# Student guidelines and policies committee members and stakeholders

**Chairperson: Corean Riggs, Supervisor of Special Education**

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Lisa Crockett</td>
<td>Parental Involvement Coordinator</td>
</tr>
<tr>
<td>Alvin Bagby</td>
<td>Community Liaison</td>
</tr>
<tr>
<td>Kimberly Pittman</td>
<td>Tallulah Elementary School</td>
</tr>
<tr>
<td>Glenda Douglas</td>
<td>Wright Elementary School</td>
</tr>
<tr>
<td>Erika January</td>
<td>Madison High School / Madison Middle</td>
</tr>
<tr>
<td>Janet Kline Clark</td>
<td>Secondary Supervisor (7-12)</td>
</tr>
<tr>
<td>Georgette Stewart</td>
<td>Parent</td>
</tr>
<tr>
<td>Perry Revels</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Tanya Shorter</td>
<td>Educational Diagnostician</td>
</tr>
<tr>
<td>Delores Mack-Smith</td>
<td>Child Welfare &amp; Attendance</td>
</tr>
<tr>
<td>Connie Wallace</td>
<td>School Psychologist</td>
</tr>
<tr>
<td>Jeremiah Strozewski</td>
<td>Community Liaison</td>
</tr>
<tr>
<td>Irma J. Johnson</td>
<td>Parent</td>
</tr>
<tr>
<td>Beverly McGowan</td>
<td>Parent</td>
</tr>
<tr>
<td>Montana Wilson</td>
<td>Parent</td>
</tr>
<tr>
<td>Lawanda Young</td>
<td>Parent</td>
</tr>
<tr>
<td>Eddie Fountain</td>
<td>Parent</td>
</tr>
<tr>
<td>Glenda Hendon</td>
<td>Truancy Officer</td>
</tr>
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**Vision**

Madison Parish School District will empower all students to meet or exceed expectations for academic, social, and emotional growth and success. We will provide learning opportunities for students to develop critical analytical skills as innovative thinkers to meet dynamic global changes. We will maximize our use of resources through collaborative partnerships with our community, our business and education partners in a pursuit of excellence for all students.

**Mission Statement**

The mission of Madison Parish School District, in partnership with the community, is to provide challenging curricula for all students with high expectations for learning that develop productive citizens with problem-solving skills capable of contributing to our ever-changing global society.

**Madison Parish School District’s Instructional Focus**

a. Using Data-driven Decisions for Instructional Improvements  
b. Monitoring Students’ Progress toward Established Goals  
c. Implementing Rigorous Instructional Programs  
d. Increasing Student Engagement through the use of Technology
## 2017-18 MADISON PARISH SCHOOL CALENDAR

These dates may be changed depending on number of instructional days.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convocation</td>
<td>Friday, August 11, 2017</td>
</tr>
<tr>
<td>First Day for Students</td>
<td>Monday, August 14, 2017</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 4, 2017</td>
</tr>
<tr>
<td>Columbus Day Holiday</td>
<td>Monday, October 9, 2017</td>
</tr>
<tr>
<td>Staff Professional Development <em>(No Students)</em></td>
<td>Tuesday, October 10, 2017</td>
</tr>
<tr>
<td>Thanksgiving Holiday Break</td>
<td>Monday, November 20, 2017 – Friday, November 24, 2017</td>
</tr>
<tr>
<td>Christmas and New Year’s Holiday Break</td>
<td>Monday, December 25, 2017 – Friday, January 5, 2018</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Monday, January 15, 2018</td>
</tr>
<tr>
<td>Staff Professional Development <em>(No Students)</em></td>
<td>Friday, February 16, 2018</td>
</tr>
<tr>
<td>President’s Day Holiday</td>
<td>Monday, February 19, 2018</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Monday, March 12, 2018-Friday, March 16, 2018</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>Monday, April 2, 2018</td>
</tr>
<tr>
<td>Last Day for Students – <em>(Full Day)</em></td>
<td>Friday, May 25, 2018</td>
</tr>
</tbody>
</table>
## 9-WEEKS REPORTING PERIODS

<table>
<thead>
<tr>
<th>Nine Weeks</th>
<th>Ending</th>
<th>Days</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/18/2017</td>
<td>45</td>
<td>10/23/2017</td>
</tr>
<tr>
<td>2</td>
<td>01/09/2018</td>
<td>44</td>
<td>01/12/2018</td>
</tr>
<tr>
<td>3</td>
<td>03/22/2018</td>
<td>44</td>
<td>03/27/2018</td>
</tr>
<tr>
<td>4</td>
<td>05/25/2018</td>
<td>44</td>
<td>05/25/2018</td>
</tr>
</tbody>
</table>

**Total Days** 177 Days

<table>
<thead>
<tr>
<th>Nine Weeks</th>
<th>Progress Report # 1</th>
<th>Progress Report # 2</th>
<th>Report Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09/07/2017</td>
<td>09/28/2017</td>
<td>10/23/2017</td>
</tr>
<tr>
<td>2</td>
<td>11/09/2017</td>
<td>12/07/2017</td>
<td>01/12/2018</td>
</tr>
<tr>
<td>3</td>
<td>02/01/2018</td>
<td>02/22/2018</td>
<td>03/27/2018</td>
</tr>
<tr>
<td>4</td>
<td>04/19/2018</td>
<td>05/10/2018</td>
<td>05/25/2018</td>
</tr>
</tbody>
</table>

**Staff Development Days**

- October 10, 2017: No Students
- December 8, 2017 (12:30 p.m. – 3:30 p.m.): (1/2 Day for Students)
- February 16, 2018: No Students

**Parent/Teacher Conference Days**

- October 23, 2017 (1:30 p.m. – 5:30 p.m.): (1/2 Day for Students)
- January 12, 2018 (1:30 p.m. – 5:30 p.m.): (1/2 Day for Students)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>87</td>
</tr>
<tr>
<td>Second Semester</td>
<td>90</td>
</tr>
<tr>
<td>Total Teacher Work Days</td>
<td>182</td>
</tr>
</tbody>
</table>
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Source: (U.S. Department of Education website)
DUE PROCESS

The Madison Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires, at a minimum, the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and notice of the right to appeal the decision. The degree of procedural due process afforded in any disciplinary situation shall be dependent upon two factors: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty. For example, a much greater degree of procedural due process shall be applicable in an expulsion situation than in one where the penalty is a short-term suspension.

Full protection of procedural due process shall be afforded any student facing possible long-term suspension or expulsion.
The Madison Parish School Board adheres to a policy of nondiscrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for all as required by:


Title VII of the Civil Rights Act of 1964, is a federal law that – prohibits employers from discriminating against employers on the basis of race, color, religion, sex, or national origin.

Title IX of the Education Amendments of 1972, (20 U.S.C. Subsection 1681) is a federal law that prohibits discrimination based on gender in educational institutions which receive federal financial assistance. Contact Dr. Delores Mack Smith, Title IX Coordinator (318-574-3616, Extension 3613).

Section 504 of the Rehabilitation Act of 1973, as amended is a civil rights law that prohibits discrimination on the basis of disability in programs and activities that receive federal financial assistance.

Age Discrimination in Employment Act of 1967, (ADEA) protects individuals who are 40 years or older from employment discrimination based on age.


Additionally, the Board adheres to the concepts, which ultimately were set forth in:

► PL 93-380 – The Family Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

► (IDEA) – Individuals with Disabilities Education Act is a four-part (A-D) piece of American legislation that ensures students with a disability are provided with Free Appropriate Public Education (FAPE) that is tailored to their individual needs.

Any person having inquiries concerning the School District’s compliance with the regulations implementing Title VI, Title VII, Title IX, The Americans with Disabilities Act (ADA), or Section 504 is directed to contact Benita Young, Superintendent of the Madison Parish School District by telephone at (318) 574-3616, email (benita.young@madisonpsb.org), by mail or in person at 301 South Chestnut Street, Tallulah, Louisiana 71282.
The right to a high-quality education ensures that school disciplinary measures will not be used to exclude students from school or otherwise deprive them of such an education, unless it is necessary to preserve the safety of students and staff. One objective of discipline in schools is to assist students in learning and displaying self-discipline or control of their own behavior. Attainment of this objective depends on the good judgment and compassion of teachers, understanding and leadership by administrators, and the support of all parent(s)/guardian(s) within the community. Success with the Positive Behavior Plan is predicated on the belief that it will be openly communicated and implemented as a cooperative effort between parent(s), guardian(s), students, and staff.

The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and school success, as well as support a school climate where students and staff are responsible and respectful. Successful school discipline is guided by the following principles:

- Engaging and effective instruction and classroom management are the foundations.
- Preventing misbehavior before it occurs and using effective interventions after it occurs.
- Strengthening school safety and academic success by encouraging all school staff to build positive relationships with students and be actively engaged in their students’ academic lives and learning.

Promoting high standards of behavior from school teams by teaching, modeling, and monitoring behavior and by fairly and consistently correcting misbehavior as necessary.
- Pairing school discipline with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the school community and is more likely to result in getting the student re-engaged in learning.
- Maximizing the amount of time students spend learning and minimizing the time students are removed from their classrooms due to misbehavior.

The Positive Behavior Incentives & Supports Plan establishes a framework for developing, refining, and implementing a culture of discipline conducive to learning at every school in Madison Parish School District. This framework is built on school-wide positive behavior support, a culture of positive discipline techniques, and the systemic development of carefully identified rules with the necessary structure for their firm, fair, and consistent implementation. The importance of a school-wide positive behavior support and discipline plan is consistent with the principles of safety, responsibility, respectfulness, appreciation of differences, honesty, and life-long learning.
DISCIPLINE

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

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

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

Each teacher may take disciplinary action to correct a student who engages in bullying, who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

STUDENT REMOVAL FROM CLASSROOM

A student may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the student’s behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of students or the teacher, when a student exhibits disrespectful or threatening behavior toward a teacher such as using foul or abusive language or gestures directed at or threatening a student or teacher, when a pupil violates the school’s code of conduct, or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property. The student should not be kept out of school past the suspension period imposed by the principal.
A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

Any student removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

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

Upon the student being removed from class and sent to the principal's office, the principal or designee shall conduct a counseling session with the student to discuss the particular misconduct. Once removed, the student shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

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

Parental Notification

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

When a student has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the student to have a conference with the teacher in the presence of the principal or his or her designee before the student is readmitted. Upon the student's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral may be made to the building level committee. In addition, a conference between the teacher or other appropriate school employee and the student's parent, tutor, or legal guardian shall be required prior to the student being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.
PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a student to attend a conference or meeting regarding the student’s behavior, and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. Notice of the conference, specifying the time and date of the conference, shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the student’s registration card or by sending a certified letter to the address shown on the student’s registration card.

REPORTS TO PRINCIPAL

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

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

DELINQUENT STUDENTS

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

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

**DISCIPLINE OF STUDENTS WITH DISABILITIES**

Before suspending students with disabilities (IDEA, Section 504), the Special Education Supervisor/designee or Section 504 Coordinator/designee must be contacted. The principal of a school building can suspend a student with a disability a total of ten (10) days cumulative during a school year. Gifted and Talented students are disciplined by the same rules and regulations as regular education students.
DEFINITION OF REMOVALS

*Out of School Suspension* (OSS) is defined as a temporary, complete removal from school and school activities.

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

*Expulsion* shall mean the complete removal of a student from school and school activities for at least one school semester with no provision of instructional services.

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

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

<table>
<thead>
<tr>
<th></th>
<th>Infraction</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Willful disobedience</td>
<td>Deliberate choice to break a rule or disobey a directive given by a person in authority</td>
</tr>
<tr>
<td>02</td>
<td>Treats an authority with disrespect</td>
<td>Any act which demonstrates a disregard or interference with authority or supervising personnel (e.g., talking back; use of scornful and/or mocking voice and/or gestures that exceed basic community norms for decency toward staff members)</td>
</tr>
<tr>
<td>03</td>
<td>Makes an unfounded charge against authority</td>
<td>Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy that is determined to not be supported by evidence</td>
</tr>
<tr>
<td>04</td>
<td>Uses profane and/or obscene language</td>
<td>Vulgar verbal messages, words or gestures that include swearing, name calling, or using other words in an inappropriate manner</td>
</tr>
<tr>
<td>05</td>
<td>Commits immoral or vicious practices</td>
<td>Any act that is dangerous, aggressive, or would likely be perceived as disturbing and/or harassing, and not conforming to approved standard of social behavior and/or local community norms</td>
</tr>
<tr>
<td>06</td>
<td>Is guilty of conduct or habits injurious to his/her associates</td>
<td>Any act that causes injury, damage, or pain to another.</td>
</tr>
<tr>
<td>07</td>
<td>Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form</td>
<td>The possession, use, cultivation, manufacture, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or substance represented to be a drug, narcotic, or controlled substance or any paraphernalia associated with the aforementioned.</td>
</tr>
<tr>
<td>08</td>
<td>Uses or possesses tobacco or lighter</td>
<td>The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles</td>
</tr>
<tr>
<td>09</td>
<td>Uses or possesses alcoholic beverages</td>
<td>The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles</td>
</tr>
<tr>
<td>10</td>
<td>Disturbs the school or habitually violates any rule</td>
<td>Behavior causing continued interruptions to instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior</td>
</tr>
<tr>
<td>11</td>
<td>Cuts, defaces, or injures any part of public school buildings/vandalism</td>
<td>Any act that causes destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control over property</td>
</tr>
<tr>
<td>12</td>
<td>Writes profane and/or obscene language or draws obscene pictures</td>
<td>Writes or draws pictures, words, or images that are considered indecent, offensive, disgusting and/or disturbing according to local community norms</td>
</tr>
<tr>
<td>13</td>
<td>Possesses weapon(s)</td>
<td>Any object described under “Weapon Type code” If expelled, pupil may be readmitted only to a public school in the school system from which he was expelled prior to the completion of the specific period of expulsion, in accordance with the provisions of RS 17:416C(2)(d) and RS 17:416</td>
</tr>
<tr>
<td>14</td>
<td><strong>Possesses firearms (not prohibited by federal law), knives, or other implements, which can be used as weapons, the careless use of which might inflict harm or injury</strong></td>
<td>Any object which under the circumstances which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space). School officials SHALL have total discretion on imposing any disciplinary actions. RS 17:416F Expel for a minimum of 4 complete school semesters and refer to the D.A. Superintendent may modify the length of such minimum expulsion in writing on a case by case basis.</td>
</tr>
<tr>
<td>15</td>
<td><strong>Throws missiles liable to injure others</strong></td>
<td>Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.</td>
</tr>
<tr>
<td>16</td>
<td><strong>Instigates or participates in fights while under school supervision</strong></td>
<td>The instigation of, promotion of, and/or participation in any act of force and/or physical violence that can be expected to cause harm or injury to another person.</td>
</tr>
<tr>
<td>17</td>
<td><strong>Violates traffic and safety regulations</strong></td>
<td>To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.</td>
</tr>
<tr>
<td>18</td>
<td><strong>Leaves school premises or classroom without permission</strong></td>
<td>Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class.</td>
</tr>
<tr>
<td>19</td>
<td><strong>Is habitually tardy and/or absent</strong></td>
<td>Repeated failure to be present at the beginning of class period or at the start of the school day, or fails to show up to class and/or school without permission.</td>
</tr>
<tr>
<td>20</td>
<td><strong>Takes another’s property or possessions without permission</strong></td>
<td>Having possession of, or having passed on, or being responsible for removing someone else’s property without that person’s permission.</td>
</tr>
<tr>
<td>21</td>
<td><strong>Commits any other serious offense</strong></td>
<td>Any serious, harmful incident resulting in the need for law enforcement intervention not covered by any other of these codes.</td>
</tr>
<tr>
<td>22</td>
<td><strong>Murder</strong></td>
<td>Unlawful killing of another human being.</td>
</tr>
<tr>
<td>23</td>
<td><strong>Assault and/or Battery</strong></td>
<td>a) Assault – an attempt to commit on a person a battery or intentional placing of a person in reasonable apprehension of receiving a battery or making statements threatening physical harm to a person. b) Battery – the intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another.</td>
</tr>
<tr>
<td>24</td>
<td><strong>Rape and/or Sexual Battery</strong></td>
<td>The act of anal, oral, or vaginal sexual intercourse with a male or female person committed without the person’s lawful consent.</td>
</tr>
<tr>
<td>25</td>
<td><strong>Kidnapping</strong></td>
<td>The doing of any of the following acts with the intent thereby to force the victim or some other person, to give up anything of apparent present or prospective value, or to grant any advantage or immunity, in order to secure a release of the person under the offender’s actual or apparent control.</td>
</tr>
<tr>
<td>26</td>
<td><strong>Arson</strong></td>
<td>The intentional damaging by any explosive substance or the setting fire to any property of another, without the consent of the owner.</td>
</tr>
<tr>
<td>27</td>
<td><strong>Criminal damage to property</strong></td>
<td>Intentional damaging of any property of another, without the consent of the owner, and by any means other than fire or explosion.</td>
</tr>
<tr>
<td>28</td>
<td><strong>Burglary</strong></td>
<td>The unauthorized entering of any school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein.</td>
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<tr>
<td>29</td>
<td>Misappropriation with violence to the person</td>
<td>The taking of anything of value belonging to another from the person of another or that is in the immediate control of another, by use of force or intimidation, or while armed with a dangerous weapon.</td>
</tr>
<tr>
<td>30</td>
<td>Discharge or use of weapon(s) prohibited by federal law</td>
<td>Discharge or use of weapon described.</td>
</tr>
<tr>
<td>31</td>
<td>Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade &lt; 2 ½ inches)</td>
<td>Includes box cutters with a blade &lt; 2 ½ inches. Principal may suspend but at a minimum SHALL place student in ISS.</td>
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<tr>
<td>32</td>
<td>Serious bodily injury</td>
<td>An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or mental faculty.</td>
</tr>
<tr>
<td>33</td>
<td>Use of medication in a manner other than prescribed or authorized</td>
<td>The possession and/or distribution of any over-the-counter medicine without permission from school officials.</td>
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<tr>
<td>34</td>
<td>Possession of Body Armor</td>
<td>Possession, including the wearing of any type of gear that protects the person from attack by another.</td>
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<tr>
<td>35</td>
<td>Bullying</td>
<td>Harassment, intimidation, or bullying of a student on school property by another student.</td>
</tr>
<tr>
<td>36</td>
<td>Cyberbullying</td>
<td>Harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment; intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school premises.</td>
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<tr>
<td>37</td>
<td>Voyeurism</td>
<td>Voyeurism is the actions of someone who gets sexual pleasures by watching others.</td>
</tr>
<tr>
<td>38</td>
<td>Gambling</td>
<td>Gambling is the act of betting-having a bet, making a bet. Gaming, wagering, backing, risking-put money on, lay bets as well as venturing, hazarding, and chancing money with illegal exchange of tender.</td>
</tr>
<tr>
<td>39</td>
<td>Intimacy of students</td>
<td>Intimacy of students will be considered as inappropriate closeness, tenderness, affection in a public, private or secluded location. Actions such as kissing, groping, and touching.</td>
</tr>
<tr>
<td>40</td>
<td>Zero Tolerance</td>
<td>The concept that certain types of disciplinary offenses will not be tolerated and automatically result in suspension or expulsion.</td>
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</tbody>
</table>
## Infractions and Consequences

<table>
<thead>
<tr>
<th>Infractions</th>
<th>Consequence</th>
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<tbody>
<tr>
<td>Assault and battery of school personnel by a student</td>
<td>ZERO TOLERANCE for each offense. Expulsion and recommendation of transfer to the alternative center pending expulsion. Police report and charges filed through Resource Officers (WES, MMS, MHS)</td>
</tr>
<tr>
<td>Cursing faculty or school officials</td>
<td>Suspension pending expulsion hearing. File charges with law enforcement agency and release to the juvenile justice system. Student must make restitution before returning to school.</td>
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<tr>
<td>Threatening faculty or other school personnel</td>
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<tr>
<td>The use of devices used as a weapon, especially in a fight or altercation</td>
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<td>The use/possession of illegal drugs or controlled substances on school property or school personnel</td>
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<tr>
<td>Sexual innuendos or comments (verbal, written, or spoken) toward a faculty member or school personnel</td>
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<tr>
<td>Breaking or entering a school building</td>
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</table>

### Bullying, Intimidation, Harassment, Threatening another student, Hazing and Cyberbullying

Bullying is defined as a pattern of one or more of the following Behaviors:

- a. Gestures, including but not limited to obscene gestures and making faces
- b. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors
- c. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property
- d. Repeatedly and purposefully shunning or excluding from activities.

Is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

Complaints of harassment, intimidation and/or bullying should be filed with the school principal or designee. All reports received shall be properly and adequately investigated the next school day following the day on which the written report was received and shall be completed no later than 10 days after receipt of the report, and appropriate action shall be taken (HB 659 2013). Parents are allowed to participate in the interview of students under 18 years old. If after three attempts in a 48-hour period, the parents or legal guardian of a student cannot be reached nor do they respond, the student may be interviewed with at least one attempt in writing.

### Cheating

Receive a grade of “F” for the particular assignment or test, parent contact (WES, MMS, MHS)

### Cutting/skipping class/school, leaving class/campus without permission, or visiting another school during school hours.

FIRST OFFENSE: Parental Contact and Referral to School Counselor (all schools)

SECOND OFFENSE: Parent & Student Conference with Principal, 3 day(s) at MPAC, Corporal punishment (Elementary schools only) based on teacher or designee’s recommendation and parent/guardian written approval (exclusive of students with disabilities) (WES, MMS, MHS)

THIRD OFFENSE: 5 days at MPAC (WES, MMS, MHS)
<table>
<thead>
<tr>
<th>Behavior</th>
<th>Description</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destroying or defacing school property</td>
<td>The principal/principal’s designee shall investigate the incident. All involved parties are notified of findings. Suspension pending expulsion hearing. File charges with the Madison Parish Sheriff Department. Release to juvenile justice system. Student must pay for damages before returning to school unless mandated otherwise by the court system. The incident report should be completed by school official and forwarded to district office (WES, MMS, MHS)</td>
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<tr>
<td>Disrespect for Authority/Disobedience/Willful Disobedience/Treats and authority with disrespect</td>
<td>FIRST OFFENSE: Conference with parent and principal/designee and/or corporal punishment, based on teacher or designee’s recommendation and parent’s written approval (all schools).</td>
<td>SECOND OFFENSE: 3 days ISS (MPAC), parental contact (WES, MMS, MHS)</td>
<td>THIRD OFFENSE: 7 days ISS (In-School-Suspension) (WES, MMS, MHS)</td>
<td>NOTE: Students refusing to do lessons or complete assignments will receive the same punishment for each offense outlined in the discipline policy as disrespect for authority and disobedience or punishment deemed appropriate by the principal/designee. (Depending upon the number of times of the offense and the previous interventions conducted by classroom teacher. In every instance, parental contact must be made).</td>
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<tr>
<td>Disruption of normal school building operations or the operation of school-sponsored activities</td>
<td>FIRST OFFENSE: 3 day(s) ISS (MPAC), Parent conference (WES, MMS, MHS)</td>
<td>SECOND OFFENSE: 5 day(s) ISS (MPAC), Parent conference, Counseling (WES, MMS, MHS)</td>
<td>THIRD OFFENSE: 7 days ISS (MPAC) (WES, MMS, MHS)</td>
<td>NOTE: Depending upon the number of times of the offense and the previous interventions conducted by the principal/principal's designee, students will receive disciplinary actions as deemed appropriate by the principal (up to and including recommendations for expulsion).</td>
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<tr>
<td>Fighting, instigating and/or provoking a fight (written, spoken, physical presence at a fight, knowledge of a fight, failure to communicate the knowledge of and/or indicated), verbal and physical harassment, filming and/or recording a fight or the attempt to fight, or threatening another student.</td>
<td>FIRST OFFENSE: 3 days OSS (Out-of-School Suspension) (WES, MMS, MHS)</td>
<td>SECOND OFFENSE: Refer to Child Welfare and Attendance Director for ISS placement at MPAC. A lesser punishment for the victim/non-aggressive student. 10 days with counseling for the instigator/student that provoked the fight or the aggressive student at MPAC. Student is ineligible to attend or participate in any extracurricular activities (i.e. basketball, football, etc.) for one semester, including campaigning for any type of homecoming representatives, honor societies, student councils, beta club, etc. (WES, MMS, MHS)</td>
<td>THIRD OFFENSE: Recommendation for expulsion for one full calendar year.</td>
<td>Student is ineligible to attend or participate in any extracurricular activities (i.e. basketball, football, etc.) for the remainder of the school year including campaigning for any type of homecoming representatives, honor societies, student councils, beta clubs, etc. (WES, MMS, MHS)</td>
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<tr>
<td>Behavior</td>
<td>First Offense (WES, MMS, MHS)</td>
<td>Immediate Action Taken</td>
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<tr>
<td>Team fighting and gang fighting</td>
<td>Immediate removal from school. OSS pending expulsion hearing.</td>
<td>1. At the discretion of the principal/principal’s designee, all students involved in a fight may be arrested. 2. All students involved in the fight are taken to the Principal/designee’s office. 3. Students must be picked up by a parent/guardian from the school’s front office, Tallulah Police Department, or the Madison Parish Sheriff’s Department. 4. The principal/designee shall investigate the incident. 5. The principal/designee shall notify all parties of the findings. 6. The Incident Report should be completed by a school official and forwarded to the Central Office.</td>
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<tr>
<td>Any fight involving three or more students</td>
<td>OSS pending expulsion hearing. Recommendation for expulsion for the remainder of the school year. Police report filed, charges filed and possible arrest attend or participate in any extracurricular activities (i.e. basketball, football, etc.) for the remainder of the school year including campaigning for any type of homecoming representatives, honor societies, student councils, beta clubs, etc.</td>
<td>1. All students involved in a fight may be arrested. 2. All students involved in the fight are taken to the Principal/designee office. 3. Students must be picked up by a parent and/or guardian from the school's front office, Tallulah Police Department, or the Madison Parish Sheriff's Department. 4. All parties involved are immediately removed from the campus. 5. The principal/designee shall investigate the incident. 6. All involved parties are notified of findings. 7. The incidence report should be completed by a school official and forwarded to the Central Office.</td>
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<tr>
<td>Gambling - card game of any kind, or dice.</td>
<td>2 days OSS (Out of school suspension, Parental contact, Counseling (WES, MMS, MHS).</td>
<td>1. Any student found guilty of the infraction is scheduled for counseling with his or her parent(s) and/or guardian(s) &quot;before&quot; being re-admitted to school for each offense. 2. Any student found guilty of this offense shall be suspended from participation in any extra-curricular school activities for the remainder of the current school year.</td>
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<tr>
<td>Horse-playing/rough housing (for Madison Middle &amp; Madison High Schools)</td>
<td>4 days ISS (MPAC) (WES, MMS, MHS)</td>
<td>1. OSS pending expulsion hearing (WES, MMS, MHS)</td>
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<tr>
<td>Intimacy of students/excessive display of fondness and affection</td>
<td>OSS pending expulsion hearing (WES, MMS, MHS)</td>
<td>1. OSS pending expulsion hearing (WES, MMS, MHS)</td>
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<tr>
<td>Indecent sexual behavior/consensual sexual intercourse on school property/voyeurism (ZERO TOLERANCE)</td>
<td>OSS pending expulsion hearing (WES, MMS, MHS)</td>
<td>1. OSS pending expulsion hearing (WES, MMS, MHS)</td>
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<tr>
<td>Violation</td>
<td>FIRST OFFENSE</td>
<td>SECOND OFFENSE</td>
<td>THIRD OFFENSE</td>
<td>NOTE</td>
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<tr>
<td>Indecent exposure of body parts</td>
<td>ZERO TOLERANCE OSS pending expulsion hearing (WES, MMS, MHS)</td>
<td>NOTE: Any unsolicited sexual advances, overtures, touching or fondling will be treated as assault and aggression upon another student and will be punished in the same manner.</td>
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<tr>
<td>Loitering and/or sitting in parked cars</td>
<td>FIRST OFFENSE: Warning, Parental Contact (MMS, MHS)</td>
<td>SECOND OFFENSE: Loss of privileges (i.e. bringing vehicle to school) (MMS, MHS)</td>
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<tr>
<td>Violation of school policies and misconduct on the bus</td>
<td>FIRST OFFENSE: 3 day suspension from the bus, parent conference, counseling (WES, MMS, MHS)</td>
<td>SECOND OFFENSE: 6 day suspension from the bus, parent conference, counseling (WES, MMS, MHS)</td>
<td>THIRD OFFENSE: Loss of bus riding privileges for the remainder of the school year (WES, MMS, MHS) (EXCLUSIVE OF STUDENTS WITH DISABILITIES)</td>
<td>NOTE: Misconduct on the school bus means standing or moving while the bus is in motion, sticking arms or body parts out of the windows on the bus, throwing objects or paper out of the bus windows while the bus is moving, standing or making loud distracting noises. Misconduct also means disrespect toward the bus driver as an authority figure by refusing to obey direct orders or requests for student safety.</td>
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<tr>
<td>The use/possession of a weapon or being under the influence of illegal drugs, alcohol, or drug paraphernalia, on school property. (Zero Tolerance)</td>
<td>(WES, MMS, MHS) The law states that “The Superintendent shall make a recommendation for action to the board.” (RS 17:416 c(20)(ii)</td>
<td>SEE PAGE 6 (DEFINITION OF INFRACTIONS) AND PAGE 41 (EXPULSION POLICY) FOR CLARIFICATION OF DRUG AND WEAPON OFFENSES.</td>
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<tr>
<td>Possession/use of fireworks on school grounds and property</td>
<td>Suspension pending expulsion hearing (WES, MMS, MHS)</td>
<td>NOTE: Any student who explodes a firework on a school bus shall lose bus-riding privileges for the remainder of the school year or a period no less than 100 school days, whichever is greater.</td>
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<tr>
<td>Refusing to comply with a legal search with probable cause</td>
<td>Request the assistance of law enforcement. Parent contact. Confiscate any illegal possessions. Take appropriate legal arrest actions of necessary or suspension or expulsion if merited (WES, MMS, MHS)</td>
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<tr>
<td>Smoking/possession/use of tobacco in any form, possession of lighters, matches or any ignition device on school property</td>
<td>FIRST OFFENSE: 5 days OSS, parent contact, counseling (WES, MMS, MHS)</td>
<td>SECOND OFFENSE: OSS pending expulsion hearing (WES, MMS, MHS)</td>
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<tr>
<td>Offense</td>
<td>FIRST OFFENSE</td>
<td>SECOND OFFENSE</td>
<td>THIRD OFFENSE</td>
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<tr>
<td>Stealing</td>
<td>3 days ISS at MPAC (WES, MMS, MHS), parent conference with Principal/designee</td>
<td>6 days ISS at MPAC (WES, MMS, MHS), parent conference with Principal/designee, counseling</td>
<td>3 days OSS (Out-of-school suspension), conference with parent and principal/designee, counseling (WES, MMS, MHS)</td>
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<td>*Note: Student/student’s family will be responsible for paying restitution for all stolen items. It will be at the victim’s discretion to file a police report.</td>
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<tr>
<td>Submitting a fraudulent parental excuse in reference to an absence</td>
<td>ALL OFFENSES: Conference with parent and principal/designee, counseling (all schools)</td>
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<tr>
<td>Unfounded (proven false) charges against school personnel</td>
<td>FIRST OFFENSE: 12 days ISS (MPAC), written parent contact and conference, counseling (WES, MMS, MHS)</td>
<td>SECOND OFFENSE: OSS pending expulsion hearing (WES, MMS, MHS)</td>
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<tr>
<td>Vulgarity, profanity, and obscenity (spoken, written, or indicated)</td>
<td>FIRST OFFENSE: 5 days ISS (In-school-suspension), parent contact, counseling (WES, MMS, MHS)</td>
<td>SECOND OFFENSE: 10 days ISS (In-school-suspension), parent contact, counseling (WES, MMS, MHS)</td>
<td>Counseling and/or Corporal punishment based on teacher or designee’s recommendation and parent’s written approval (Elementary Schools)</td>
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<td></td>
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<td>THIRD OFFENSE: ISS (MPAC) pending expulsion hearing (WES, MMS, MHS)</td>
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POLICIES
ADMINISTRATION OF MEDICATION

It is the policy of the Madison Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

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

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

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

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

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

   C. Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

   1. drug name
   2. dosage form
   3. strength
   4. quantity
   5. name of manufacturer and/or distributor
   6. manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

   A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.

C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.

D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.

E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.

F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

G. School medication orders shall be limited to medication which cannot be administered before or after school hours.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school.

4. TEACHER

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

5. SCHOOL NURSE

A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:

1. Proper procedures for administration of medications including controlled substances
2. Storage and disposal of medications
3. Appropriate and correct record keeping
4. Appropriate actions when unusual circumstances or medication reactions occur
5. Appropriate use or resources
A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

1. A letter of request and authorization that contains the following information:
   a. the student's name;
   b. clear instructions for school administration;
   c. prescription number, if any;
   d. current date;
   e. relevant diagnosis;
   f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
   g. physician's/dentist's/other authorized prescriber’s name;
   h. the parent's/legal guardian's printed name and signature;
   i. parent's/legal guardian's emergency phone number;
   j. statement granting or withholding release of medical information;

2. A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's Medication Order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.

3. A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. Only the physician/dentist/other authorized prescriber or his/her staff may write on the Medication Order form. This form must be signed by the physician/dentist/other authorized prescriber.

4. A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.

5. A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.

6. Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

B. All aerosol medications shall be delivered to the school in pre-measured dosage.

C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.

D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:

1. Cooperate in counting the medication with the designated school personnel who receives it and sign the Drug Receipt form.

2. Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.

3. Assist in the development of the emergency plan for each student.

4. Comply with written and verbal communication regarding school policies.

5. Grant permission for school nurse/physician/dentist/other authorized prescriber consultation.

6. Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. **STUDENT SELF-MEDICATION**

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

**Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine**

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

A. Written authorization for the student to carry and self-administer such prescribed medications.

B. Written certification from a licensed medical physician or other authorized prescriber that the student:

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

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

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

D. Any other documentation required by the School Board.
The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student’s immediate access to such prescribed medication.

*Auto-injectable epinephrine* means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

*Glucagon* means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

*Inhaler* means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

*Insulin Pen* means a pen-like device used to put insulin into the body.

*Insulin Pump* means a computerized device that is programmed to deliver small, steady, doses of insulin.

**Other Permitted Medications**

Self-administration of other medications by a student may be permitted by the School Board, provided that:

A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.

C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.

D. The medication is handled in a safe, appropriate manner.

E. The school principal and the school employed registered nurse determine a safe place for storing the medication.

The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

F. Some medication should have a backup supply readily available.

G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's Individual Administration Plan).

H. The school employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)

B. Severe allergic reactions - must have specific written instructions from a physician.

C. Anticonvulsive medication.

D. Medication for asthma or diabetes.

E. Medication given in extenuating circumstances.

F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.

G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.

H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
I. Other specific illnesses that require medication.

9. DIABETES

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

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

A. A detailed evaluation of the student’s level of understanding of his/her condition and his/her ability to manage his/her diabetes.

B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.

C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.

D. The signature of the student (if age appropriate), the student’s parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student’s diabetes treatment.

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

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

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

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student’s diabetes management and treatment plan, the student’s IHP, and regulations contained in Health and Safety, Bulletin 135. An unlicensed diabetes care assistant is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. An unlicensed diabetes care assistant also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.
In accordance with the student’s diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student’s management and treatment plan.

With written permission of a student’s parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student’s condition and contact information in cases of emergency shall be provided the employee.

10. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

11. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/ other authorized prescriber before any administration of medication may be administered by properly trained personnel.

12. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the Authorization for Release of Confidential Information form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.
ATTENDANCE

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-approved field trips or other school-approved activities, or taking a state-approved virtual course.

- **Half-day attendance** - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.

- **Whole-day attendance** - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to 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 school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

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 credit for courses taken.

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 be met.

JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the School Board’s authority may extend beyond the limits set forth above, in accordance with state law.
the Madison Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

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

Bullying shall mean:

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

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

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

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.
Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

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

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying Report form, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

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

School Personnel

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

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

False Reports

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

INVESTIGATION PROCEDURE

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

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

2. Scope of Investigation

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

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

3. Parental Notification

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

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

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

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

B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

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

4. Documentation

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

A. Prepare a written report containing the findings of the investigation, including input from students’ parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.

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

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

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

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

APPEAL

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

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

DISCIPLINARY ACTION

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

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

PARENTAL RELIEF

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

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

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board’s jurisdiction.

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

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The School Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

RETIATION

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

CHILD ABUSE

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

Cell phones and other electronic devices are not to be used in Madison Parish Schools during the school day. In the event that a student is found to be using a cell phone or other electronic device, such phone or device will be treated as contraband and will be seized from the student. Such phone may be returned to the student or parent of such student at the end of the school day upon the payment of twenty-five dollars ($25).

A student who refuses to relinquish his/her phone to a teacher or administrator upon request shall be subject to discipline.
COMPUTER AND INTERNET USE

The Madison Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources, including employees or students, shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

THE INTERNET

The Madison Parish School System is pleased to offer its staff and students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology is a viable information base. The Internet is a tool for lifelong learning. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. 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 cyber bullying awareness and response, as well as areas of concern as authorized in state and federal law.

The Madison Parish School Board firmly believes that the valuable information and interaction available with this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school district. The Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or on-line services, including on-line services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the Board.

ACCESS TO THE INTERNET

It shall be the policy of the Madison Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the employee or student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially-controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

USE OF COMPUTER TECHNOLOGY AGREEMENT

The School Board shall require users of School Board computers and computer technology network shall be required to sign a Use of Computer Technology Agreement, acknowledging all rules, regulations, and conditions under which all computers, software, and related equipment shall be used. The signature(s) on the Use of Computer Technology Agreement is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions of this policy and agreement carefully and understand(s) their significance. The School Board hereby makes it known that it shall use its authority to assist state and federal authorities in enforcing copyright, intellectual property rights, and network abuse laws.

USER RESPONSIBILITIES

Access to the Internet provided by the Madison Parish School Board is a privilege and not a right. Authorized users are expected to act with utmost honesty, integrity, and respect for the rights of others. All authorized users are required to adhere to all federal, state, and local rules and laws governing electronic communications and all policies and guidelines developed by the Madison Parish School Board. Users failing to comply with this policy shall be denied access privileges and disciplined according to appropriate school discipline policies.
Authorized users are defined as students, teachers, and staff members of elementary, middle, high schools, Headstart and vocational centers of the Madison Parish School Board who have a signed Use of Computer Technology Agreement that is on file with the School Board. Any other user is hereby declared as an unauthorized user. The Madison Parish School Board is not responsible for any actions of unauthorized users or use of the networked system outside of the educational setting.

GUIDELINES
To ensure proper use of Internet privileges, users shall abide by the following guidelines:

1. Students shall be supervised during on-line activities.

   All computers which allow Internet access are placed in supervised areas classrooms, media centers, labs, etc. The classroom teacher or designated system administrator shall be present at all times when students (Pre-K - 12) are using Internet resources. The teacher shall attempt to monitor students’ computer use and shall take appropriate action if these resources are used inappropriately. Any student or unauthorized user accessing the Internet, disregarding guidelines, signing on without proper supervision, shall be subject to disciplinary action.

2. Users shall be held responsible for their actions and activities involving the Internet and/or computer workstation. Unacceptable uses of the network will result in the suspension or revocation of these privileges. Some examples of such unacceptable use include but are not limited to:

   - Using computers or the Internet for any illegal activity, including violation of copyright or other contracts;
   - Using computers or the Internet for financial or commercial gain;
   - Degrading or disrupting equipment, software or system performance;
   - Vandalizing the data of another user;
   - Gaining unauthorized access to resources or entities;
   - Invading the privacy of individuals;
   - Posting personal communications without the original author’s consent;
   - Posting anonymous messages;
   - Accessing, downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
   - Accessing, downloading, storing, or printing files relative to the manufacture of bombs or other incendiary devices; and
   - Violating the Broadcast/Publication Guidelines as follows:

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

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

- No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others shall be allowed;

- No text, image, movie or sound that contains information relative to the manufacture of bombs or other incendiary devices shall be allowed.

3. Users shall be responsible for all actions taken while using computer or Internet facilities.

The use of computer and Internet facilities is a privilege not a right, which may be temporarily or permanently revoked at any time for abusive conduct. Such conduct would include but is not limited to:

A. the placing of unlawful information on a system;

B. the use of objectionable language in public or private messages;

C. the sending of messages that are likely to result in the loss of other users' work on a system;

D. the sending of "chain letters" or "broadcast" messages to lists or individuals; and

E. any other types of use which would cause congestion of the system or otherwise interfere with the work of others.

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

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

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

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

- uses the network for illegal, inappropriate, or obscene purposes, or support of such activities. Illegal activities shall be defined as violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the Internet/ network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.

- uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts. Copyright violation is defined as the unauthorized copying of licensed software and is considered a theft and a violation of the copyright laws. Plagiarism is defined as the copying of a student's computer assignment.
5. All on-line Internet activities should support learning and teaching and is to be used for educational purposes **only**.

All on-line Internet activities should support learning and teaching and is to be used for educational purposes **only**. No illegal activity is permitted and proper courtesy should be observed at all times. Due to the open nature of the Internet, no liability shall be assumed by the Madison Parish School Board, any parish employee, or any other participant in the computer technology program. It is the responsibility of each user to make good decisions as to what information is retrieved and what is done with that information.

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

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

7. Users may not perform any deliberate action which damages or disrupts a network or computer system, change its performance or make it malfunction.

*Abuse* is defined as any willful action which results in the expenditure of time to correct system performance. In addition, vandalism will result in cancellation of privileges. *Vandalism* is defined as any malicious attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.

8. No computer system shall be used to intimidate or harass others.

Because use of computers and access to the Internet is used as part of each individual school's activities, the school's code of conduct applies to Internet activities as well. Therefore, the *Computer and Internet Use policy* is an extension of the school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, tampering with hardware and/or software, electronic use of harassing, and abusive or obscene language.

9. Use of computers and access to the Internet is a privilege, not a right.

Inappropriate use will result in a cancellation of privileges. Computing resources cannot be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation.

10. Computer use maybe revoked for abusive conduct.

The system administrator (teacher) may revoke computer use privilege at any time and the decision shall be final. The administration, faculty and staff may request the system administrator to deny, revoke, or suspend computer use.

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

If any user identifies a security problem, he/she must notify a system administrator immediately. He/she should not show or identify the problem for others. Users may not use another individual's account.

The Madison Parish School Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Madison Parish School Board, individual school systems, its faculty and staff, will not be responsible for any damages suffered including loss of data. Furthermore, the district will not be responsible for the quality of information obtained through this Internet connection.
MADISON PARISH SCHOOL BOARD DRESS POLICY

Uniforms are mandatory for all students attending Madison Parish Schools and must conform to Madison Parish School Board standards.

Students must present themselves in the approved uniforms daily. The school administrators will make all final decisions on dress code compliance. Questions regarding the appropriateness of school uniforms should be addressed to the appropriate site-based administrator(s). All clothing must be worn according to the district’s uniform policy. The uniform must be in the correct size to avoid sagging and all uniforms must be of the standard uniform type.

Out-of-parish transfer students have ten (10) school days to be in uniform.

1. Students are expected to dress in the designated school uniform unless otherwise indicated. During the homecoming week and any other school activity, the school building principals along with their faculty and staff may allow students to dress for spirit purposes where moderate exceptions in the dress code are acceptable (pending approval of superintendent/designee).
2. No cargo pants of any color are allowed. No exceptions to the rule!
3. All students are required to have clear back packs.

TALLULAH AND WRIGHT ELEMENTARY SCHOOLS
- Tallulah Elementary School
  Tops: Polo or dress style shirts will be light yellow and hunter green only

- Wright Elementary School
  Tops: Polo or dress style shirts will be burgundy or white only

- **UNDERSHIRTS:** any color
- **BOTTOMS/BELTS/SUSPENDERS:**
  Slacks, shorts, skirts, skorts, jumpers in khaki or navy. No cargo pants of any color are allowed. Belts/suspenders in solid black, brown, navy or clear.
  Elementary school girls only, are allowed to wear uniform plaid skirts/shorts and jumpers.
- **SHOES/ SOCKS:** All shoes are to be school appropriate footwear (flats, closed-toe and closed-heel). Any color.
- **No Stilletos, Flip-Flops or slippers.**
- **Socks:** (One color and the same length). Socks are to be worn with the appropriate shoes.
- **COATS/JACKETS/SWEATERS/ VESTS/HOODIES/SHRUGS:**
  Coats may be worn with the exception of profane language, vulgarities, obscenities, or any abusive slogans or messages. Navy blue vests can be worn by both boys and girls.
**Madison Middle School**

- **Tops:** Polo or dress style shirts with a collar in:
  - light blue (7th grade), navy (8th grade)
- **Undershirts:** any color
- **Bottoms/Belts/Suspenders:**
  - Slacks, shorts, skirts, skorts, jumpers in khaki or navy. No cargo pants of any color are allowed.
  - Belts/suspenders in solid black, brown, navy, or clear.
- **Shoes/socks:** All shoes are to be school appropriate footwear (flats, closed-toe and closed-heel).
  - Any color.
  - No Stilettos, Flip-flops, or slippers
  - Socks: any color
- **Coats/Jackets/Sweaters/Vests/Hoodies/ Shrugs:**
  - Coats may be worn with the exception of profane language, vulgarities, obscenities, or any abusive slogans or messages. Navy blue vests can be worn by both boys and girls.

**Madison High School**

- **Tops:** Polo or dress style shirts with collar in gold (9th grade), forest green (10th grade), burgundy (11th grade), white (12th grade), Sleeveless V-neck sweater/ vest (navy or khaki). *(Optional)*
- **Bottoms/Belts/Suspenders:**
  - Slacks, shorts, skirts, jumpers in khaki or navy. No cargo pants of any color are allowed.
  - Belts/suspenders in solid black, brown, navy, or clear.
- **Undershirts:** any color
- **Shoes/socks:** All shoes are to be school appropriate footwear (flats, closed-toe and closed-heel).
  - Any color.
  - No Stilettos, Flip-Flops, or slippers.
  - Socks: Solid white, khaki, navy, black, brown, burgundy, or forest green (One color and the same length).
- **Coats/Jackets/Sweaters/Vests/Hoodies/ Shrugs:**
  - Coats may be worn with the exception of profane language, vulgarities, obscenities, or any abusive slogans or messages. Navy blue vests can be worn by both boys and girls.

**All Students**

1. The midriff shall not be exposed.
2. All pants must be worn to the waistline, including those designed to be worn without a belt.
3. Belts must be worn with pants designed for belts and belts must be visible.
4. No caps, hats, hoods, or sunglasses will be worn inside the building.
5. Pants and slacks should be ankle length unless designed to be worn mid-calf. No cargo pants of any color are allowed.
6. Shorts/skirts must not be more than two (2) inches above the knee.
7. Bandannas, beanies, sweat bands, stocking caps, skullcaps, doo-rags, and other gang-related paraphernalia such as towels, hand rags, wraps, or other pieces of clothing with gang insignia are not permitted.
8. Pocket linings are not to be visible.
9. No earrings or beads may be worn in the nose, eyebrows, tongues, or any other visible body parts. See below “Girls” number 4.
10. All students will follow the Madison Parish School Dress Policy when traveling to represent their school on school-related and educational field trips.
11. Jackets with inappropriate logos (alcoholic beverages, profane language, or nude pictures, are not permitted.
12. Coats may be worn with the exception of profane language, vulgarities, obscenities, or any abusive slogans or messages. *(Jackets with school colors and/or school insignia can be worn.)*
13. Suspenders must be worn on the shoulder in the proper manner.
14. No visible thermal shirts or pants.
15. No house shoes/slippers are permitted.
16. No hair combs, hair picks, or rat tail combs are to be worn.
17. Sagging will not be tolerated.

**GIRLS**
1. There will be no plunging necklines and dresses should fit according to the designed style.
2. Makeup should be kept simple and attractive. No makeup is allowed for elementary school students.
3. Skirt and culottes' length must not be more than two (2) inches above the knee.
4. Earrings are to be worn only in the ears.
5. Earrings cannot be larger than two inches in diameter.

**BOYS**
1. Hair must be neatly trimmed and must be neatly groomed.
2. Sideburns will not extend below the ear lobes.
3. Beards and mustaches must be neatly trimmed.
4. All shirts will be worn tucked in the trousers.
5. No type of earrings shall be worn during school hours or at school sponsored activities.
6. No visible thermal shirts or pants.

**Madison Parish Dress Code Policy**

**Consequences for Dress Code Violation**

The Madison Parish School Board believes that there is a positive relationship between student attire, achievement, attitude, and behavior. The intent of this district dress code is to establish dignity and professionalism in the classroom, on the school bus, and in school. It is also intended to improve the enforcement and discipline procedures to be followed by teachers and administrators. A student’s appearance should not be a distraction/disruption to the learning environment. The dress code is not intended to be punitive but to promote academic success.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
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<tbody>
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<td><strong>Elementary</strong></td>
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<td>1st Offense</td>
<td>Warning</td>
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<tr>
<td>2nd Offense</td>
<td>Contact parent &amp; letter to parent</td>
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<td>3rd Offense</td>
<td>Parent &amp; student conference with Principal</td>
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<td><strong>Middle / High School</strong></td>
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<tr>
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<td>2nd Offense</td>
<td>1 day OSS (Out-of-School Suspension)</td>
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<tr>
<td>3rd Offense</td>
<td>1 additional day per violation</td>
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ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

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

All electronic communication, including electronic mail, by an employee to any student enrolled in a public school in this school district relative to the educational services provided to the student shall use a means provided by or otherwise made available 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 any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

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

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

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

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

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

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

INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Madison 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 Board policy.
EQUAL EDUCATION OPPORTUNITIES

It shall be the policy of the Madison Parish School Board that the school district shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program or activity on the basis of race, color, disability, religion, creed, national origin, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Supervisor of Child Welfare and Attendance shall investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Adequate procedures shall be maintained to provide for prompt and equitable resolution of student complaints.
EXPULSION POLICY

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

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

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

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

EXPULSION INVOLVING FIREARMS

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

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

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

EXPULSION INVOLVING DRUGS

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

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event pursuant to a hearing shall be expelled from school for a minimum period of two (2) complete school semesters.
Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the School Board through a recommendation for action from the Superintendent.

ADDITIONAL REASONS FOR EXPULSION

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

1. Any pupil, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.

2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two (2) inches in length.

3. In accordance with federal regulations, a pupil determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A weapon, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.

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

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

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.

2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

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

DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be expelled from school for a uniform violation that is not tied to willful disregard of school policies.
READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

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

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

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

Readmittance After All Expulsions

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

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

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

Review of Records

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

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

EXPULSION OF STUDENTS WITH DISABILITIES

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

It is the policy of the Madison Parish School Board to prohibit the existence of gangs and gang activities within its schools, on school property, and at any school-related function. "Gang" means a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group, present a clear and present danger to the school environment and educational objectives of the community, and are therefore forbidden.

Gang activities are forbidden, including, but not limited to, incidents involving initiations, hazing, intimidation, and/or activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.

It shall also be prohibited for any student to wear, carry, or display gang paraphernalia, or exhibit behavior or gestures which symbolize gang membership, or to cause and/or participate in activities which intimidate or affect the attendance of another student. Any student exhibiting such activities shall be subject to disciplinary action, including suspension and expulsion.

The Superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk, and to promote membership in authorized school groups and activities as an alternative. The Superintendent may further exchange information and establish mutually supportive efforts with local law enforcement authorities to assist with preventing the influence of gangs in schools
HOMELESS CHILDREN AND YOUTH

The Madison Parish School Board recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the School Board, in accordance with state and federal law, shall give special attention to ensure that homeless children in the school district have access to a free and appropriate public education and to hopefully ensure that there are no barriers to the enrollment, transportation, attendance and success in school of homeless children and youth.

DEFINITION

*Homeless children and youth* means individuals who lack a fixed, regular and adequate nighttime residence and include the following:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

- Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.

- Migratory children who meet one of the above-described circumstances are also recognized under this definition.

ENROLLMENT/PLACEMENT

The best interest of the child, with parental involvement, shall be considered in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth’s best interest, the child or youth should continue his or her education in the school of origin. If the youth is unaccompanied by a parent or guardian, the homeless coordinator shall consider the views of the youth in deciding where the youth shall be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information, such as medical emergency information, contact information regarding the parent, guardian, or caregiver.

The district shall provide a written explanation, including a statement regarding the right of appeal, to the homeless child or youth’s parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.
For the purposes of this policy, school of origin is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Children in Foster Care

The School Board shall ensure that a student who is in foster care pursuant to placement through the Louisiana Department of Children and Family Services shall be allowed to remain enrolled in the public school in which the child was enrolled at the time he/she entered foster care for the duration of the child’s stay in the custody of the state or until he/she completes the highest grade offered at the school if the Department of Children and Family Services determines that remaining in that school is in the best interest of the child.

If foster care placement is outside the jurisdictional boundaries of the public school in which the student is enrolled, the School Board shall be responsible for providing free transportation for the student to and from a designated location which is within that school district and is located nearest to the child's residence and is determined to be appropriate by the Board and the Department of Children and Family Services.

SERVICES

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students shall not be segregated in a separate school or in a separate program within a school based on the students’ status as homeless.

TRANSPORTATION

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school shall be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student begins living in an area served by another School Board, both School Boards shall agree on a method to apportion the responsibility and costs for transporting the child to and from the school of origin. If an agreement cannot be reached, the costs will be shared equally.

RECORDS

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act and School Board policy.

ENROLLMENT DISPUTES

If a dispute arises over school selection or enrollment in a school:

1. Unless otherwise provided for in any desegregation order, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;

2. The parent or guardian of the child or youth shall be provided with a written explanation of the school’s decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;
3. The child, youth, parent, or guardian shall be referred to the Board’s homeless liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and

4. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

LIAISON

One individual shall be appointed by the Board to act as the district’s homeless liaison. The School Board shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless liaison.

DISCIPLINE – NOT REQUIRED TO ENROLL

Nothing in this policy shall require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary actions.
The Louisiana Department of Education has provided a “Family Support Toolbox Library” on their website to serve as a resource for families to download or access “parent guides” to practice lessons and to find more information about the many choices offered by Louisiana to prepare their students for college and careers.

The web address for the Family Support Toolbox Library is:

http://www.louisianabelieves.com/resources/library/family-support-toolbox-library
ILLNESS AND ACCIDENTS

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

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

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

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

Principals shall notify the Superintendent of all serious accidents to pupils whether they occur on the school grounds, on the school bus, on field trips or during any other student activity.

Accidents requiring medical attention should be reported immediately. Within 48 hours following the accident, a detailed report should be filed stating the following:

1. Date and time of accident.
2. Where the accident occurred.
3. Who was the teacher/administrator in charge at the time.
4. Complete description of actions leading to the accident.
5. Witnesses.
6. Actions taken by the school.
7. Condition or extent of injury.

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

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

FIRST AID

Generally, treatment of injuries should be limited to the rendering of first aid. First aid is that immediate help given by the best qualified person at hand in case of accidents or sudden illness. Each school employee who participates in any required in-service shall be required to receive first aid orientation and training. A master first aid kit shall be kept and properly maintained in each school. For more serious injuries, trained medical personnel should be summoned to assist with such injuries as needed.
The Madison Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the Board. In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person’s conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function. Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Possessing a weapon
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or school district employee
6. Interfering in any way with an athletic or co-curricular event
7. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.
SCHOOL BUS CONDUCT

The Madison Parish School Board directs the principal to assume full responsibility for discipline of pupils riding buses. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal of the school the student attends. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.

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

A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall be required to make retribution for such damages. At no time shall the bus operator assume authority for suspending bus privileges. Smoking on school buses by students or operators shall not be permitted. Students shall be notified of all bus regulations.
SCHOOL BUS STANDARDS OF SAFETY AND CONDUCT

The privilege of all students riding school buses in Madison Parish is conditional, based upon their behavior regarding observance of prescribed safety regulations and rules of conduct. Rules that apply at school also apply on the school bus. The driver is in full charge of the bus and occupants at all times and has the authority to make necessary adjustments to maintain proper control, such as assigning seats if necessary. Students will be expected to follow guidelines listed below and show proper respect toward the driver and duty personnel assigned to supervise the loading and unloading of buses. Students may not be assigned to more than ONE bus. If a student must ride a bus other than his assigned bus, their parent/guardian must write a note requesting permission to ride and the note must be signed by the principal or authorized school personnel. Students must give the signed note to the bus driver. NO ADDITIONAL RIDERS WILL BE ALLOWED ON OVERCROWDED BUSES.

WHILE WAITING FOR AND BOARDING SCHOOL BUSES:

- Arrive at bus stop prior to the designated time for the bus to arrive. Allow a 10 minute window (5 min. before or after the designated time) for the bus to arrive.
- Wait on the sidewalk or stand well back from the road while waiting for the bus.
- Avoid pushing and shoving and other forms of horseplay.
- Respect private property and avoid unnecessary noise that might disturb others.
- Form a single line and avoid pushing and breaking in line.
- Use caution while boarding the bus - watch for slippery steps and use handrails when available.
- Do not enter the bus with any type of food or drink.
- Locate a seat promptly and sit down.
- Follow same dress code as required at school; i.e. no p. e. clothes, cheerleader clothes, etc.
- Do not bring cell phones on the bus

WHILE RIDING SCHOOL BUSES:

- Remain seated at all times while the bus is in motion.
- Do not mar or deface the bus in any way.
- Keep all aisles clear of feet, books, and other objects that might obstruct passage.
- Keep head, hands, arms and body inside the bus; no objects should be thrown inside, outside, or at the bus.
- Avoid unnecessary noise or activities that might distract the driver.
- Be courteous, mannerly, and understanding of others.
- Do not bring alcoholic beverage, drugs or tobacco on the bus.
- Accept responsibility for the bus cleanliness – do not eat or drink on the bus.
- Report to the bus driver any behavior which is unsafe, harmful or obscene.
- Exhibit the same behavior on the bus that is expected in classrooms.
- Show proper respect toward the bus driver, occupants of other vehicles, pedestrians encountered on the bus route, as well as other students on the bus.
WHILE EXITING SCHOOL BUSES:

- Remain seated until the bus comes to a complete stop.
- Leave the bus promptly and orderly at the bus stop - do not run.
- Cross the road in front of the bus so the driver can easily see the smallest child. (Students should wait for the driver to motion them across the road)
- Watch for traffic in both directions.
- Walk directly home by the safest route - students will always be picked up and dropped off ONLY at their designated stop.
- Avoid trespassing on private property.

EMERGENCY SITUATIONS WHILE ON SCHOOL BUSES:

- Report any emergency to the school bus driver.
- Beware of drivers and pedestrians exhibiting unusual behavior and report this to the bus driver.
- Remain seated until the driver tells you what to do or until you are sure of the safest move to make in case of an accident.
- Do not touch emergency equipment or safety releases unless told to do so by the bus driver, except in an extreme emergency.
- Remain calm and encourage others to do the same.
- Never move injured persons unless absolutely necessary.

EVACUATION SITUATIONS WHILE ON SCHOOL BUSES:

- Know where emergency exits are that could be used.
- Passengers closest to the door should exit first.
- Duck your head as you go out.
- Kick windows out if the doors are stuck.
- Wrap loose clothing around you so you won’t get snagged or caught by rough metal edges.
- Keep your hands free - leave everything behind.
- Bend your knees to cushion the jump if you must exit the back of the bus.
- Assist younger students when exiting.
- Clear the exit area so others can follow.
- Get off the roadway or street after exiting.
- Seek help if the driver or riders are injured.

Riding the school bus is a privilege!

_Students who do not cooperate are subject to disciplinary action including suspension from the bus, school, or removed from the bus for the remainder of the school year._
SEXUAL HARASSMENT OF STUDENTS

The Madison Parish School Board recognizes that harassment on the basis of sex is a violation of state and federal law. The Board, therefore, will not tolerate any sexual harassment by an employee, non-employee volunteer, or student towards another student. Conduct in violation of this prohibition shall result in disciplinary measures, appropriate to the circumstances, up to and including dismissal or expulsion.

DEFINITION

1. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests of sexual favors, or other verbal or physical conduct of a sexual nature when:
   
   A. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of a student's academic status or progress; or
   
   B. Submission to or rejection of such conduct or communication is used as a factor in academic decisions affecting the individual; or
   
   C. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance, or creating an intimidating, hostile or offensive educational environment; or
   
   D. Submission to or rejection of the conduct of the individual is used as the basis for any decision affecting the individual regarding any services, honors, programs, or activities available at or through the school.

2. Sexual harassment may include, but is not limited to:
   
   A. verbal harassment or abuse;
   
   B. uninvited letters, telephone calls, or materials of a sexual nature;
   
   C. inappropriate and uninvited leaning over, cornering, patting or pinching;
   
   D. uninvited sexually suggestive looks or gestures;
   
   E. intentional brushing against a student's body;
   
   F. uninvited pressure for dates;
   
   G. demanding sexual favors accompanied by implied or overt threats concerning an individual's academic status or programs;
   
   H. uninvited sexual teasing, jokes, remarks, or questions;
   
   I. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's academic status or progress;
   
   J. any sexually motivated unwelcome touching; or
   
   K. attempted or actual rape or sexual assault.
REPORTING PROCEDURE:

STEP 1:

It is recognized that instances occur within the school system involving individuals and personalities and these matters are best handled informally. In the event that a student believes such instances require a remedy or that there is a basis for a complaint, the student shall first discuss the issue with the principal or guidance counselor.

If any student has concerns or a complaint about the nature of any conduct or physical contact by another employee, non-employee volunteer, or student of the school district, the individual should file a formal written complaint with the principal. If the questionable conduct is by the principal, the student shall file the written complaint with the Superintendent or designee. The principal shall be responsible for promptly investigating the complaint and attempt to remedy it to the mutual satisfaction of all parties involved within ten (10) working days of the date of receipt of the complaint. The principal shall indicate his/her disposition of the complaint in writing and shall furnish copies to all concerned parties.

During the investigation, the principal (or Superintendent or designee) may take any action necessary to protect the student or others involved in the complaint consistent with applicable regulations and statutes.

STEP 2:

In the event any of the concerned parties are not satisfied with the disposition of the complaint at Step 1 or no disposition has been made, then the concerned party may appeal to the Superintendent within ten (10) working days. Upon a thorough review or after further investigation, the Superintendent shall give written disposition of the complaint within ten (10) working days and shall furnish copies to the appropriate parties.

ASPECTS OF INVESTIGATION

The investigation of a complaint may take into account:

1. Statements made by any persons that may be involved in the complaint.
2. The details and consistency of each person's account.
3. Evidence of how the complaining student reacted to the incident.
4. Evidence of past instances of harassment by the accused person.
5. Evidence of past harassment complaints that were found to be untrue.

To determine the severity of the harassment, the principal or designee may take into consideration:

1. How the misconduct affected one or more students' education.
2. The type, frequency, and duration of the misconduct.
3. The number of persons involved.
4. The age and sex of the person accused of harassment.
5. The subject(s) of harassment.
6. The place and situation where the incident occurred.
7. Other incidents at the school, including incidents of harassment that were not related to sex.
RESULT OF INVESTIGATION

1. Upon receipt of a report from the principal that the complaint is valid involving an employee, non-employee volunteer, or a student, the Superintendent will take such action as appropriate, including suspension, dismissal, or expulsion, based on the results of the investigation.

2. The Superintendent may utilize informal procedures to handle complaints when the harasser agrees to a penalty and apologizes to the victim.

3. The result of the investigation of each complaint filed under these procedures involving an employee, non-employee volunteer, or student will be reported in writing to the complainant and the alleged harasser by the Superintendent. The report will document any action taken as a result of the complaint.

SEXUAL HARASSMENT AS SEXUAL ABUSE OR CRIMINAL ACTIVITY

Parents

Parents/legal guardians who suspect any sexual harassment activity toward their child that they believe to be criminal in nature should promptly report such activity to law enforcement officials. Upon receiving the report, law enforcement officials will conduct their own investigation into the matter. Once the Superintendent or his/her designee is notified of school-related complaints by either law enforcement officials or the parent/legal guardian, the Superintendent or designee shall investigate the circumstances surrounding the complaint in accordance with the provisions outlined in this policy. Although law enforcement officials may not find the matter criminal in nature, the School Board may find grounds for disciplinary action.

Employees

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse as found in Board's policy JGCE, Child Abuse, then all school employees with knowledge shall be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and the Board policy on child abuse. Such reporting must be made in addition to any procedures for handling sexual harassment complaints.

RETLATION PROHIBITED

The Madison Parish School Board may discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in any investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment at the time of a report or any time after a report.

NON-HARASSMENT

The Madison Parish School Board recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

DISCIPLINE

Any action taken pursuant to this policy will be consistent with requirements of applicable statutes and School Board policies. The School Board and Superintendent shall take such disciplinary action for employees, non-employee volunteers, and students it deems necessary and appropriate, including warning, transfer, suspension, immediate discharge, or expulsion to end sexual harassment and prevent its recurrence.
CONFIDENTIALITY

All information contained in a report of sexual harassment and the investigation shall be considered confidential, where practical, for the protection of all parties involved. However, the Board's obligation to promptly and adequately investigate and take corrective action may supersede an individual's right to privacy.
STUDENT ABSENCES AND EXCUSES

The Madison Parish School Board recognizes that the fundamental right to attend the public schools 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 himself/herself 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, exempted 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:

   Prior school system-approved travel for education;
   A. Death in the immediate family (not to exceed one week); or,
   B. 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. 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 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.
STUDENT ALCOHOL AND DRUG USE

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

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

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

REPORTS OF SUBSTANCE ABUSE

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

DRUG FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as Drug Free Zones. The Madison 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.
STUDENT COMMUNICABLE DISEASES

The Madison Parish School Board recognizes the importance of protecting the health and welfare of the educational system from the spread of communicable diseases, including AIDS.

A communicable disease shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

When reliable evidence or information from a public health officer or physician confirms a student of the School Board has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population, the Superintendent may exclude such person from school for not more than five (5) days, or the amount of time required by state or local public health officials. Such student shall be excluded unless the public health officer approves school attendance or the condition is no longer contagious.

When reliable evidence or information from a public health officer or physician confirms a student has a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether or not the student will remain in school shall be addressed on a case-by-case basis by a Review Panel to ensure due process.

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

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

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling blood or body fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling blood and body fluids and these procedures shall be strictly adhered to by all school personnel.

REVIEW PANEL

Communicable diseases that are known not to be spread by casual contact shall be addressed on a case-by-case basis by a Review Panel. Membership of the Review Panel, procedures for convening the Review Panel, and the process used to review the case shall be as outlined in Health and Safety, Bulletin 135, Louisiana Department of Education.

The Superintendent shall provide a written decision to the affected party within three (3) operational days (i.e. a day when the School Board Central Office is open for business) after the Review Panel convenes. The written decision shall convey information brought out during the review process and include the rationale for the decision concerning school attendance by the student.
APPEALS

Appeals may be made by the parent or guardian in writing to the Superintendent and subsequently to the School Board as outlined in Health and Safety; Bulletin 135, Louisiana Department of Education. If the written decision of the Superintendent is contrary to the majority opinion of the Review Panel, a majority of the Review Panel has the right to appeal the decision in the same manner as outlined in Bulletin 135.

CONFIDENTIALITY

All persons involved in procedures to assess school attendance of a student with a communicable disease that is not spread by casual contact shall be required to treat all medical information about the student, proceedings, deliberations, and documents as confidential information. Records of the proceedings and the decisions shall be kept by the Superintendent in a sealed envelope with access limited to only those persons receiving the consent of the parent/guardian or infected person, in accordance with state or federal law.

Before any medical information is shared with anyone in the school setting, a “Need to Know” review shall be made which includes the parent/legal guardian, student if age 18 or over, unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.
STUDENT CONDUCT

The Madison Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a Student Code of Conduct in such detail as to anticipate every type of misconduct that could possibly occur, the Board shall develop and maintain a Student Code of Conduct, which shall enumerate the necessary discipline action to be taken against any student who violates the Code of Conduct. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

Prior to the beginning of each school year, all schools of the Madison Parish School District shall provide each student, and his/her parent, tutor, or legal guardian with a Student Handbook or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the Student Code of Conduct or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or Board policy.
ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the Student Code of Conduct applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the Student Code of Conduct, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver’s license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the Teacher Bill of Rights. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the Student Code of Conduct, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student’s attendance.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a Statement of Compliance. For students, the Statement of Compliance shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the Statement of Compliance shall state that the parent or legal guardian agrees to ensure his/her child’s daily attendance at school, ensure his/her child’s arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective Statement of Compliance may result in disciplinary action.
STUDENT DRESS CODE

Students shall be expected to maintain a neat, clean, well-groomed appearance at school. No article of clothing shall be bizarre in style, unsuitable for school activities, nor of a nature to call undue attention to the wearer. Since school life prepares students to take their place in adult life, these primary requirements are expected of all students. The first responsibility for maintaining proper standards belongs to the student and parents, or guardian. The school should deal with this responsibility when the student or parents fail to recognize this need.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date.

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

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

DRESS AND PERSONAL GROOMING

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

The principal shall be the authority in determining the inappropriateness of any feature of clothing or grooming.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus.

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

ALL STUDENTS:

1. Extremes in dress should be avoided at all times.
2. Belts shall be worn with pants designed for a belt; shirts must be tucked in.
3. Cleanliness shall be observed at all times.
4. No headdress, caps, informal hats, or sunglasses shall be worn inside the buildings.
5. Shoes that make excessive noise shall not be permitted.
6. Pants and slacks shall be ankle length unless designed to be worn mid-calf.
7. Shorts must not be more than two (2) inches above the knee.
8. No shorts, slacks or skirts are to be worn below one's normal waistline.
9. Bandannas, do-rags, and other gang related paraphernalia such as towels, hand rags or wraps, or pieces of clothing with gang insignia are not permitted.
10. Pocket linings are not to be visible.
11. No earrings or beads may be worn in the nose, eyebrows, tongue, or any other visible body parts.
12. Tattoos must be hidden from view at all times.
13. Clear book bags are required.

GIRLS:

1. There will be no plunging necklines and dresses should fit according to the designed style.
2. Makeup should be kept simple and attractive.
3. High-heeled buckle dress shoes may be worn if you can walk quietly in the building with them.
4. Skirts, dresses, and culottes length must not be more than two (2) inches above the knee.
5. Earrings are to be worn only in ears.

BOYS:

1. Socks must be worn.
2. Hair must be neatly trimmed and must be kept to a length above the eyebrows.
3. No braids, twigs, or ponytails.
4. Sideburns will not extend below the ear lobes.
5. No beards will be permitted. Neatly trimmed mustaches may be worn. (Note: should a problem arise with younger boys whose parents do not want them to start shaving, these students will be advised to use a depilatory recommended to remove facial hair and not cause a cosmetic problem.)
6. All shirts will be worn tucked in.

7. No type of earrings will be worn during school hours.

8. Fingernail polish is not to be worn.

SCHOOL UNIFORMS

Students attending schools in Madison Parish shall be required to wear uniforms and follow guidelines for uniform colors and styles as adopted by each school. The Superintendent and staff shall coordinate guidelines under which parents may obtain uniforms.

Out of parish transfer students have ten (10) school days to be in uniform.

All students (Pre-K through Grade 12) shall be allowed to wear solid white or black tennis/gym shoes as part of their school uniform. Students in grades 9-12 shall be permitted to wear white shirts/tops as one of their colors in their student uniform.

DRESS CODE VIOLATIONS

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

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

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

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

Such factors to be considered in determining the manner in which searches may be conducted are:

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

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

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

Any automobile parked on School Board property by a student may also be searched at any time by school officials who have articulable facts which lead them reasonably to believe that items in violation of state law, School Board policy or school rule are contained therein. If the automobile is locked, the student shall unlock the vehicle. If the student refuses to unlock the vehicle, proper law enforcement authorities shall be summoned and the student shall be subject to disciplinary action.

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

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

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

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

TRANSFER

Students shall be required to attend the school in the attendance area in which their residence is located. Students who wish to attend a school other than the one designated for their resident attendance zone may apply for transfer when circumstances warrant. All requests for transfer shall be in writing, and shall include reasons for the transfer as well as other pertinent information that the Madison Parish School Board may require.

The Superintendent shall consider for approval all requests for student transfer if such transfer is determined to be in the best interests of the student and the school system. No school shall accept a student not residing in that school's attendance zone unless the student has an approved transfer application on file. Applications which are approved are for one school year only and must be renewed by application for subsequent years.

Any decision made by the Superintendent regarding the transfer of a student may be appealed to the School Board for a final determination in accordance with state law.

WITHDRAWAL

Students shall be required to attend school in accordance with statutory provisions. Students may be permitted to withdraw from school however, if approved by the Superintendent and Board. Such withdrawal must be in accordance with such rules and regulations as may be prescribed by the Board.
The Madison Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a pupil for a specified period of time in accordance with statutory provisions. The number of school days a student may be suspended shall not exceed the number of school days remaining in the school year.

In each case of suspension, the school principal, or his or her designee, prior to any suspension, shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil. Notice shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card, or by sending a certified letter to the address shown on the pupil's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

Students suspended for more than ten (10) days shall remain under the supervision of the school system using an alternative education program designed to continue the educational process in an alternative educational placement. The student shall be placed in an alternative school or an alternative education program and shall be required to attend and participate in such school, program, or educational services.

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

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

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

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

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

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.
Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

**Appeal**

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

**MANDATORY SUSPENSION**

**Firearms, Knives, Other Dangerous Instrumentalities, Drugs**

The principal shall be required to suspend a pupil who:

1. is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled Suspension Not Applicable; or

2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

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

**Assault or Battery of School Employees**

Whenever a pupil is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such procedures shall follow as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

**SUSPENSION NOT APPLICABLE**

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.

2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification.
In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

**DRESS CODE VIOLATIONS**

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

**CREDIT FOR SCHOOL WORK MISSED**

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

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

**RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS**

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

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

**SUSPENSION OF STUDENTS WITH DISABILITIES**

Suspension of students with disabilities shall be in accordance with applicable state or federal law and regulations.
A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

(1) A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.

(2) A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.

(3) A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).

(4) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).

(5) A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.

(6) A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

(7) A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

(8) A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.

(9) A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

(10) A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

TRUANCY

The Madison Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

GUARDIAN RESPONSIBLE

With regard to any student in grades kindergarten (K) through eighth (8th) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student’s attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.
VISITORS TO THE SCHOOLS

The Madison Parish School Board encourages and welcomes visits by parents and others who desire to become informed regarding schools and educational programs to visit the Madison Parish Schools and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the district’s facilities and equipment from misuse and/or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parental involvement, a better understanding of how the school district operates, the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools.

Acceptable reasons for such visits include observation of significant programs, participation in special events, and conferring with staff. The visit should have legitimate purpose and not interfere with the delivery of instruction.

SCOPE

The scope of authority of this policy and of school personnel who are responsible for enforcing it is limited to buildings and grounds under the jurisdiction or control of the Madison Parish School District.

The provisions of this policy shall apply to all programs and activities such as off-site locations or evening schools.

DEFINITIONS

The term visitor shall include all who are not employees or students of the school.

The term administrator shall include the Principal, the Principal’s designee, or any person assigned responsibility for the program.

The term staff member shall include any employee of the School District.

PROCEDURE

The administrator has the right to refuse admission to the school for any excessive number of visitors or to any who disregard the following:

- Those wishing to visit a school shall make arrangements in advance with the school office by stating reason, date, and time of the proposed visit. In all cases where permission is not obtained in advance it must be obtained promptly upon entering the school. Teachers requesting a parent conference should notify the principal or designee and follow the same procedure listed.

- Upon arrival at the school, the visitor must sign the Visitor’s Register in the school office where the visitor will be given instructions as well as a Visitor’s Identification Badge and, if necessary, provided with an escort.

- The staff member being visited shall require that the visitor present the Visitor’s Identification Badge.

- Upon completion of the visit, the visitor shall return to the office to return badge and enter departure time in the Visitor’s Register.
• Administrators shall have the right to adapt or set aside the above procedures in the event of special activities such as assembly programs, athletic events, or musical performances.

GUIDELINES

1. No visitor shall be permitted to interrupt a staff member in the performance of duties whether that interruption be for conversation or observation.

2. To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the Administrator.

3. No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to teachers unless such visits have been approved previously by the principal. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian gives explicit permission in writing to release the student to a designated family member or adult.

4. Should an emergency require that a student be called to a school office to meet a visitor, the administrator shall be present throughout the meeting.

5. Volunteers are to report to the school principal or designee to be assigned tasks as deemed appropriate.

6. Appropriate portions of this policy statement shall be placed by the administrator in the School Handbook sent to parents.

MAINTENANCE OF SAFETY

The administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the educational program, disturbing to students or staff, or intent on committing an illegal act. Wherever possible, the administrator shall specifically indicate the circumstances under which a parent may return.

There shall be posted at all entrances to schools, and at other appropriate places, a copy of the School District Visitation Regulations.

All School District personnel and visitors must wear identification badges on outer clothing at all times. School staff who observe visitors without proper identification are to report that information immediately to the school office.
Signature Page

Students and Parents,
Please sign this sheet, remove it from the handbook, and return it to school so that the school will have a record that you have received and reviewed this handbook. Notwithstanding, ignorance of this handbook or its contents shall not constitute a defense or excuse.

We hereby acknowledge that we have read the student handbook. We agree that the student shall be accountable for ALL rules and regulations in this handbook including district guidelines, policies, and procedures. Furthermore, we agree that the student will:
- attend school daily (except when absent for reasons due to illness or other excused reasons)
- arrive at school on time each day
- complete all required homework assignments
- follow the school and classroom rules
As parent/guardian, we also agree to attend all required parent and teacher or principal conferences

We have read the Madison Parish School Board’s Computer and Internet Use Policy. We hereby release the Madison Parish School Board, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from the child’s misuse or inability to use, the Madison Parish School Board’s system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

We give permission for the student’s name, photo, videos, writing, artwork, etc. be published on the World Wide Web, local newspaper, local cable channels, or other public forums throughout the year.

We understand that this school, as part of the Madison Parish School System, collects personally identifiable information: full name, date of birth, social security number, and student transcript data. We further understand that this school and the Madison Parish School System maintain the confidentiality of this information as set forth by Louisiana ACT No. 837. The Madison Parish School Board will follow all local, state, and federal data security rules and only share the data that is required for the purposes stated.

We understand that by our signature we are giving consent for the school and Madison Parish School Board to disclose pertinent information to Louisiana postsecondary educational institutions; the Office of Student Financial Assistance to be used solely for the purpose of processing applications for admission and for state and federal financial aid; LHSAA; NCAA; clubs and organizations, programs for graduations; performances and award programs; photography providers; and some others as detailed at http://www.madisonpsb.org

We understand that failure to provide written consent for the collection and disclosure of the student's information may result in delays or may prevent successful application for admission to a postsecondary educational institution and for state and federal student financial aid.

If any parent/guardian does not agree to any specific use of student information as described herein, please express any objections in writing, in a separate letter, to the principal.

Parent/Guardian Signature________________________________________________________

Student Signature______________________________________________________________

Date________________________

Homeroom teacher_____________________________________________________________