of placement as part of the modification of the behavioral intervention plan.

Special Circumstances

School personnel may move a student to an interim alternative educational setting for

not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student with a disability:

1. Carries a weapon to or possesses a weapon at school, on school premises, or at a school function under the jurisdiction of the Louisiana Department of Education or a school district;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the Louisiana Department of Education or a school district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Louisiana Department of Education or a school district;

Manifestation Determinations for students identified as 504 are scheduled by the school 504 Coordinator.

1. School guidance counselor or assistant principal conducts a Manifestation Determination meeting with staff and parents;
2. School sends a signed copy of the Manifestation Determination to the 504 Supervisor.
3. Manifestation Determination form is filed in student's permanent record.
(Copy goes in folder at Student Service Center.)

Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students

Louisiana Revised Statute 17:416.21 (Act 328 of 2011) and Louisiana Bulletin 1706 (Regulations for Students with Disabilities, rev. 2012) mandate that each Local Educational Agency develop and disseminate guidelines for use of seclusion and physical restraint to parents/guardians of exceptional students.

Comprehensive policies and procedures that include descriptions of methods and procedures for seclusion, physical transport, intervention, and control as well as procedures for parent notification, staff training, direct monitoring, data analysis, and documentation are available for review at each school site and at the Jackson Parish Schools website. Copies of these documents will be provided upon request.

General guidelines for use of seclusion and physical restraint for students with exceptionalities in Jackson Parish Schools are as follow:

1. Seclusion or physical restraint will be used only when all other classroom interventions have been attempted and proven unsuccessful in remediating self- injurious or physically aggressive behaviors and then only to prevent the immediate escalation of aggressive behavior and imminent physical injury to other students or faculty.
2. Physical control techniques that result in minimal discomfort and no physical injury to the student will be implemented exclusively. Interventions used will not interfere with a student's ability to breathe freely or communicate with others. Students will not be restrained in a manner that places excessive pressure on the back or chest that may present a risk of asphyxia.
3. Neither seclusion nor physical intervention will be used as a form of discipline or punishment, as a threat to control, bully or to obtain

compliance, for convenience of school personnel, or when unsafe, unreasonable, or unwarranted. Seclusion is prohibited for addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. Seclusion and physical restraint will not be used after imminent substantial risk of injury no longer exists. Seclusion will not be used to isolate a student from needed educational instruction. Staff will not attempt to gain compliance by reminding a student of behaviors that have resulted in physical restraint or seclusion in the past.

4. If a student has a medical or psychological condition that precludes seclusion and/or physical intervention, as certified in a written statement by a licensed health care provider, physical restraint will not be used with that student. That student's Individualized Education Plan (IEP) team will develop and implement interventions to address that student's individual needs.
5. No mechanical devices such as stockinet's, web straps, or tie downs will be used for physical restraint. Adaptive devices such as braces, postural aids, and other equipment prescribed through the Individualized Education Plan (IEP) to assist a student to benefit from his/her educational programming are not considered to be restraints.
6. Only school personnel that have specific experiential training in the safe and proper application of prescribed techniques will employ seclusion and physical restraint. Only approved procedures will be used. All trained personnel are required to assist, if needed, when physical transport or restraint is implemented.
- 7.

8. Physical restraint or seclusion will not serve as the sole means of behavioral intervention and support for any student with a disability. Special education students who have a documented history of physical aggression will have a behavior management plan included as a component of their Individualized Education Plan. This behavior plan will designate when seclusion or physical restraint is used and the behavioral consequences that will follow use of seclusion or restraint. Seclusion and physical restraint used for reasons other than imminent risk of harm and use of procedures contrary to those approved listed shall be considered unreasonable and are strictly prohibited.
9. In an emergency situation, physical restraint or seclusion may be used with any student to prevent injury to that student or others. However, every behavioral incident that involves physical intervention is subject to review by principals, administrative staff, community advocates, and parents. Staff is advised to be extremely cautious when using physical interventions when students do not have such interventions included in their Individualized Education Plans.
10. Personnel will not discuss any aspect of seclusion or physical restraint with any student at any time. Once an incident of seclusion or physical restraint is ended, teachers and others will return to teaching and providing opportunities for students to earn positive reinforcers.
11. When seclusion or physical restraint is implemented, the student's principal or a designee must notify the student's parent or guardian before the end of that school day. The principal must also notify the Director of Student Support Services or a designee before the end of that day and review, sign, and fax a copy of the intervention report to that Director within 24 hours. A copy of the documents will be forwarded to parents and the school's Behavior Interventionist as soon as possible.
12. After a seclusion/restraint incident, the Special Education teacher will convene the IEP Team within 10 days to review and revise accommodations, modifications, and/or behavior intervention plans in an effort to prevent future occurrences. The Special Education Program Manager for that school must be present at the IEP meeting.
13. Physical Restraint/Seclusion Incident Reporting data will be analyzed at least annually. Procedures will be reviewed and revised as necessary in the interim to ensure appropriateness and effectiveness.
14. Data will be used to track the number of incidents of physical restraint/seclusion by student, staff, and type of incidents, description and number of injuries sustained by student and/or staff and the nature of any such injuries, and other factors such as precipitating events and other observable factors. Related data will be available to parents/guardians of children and other interested parties upon request.

A copy of these guidelines will be provided to parents/guardians of students with disabilities and exceptional students at age of majority at least annually either as a freestanding document or as a component of a more comprehensive Students Rights and Responsibilities Handbook.

DISCIPLINARY ALTERNATIVE PROGRAM (DAP)

The purpose of the Disciplinary Alternative Program is to provide an alternative learning environment for those students whose behavior has dictated the need to remove them from the traditional school setting. A more structured learning environment is established in order to promote responsibility and foster a desire to follow the rules and guidelines in order to return to the home school. This program serves sixth through twelfth grades. Students are transferred to the program in lieu of an out-of-school expulsion. Classes are limited to a 15:1 ratio.

Junior and Senior High Eligibility

Eligibility consists of junior and senior high students who have violated the Jackson Parish School's disciplinary code. Students are assigned for long-term placement in lieu of an out-of-school expulsion. Students recommended for expulsion by the home school principal to the Child Welfare Director will be provided with a due process hearing. The referral packet is provided by the home school principal to the Child Welfare Director at the hearing. The hearing team consists of the Child Welfare Director and Principals or district administrators. The hearing team makes a finding of whether or not the student is guilty of conduct warranting an expulsion and the specified period of the expulsion.

Assignment

Assignment to the program is on a long-term basis **through the Expulsion hearing process**. The length of stay is **35 days**, remainder of the school year or no longer than authorized by Louisiana Law. The Administrative Hearing Team will inform the student and parent/guardian of their determination. All due process activities must be completed with the student, parent/guardian and the Alternative School Personnel or Hearing Officer to go over expectations and requirements of completing their assignment. The Alternative School Personnel must obtain approval from the Hearing Officer BEFORE a student's expulsion may be activated.

Attendance

Students admitted to DAP continue to be recognized as enrolled at the home school. Attendance requirements of the program meet State and Jackson Parish School Board Policies. Assigned students are required to attend by state law.

Transitional Students

Any student upon entering or returning to the Jackson Parish Schools who has been in a secure facility for more than 30 days will be assigned to Alternative School. The Alternative School Personnel, Hearing Officer, and Principal will review the student's readiness to be enrolled into his/her zoned school. Behavior, attendance, and grades will be considered.

Probation

At the end of each grading period, each student's behavior, grades, and attendance will be reviewed by the Committee. If the student makes passing grades, has no more than two level one office referrals and has no more than 2 unexcused absences per grading period, **and has met DAP goals**, consideration will be given to returning the student to his/her home school on probation for the remainder of his/her assignment. The Alternative School Personnel must agree prior to this probation/expulsion and will consider the severity of the original offense in making this decision. No pupil expelled for firearm, knife, or dangerous weapon or instrumentality or drug related offense shall be admitted or readmitted to schools on a probationary basis until the student produces written documentation he/she and his/her parent/legal guardian have enrolled and participated or is participating in a rehabilitation/counseling program related to the reasons for the expulsion.

Transportation Discipline Policy

Failure to comply with the rules and regulations listed in this handbook will result in the following actions:

First infraction - Written discipline report by the bus driver is submitted to the principal of the school (or designee). Principal/Designee shall summon student to the office for warning and shall notify parent/guardian of the incident. (Bus driver will attempt to contact parent/guardian). Documentation shall be made by the school of action taken and parental contact. School shall also notify bus driver via bus driver mail box in the office.

Second infraction - Student shall be suspended from bus riding privileges for a minimum of three (3) days. NO EXCEPTIONS.

Third infraction - Student shall be suspended from bus riding privileges for a minimum of five (5) days. School shall hold conference with parent/guardian.

Fourth infraction - Student shall be suspended from bus riding privileges for the remainder of the school term. Due process hearing with parent/guardian.

******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 (but not limited to) severe behavior and students will be suspended from school for three days for such behavior:***

- Fighting
- Possession of alcohol or drug substances
- Possession of any kind of weapon
- Assault
- Destruction of School Board property
- Intentional disrespect

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 authorization. Students will be allowed off the bus only at school, home and locations requested in writing by parent/guardian. No student may ride two (2) different buses: one (1) in the morning and one (1) in the evening) without prior approval. Students riding the bus **must comply** with the requests of the driver. **THE BUS DRIVER IS IN COMPLETE CHARGE OF THE BUS AND ITS OCCUPANTS AT ALL TIMES.**

SCHOOL BUS RULES AND REGULATIONS

The Jackson Parish School Board will maintain a safe and secure transportation system. Students may ride a bus to and from school if they are identified as legal riders. Riding a bus is a privilege, it is not a right. Students who do not adhere to the Rules and Regulations as listed will forfeit riding privileges.

1. Students shall be waiting for the bus at the designated bus stop. **The bus cannot wait for those who are late.**
2. Students are to adhere to proper and orderly boarding and de-boarding procedures as established by the driver.
3. Students who must cross the road when boarding or after de-boarding the bus should always **PASS 10 FEET in front of the bus and NEVER behind it.** The driver should see that the road is clear before the child is permitted to cross the road. **WATCH THE DRIVER'S HAND SIGNAL!**
4. Students should always walk on the left side of the road facing traffic.
5. A student is to ride the bus and only the bus he/she is assigned to ride. Student's departing the bus at a stop other than his/her designated stop or riding a different bus is prohibited.
6. Students are to be seated in assigned seats immediately upon boarding the bus and are to remain seated at all times until the bus comes to a complete stop at the student's destination. Students will face forward in seats at all time while riding the school bus. **DO NOT LEAVE THE BUS WITHOUT DRIVER'S CONSENT EXCEPT AT HOME OR AT SCHOOL.**
7. Students will only be allowed off the bus at school, home, and locations requested in **writing by parents/guardians.** These locations must have **prior** approval by the principal or designee and be on the route for that bus.
8. Loud talking and other noises that could be distracting to the driver are not permitted on the bus. This includes cell phones, electronic devices, and unnecessary conversation with the driver.
9. Students are not to place arms, head, other body parts, or other objects outside the bus windows.
10. Students are not to possess alcohol, tobacco products, matches, cigarette lighters, weapons, or other prohibited items on the bus.
11. Eating food, chewing gum, and drinking beverages are not permitted on the bus.
12. Students are not to be disrespectful to other vehicles or persons the bus meets or passes on the road.
13. The use of vulgarity will not be allowed on the bus by anyone. Inappropriate printed materials will not be allowed.
14. Verbal and physical harassment or fighting will not be tolerated on the bus or at the bus stop. A student may be disciplined for any behavior which may affect the safety of others.
15. Students are not allowed to vandalize the bus. The student/parent/guardian shall be responsible for payment of charges.
(Clean feet before entering the bus; no spitting on the floor of the bus)
16. Students are not allowed to throw objects on the bus or out of the bus windows.
17. Disobedience and/or disrespect displayed toward the bus driver, aides, or monitors will not be tolerated.
18. A student must identify himself/herself correctly when requested to do so by the bus driver, aide, or monitor.
19. Articles carried by students must be able to fit under the seat or be held in the student's lap.

NO GLASS OBJECTS OF ANY SIZE

SEARCH & INTERROGATION STUDENTS

Searches and Interrogations of Students

In accordance with Louisiana law, the superintendent, principal, the principal's designee or security personnel of the school may detain and search or authorize the search of any student on the premises of the public schools, or while attending, or in transit to any event or function sponsored or authorized by the school under the following conditions:

1. The principal and/or the principal's designee has reasonable suspicion that the student may have on his/her person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The user of lockers, desk, ground, and other storage areas or compartments have no reasonable expectations of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subject to searches at any time with or without reasonable suspicion.
3. The principal and/or the principal's designee may search a student whenever the student consents to such a search. ~~However, consent obtained through threats or coercion is not considered to be freely and voluntarily given. Should a student refuse to submit to a voluntary search, and should the principal and/or the principal's designee feel "reasonable cause" has been established, the student's parents will be contacted immediately and requested to come to the school. After counsel is taken with parents and other school officials, a decision will be made regarding the involvement of local authorities.~~ If a school administrator suspects the presence of firearms, weapons (defined as instrumentalities), illegal drugs, stolen goods or other materials or objects the possession of which is a violation of School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

Any search of student's person, pat-down or otherwise, shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Detailed documentation shall be made of all searches. Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized. The school administrator or designee shall immediately contact the student's parent or guardian, appropriate law enforcement agency (when appropriate) and the Superintendent. The Superintendent, upon further investigation, shall notify the School Board.

4. The principal and/or the principal's designee conducting or authorizing a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any search of students, as outlined herein, will be conducted by an authorized person who is the same sex as the person being searched.
6. **Strip search is forbidden.** No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
7. Items that may be seized during a lawful search - in addition to those mentioned in

paragraph 1 (above) shall include, but not be limited to, any item, instrument or material commonly recognized as unlawful or prohibited. Such items, or any items which, in the opinion of the principal or superintendent, may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership, and held for release to proper law enforcement authorities (within seventy-two hours of seizure) and kept in a secure place until released to proper authorities.

8. Students found to be in possession of illegal contraband may be subjected to detention, suspension, or expulsion as determined by the principal.
9. Any public agency official has a right to interview students as suspects or witnesses. The principal/designee must be present. Attempts should be made to contact parents unless the purpose of the interview is for child abuse/neglect.
- 10.

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system, in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication 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.

For purposes of this policy, the terms *use* and *operation* shall mean whenever the electronic telecommunication device is **turned on**.

Ref: La. Rev. Stat. Ann. §§[17:239](#), [17:416](#), [17:416.1](#)
Jackson Parish School Board

STUDENT COMPUTER ACCESS AND USE

INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Jackson Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the School Board. 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.

Internet access is now available to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

In its continued efforts to comply with the *Children's Internet Protection Act*, the School Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively, violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the School Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the School Board shall maintain regulations which:
Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;

- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging";
- Prohibit unauthorized access, including what is now known as "hacking", and other unlawful on- line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors;
- Institute measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

The student and parent or guardians shall sign an *Acceptable Use of Computers and Internet Agreement*, which shall be required before any student will be allowed to use school system computers. The student and parent/guardians signatures shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1. *Acceptable Use* - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School Board regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited. Subscriptions to List servers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee.
2. *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, staff, or District Technology Committee.
3. *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal. The problem shall not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.
4. *Vandalism* - Vandalism shall result in cancellation of privileges and or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.
5. *Consequences of Misuse* - School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane or language or pictures or violates any regulations for computer use, or any rules contained in the *Acceptable Use Agreement*.
- 6.

RESPONSIBLE USE

The Internet user shall be held responsible for his/her actions and activities. Unacceptable uses of the network shall result in appropriate disciplinary action, including school suspension or revoking of these privileges. Regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. In general, any student use of networks and telecommunications resources must be for educational purposes and conform to school system rules of behavior.
 - A. Student use of e-mail, chat rooms, net meeting rooms, and other forms for direct electronic communication including instant messaging systems is prohibited unless authorized and directly supervised by a teacher. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications.
 - B. Students shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
 - C. Students shall not post personal information about themselves, (last name, addresses, or telephone numbers) or any other person.
 - D. Students shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
2. Students shall use the Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
3. Students shall not access over the Internet visual depictions that are obscene, pornographic, or harmful to minors.
4. Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
5. Students shall observe copyright law and fair use guidelines. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
6. Students shall not make any purchase on the Internet while using school equipment or Internet service.
7. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher.
8. Degrading or disrupting equipment or system performance shall not be permitted
- 9.

10. Invading the privacy of individuals, sending of hate mail, harassing, or making discriminatory remarks or other antisocial behavior shall be prohibited.
11. Using an account owned by another user shall be prohibited.
12. Posting anonymous messages shall not be permitted.
13. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
14. Downloading information without permission of the Technology Coordinator shall be prohibited.
15. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion shall be prohibited.
16. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals shall be prohibited.
17. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that taken as a whole lack serious literary, artistic, political, or scientific value as to minors shall be prohibited.

If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material, he or she should back out of that information at once.

No one shall be permitted to use the Internet unless a completed *Acceptable Use of Computers and Internet Agreement* has been submitted to the Superintendent or designee.

REPORTING AND INVESTIGATING BULLYING

Jackson Parish Schools consider any type of “Bullying” a very serious violation of school rules. Please see the Appendix of this document for the procedures for reporting bullying and the required investigation of bullying (Board Policy JCDAF). Also see the state required forms for reporting and investigations in the appendix. Bullying investigation reports and forms are submitted to the Child Welfare Director.

ALL allegations of bullying will be investigated.

STUDENT ALCOHOL AND DRUG USE

The Jackson Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The School Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in possession, exchanging, distributing, selling, or possession with intention of selling, 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.

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 his/her designee in the school. School officials, teachers and/or School 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 arrested for distribution on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional or the Coordinator of the Safe and Drug Free Schools Program for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

Reports shall also be made to the Supervisor of Child Welfare and Attendance and the Coordinator of the Safe and Drug Free Schools Program, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages.

Any student found in violation of the above shall be suspended and attend a required hearing of parent, student, principal, and Superintendent or his/her designee, at the Jackson Parish School Board office within ten (10) school days of the beginning of the suspension. Until a due process hearing is held, the student will remain on suspension. 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 and/or the suspension form

within twenty-four (24) hours. Care shall be given to afford due process to all students.

The principal, Coordinator of Safe and Drug Free Schools program, and law enforcement officer shall report findings along with the recommendation for treatment, counseling or other appropriate action to the Superintendent or the Supervisor of Child Welfare and Attendance at the due process hearing.

Any student who exchanges, distributes, sells, dispenses, or possesses with the intention of selling 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 or at a school function shall be expelled pursuant to the provisions and guidelines as set forth in state law and School Board policy.

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 Jackson 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.

Dating Violence Act 506

Teen Dating Violence

Teen dating violence is defined as the physical, sexual, psychological or emotional violence within a dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner. Several different words are used to describe teen dating violence. Below are just a few:

- Relationship abuse
- Intimate partner violence
- Relationship violence
- Dating abuse
- Domestic abuse
- Domestic violence

Warning Signs

These warning signs do not mean a relationship will definitely turn violent. However, if you notice several of them in your relationship or partner, you may need to re-evaluate your dating relationship. These warning signs include:

- Excessive jealousy
- Constantly checking in with you or making you check in with him or her
- Attempts to isolate you from friends and family
- Insulting or putting down people you care about
- Is too serious about the relationship too quickly
- Has had a lot of bad prior relationships, and blames all of the problems on the previous partners
- Is very controlling, which may include giving you orders, telling you what to wear and trying to make all of the decisions for you
- Blames you when he or she treats you badly by telling you all of the ways you provoked him or her
- Does not take responsibility for own actions
- Has an explosive temper
- Pressures you into sexual activity you are not comfortable with
- Checks cell phones, emails or social networks without permission

Reporting Teen Dating Violence

All allegations of teen dating violence shall be reported to school administrators, school counselor, school nurse or other faculty members. A student is able to file complaints about incidents or threats that may not have been witnessed or reported by others. Once an allegation is initiated, a confidential file will be started and the parent/legal guardian of both the victim and the perpetrator will be contacted. A report shall be submitted to the local or state law enforcement agency.

Allegations of dating violence can also be reported to the National Domestic Violence Hotline number at 1-800-799-7233 or 1-800-787-3324 TTY.

Title IX

Title IX of the Education amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Examples of the types of discrimination that are covered

under Title IX include sexual harassment; the failure to provide equal opportunity in athletics; discrimination in a school's science, technology, engineering, and math (STEM) courses and programs; and discrimination based on pregnancy. The Title IX regulation is enforced by Office of Civil Rights (OCR) and is in the code of federal regulations as 34 CFR Part 106.

Title IX prohibits retaliation for filing an OCR complaint or for advocating for a right protected by Title IX. Title IX also prohibits employment discrimination, but employment discrimination complaints filed with OCR are generally referred to the Equal Employment Opportunity Commission.

Title IX covers all programs of a school including academics, extracurricular, and athletics even those activities that occur off campus.

Title IX protects all participants in the programs from discrimination, including parents, students, and employees.

Jackson Parish School System Policies for ALL Employees & Students

- Equal Employment Opportunity
- Discrimination of Harassment Policy
- Grievance Procedure (GAE)
- Equal Education Opportunities
- Equal Employment Opportunity
- Student Complaints and Grievances
- Student Sexual Harassment

*All Parish Policies are found on the district website. (www.jpsb.us)

Employee concerns are to be addressed to and by:

Dr. Robin Potts (Human Resource Director)

Jackson Parish School

Office 315 Pershing

Highway

Jonesboro, La 71251

318-259-4456 (Ext. 228)

318-259-2527 (Fax)

Student concerns are to be addressed to and by:

Dorothy Dorsey

Jackson Parish School

Office 315 Pershing

Highway

Jonesboro, La 71251

318-259-4456 (Ext. 227)

318-259-2527 (Fax)

PARENT INFORMATION

Parents' Rights under Every Student Succeeds Act (ESSA)

Parents/guardians play a huge part in their children's education. *Every Student Succeeds Act (ESSA)* gives parents many new rights relating to their child's education and requires school to involve parents in meaningful ways.

You have the right to:

Learn about Your Child's School

Under ESSA, schools and school districts are required to send home a report card that tells how well students at the school and in the district are doing. ***School and district report cards*** must be easy to understand and available in different languages. In Jackson Parish, school report cards are sent home through the mail or with students when available and may be viewed online at the Jackson Parish School website. www.jpsb.us (under Parent Connect)

Know Your Child's Teachers

Under ESSA, parents have the right to request information about the ***quality of your child's teachers***. Teachers in core subjects must be "highly qualified", meaning they have a Bachelor's degree or higher, a teacher's license, and knowledge and skills in the subject they will be teaching. If your child has a teacher who is not highly qualified for more than four weeks in a row, the school must let you know. You can also ask for information about a teacher's qualifications at any time; you may have to ask in writing.

Support Your Child's Education

Under ESSA, every school must have a ***school/home/parent compact***. The school/home/student compact describes what the school and teachers will do to help students learn. The compact will also include a section that describes what parents and students are expected to do. Use it as a guide for your role in supporting your child's education. In the Jackson Parish School District, the school/home/student compact is sent home for parents to sign at the beginning of the school year.

Have a Voice at Your Child's School

Under ESSA, every school and district must have a written ***Parental Involvement Policy*** that describes how parents will be involved as partners in their child's education. Parents must be involved in writing the policy. In Jackson Parish, every school is required to have a ***Parent Advisory Committee (PAC)***. PACs give you a voice in what happens at your child's school. Every parent is a member of their child's school's PAC, but it helps to be an active member. Call your child's school for more information.

For information regarding the district's PAC, please call:

Jackson Parish School Board Office (Title 1
Department) 318-259-4456

Louisiana Department of Education Complaint Procedures For The Elementary and Secondary Education Act of 1965

If the Jackson Parish *Title I Program* is not providing services in accordance with State and Federal regulations, a parent/guardian may file a complaint in accordance with *The Louisiana Handbook for School Administrators*, Bulletin 741, Section 349, which is available online at the following website address: <http://www.doe.louisiana.gov/osr/lac/28v115/28v115.doc>. They may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must:

1. Be in writing
2. Describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A Statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The complainant or his/her designated representative's signature and contact information;
- Only violations occurring within the past year.

The complainant or his/her designated representative is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. They will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

The Jackson Parish School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents/guardians of children enrolled in the district's public schools of these rights.

At the beginning of each school year, parents/guardians of each child enrolled in the public schools of Jackson Parish shall be notified of the following:

- Their right to view any instructional material used in the curriculum for the student;
- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights of the Every Student Succeeds Act (ESSA)*;
- The collection or use of any personal information for the purpose of marketing the information (except for the development of educational products or services) and their right to opt their child out of participation;
- The administration of any non-emergency, invasive physical examination or screening otherwise not permitted or required by state law, including those without parental notification, and their right to opt their child out of participation;
- Their rights under the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, including the right to refuse to allow the District to designate any or all of the types of information about their child as directory information (as defined in Policy IFDA) thus prohibiting its release to the public

In addition, the School Board shall encourage each of the schools and require those schools receiving federal Title I funds under the jurisdiction of the Jackson Parish School Board to notify parents:

- ❖ Annually, of their right to request from the school district information regarding the professional qualifications of the student's teachers, including the following:
 - ❖
 - Whether their child's teacher has met state licensing criteria for the grade level and subject taught;
 - Whether their child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived;
 - The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline;
 - Qualifications of any paraprofessional providing services to their child;
 - Whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not *highly qualified* as defined by the ESSA;
 - The achievement level of their child on each of the state academic assessments;
 - The identification of their child's school as needing improvement, corrective action, or restructuring;
 - Contents of programs such as safe and drug-free schools funded by federal funds.

The School Board shall also follow ESSA guidelines regarding rights of parents/guardians of homeless students and children identified as *English Language Proficiency*.

Jackson Parish School Board

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

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

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

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

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

DEFINITIONS

1. *Electronic Communication*: includes any direct communication facilitated by voice or text- based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet- based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. *Electronic mail*: the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

3.

4. *Computers*: pertains to any and all computers.
5. *Social networks*: any/all locations on the Internet where users may interact with other users. (examples: Facebook, InstaGram, SnapChat, MySpace, YouTube)
6. *Improper or inappropriate communications*: any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

NOTIFICATION

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

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Jackson Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

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

Violations

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

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