

Webster Parish School Board

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Elementary Student Handbook 2021-2022

Mr. Johnny Rowland, Superintendent

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SUPERINTENDENT'S MESSAGE

Dear Webster Parish School Families,

As we continue to experience life during these unprecedented times, we want you to know the Webster Parish School System is still here to serve you. As always, what is best for the whole student experience has been the key factor as we have planned for the upcoming school year. We will forever be grateful for your patience and understanding as we move forward through this challenging period. The health and safety of all students is paramount while we provide the academic and social needs of our students.

It is our hope that you find this handbook to be an informative source for specific operations within our schools. You are a valuable component of our school community and do not hesitate to contact us if you have a question or concern. We believe if we work together great outcomes will follow for our students.

Best wishes and best of luck!

Johnny Rowland, Jr.

Johnny Rowland, Jr.
Superintendent
Webster Parish School Board

Webster Parish School Board

VISION STATEMENT

Webster Parish School District is dedicated to providing a world-class education which prepares our students to positively contribute to the ever-changing global community. Our educational system will nurture creativity, collaboration, communication, problem solving and critical thinking in ALL our students to help them become college and career ready.

MISSION STATEMENT

Developing lifelong learners and responsible citizens for a global society is the mission of the Webster Parish School Board. In partnership with the local communities, our responsive and innovative professional staff will provide learning experiences that foster the uniqueness of each child and promote their happiness and success.

WEBSTER PARISH SCHOOL BOARD

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WEBSTER PARISH SCHOOL BOARD SUPERVISORS AND COORDINATORS

SUPERVISOR/COORDINATOR	Office Phone	Email Address	Areas of Responsibility	SECRETARY
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Candiss Sheppard	318-377-7052	Candiss.sheppard@websterpsb.org	School Food Services	None

WEBSTER PARISH SCHOOLS

Principal	School Address	School Phone	Secretary
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POINTS REQUIRING SPECIAL ATTENTION

1. Ignorance of the law (federal or state), this Handbook, WPSB Policy, or school rules is not a defense to any disciplinary action for commission of acts warranting discipline.
2. School administrators may notify or request assistance of law enforcement officials whenever there is suspicion that a criminal offense has been committed on school property or at school-sponsored functions.
3. Students qualified under the Individuals with Disabilities Education Act (IDEA) or under the Rehabilitation Act (Section 504) shall be disciplined in accordance with those laws. Specific procedures regarding discipline, complaints, and due process for students with disabilities qualified for services under the *IDEA* can be found in the *Louisiana Educational Rights of Children with Disabilities Booklet*. Every parent of a student with disabilities will be provided the Rights booklet at least once annually.
4. A conspiracy or agreement to commit any disciplinary offense on school property or at a school-sponsored event shall be punishable by disciplinary action, even if the conspiracy/agreement occurs off school property or outside of school-sponsored events. **For Example:** If a student at home telephones another student at home to arrange a transaction involving drugs, and the transaction is planned to take place on school property, then each student shall be guilty of conspiracy to commit a disciplinary offense and be punished accordingly.
5. State law (see *La. RS 17:416, et seq.*) mandates that students **shall or may be expelled** for statutorily prescribed lengths of time based on age and grade of the student for the commission of certain specified offenses. Pursuant to state law, students **shall be expelled** for the following:
 - A. Drugs - Possession of, or knowledge of and intentional distribution, or possession with intent to distribute any illegal drug or substance on school property. (See Note following 5(B).)
 - B. Firearms - Possession of a firearm on school property or on a school bus or in actual possession at a school-sponsored event.

Note: Louisiana provides:

- 1) Any student, sixteen years of age or older, 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, shall be expelled from school for a minimum period of **four complete school semesters** and shall be referred to the district attorney for appropriate action.
- 2) Any student sixteen 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 complete school semesters**.
- 3) Any student who is under sixteen years of age and in grades six through twelve and 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, shall be expelled from school for a minimum period of **four complete school semester**, and shall be referred to the district attorney for appropriate action.
- 4) Any student who is under sixteen years of age and in grades six through twelve 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 shall be expelled from school for a minimum period of **two complete school semesters**.
- 5) Any case involving a student in kindergarten through grade five 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 and after an expulsion hearing, shall be expelled from school for a minimum period of two complete school semesters and shall be referred to the district attorney for appropriate action.

6. Four (4) suspensions.
 - A. Knife or dangerous instrumentality - Possession of a knife, the blade of which equals or exceeds two inches in length or other dangerous instrumentality. In such cases, the student **shall be recommended for expulsion** (except students in grades K-5 less than 11 years of age who **may** be recommended), and a hearing shall be held.
 - B. Criminal conviction. The conviction of a student or incarceration of a student in a juvenile institution for any act defined as a felony had an adult committed such acts may be cause for expulsion.
7. A student shall be subject to disciplinary action for conduct or offenses that occur at extracurricular activities, sporting events (even where said student is merely a spectator), conventions, in the parking lot or other areas of school property, and at **any other school's activities**. This even includes school campuses other than where the student attends school.
8. The WPSB is required to notify the State of Louisiana Office of Motor Vehicles of certain student infractions/disciplinary offenses which may result in the suspension of driving privileges.
9. A student may be disciplined for **off-campus conduct** if the Principal reasonably expects the off-campus conduct to adversely impact the school campus.
10. In order to be eligible to receive grades, **high school students shall be in attendance a minimum of 83.5 days, or the equivalent, per semester, or 167 days a school year for schools not operating on a semester basis**. Elementary students shall be in attendance a minimum of 167 days a school year. (State of Louisiana, Bulletin 741)
11. The discipline record (including suspensions) of students entering the WPSB system from another school system **during** the school year shall be transferred from the other school system to the WPSB. For instance, if a student in one school system transfers to a WPSB school and has 3 suspensions in the other school system, then that student shall start in the WPSB system with 3 suspensions.
12. A student shall attend the school in the school district where the student resides. For purposes of school assignment and attendance, a student shall only reside with his parent or court-appointed custodian. Legal Custody is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the minor child. Legal custody shall not include provisional custody by mandate.
13. Due to the concerns with liability and student privacy/confidentiality, the Webster Parish School Board does **not** permit any third party, outside agency, or service provider to provide services to any student on any school campus during the school day unless advance written permission is granted by the WPSB Director of Special Education. The WPSB recognizes that instructional time is valuable and that it is the responsibility of the WPSB to ensure confidentiality and a quality education for all students.
14. A student shall comply with any and all policies and rules contained in this Handbook including those in the Appendix of this Handbook.
15. Any student who is suspended four [4] times during the school year shall be recommended for expulsion. Suspensions that are counted include **in-school suspensions** AND **out-of-school** suspensions.
16. Any student who has been recommended for expulsion but who withdraws from the school system prior to the expulsion hearing shall be considered expelled.
17. This Handbook shall apply to any student enrolled in virtual learning, distance learning, early college learning, the Alternative Program, and to any other form of course work or public education offered by the WPSB.

18. The WPSB does **not** accept *Provisional Custody by Mandate/Affidavits* for purposes of enrollment/attendance. Only court-ordered custody transfers/changes, together with *bona fide* residence changes, shall be accepted.
19. Students must be clear of all debts to participate in clubs, extra-curricular activities, dances, school elections, etc.

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, are assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or are participating in school-authorized field trips or other school-approved activities.

- *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. To receive Carnegie credit for a course, the minimum amount of time students must be present shall be as follows:

- 10,020 minutes for a six-period schedule;
- 8,589 minutes for a seven-period schedule;
- 7,515 minutes for eight-period or 4 x 4 block schedules; or
- a minimum of 7,515 minutes for other schedule configurations.

Elementary students shall be in attendance a minimum of 167 six-hour days (or 60,120 minutes) a school year in order to be eligible to receive credit for courses taken.

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 Board's authority may extend beyond the limits set forth above, in accordance with state law.

COMPULSORY SCHOOL ATTENDANCE AGES

Except as provided by law, every child in the state is required by state law to attend public or private school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or private school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance who may find it necessary to refer it to the proper court.

EXCEPTIONS

Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy [JBD, Absences and Excuses](#). In addition, statutes provide for the following:

1. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.
2. A child who is at least seventeen (17) years of age and who, after successfully completing a program established by the Louisiana Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Louisiana Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to compulsory attendance laws.
3. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

FAILURE TO COMPLY

Failure to abide by the compulsory school attendance laws of the state may result in a referral to *Families in Need of Services* (FINS) which is a state-mandated program or to the District Court with jurisdiction.

SCHOOL ADMISSION

The Webster Parish School Board shall admit students to the schools of the school district once the students have been registered for school by the parents or legal guardians, under such rules and regulations as the Board may prescribe.

No student of suitable age shall be denied admission or readmission to school who resides within the geographical boundaries of the school system unless such student is legally excluded from attending school.

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

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state Registrar of Vital Statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana will be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of this state will be given a thirty (30) days grace period in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race, and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.
2. Present to school officials evidence of being or having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, and measles and other vaccine-preventable diseases according to a schedule approved by the Office of Public Health, Department of Health and Hospitals.
3. Present to school officials an official Social Security card. If no Social Security card is available, the student shall be assigned a state identification number.
4. Present to school officials all official school records from the school previously attended or information needed to access such records when transferring from another school to one inside the school district, including necessary authorization to obtain and/or access any and all records of the enrolling student.
5. Present to school officials, as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
6. Present to school officials evidence of being bona fide residents of the school district with limited exception. However, children temporarily residing within the jurisdiction of the Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.
7. Present to school officials satisfactory evidence that at least one of the child's parents or guardians has completed a parent orientation course conducted by the School District. However, no child shall be denied entry into school because of parent or guardian has not attended an orientation session.

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

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

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other Webster Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy [JBCBB, Homeless Students](#).

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

The Webster Parish School Board shall provide a free appropriate public education in the least restrictive environment to every student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board for eligible children under three years of age. Generally, identified children shall be screened and evaluated for eligibility to receive special educational services while receiving educational support in the regular classroom. If it is determined in the evaluation process that a child has a disability, impairment, or condition that impedes educational progress, then the child is classified according to the *Pupil Appraisal Handbook*, Bulletin 1508 guidelines and becomes eligible to receive special education services. All special education services shall be performed in accordance with the regulations outlined in [Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706](#).

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

SECLUSION AND RESTRAINT

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

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

- *Imminent risk of harm* shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.
- *Seclusion* shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.
- *Seclusion room* means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.
- *Mechanical restraint* means the application of any device or object used to limit a person's movement. Mechanical restraint does *not* include: (1) A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.
- *Physical restraint* means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.
- *Positive behavior interventions and support* means a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.
- *School Employee* means a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident

of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained. A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained, and a copy shall be provided to the student's parent or legal guardian.

This policy and the guidelines and procedures maintained by the Superintendent and staff shall be provided to all school employees and every parent of a child with an exceptionality.

All instances where seclusion or physical restraint is used to address student behavior shall be reported by the School Board to the Louisiana Department of Education.

GUIDELINES AND PROCEDURES

The School Board shall require the Superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). Written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint shall be maintained. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the Louisiana Department of Education.

FOLLOW-UP

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's *Individualized Education Plan* (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports. Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three weeks.

EMPLOYEE TRAINING REQUIREMENTS

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

CHARTER SCHOOLS

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities.

STUDENT ABSENCES AND EXCUSES

The Webster 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 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. 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. Observance of special and recognized holidays of the student's own faith.
6. 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.

7. Absences as verified by the principal or his/her designee as stated below:
 - A. Prior school system-approved travel for education;
 - B. Death in the immediate family (not to exceed one week); or,
 - C. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

SCHOOL-APPROVED ACTIVITIES

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

CHILD PERFORMERS

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

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. 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.

TRUANCY

The Webster 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 to the Bossier/Webster Truancy Court and the Supervisor of Child Welfare and Attendance.

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. Any student who is a juvenile and who is habitually absent from school or habitually tardy shall be reported to the Bossier/Webster Truancy Court and the Supervisor of Child Welfare and Attendance.

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.

DUE PROCESS

The Webster 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.

G-SUITE PARENTAL CONSENT AGREEMENT

To parents and guardians,

The Webster Parish School Board uses G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. In Webster Parish Schools, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

G Suite For Education Notice To Parents And Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may have access to and use the following "Core Services" offered by Google and determined by authorized district staff as necessary to conduct online learning. (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Chat, Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access or Google to send account data to certain other Google services and 3rd party programs/add-ons/extensions with their G Suite for Education accounts including but not limited to the following "Additional Services":

- Clever
- Securly
- Follett/Destiny
- Google Books
- Google Cloud Print
- Google Earth

- Google Maps
- Google Public Data
- Google Takeout
- Search and Assistant
- Youtube

A list of some of the additional services that may be enabled for student access is available at <https://support.google.com/a/answer/181865>.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What Personal Information Does Google Collect?

When creating a student account, the Webster Parish School Board may provide Google with certain personal information about the student, including, for example, name, student ID, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How Does Google Use This Information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google Use Personal Information For Users In K-12 Schools To Target Advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can My Child Share Information With Others Using The G Suite For Education Account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google Disclose My Child's Personal Information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With the Webster Parish School Board. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
- Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What Choices Do I Have As A Parent Or Guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create or will delete an existing G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting your child's building level administrator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What If I Have More Questions Or Would Like To Read Further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact your child's building level administrator. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html)

INTERNET SAFETY PLAN

In compliance with state and federal regulations, the Webster Parish School Board utilizes CIPA (Children’s Internet Protection Act) compliant filtering software and other technologies to prevent students from accessing websites including without limitation those that are obscene, pornographic, or harmful to minors, including without limitation sites that are excessively violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited.

Compliance measures contained within this plan address the following areas:

Access by Minors to Inappropriate Matter On The Internet And World Wide Web

- Users shall not use the district Internet system to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, special exception shall be made for hate literature if the purpose of such access is to conduct research AND both the teacher and the parent approve access. District employees shall access the above material only in the context of legitimate educational research.
- If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. Students should immediately notify teachers. Teachers and staff should immediately notify building administration. Building administration should immediately notify the coordinator of technology. This shall protect users against an allegation that they have intentionally violated the *Acceptable Use Agreement*.
- Electronic access may include the potential for access to inappropriate content despite the best efforts of supervision and filtering because no content filtering is capable of blocking 100% of the material available on the Internet. The fact that the filtering technology has not protected against access to certain material shall not create the presumption that such material is appropriate for users to access.
- School staff is responsible for monitoring district personal computing device usage, district Internet system usage, work in progress, and online activities of minors while at school. Parents/guardians are responsible for monitoring the usage of district personal computing devices, district Internet systems, and access to information on the Internet while at home. Each student and his/her parent/guardian should be aware that the Webster Parish School Board does not have control of the information on the Internet, nor can it provide comprehensive barriers to students accessing information on the Internet. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, illicit, or potentially offensive to some people. While the Webster Parish School Board makes efforts to filter objectionable content on district personal computing devices and district Internet systems both at school and at home, parents and guardians must remain diligent in observing student behavior when using these devices at home, including the sites visited by the student and communications to and from the student while using the devices. Should access to an inappropriate site occur, or should a student send or receive inappropriate content while using a district personal computing device or district Internet system, the student must notify their teacher or building level administrator immediately.

Safety and Security of Minors When Using Electronic Mail, Chat Rooms, and Other Forms of Direct Electronic Communications and Unauthorized Disclosures

- Student users shall not post or share contact information about themselves or other people. Personal contact information includes the student’s name together with other information that would allow an individual to locate the student, including, but not limited to, parent(s) name(s), home address/ location, work address/location or phone number.
- Elementary school students shall not disclose their full name or any other personal contact information for any purpose.
- High school and middle school students shall not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes or with specific staff approval.

- Students shall not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students shall not forward a message that was sent to them privately without permission of the person who sent them the message.
- Students shall not agree to meet someone they have met online.
- Students shall promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.

Unauthorized Access, Including “Hacking” and Other Unlawful Activities by Minors Online

- Security on any computer network is a high priority, especially when the network involves many users. If a user feels he/she can identify a security problem on the computer network, the user must notify a building level administrator. The user should not inform individuals other than building level administrators of a security problem. The building level administrator shall report the security issue to the coordinator of technology.
- Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person other than the building level administrator or his/her designee.
- Passwords to the network should not be easily guessed by others nor should they be words that could be found in a dictionary.
- Attempts to log in to the network using either another user’s accounts or as a network administrator could result in termination of the user’s accounts. Users should immediately notify a building level administrator if a password is lost or stolen or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk shall have limitations placed on usage of the network or shall be terminated as a user and be subject to other disciplinary or legal action.
- Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system or go beyond their authorized access. This includes attempting to log in through another person’s accounts or access to another person’s files. These actions are illegal, even if only for the purpose of “browsing”.
- Users shall not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users shall not use the district system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- Users shall not attempt to access web sites blocked by district policy, including the use of proxy anonymizers, software download sites, VPNs, or commercial web sites.
- Students shall not attempt to access non-instructional district systems, such as student information systems or business systems.
- Users shall not use sniffing or remote access technology to monitor the network or other user’s activity.
- Users shall not use any wired or wireless network (including third party Internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the Internet from any device not owned by the district. Any exceptions must be approved by the building level administrator and the coordinator of technology.
- Users shall not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.

- Users shall not possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety, nor use the Internet or Web sites at school to encourage illegal behavior or threaten school safety.
- Users shall not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation since these acts are illegal.

Technology Protection Measure (Internet Filtering) to Restrict Minors’ Access to Materials Harmful to Minors

The Webster Parish School Board has selected a technology protection measure (Internet filtering) for use with the district Internet systems and district personal computing devices. The filtering technology shall be configured to protect against access to material that is obscene, illegal (i.e. child pornography) and material that is harmful to minors, as defined by the Children’s Internet Protection Act (CIPA). The district and/or individual schools shall, from time to time, reconfigure the filtering software to best meet the educational needs of the district or schools and address the safety needs of the students.

The filter shall not be disabled at any time that students shall be using the district Internet system, if such disabling shall cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. The filter can be disabled during non-student use time for system administrative purposes.

If an administrator or teacher believes that a blocked site should be unblocked, a web site review can be submitted to the coordinator of technology. The coordinator of technology shall make a decision to unblock access to the site or shall delegate the decision to other district level administrators. A site that has been unblocked, together with the rationale for making the decision, shall be forwarded to the building level administrator.

Educating Minors

Each year, all Webster Parish Schools will provide a lesson educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response, and cell phone safety.

STUDENT ACCEPTABLE USE AGREEMENT

The Webster Parish School Board is providing students access to the district's electronic network. This electronic network includes Internet access, cloud services, computer services, district owned personal computing devices, and related technology equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the procedures and guidelines for students' acceptable use of the Webster Parish School Board electronic network.

- The Webster Parish School Board electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, remote learning, career development, and limited high-quality self-discovery activities.
- The Webster Parish School Board electronic network has not been established as a public access service or a public forum. Webster Parish School Board has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students shall honor this agreement and that the student and their parent/guardian have signed a consent form. The district is not responsible for the actions of students who violate guidelines and/or procedures beyond the clarification of standards outlined in this agreement.
- The district reserves the right to monitor all activity on this electronic network. Students shall indemnify the district for any damage that is caused by students' inappropriate use of the network or district personal computing devices.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Webster Parish School Board electronic network.

General Unacceptable Behavior

While utilizing any portion of the Webster Parish School Board electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students shall not post information that, if acted upon, could cause damage, danger or disruption to any person or organization.
- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students shall not knowingly or recklessly post false or defamatory information about a person or organization.
- Students shall not use the district electronic network in the course of committing a crime such as threatening people, accessing instructions on breaking into computer networks, posting or use of child pornography, drug dealing, purchasing alcohol, participating in gang activities, obtaining and using information on construction of bombs, etc.
- Students shall not use speech that is inappropriate in an educational setting or violates district/school rules.
- Students shall not abuse network resources such as sending chain letters or "spamming".
- Students shall not display, access or send offensive messages or pictures.
- Students shall not use the Webster Parish School Board electronic network for commercial purposes. Students shall not offer, provide or purchase products or services through this network.
- Students shall not use the Webster Parish School Board electronic network for political lobbying.
- Students shall not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students shall not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home personal computing device on the network or accessing the Internet from any personal computing device not owned by the district.
- Students shall not use district equipment, network or credentials to threaten employees or cause a disruption to the educational program.
- Students shall not use the district equipment, network or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- Students shall only be provided with E-mail access with approval from the building level administrator, district supervisors, the coordinator of technology, or Superintendent.
- Students shall not be permitted to establish or access non-district web-based e-mail accounts or commercial services through the district network.

- Students shall not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students shall not post private information about another person.

World Wide Web

- Access to information for students on the Internet shall generally be limited to filtered and prescreened sites that are closely supervised by the teacher while at school. Employees shall submit website review requests if they feel an educationally appropriate site has been blocked. Decisions to unblock sites are made by the coordinator of technology.
- Students shall not submit website review requests through the filtering system. Students shall submit any sites that need to be reviewed to their teachers.
- School staff is responsible for monitoring district personal computing device usage, district Internet system usage, work in progress, and online activities of minors while at school. Parents/guardians are responsible for monitoring the usage of district personal computing devices, district Internet systems, and access to information on the Internet while at home. Each student and his/her parent/guardian should be aware that the Webster Parish School Board does not have control of the information on the Internet, nor can it provide comprehensive barriers to students accessing information on the Internet. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, illicit, or potentially offensive to some people. While the Webster Parish School Board makes efforts to filter objectionable content on district personal computing devices and district Internet systems both at school and at home, parents and guardians must remain diligent in observing student behavior when using these devices at home, including the sites visited by the student and communications to and from the student while using the devices. Should access to an inappropriate site occur, or should a student send or receive inappropriate content while using a district personal computing device or district Internet system, the student must notify their teacher or building level administrator immediately.

Interactive Communication Areas

- Students shall not use chat, instant messaging, blogs, wikis, social networking sites, Web 2.0 tools, and other forms of direct electronic communications without permission from the building level administrator and only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district and individual school.

Websites

- Students shall be identified by their full name only with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Building level administrators are responsible for obtaining written parental consent for posting any pictures or files with students' full name.
- Material placed on student websites are expected to meet academic standards of proper spelling, grammar and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student shall not be used on websites unless formal permission has been obtained and is appropriately cited as a source.
- All student websites should have a link back to the home page of the classroom, school or district, as appropriate.

Personal Safety

- Students shall not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary school students shall not disclose their full name or any other personal contact information for any purpose.
- High school and middle school students shall not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or with specific building level administrator approval.
- Students shall not agree to meet with someone they have met online.
- Students shall promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable. This includes any inappropriate communication that occurs during remote learning sessions.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person other than the building level administrator.
- Students must immediately notify a teacher or the building level administrator if they have identified a possible security problem. Students should not go looking for security problems, because this shall be construed as an illegal attempt to gain access.
- Students shall not attempt to gain unauthorized access to any portion of the Webster Parish School Board electronic network. This includes attempting to log in through another person's account or accessing another person's folders, work or files. These actions are illegal, even if only for the purposes of "browsing".
- Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, malware, spyware or by any other means. These actions are illegal.
- Students shall not attempt to access websites blocked by district policy, including the use of proxy anonymizers, VPNs, software download sites or websites.
- Students shall not use sniffing or remote access technology to monitor the network or other users' activity.

Software and Files

- Software is available to students to be used as an educational resource. No student shall install, upload or download software without permission from the building level administrator or his/her designee.
- A student's accounts shall be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the district electronic network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Webster Parish School Board electronic network can lead to discovery that a student has violated this agreement or the law. Students should not expect that files stored on district personal computing devices, district servers, or on cloud services are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware, install peripherals or modify settings to equipment without the consent of the building level administrator and district technology department.

Vandalism

- Any malicious attempt to harm or destroy data, the network, cloud services, other network components connected to the network backbone, or hardware or software shall result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies shall be enforced.

Plagiarism and Copyright Infringement

- Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were of the students' authorship.
- District policies on copyright shall govern the use of material accessed and used through the district system.
- Copyrighted material shall not be placed on any system without the author's permission. Permission shall be specified in the document via bibliographic citation. In some cases, permission must be obtained directly from the author.

Videoconferencing and Remote Learning

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear and speak with other students, speakers, museum personnel, etc. in real-time.
- Videoconference sessions can be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.

- Like videoconferencing, remote learning allows teachers and students to communicate through video and audio by using online resources to collaborate, deliver lessons, complete assignments, and more just like they would in a physical classroom. Guidelines and procedures relative to acceptable use and behavior by students apply during all videoconferencing and remote learning sessions. Any inappropriate student to student or student to teacher communication during remote learning sessions is not permitted and should be reported to the building level administrator immediately.

Student Rights

- Students' right to free speech applies to communication on the Internet. The Webster Parish School Board electronic network is considered a limited forum, similar to the school newspaper, and therefore the district shall restrict a student's speech for valid educational reasons. The district shall not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search shall be conducted if there is reasonable suspicion that a student has violated this agreement or the law. The investigation shall be reasonable and related to the suspected violation.

Due Process

- The district shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district's electronic network.
- In the event there is an allegation that a student has violated the district acceptable use agreement, the student shall be provided with a written notice of the alleged violation. An opportunity shall be provided to be heard in the matter.
- Disciplinary actions shall be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use agreement shall result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it shall be handled in a manner described in the school rules. Additional restrictions can be placed on a student's use of his/her network account.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district's electronic network shall be error-free or without defect. The district shall not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the district's electronic network. The district shall not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of Acceptable Use Agreement

Violations of this agreement shall result in loss of district electronic network access as well as other disciplinary or legal action. Students' violation of this agreement shall be subject to the consequences as indicated within this agreement as well as other appropriate discipline, which includes but is not limited to:

- Use of district electronic network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Disabling of accounts
- Suspension of computer privileges
- Restitution for damages or replacement
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this agreement shall be determined by the building level administrators. The Superintendent or designee and the school board shall determine when school expulsion and/or legal action(s) by the authorities are the appropriate course of action.



**Webster Parish School Board
G Suite Parental Consent Agreement, Internet Safety Plan, and Student
Acceptable Use Agreement Consent Form**

**G Suite Parental Consent Agreement
Section**

Full Name of Student (Please print):
Grade: School:

I have read and understand the Webster Parish School Board *G Suite Parental Consent Agreement*. I give permission for the Webster Parish School Board to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child for the purposes described in the G Suite Parental Consent Agreement.

Printed Name of Parent/Guardian: Signature of Parent/Guardian:

Date:

If permission is not granted for the Webster Parish School Board to create/maintain a G Suite for Education account, the building level administrator must notify the Webster Parish School Board Technology Department immediately so an account is not created or if an account is already created it can be disabled and deleted.

Students that do not have a G Suite for Education account will be responsible for completing all assignments linked to the G Suite platform in paper/pencil format.

**Student Section – Internet Safety Plan And Student Acceptable Use
Agreement**

Student Name (Please print):
Grade: School:

I have read the Webster Parish School Board *Internet Safety Plan* and the *Student Acceptable Use Agreement*. I agree to follow the rules, guidelines, and procedures contained in these documents. I understand that if I violate these rules, guidelines, or procedures my access can be terminated and I shall face other disciplinary and possible legal measures.

Student Signature: Date:



Parent/Guardian Section – Internet Safety Plan And Student Acceptable Use Agreement

I have read and understand the Webster Parish School Board *Internet Safety Plan* and *Student Acceptable Use Agreement*.

I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network or devices. This includes, but is not limited to claims that shall arise from the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network, which includes Internet access, cloud services, computer services, remote learning, videoconferencing, devices and related technology equipment for educational purposes.

Parent/Guardian Name (Please print):

Parent/Guardian

Signature:

Date:

STUDENT DRESS CODE

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

The Board's position is that it wants to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be basic considerations. This applies to all WPSB students, both in person and virtually. For the 2020-21 school year, all Webster Parish Students in grades 3-12 will be required to wear a **solid** color face mask. Face masks can be monogrammed or have the school logo. Gaiter style face masks are prohibited.

NOTIFICATION

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

If the Board adopts a uniform policy or modifies an 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 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. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things which are evidence of affiliation with drugs, alcohol, violence, gang-related activities, cultural bias, 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.

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.

SCHOOL UNIFORMS

Each school which desires to have mandatory school uniforms shall submit its request to the School Board for approval. The School Board, if it approves the request, shall require all students in the school to wear the appropriate designated school uniforms to school. Casual dress days for students may be held occasionally as designated by the principal.

STUDENT CODE OF CONDUCT

Role of Positive Behavioral Interventions and Support (PBIS) - A well-managed classroom and school is the most proactive approach to maintaining appropriate student behavior in any school. Clearly established rules must be taught to students, reinforced frequently, and enforced consistently by all school staff. Consequences for rule violations should be assigned to students quickly, fairly, and consistently to impact student behavior. Positive reinforcement of desired behaviors exhibited by students also serves to impact the behaviors of all students.

Role of Restorative Practices – The aim of restorative practices is to develop a climate and culture which manages conflict and tensions by repairing harm and building relationships. Restorative practices promote inclusiveness, relationship-building and problem-solving, through such restorative methods as circles for teaching and conflict resolution to conferences that bring victims, offenders and their supporters together to address wrongdoing. Instead of punishment, students are encouraged to reflect on and take responsibility for their actions and come up with plans to repair harm. Restorative practices combined with PBIS will create a school learning climate that is effective for the teaching and learning climate.

Minor Infractions: A record of minor infractions for violation of classroom, school, or bus rules will be kept by the classroom teacher. Consequences for minor infractions should adhere to the following guidelines:

- **1st Infraction:** Restorative practices, conference with student, documentation of infraction, parental contact made by the teacher.
- **2nd Infraction:** Restorative practices, conference with student, documentation of infraction, parental contact made by the teacher.
- **3rd Infraction:** Restorative practices, conference with student, documentation of infraction, school specific interventions, parental contact.
- **4th Infraction:** Teacher/Staff member completes major referral form for repeated rule violation, restorative practices, and refer to School Building Level Committee/IEP team.

Distinguishing between Major and Minor Infractions: The degree of misbehavior distinguishes Minor from Major Infractions.

Classroom Disruption

- **Minor:** Out of seat behavior, off task conversation, eating and drinking, making noises with materials, etc. causing temporary interruption and student responds to redirection after correction.
- **Major:** Sustained or repeated loud talking, arguing, yelling, repeated out of seat behavior, etc. that causes a sustained and repeated interruption in class and student does not respond to redirection.

Bus Disruption

- **Minor:** eating or drinking on bus, littering, inappropriate remarks (ex: profanity) directed to inanimate object, loud talking while bus is not in motion, dress code violation, etc.

- **Major:** disrupting, distracting, or disobeying driver while bus is in service, placing body parts outside of window, loud vocalizing across rows in bus or outside of bus, profanity directed at others, etc.

Disrespect

- **Minor:** rolling eyes or making smacking noises while complying with request of person in authority.
- **Major:** walking away from teacher/staff member or out of class while being corrected, yelling, using profanity or name calling in response to being corrected, etc.

Inappropriate Language

- **Minor:** cursing or rude messages not intended to intimidate such as swearing at inanimate objects or in conversation with another student, etc.
- **Major:** student delivers a message (spoken, written, or gesture) designed to threaten or intimidate.

Physical Contact

- **Minor:** tripping, shoving, or "horse-play" without intent to harm.
- **Major:** fighting, hitting, inappropriate grabbing of body parts or shoving with intent to harm.

Authority of School Principals

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. Depending on the severity of the offense committed by the student, the principal retains the right and the responsibility to use any appropriate form of discipline available including suspension, recommending expulsion, and/or law enforcement. However, no pupil shall be disciplined in any manner by the School Board or school principal, 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 pupil or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A pupil who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself. This applies to all WPSB students in person and/or virtually.

Additionally, the student shall not be readmitted to the class until the principal has implemented at least one of the following disciplinary measures:

- Ensure effective implementation of Behavior Intervention Plan (BIP) if applicable
- Conferencing with the principal or his designee
- Referral to counseling
- Peer mediation
- Referral to the School Building Level Committee (SBLC)/Individualized Educational Plan (IEP) team
- Restorative practices
- Loss of privileges
- Detention
- In-school suspension
- Out-of-school suspension
- Initiation of expulsion Conferences
- Referral for assignment to an alternative setting
- Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
- Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the SBLC/IEP team.

Authority of School Teachers

A. Teaching Behavioral Expectations and Remediation of Deficits

Each teacher shall in the beginning of each school year and periodically throughout the school year provide his or her students with the rules of the school and how those apply in their particular classroom. The teacher should teach the behavioral expectations following the guidelines of restorative practices and acknowledge appropriate behavior and remediate behavioral deficits.

B. In-School Alternatives and Preservation of Instructional Time

Since academic achievement is associated with the amount of instructional time received by a student, the use of alternatives (restorative practices, re-teaching, remediation, brief time-out in classroom, calls to parents, notes home, behavior plans) to removal from class is encouraged. In addition, counseling alternatives (school counselors and/or other appropriate mental health professionals employed by the district or a contracted outside agency) are encouraged.

C. Each teacher may take disciplinary action (no state form required) to correct a pupil who disrupts a normal classroom activity, who is disrespectful to a teacher, who willfully disobeys a teacher, 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 Webster Parish School Board Student Code of Conduct.

<u>Level 1 Infractions: Less Serious Offenses – In person and/or virtually</u>				
Major Infraction	Definition of Infraction	1st Offense Possible Consequences	2nd Offense Possible Consequences	3rd and Subsequent Offenses Possible Consequences
Uses Profane or Obscene Language to Another Student	<i>Vulgar verbal messages words or gestures that include swearing, cursing, or name calling used to another student</i>	Restorative practices Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact Refer to school counselor/behavior interventionist Refer to SBLC/IEP team Corporal Punishment/Out of school suspension (OSS)
Disturbs the School	<i>Behavior causing major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noise with materials, and/or sustained out-of-seat behavior</i>	Restorative practices Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact Refer to school counselor/behavior interventionist Refer to SBLC/IEP team Corporal Punishment/OSS

Repeated Rule Violation	<i>A student has had repeated (3 or more) infractions in another category and continues to violate the same rule</i>	Restorative practices Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact Refer to school counselor/ behavior interventionist Refer to SBLC/IEP team Corporal Punishment/OSS
Writes profane and/or obscene language or draws obscene pictures	<i>Writes or draws pictures, words, or images considered indecent or offensive, such as graffiti, letters, notes, posters, etc.</i>	Restorative practices Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact Refer to school counselor/ behavior interventionist Refer to SBLC/IEP team Corporal Punishment/OSS
Violates traffic and safety regulations	<i>To break any law or rule that pertains to the obstruction and flow of traffic and/or safety regulations</i>	Restorative Practice Lesson Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact Refer to school counselor/behavior interventionist Refer to SBLC/IEP team Corporal Punishment/OSS
Gambling	<i>Wagering money or property</i>	Restorative justice lesson Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact Refer to school counselor/behavior interventionist Refer to SBLC/IEP team Corporal Punishment/OSS
Improper Dress/Dress Code Violation*	<i>Out of dress code</i> <i>*This may include the improper use of, or refusal to wear, a face mask after guidelines have been given.</i>	Restorative practices Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact Refer to school counselor/behavior interventionist Refer to SBLC/IEP team

Academic Dishonesty (cheating)	<i>Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception</i>	Restorative practices Complete modified assessment/assignment Conference with Student Parent Contact	Restorative practices Partial credit Loss of Privileges Conference with Student Parent Contact	Restorative practices Zero Credit Conference with Student Parent Contact Refer to school counselor/behavior interventionist Refer to SBLC/IEP team Corporal Punishment/OSS
Misusing the internet other forms of technology	<i>Violating the Webster Parish School Board Internet Use Policy</i>	Restorative practices Conference with Student Parent Contact	Restorative practices Loss of Privilege Conference with Student Parent Contact Refer to school counselor/behavior interventionist Refer to SBLC	Restorative practices Conference with Student Parent Contact Corporal punishment\OSS
Note: Repeated violations (4) of the above infractions will be coded as a Level 2 Repeated Rule Violation and have Level 2 Consequences.				

Level 2 Infractions: Offenses which may seriously disrupt the learning environment – in person and/or virtually

Major Infraction	Definition of Infraction	1st Offense Possible Consequences	2nd Offense Possible Consequences	3rd and Subsequent Offenses Possible Consequences
Repeated Rule Violation	<i>A student has repeated (4 or more) infractions in another category and continues to violate the same rule</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor	Restorative practices Loss of Privilege Parent Contact Refer to SBLC for Behavior Plan, Refer to Counselor and/or School Nurse Corporal punishment/OSS	Restorative practices Parent Contact/Conference with Supervisor of Student Services Refer to school counselor/behavior interventionist Refer to SBLC/IEP team Corporal punishment/OSS
Willful Disobedience* *This may include repeated, intentional refusal to follow social distancing guidelines.	<i>Deliberate choice to break a rule or disobey a directive given by a person in authority</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor	Restorative practices Loss of Privilege Parent Contact Refer to SBLC/IEP team Refer to Counselor and/or School Nurse Corporal Punishment/OSS	Restorative practices Parent Contact Parent Conference Conference with Supervisor of Student Services Corporal Punishment/OSS
Treats an authority with disrespect	<i>Talking back, mocking, gesturing, or any blatant act which demonstrates a disregard or interference with authority or supervising personnel.</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor	Restorative practices Loss of Privilege Parent Contact Refer to SBLC/IEP team Refer to Counselor and/or School Nurse Corporal Punishment/OSS	Restorative practices Parent Contact Parent Conference Conference with Supervisor of Student Services Corporal Punishment/OSS
Is guilty of conduct or habits injurious to his associates (no intent)	<i>Any unintentional non-malicious act that causes injury, damage, or pain to another</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor	Restorative practices Loss of Privilege Parent Contact Refer to SBLC /IEP team Refer to Counselor and/or School Nurse Corporal Punishment/OSS	Restorative practices Parent Contact Parent Conference Conference with Supervisor of Student Services Corporal Punishment/OSS

<p>Possesses Tobacco or Lighter</p>	<p><i>The possession of tobacco products, electronic cigarettes, or lighters on school grounds, at school-sponsored events, or on school transportation vehicles.</i></p>	<p>Restorative practices Conference with Student Parent Contact/Conference Refer to Counselor Confiscation</p>	<p>Restorative practices Loss of Privilege Parent Contact/Conference Refer to SBLC/IEP team Refer to Counselor and/or School Nurse Confiscation</p>	<p>Restorative practices Parent Contact/Conference Confiscation Chemical analysis of Vape instrument Conference with Supervisor of Student Services Corporal Punishment/OSS</p>
<p>Cuts, defaces, or injures any part of public school building/vandalism, under \$100</p>	<p><i>Damage, destruction, or defacement of property belonging to the school or others valued at under \$100</i></p>	<p>Restorative practices Conference with Student Parent Contact Refer to Counselor Restitution</p>	<p>Restorative practices Loss of Privilege Parent Contact Refer to SBLC/IEP team Refer to Counselor and/or School Nurse Restitution Corporal Punishment/OSS</p>	<p>Restorative practices Parent Contact Parent Conference Restitution Conference with Supervisor of Student Services Corporal Punishment/OSS</p>
<p>Leaves classroom without permission – skipping class</p>	<p><i>Exiting a classroom or instructional area without explicit permission of the instructor</i></p>	<p>Restorative practices Conference with Student Parent Contact Refer to Counselor</p>	<p>Restorative practices Parent Contact Refer to SBLC/IEP team Refer to Counselor and/or School Nurse Corporal Punishment/OSS</p>	<p>Restorative practices Parent Contact - Parent Conference with Supervisor of Student Services Corporal Punishment/OSS</p>
<p>Is guilty of stealing (valued less than \$100)</p>	<p><i>Taking or obtaining the property of another without permission or</i></p>	<p>Restorative practices Conference with Student Parent Contact Refer to Counselor</p>	<p>Restorative practices Parent Contact Refer to SBLC/IEP team Refer to Counselor and/or School Nurse</p>	<p>Restorative practices Parent Contact Parent Conference Restitution Conference with Supervisor of Student Services Corporal Punishment/OSS</p>

	<i>knowledge of the owner without violence valued at less than \$100</i>	Restitution	Restitution	
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Possession of non-controlled or non-prescription substances	<i>The possession of any over-the-counter medicine without permission</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor Confiscation	Restorative practices Parent Contact Refer to SBLC/IEP team Refer to Counselor and/or School Nurse Confiscation	Restorative practices Parent Contact Parent Conference Confiscation Conference with Supervisor of Student Services Corporal Punishment/OSS
Bullying/Harassment/Threatening (Refer to Act 861)	<i>Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student. This includes any act done with the use of technology (cyber bullying) which can occur on or off school property</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor	Restorative practices Loss of privilege Parent Contact Refer to SBLC/IEP team Refer to Counselor and/or School Nurse	Restorative practices Parent Contact Parent Conference Conference with Supervisor of Student Services Corporal Punishment/OSS
Forgery	<i>To use, make, or reproduce another's signature</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor	Restorative practices Loss of Privilege Parent Contact Refer to SBLC/IEP team Counselor and/or School Nurse Corporal Punishment/OSS	Restorative practices Parent Contact Parent Conference Conference with Supervisor Student Serviced Corporal Punishment/OSS

<p>Possession of obscene/ pornographic material</p>	<p><i>Possession of sexual images in any form (e.g. computer, book, magazine, phone, drawing, etc.)</i></p>	<p>Restorative practices Conference with Student Parent Contact Refer to Counselor Confiscation</p>	<p>Restorative practices Loss of Privilege Parent Contact Refer to SBLC/IEP team Refer to Counselor and/or School Nurse Confiscation Corporal Punishment/ OSS</p>	<p>Restorative practices Parent Contact Parent Conference Confiscation Conference with Supervisor of Student Services Corporal Punishment/OSS</p>
<p>Possession of Toy Gun or Weapon that is obviously a toy and cannot be misinterpreted as a real weapon.</p>	<p><i>Possession of toy gun or weapon without threat of harm to others.</i></p>	<p>Restorative practices Confiscation of Toy Parent Contact Conference with Student</p>	<p>Restorative practices Confiscation of Toy Parent Contact Detention Loss of Privilege Conference with Student Refer to Counselor</p>	<p>Restorative practices Confiscation of Toy Parent Contact Detention Loss of Privilege Refer to SBLC/IEP team Corporal Punishment/OSS</p>
<p>Possession of or shooting fireworks that do not explode.</p>	<p><i>Possession of fireworks, attempting to shoot fireworks, or shooting fireworks that do not necessarily explode.</i></p>	<p>Restorative practices Confiscation of Toy Parent Contact Conference with Student</p>	<p>Restorative practices Confiscation of Toy Parent Contact Detention Loss of Privilege Conference with Student Refer to Counselor</p>	<p>Restorative practices Confiscation of Toy Parent Contact Detention Loss of Privilege Refer to SBLC/IEP team Corporal Punishment/OSS</p>

Level 3 Infractions: Serious offenses that compromise safety of the school community – in person and/or virtually

Major Infraction	Definition of Infraction	1 st Offense Possible Consequences	2 nd Offense Possible Consequences	3 rd and Subsequent Offenses Possible Consequences
<p>Willful Disobedience</p> <p><i>*This may include intentional refusal to practice social distancing guidelines when specific health concerns or conditions are present.</i></p>	<p><i>Extreme, blatant deliberate choice to break a rule or disobey a directive given by a person in authority</i></p>	<p>Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS</p>
<p>Treats an authority with disrespect</p>	<p><i>Extreme, blatant, repeated disrespect, talking back, mocking, gesturing, or any act which demonstrates a blatant disregard or interference with authority or supervising personnel</i></p>	<p>Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Corporal Punishment/OSS</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS</p>
<p>Making an unfounded charge against authority</p>	<p><i>Accusing a member of school staff of an act that is unlawful and or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or</i></p>	<p>Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team</p>	<p>Restorative practices Out of School Suspension Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services</p>

	<i>identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from associating or dealing with them</i>			Corporal Punishment/OSS
Uses profane or obscene language to an adult	<i>Vulgar verbal messages, words of gestures that include swearing or name calling used to another</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS
Is guilty of immoral or vicious practices	<i>Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating, or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior or local norms.</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS
Is guilty of conduct or habits injurious to his associates	<i>Any intentional and/or malicious act that causes injury, damage, or pain to another</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team

		Corporal Punishment/OSS	Corporal Punishment/OSS	Conference with Supervisor of Student Services Corporal Punishment/OSS
Uses or possesses tobacco products or lighter	<i>The possession, use, or purchase, intent to distribute, concealment, distribution, or sale of tobacco products, e-cigarettes or lighters on school grounds, at school-sponsored events or on school transportation vehicle</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC /IEP team Confiscation	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC /IEP team Confiscation Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC /IEP team Conference with Supervisor of Student Services Confiscation Corporal Punishment/OSS
Cuts, defaces, or damages any part of school or personal property/ vandalism over \$100 (requires restitution)	<i>Damage, destruction, or defacement of property belonging to the school or others valued at over \$100</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team Restitution	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Restitution Corporal Punishment/OSS	OSS Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Restitution
Instigating or participating in a fight	<i>A hostile confrontation resulting in physical contact or an attempt at physical contact involving two or more individuals</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS
Leaves classroom without	<i>Exiting a classroom or instructional area without explicit permission of the</i>	Restorative practices Parent Contact	Restorative practices Loss of privileges	Restorative Practices Parent Contact - Conference

<p>permission – skipping class</p>	<p><i>instructor. Student stays out of class without permission of a school staff member for more than 10 minutes.</i></p>	<p>Refer to Counselor and/or School Nurse Refer to SBLC/IEP team</p>	<p>Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team</p>	<p>Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS</p>
<p>Is guilty of stealing over \$100 (restitution required)</p>	<p><i>Taking or gaining the property of another, valued at over \$100, without permission or knowledge of the owner</i></p>	<p>Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team Restitution</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Restitution Corporal Punishment/OSS</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Restitution Corporal Punishment/OSS</p>
<p>Possesses pocket knife or blade cutter less than 2 ½”</p>	<p><i>Possesses pocket knife or blade cutter in which the blade is less than 2 ½” in length</i></p>	<p>Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC /IEP team Confiscation Corporal Punishment/OSS</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC /IEP team Confiscation Corporal Punishment/OSS</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Confiscation Corporal Punishment/OSS</p>
<p>Possession of non-controlled or non-prescription substances</p>	<p><i>The possession and distribution of any over the counter medicine without permission</i></p>	<p>Restorative practices Out of School Suspension Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team Confiscation</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Confiscation Corporal Punishment/OSS</p>	<p>Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Confiscation Corporal Punishment/OSS</p>

False Alarm	<i>Initiating a warning of fire or other catastrophe without valid cause; misuse of 911; discharging a fire extinguisher</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS
Public Indecency	<i>Exposure of body parts such as genital/buttock areas and female breasts in view of public</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS
Trespassing Violation	<i>Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence on school property while on restrictive access, suspension, or expulsion.</i>	Restorative practices Parent Contact Refer to Counselor and/or School Nurse Refer to SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Corporal Punishment/OSS	Restorative practices Parent Contact - Conference Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS
Failure to serve assigned consequence	<i>Failure to serve any detention or other assigned consequence</i>	Restorative practices Parent Contact	Restorative practices Parent Contact - Conference	Restorative practices Parent Contact - Conference

		Refer to Counselor and/or School Nurse Refer to SBLC/IEP team Corporal Punishment/OSS	Refer to Counselor or School Nurse Reconvene SBLC/IEP team Corporal Punishment/OSS	Refer to Counselor or School Nurse Reconvene SBLC/IEP team Conference with Supervisor of Student Services Corporal Punishment/OSS
Possession of Toy Gun or Toy Weapon designed to mimic a real gun or weapon.	<i>Possession of a toy gun or toy weapon that can be mistaken for a real weapon.</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor Confiscation	Restorative practices Loss of Privilege Parent Contact Refer to SBLC/IEP team Refer to Counselor Confiscation Corporal Punishment/OSS	Restorative practices Parent Contact- Conference Confiscation Conference with Supervisor of Student Services Corporal Punishment/OSS
Possession of or shooting fireworks that explode.	<i>Possession of fireworks, attempting to shoot fireworks, or shooting fireworks that can or do explode.</i>	Restorative practices Conference with Student Parent Contact Refer to Counselor Confiscation	Restorative practices Loss of Privilege Parent Contact Refer to SBLC/IEP team Refer to Counselor Confiscation Corporal Punishment/OSS	Restorative practices Parent Contact- Conference Confiscation Conference with Supervisor Corporal Punishment/OSS

Level 4 Infractions – Serious Offenses which involve law enforcement intervention (does not require arrest of student)		
Major Infraction	Definition of Infractions	1st and Subsequent Offenses Possible Consequences
Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substance Law, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled substance or any paraphernalia linked to above on school grounds, as school-sponsored events or on school transportation vehicles.	Restorative practices Suspension pending a Conference with Supervisor of Student Services Confiscation OSS
Uses or possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution, sale or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.	Restorative practices Suspension pending a Conference with Supervisor of Student Services Confiscation OSS
Possesses a weapon(s) as defined by Section 921 of Title 18 of the U. S. Code	Possessing weapons(s) designed to expel a projectile by action of an explosive	Restorative practices Suspension pending a Conference with Supervisor of Student Services Confiscation OSS
Possesses Firearms (not prohibited by federal law), knives, or other implements which may be used to inflict harm or injury. This includes toy guns.	Possesses firearms, knives or blades, which may be used to inflict bodily injury or damage to property. This includes 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.	Restorative practices Suspension pending a Conference with Supervisor of Student Services Confiscation OSS
Throwing missiles liable to injure others	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	Restorative practices Suspension pending a Conference with Supervisor of Student Services

	cause physical harm or precipitate a disturbance.	Confiscation OSS
Leaves school premises without permission	Exiting a school campus without explicit permission of the instructor or other person in authority	Restorative practices Out of School Suspension pending a Conference with Supervisor of Student Services OSS
Other Serious Offenses	Any offenses which require the involvement of law enforcement officials.	Restorative practices Out of School Suspension pending a Conference with Supervisor of Student Services Confiscation OSS

Suspension Appeal:

parent, or legal guardian of a student 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 the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

Expulsion Appeal:

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the Superintendent or his/her designee, the School Board may affirm, modify, or

reverse the action previously taken. The parent or legal guardian of the student shall have such right of review even if the recommendation is reduced to a suspension.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

WPSB SCHOOL BUS INFORMATION

Please be aware that we are unable to re-route school busses to accommodate transportation to daycares or babysitters. This includes school bus pickup/drop off changes and child custody issues. Please be advised that this is non-negotiable.

Any student who needs a temporary emergency bus transportation change must have a written note from the parent/guardian. This note must be given to the school office where a temporary bus pass will be issued to the student. Students will not be allowed on the bus without this temporary bus pass.

SCHOOL BUS CONDUCT

The Webster Parish School Board recognizes the driver of a school bus to be in authority with regard to pupil behavior in or about the vehicle which he/she operates. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The regulations shall be signed by the pupil and parent and returned to the driver, who shall be responsible for keeping the forms on file. The driver shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of bus suspension.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until re-admittance is directed by the Superintendent.

REPORTING BUS CONDUCT

1. All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.
3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.
4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file, to the parent, and to the driver. A copy of the report may also be sent to the Superintendent or designee.
5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

RULES FOR SCHOOL BUS RIDERS - Bulletin 1191

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. A student's behavior on the bus should be no different than in a classroom. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus will NOT wait.
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver's instruction when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop. (Requires parent's signature and principal's signature; permission slip is given to the bus driver to be filed on the bus.)
7. Remain seated at all times when the bus is in motion.

8. Keep arms, head or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out the windows and doors.
10. Use emergency exits only for emergencies and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. The following items are not allowed: the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus. For additional items, see your child's school policy handbook.
13. No glass objects or other objects are allowed on the bus if prohibited by state or federal law or local school board policies.
14. No band instruments, projects, and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat will be permitted on the bus.
15. Refrain from damaging the bus in any way.
16. Remove or secure any drawstrings on clothing or book bags to prevent injury to yourself or others.
17. Be courteous and safety-conscious. Protect your personal riding privilege, and enjoy the ride.

ROLE OF PARENT / GUARDIANS - Bulletin 1191

Parents should be informed of and should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

The Responsibilities of Parents / Guardians are:

1. Be familiar with and follow local board and school level policies for school bus transportation
2. Have children ready and at their designated pickup points along the route 5 to 10 minutes before the bus is due to arrive.
3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
4. Assist when there are disciplinary problems.
5. Avoid detaining the driver on the route.
6. If a problem arises contact your child's school principal or the Transportation Department. Avoid contacting drivers to change schedules, route assignments, bus stops, etc.
7. Assist the school district in monitoring safe access to passengers by keeping the bus loading and unloading zones free of parked vehicles, trash or debris, and keeping vegetation trimmed, etc.

ASSERTIVE DISCIPLINE PLAN

Rules	Consequences
1. The driver is in charge. Follow directions the first time they are given.	1. Warning – name taken
2. Stay in assigned seat; keep both feet on the floor while the bus is in motion.	2. Check – move student
3. Keep all parts of your body and objects to yourself and inside the bus.	3. Check – hold on bus for conference with driver
4. No cursing, swearing, rude gestures, or teasing anyone on the bus.	4. Check - reassign seat and contact parent
5. No food or drink, littering, or damage to the bus.	5. Check – behavior report sent to principal
6. Keep all harmful objects (drugs, tobacco, alcohol, weapons) off the bus.	6. Severe Consequence – Bus privileges suspended

Positive Rewards: Personal Praise, Certificate of Appreciation, Positive Note to Parents, Special Treats

SUSPENSION

The Webster Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the Board recognizes the principal's authority to suspend a pupil for a specified period of time in accordance with statutory provisions. The term of suspension may carry over into the next school year, when necessary, unless otherwise provided for in state statutes. Suspension of a student attending WPSB virtually may include exclusion from online meetings involving other students.

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.

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 any suspendable offenses, including drugs or weapons offenses, during the same school year, shall upon committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the pupil's reinstatement shall be subject to the review and approval of the Board.

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 shall 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 SUSPENSIONS

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal shall be required to suspend any student who is under the influence of, bringing on, consuming, or having in possession, exchanging, distributing, selling, or possession with the intention of selling on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substances as defined by state statutes.

The principal shall be required to suspend a pupil who 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.

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. Any student, after being suspended for assault or battery of a school employee, may be expelled for four (4) complete semesters.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

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.

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

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school

property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

CREDIT FOR SCHOOL WORK MISSED

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

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

SUSPENSION OF STUDENTS WITH DISABILITIES

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

EXPULSION

The Webster 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, except for students expelled for offenses involving a firearm, knife or other dangerous weapon or instrumentality, or drugs, narcotics, or other controlled dangerous substances, the School Board shall place the student in an alternative school or in an alternative school setting.

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

EXPULSION INVOLVING FIREARMS

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

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

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

EXPULSION INVOLVING DRUGS

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

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

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

ADDITIONAL REASONS FOR EXPULSION

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

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

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

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

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

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

READMITTANCE FOLLOWING EXPULSION

REQUIRED PARENT CONFERENCE

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

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

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

READMITTANCE AFTER ALL EXPULSIONS

Any pupil expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the School Board. Readmission to school on a probationary basis shall be contingent on the pupil and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the pupil from school premises without benefit of a hearing or other procedure upon the principal or Superintendent determining the pupil has violated any agreed-upon conditions. 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 re-admittance provisions for all expulsions stated above, a pupil that has been expelled from any school in or out-of-state 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 in or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the pupil's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the pupil that no appropriate program is available in the area or that the pupil cannot enroll or participate due to financial hardship.

REVIEW OF RECORDS

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

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.

DANGEROUS WEAPONS

The Webster Parish School Board shall authorize the principal of each school to automatically suspend any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception, who shall be required to attend a hearing of the parent, student, principal, and Superintendent or his/her designee, at the Webster Parish School Board office within ten (10) school days of the beginning of the suspension. Until a Due Process Hearing is held, the student will remain on suspension. A principal shall recommend expulsion for any student found in possession of a dangerous weapon on the school grounds, on school buses, and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception.

A *dangerous weapon* means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified, and the principal shall take appropriate disciplinary action.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter and/or the suspension form within twenty-four (24) hours. Care shall be given to afford due process to all students.

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

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material may result in a misdemeanor. When a principal or designated administrator violates any provisions of this policy, a report on such violations shall be made by the complainant to the Superintendent. The Superintendent or his/her designee shall conduct a hearing on the alleged offense.

FIREARM-FREE ZONES

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

STUDENT ALCOHOL AND DRUG USE

The Webster 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, exchanging, distributing, selling, or possession with intention of selling on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and his/her designee in the school. School officials, teachers and/or Board employees shall report all

violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges.

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

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

Any student found in violation of the above shall be suspended and attend a required hearing of parent, student, principal, and Superintendent or his/her designee, at the Webster Parish School Board office within ten (10) school days of the beginning of the suspension. Until a Due Process Hearing is held, the student will remain on suspension. The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter and/or the suspension form within twenty-four (24) hours. Care shall be given to afford due process to all students.

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

Any student who exchanges, distributes, sells, dispenses, or possesses with the intention of selling any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises or at a school function shall be expelled pursuant to the provisions and guidelines as set forth in state law and Board policy.

DRUG FREE ZONES

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

Students shall not be permitted to have tobacco or tobacco products, including vaping or e-cigarette products, in their possession or to smoke on the school grounds or in school facilities during the school day, at school activities held in school facilities after school hour, or when riding school buses to and from school or a school function away from school. Parental permission to smoke does not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action in accordance with the [*Student Code of Conduct*](#).

BULLYING, INTIMIDATION, AND HAZING

The Webster 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, 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 no 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 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.

RETALIATION

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](#).

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination which is prohibited by federal and state law. It is the policy of the Webster Parish School Board to maintain a learning and working environment that is free from sexual harassment. This policy of the School Board specifically prohibits all forms of sexual harassment.

It shall be a violation of this policy for any employee, student, non-employee volunteer, or board member of the Webster Parish School Board to harass a student, an employee, or non-employee volunteer through conduct or communication of a sexual nature as defined by this policy.

The School Board, through the Superintendent of Schools or his/her designee, will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any employee or non-employee volunteer who sexually harasses a student, employee, or non-employee volunteer of the School Board.

SEXUAL HARASSMENT DEFINED

- A. Sexual harassment shall include, but not be limited to, unwelcome sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct or communication is, either explicitly or implicitly, made a term or condition of obtaining or retaining employment, or promotion, or a student's education; or
 - Submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment or promotion or a student's education including any aid, benefits, services or treatment; or
 - Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or education, or creating an intimidating, hostile, or offensive working or education environment.
- B. Sexual harassment may include, but is not limited to:
 - Verbal harassment or abuse;
 - Uninvited letters, telephone calls, or materials of a sexual nature;
 - Inappropriate and uninvited leaning over, cornering, patting, or pinching;

- Uninvited sexually suggestive gestures;
- Intentional brushing against a student's or an employee's body;
- Uninvited pressure for dates;
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment, promotion, or educational status;
- Uninvited sexual teasing, jokes, remarks, or questions;
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, promotion, or educational status;
- Any sexually motivated unwelcome touching;
- Attempted or actual rape or sexual assault; or
- Any offensive posters, cards, cartoons, graffiti, and drawings to which the ordinary reasonable person would take offense.

REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by any employee or non-employee volunteer of the Webster Parish School Board, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to an appropriate School Board employee as designated by this policy. If the complaint involves the employee designated by this policy to receive the report, the report should be made to the highest ranking administrator at the particular school or other site designated by this policy to receive such reports or directly to the Superintendent or his/her designee. If criminal activity is involved, a victim should also report the incident to the police.

The School Board shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Board's legal obligations and the necessity to investigate allegations of harassment and take corrective or disciplinary action when the conduct has occurred.

- A. At Each School Site. The principal is designated to receive oral or written reports of sexual harassment at each school site. The administrative assistant(s) and counselor(s) will assist the principal in providing both male and female representation as needed in each case. Students, employees, or non-employee volunteers are directed to make reports to the principal. If the principal is accused of harassment, notification should be made to the Supervisor of Child Welfare and Attendance or the Superintendent. Upon receipt of a report involving a student, an employee or non-employee volunteer, the principal shall notify the Superintendent. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the principal, administrative assistant, or counselor shall reduce it to written form within twenty-four (24) hours and forward to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein shall result in disciplinary action. Complaints may also be filed directly with the Superintendent. If the Superintendent is accused of sexual harassment, the President of the Webster Parish School Board shall be notified.
- B. Other Sites. The persons designated by the Superintendent at each administrative, support, or maintenance site are responsible for receiving oral or written reports. Upon receipt of a report the designated person shall follow the procedure outlined in paragraph A above and notify the Superintendent or his/her designee.
- C. System-wide. The Webster Parish School Board hereby designates the Superintendent to receive reports or complaints of sexual harassment from an individual, employee, or victim of sexual harassment and also from the building administrators or designated persons as outlined above. If the complaint involves the Superintendent or his/her designee, the complaint shall be filed directly with the President of the School Board.
- D. Notice of Policy. Each principal or other person in charge of a building or site owned or operated by the Webster Parish School Board shall conspicuously post in each building or site the names of the persons or alternates designated to receive complaints and the name of the Superintendent and or his/her designee, including a mailing address and telephone number together with a copy of this policy.

- E. Submission of a complaint or report of sexual harassment shall not be used to affect the individual's future employment, promotion, grades, or work assignments.
- F. Use of formal reporting forms is not mandatory.

INVESTIGATION AND RECOMMENDATION

- A. By authority of the Webster Parish School Board, the Superintendent, upon receipt of a report or complaint alleging sexual harassment by an employee or non-employee volunteer, shall immediately authorize an investigation. This investigation may be conducted by School Board employees or by a third party designated by the Superintendent. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent or his/her designee.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator or the Superintendent.
- C. In determining whether the alleged conduct constitutes sexual harassment, the Superintendent or his/her designee should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incident occurred.
- D. The Superintendent may utilize informal procedures to handle complaints when the harasser agrees to a penalty and apologizes to the victim.
- E. The Superintendent shall make a report to the School Board within ten (10) working days after receiving the complaint. The report may include a finding that the complaint was unfounded or informally resolved or that a recommendation was made to the School Board for disciplinary action. No record of an unfounded or unsubstantiated complaint shall be filed in an employee's personnel file.

ACTIONS

- A. Upon receipt of a recommendation that the complaint is valid involving an employee or non-employee volunteer, which has not been formally resolved, the Superintendent shall take such action as appropriate based on the results of the investigation.
- B. The result of the investigation of each complaint filed under these procedures involving an employee or non-employee volunteer shall 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.

RETALIATION PROHIBITED

The School Board shall 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 an 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, including premature celebrations.

SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment of students may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel shall comply with Article 609 (A) of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services.

DISCIPLINE

Any action taken pursuant to this policy shall be consistent with requirements of applicable statutes and School Board policies. The School Board and Superintendent shall take such disciplinary action for employees and non-employee volunteers deemed necessary and appropriate including warning, transfer, suspension, or immediate discharge to end sexual harassment and prevent its recurrence, all in compliance with applicable statutory provisions.

STUDENT SEXUAL HARASSMENT

The Webster Parish School Board shall require any student complaint about another student engaging in sexual harassment reported to a teacher or counselor to be immediately reported to the principal. The principal is responsible for investigating the complaint. The right to confidentiality, both of the complaining student and of the accused student, shall be respected. The principal shall inform the Superintendent of the complaint and may request assistance from the Superintendent or his/her designee in investigating student-student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

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 and Neglect](#), 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.

Student complaints about an employee shall be handled as provided in policy [GAEEA, Sexual Harassment](#).

COVERAGE

This policy applies to all employees and volunteers, to the elected members of the School Board, and to all students of the Webster Parish School District. It applies at school, school sponsored events, and in situations which are related to the school.

COMPLAINT PROCEDURE

Complaints of sexual harassment which take place at school or at a school related function or arising out of the school setting should be made to the principal of the school. Should the claim of sexual harassment be brought against the principal of the school, the complaint should be brought directly to the Superintendent or his/her designee.

After notification of the complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint.

After the investigation has been completed, a determination will be made regarding the resolution of the case. If warranted, disciplinary action will be taken, up to and including involuntary termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee will be placed in the employee's personnel file which will reflect the action taken and the grounds thereof. Any disciplinary action taken in regard to a student will be maintained as any other student disciplinary violation.

NONRETALIATION

Retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected, discriminated against, or punished because of the complaint.

CORPORAL PUNISHMENT

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess. The Webster Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year.

Corporal punishment means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort.

Corporal punishment does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.
2. The use of seclusion and restraint as provided in La. Rev. Stat. Ann. §17:416.21.
3. No form of corporal punishment shall be administered to a student with an exceptionality, excluding gifted and talented, as defined in La. Rev. Stat. Ann. §17:1942 or to a student who has been determined to be eligible for services under *Section 504 of the Rehabilitation Act of 1973* and has an *Individual Accommodation Plan*.

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

1. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should never be used unless the student is informed beforehand that specific misbehavior could occasion its use; and, subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failures of other corrective measures to affect student behavior modification. Corporal punishment (spanking) is allowed and used as a last resort for students with significant behavior problems. Students may be exempted from corporal punishment with a written statement from the parent to the principal. Parents exempting students from corporal punishment must be prepared to come to school and pick them up during the school day.
2. The principal or the designee shall punish corporally only in the presence of a second school employee, who should be informed beforehand of the reasons for the punishment. In cases where female students are involved, a female teacher or administrator must be present.
3. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation.
4. School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons and the name of the school employee who was present as a witness. In any case, complete documentation of each incident of corporal punishment shall be made including name of student, time, date and details of violation, the form of discipline administered, the names of the person administering the punishment and the witness, each of whom shall sign the documentation upon completion.
5. Corporal punishment shall be administered in the office of the principal, assistant principal or in such place or places as may be designated by the principal.
6. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:
 - A. Age of child;
 - B. Size of child;

- C. Sex of child;
- D. Ability to bear the punishment; and
- E. Overall physical condition of the child.

7. Corporal punishment shall not be administered in anger or with malice at any time.
8. Reasonable corporal punishment shall be administered with a paddle not to exceed 15 inches in length; 6 inches in width; ½ inch in thickness. The punishment shall be administered to the buttocks of the child and shall not exceed 5 licks.
9. A list of all persons designated by the principal to issue corporal punishment must be turned in to the Child Welfare and Attendance Office, at the beginning of each school year.
10. A list of all students who receive corporal punishment, by age, grade, sex, and race must be turned in at the end of each school year to the Child Welfare and Attendance Office.

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

IMPERMISSIBLE CORPORAL PUNISHMENT

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be *impermissible corporal punishment*. Any accusations involving employees using impermissible corporal punishment shall be promptly investigated.

JDA Revised: August, 2005

JDA Revised: July, 2017

ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any cellular telephone, personal computer, laptop electronic instrument, iPad, iPod, tablet device, e-reader, or similar devices during the normal school hours of operation in any Webster Parish school building, on the grounds thereof, or in any school bus. Normal school hours can include detention: before, during or after school. Violation of this policy shall be grounds for disciplinary action by the school, including but not limited to suspension and/or expulsion from school. Student devices will at no time be permitted to connect to the Webster Parish School Board or school's internal network.

If a student's electronic device(s) is seen or heard during the normal school hours of operation, the device(s) will be confiscated and turned in to the appropriate administrator. At the first offense, the parents will be contacted and required to come to school to retrieve the device and sign contract to note the return of the phone.

Upon subsequent offenses, student may only have phone returned by paying the designated fines:

- Second Offense - \$15.00 (The phone is kept until fine is paid and parent retrieves the phone from school administration.)
- Third Offense - \$25.00 (The phone is kept until fine is paid and the parent retrieves the phone from the school administration.)
- Fourth Offense – Phone will remain in possession of school until the end of the term.

Refusal to relinquish a device shall constitute willful disobedience and shall be handled accordingly.

The school or the Webster Parish School Board shall not be responsible for confiscated items if not picked up by parent within ten (10) days of the last day of school. The school shall not be responsible for any electronic devices, including cell phones, which are stolen, lost or damaged while on school board property.

During standardized testing all electronic devices shall be strictly prohibited from the testing environment at all times. Any electronic device confiscated during the testing window and/or in a testing environment will be kept for the remainder of the school year.

A properly authorized medical device worn by a student shall not be considered to be a violation of this policy.

STUDENT SEARCHES

The Webster 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 either physically or with the use of metal detectors 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. In addition, the School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus or used by students, for the purpose of enforcing compliance with any health, safety, or security policies, rules, or regulations. Any student not present during the search shall be informed of the search immediately thereafter.

Students and parents shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board's search authority shall be posted at entrances to all School Board buildings.

Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials.

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search, and the results of the search. This written, dated, and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/ designee.

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.

SEARCH OF STUDENT'S PERSON

The Webster Parish School Board authorizes any teacher, principal, school security guard, or administrator under the employ of the School Board to search a student's person or his or 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, a school rule, or a School Board policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

If a school administrator suspects the presence of firearms, weapons (defined as dangerous instrumentalities), illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

Levels of Intrusion

1. Reasonable suspicions.
2. Student will exhibit personal property.
3. Use of metal detectors (hand-held scanners). The scanner should never touch the body.
4. Pat down by school authority or designee (members of the same gender). Ordinarily an adult witness shall be present.
5. Strip searches are *never* allowed by school authorities.

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

USE OF CANINES

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established,

to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized trained official of the local or parish law enforcement agency who will be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

CONFISCATION

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 proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials 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.

INDEMNIFICATION

Indemnification of any Board employee who is sued for damages based on any act or omission in the directing of and disciplining of school children shall be made by the Webster Parish School Board to the extent required by state law.

USE OF METAL DETECTORS

The Webster Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safe environment for the students, staff, and public under its jurisdiction. Therefore, the Webster Parish School Board authorizes the use of metal detectors to minimize the presence of implements that may be used as weapons on Board-owned property and/or campuses or at school sponsored events. Searches with metal detectors may be performed by law enforcement agencies or school personnel or a combination of both parties. All guidelines in the Webster Parish School Board's *Policy Manual* concerning searches of a student, employee, and/or other person, shall apply when metal detectors indicate the presence of an item(s) on a student's, employee's, and/or any other subject's person or in his/her personal effects. The use of metal detectors shall be approved by administrative personnel prior to implementation of a search.

GUIDELINES

The use of metal detectors for the search of students, employees and/or other persons shall be in accordance with the following guidelines:

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.
2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees, and any other person on School Board property and at

school-sponsored events. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.

3. Signs shall be posted outside entrances to School Board facilities, on school buses, and at entrances to school sponsored events to serve as notice to students, school employees, and any other person that they are subject to a search with a metal detector or by other means authorized, as a condition of entry, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions.

SAMPLE LISTING OF PROHIBITED ITEMS

Firearms

Knives (in excess of two inches long)

Tobacco products

Fireworks

Dice

Intoxicating liquors

Dangerous and controlled substances

Telecommunication devices

Examples:

Beepers and/or Pagers

Mobile telephones

Intercoms

Any instrument capable of inflicting bodily harm

INTERROGATIONS

The Webster Parish School Board fully recognizes the responsibility police or child protection agencies have to protect all citizens by enforcing the laws of the community. The School Board, in turn, has the responsibility to protect the students attending the schools of the district. Therefore, **all** visitors shall be required to report first to the office of the principal. Any public official entering school premises shall report to the office of the principal, state his/her purpose, produce proper identification, and warrants, if any.

A student may not be interviewed during the school day or periods of extracurricular activities unless the principal or another delegated staff member is present. If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview, and such notification shall be documented. When the child is a minor (16 or under), the interrogation shall generally not proceed unless a parent is present.

If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) and the school is the most appropriate setting for the interview, school officials may permit the investigation without contacting the parents. It will be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from school without the consent of the building principal and without proper warrant, attachment, or subpoena. Reasonable efforts shall be made to notify the parent/guardian. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the principal's first consideration.

IMMUNIZATIONS

The Webster Parish School Board shall require all children entering any school for the first time and upon entering the sixth grade to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the state office of public health, or shall present evidence of an immunization program in progress. In addition, a

student who is eleven (11) years old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization against meningococcal disease. The Board may require immunizations or proof of immunity more extensive than required by the office of public health. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

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

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

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

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

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

IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE

All students are required by law to present satisfactory evidence of immunity to or immunizations against preventable communicable diseases.

1. DPT – (Diphtheria-Pertussis-Tetanus)-Dtap, or DT)
4 required - last one after the 4th birthday (the 3rd and 4th at least 6 months apart)
2. POLIO-(OPV-IPV)
3 required - last one after the 4th birthday (the 2nd and 3rd at least 6 months apart)
3. HBV-Hepatitis B (Energix, Recombivax, Hep B)
3 required – 1st and 2nd at least 1 month apart
Minimum of 2 months between 2nd and 3rd dose
3rd dose required after the child has reached 6 months of age
4. MMR-Mumps, Measles (Rubeola-red), and Rubella (German or 3-day Measles)
#1: after 12 months of age.
#2: booster at least 1 month after MMR #1
Both required upon school entry.
5. HIB -before 5th birthday
6. VARICELLA –(chicken pox vaccine)-(varivax)
1: after 12 months of age.
#2: booster at least 1 month after Varicella #1 (began 2009-2010 for new enterers)
Students entering 6th grade who are 11 years of age or older and all new students entering the parish are required to have the booster.
7. TDaP - (Tetanus-Diphtheria-Acellular Pertussis)

This booster is required for all students entering 6th grade who are 11 years of age or older and all new students entering the parish that are 11 years of age or older.

8. MENINGOCOCCAL

Required for all students entering 6th grade who are 11 years of age or older and all new students entering the parish that are 11 years of age or older.

Each student is required by law to present evidence of age appropriate immunizations at the time of registration or earlier. Students who do not have complete immunization records will not be allowed to enter school.

HEALTH INFORMATION/COMMUNICABLE DISEASES- LICE

The WPSB adheres to a strict "**No Nit Policy**". Any student found to have lice or nits (lice eggs) shall be excluded from school. In order to return to school, the student must be:

- Treated using a pediculicide (lice shampoo).
- Be free of nits (lice eggs).
- Upon return to school, the parent/guardian must bring the student to the school office to be re-examined.

Only a one-day absence is allowed for treatment and removal of lice and nits per occurrence.

HEALTH INFORMATION - HELP BREAK THE CYCLE - HEALTHFUL HINTS/GUIDELINES

The ultimate goal for our school system is to educate your child. In order for this to take place, your child must be healthy and in the right frame of mind to learn. For your child's well-being and for the protection of other students and staff, the following recommendations are provided to you for your consideration.

- FEVER – Students with fever of 100.0 degrees or greater should remain home until they are fever free for 24 hours without fever-reducing medications. If the fever continues for more than 48 hours, it is recommended that he/she be seen by a doctor.
- VOMITING/DIARRHEA – Students who are vomiting and/or have diarrhea should remain home until he/she has not vomited or had diarrhea for 24 hours. It is advised that you stop milk and milk products for the next few days. It is recommended that you contact your doctor if your child becomes dehydrated: vomiting/diarrhea persists more than 24 hours, child cries without tears, lips and mouth are dry, strong smelling or dark urine, eyes appear sunken and child looks weak or lethargic.
- "PINK EYE"/CONJUNCTIVITIS – Students who have redness in the white of the eye, watery or thick drainage with mucus and pus that causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it, should remain home from school. Pink eye is a highly contagious condition. In order for your child to return to school, he/she must receive a note from the doctor stating that it is no longer contagious, and he/she can return to school.
- COLDS – A typical cold lasts about 1 week, causing a stuffy nose, mild cough, and low-grade fever, generally less than 100 degrees. If your child has a temperature above 100 degrees, a bad cough, sore throat, ear ache, or headache, he/she should remain home. If these symptoms persist for 48 hours, it is recommended that your child be seen by a doctor.
- NASAL DISCHARGE – Students who have a yellow/green discharge from the nose for more than 3 days, a yellow/green discharge accompanied by a fever, or who are coughing up yellow/green mucus should be seen by a doctor.
- RINGWORM - The infection manifests itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly or crusted and moist. Ringworm can be transmitted as long as untreated sores remain on the skin.

Ringworm medication may be purchased at any drugstore without a prescription. In order to return to school, you must send proof of treatment. A note from your doctor, pharmacist, or a medication label is acceptable. Your child will not be admitted back to school without this note. Once treatment has begun and proof of treatment has been provided, your child may return to school. Upon return, the affected area must be covered.

- UNIDENTIFIED RASH - If your child is referred to the school nurse or school office with an unidentified rash, your child will not be able to return to school until the rash is determined non-contagious by a physician. Proof from a physician is necessary to return to school.
- ANTIBIOTICS –Antibiotics are not administered in the school setting according to the Webster Parish Medication Policy. If antibiotics are prescribed, it is recommended that the child remain home for 24 hours after treatment has been started, unless the doctor states otherwise. Then a doctor's note to return to school is requested.

PLEASE ENCOURAGE YOUR CHILD TO WASH HANDS FREQUENTLY, TO COUGH INTO THEIR ARM OR A TISSUE, AND TO DISCARD ANY USED TISSUE INTO THE GARBAGE CAN.

ADMINISTRATION OF MEDICATION

The administration of medication to students must be in compliance with the requirements of La. Rev. Stat. Ann. [§17:436.1](#) and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). It shall be the policy of the Webster Parish School Board that no school employee other than a registered nurse or licensed medical physician shall be required to administer medication until all the following conditions have been met. As used in this policy, the term *medication* must include all prescription and non-prescription drugs.

I. 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. student's diagnosis
5. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
6. a written statement of the desired effects and the child specific potential adverse effects

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

1. name of pharmacy
2. address and telephone number of pharmacy
3. prescription number
4. date dispensed

5. name of student
6. clear directions for use, including the route, frequency, and other as indicated
7. drug name and strength
8. last name and initial of pharmacist
9. cautionary auxiliary labels, if applicable
10. physician's/dentist's/other authorized prescriber's name

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

II. 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 II.-F.
- C. Except in life-threatening situations, unlicensed, but trained, 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 school personnel.
- E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications must be administered at school by unlicensed, but trained, school personnel. Topical ointment -- A student with a chronic skin condition that requires the application of an ointment can apply the ointment to themselves. The parent/legal guardian must comply with School Board policy regarding medication administration including the medication self-administration form signed by the physician/dentist/other authorized prescriber.
- 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 must be limited to medications which cannot be administered before or after school hours.

III. PRINCIPAL

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

IV. 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.

V. 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 of resources

VI. PARENT/LEGAL GUARDIAN

- 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. RX number, if any;
 - d. current date;
 - e. student's 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 must 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 must 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 must 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.

VII. 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 or the Use of Auto-Injectable Epinephrine

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

- A. Written authorization for the student to carry and self-administer such prescribed medications,
- B. Written certification from a licensed medical physician or other authorized prescriber that the student:
 1. has asthma or is at risk of having anaphylaxis
 2. has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma or anaphylaxis
- C. A written treatment plan from the student's licensed physician or other authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
 1. The name, purpose, and prescribed dosage of the medications to be self-administered.
 2. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
 3. The length of time for which the medications are prescribed.
- D. Any other documentation required by the School Board.

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 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 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 or auto-injectable epinephrine, or both, at all times.

Permission for the self-administration of asthma 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 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 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.

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

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, documented this on the student's cumulative health record, 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.

VIII. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medications which must be administered during the school day. Parents may come to school and administer medication to their children at any time during the school day following submission of proper physician's authorization for medications and arrangements with the school principal.

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.
- 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. Other specific illnesses that require medication.

IX. FIELD TRIPS

If the parent/legal guardian of a student normally on medication does not request in writing that medication be administered on a pending field trip, then no School Board employee shall be responsible for administering medication to the student on the field trip. If the parent/legal guardian does not provide the required paperwork and medication (whether taken at school/home or both) to the school prior to the field trip, then the student cannot attend the field trip.

If a parent /legal guardian of a student request in writing, with supporting documentation, that medication be administered on a pending field trip then the Principal and parent will agree on one of the following options:

- A. The parent may meet the group at a specified location and administer the medication.
- B. The parent may decide in writing the student may skip that one dose of medication.
- C. The parent may make personal arrangements with a chaperone (who is not a School Board employee) to keep and administer medication to his/her child. Medication should be kept in a separate prescription container from the one kept at school.
- D. The parent may seek the advice of the student's physician to determine whether a sustained release form of the student's medication is available and to evaluate whether it would be safe and advisable to administer one dose of the sustained release medication on the day of a single-day field trip.

In the event that a certified School Board employee is not available, and neither the parent/legal guardian nor their designee can attend the field trip to administer medication, then the child may not attend the field trip.

X. 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), must be obtained from the physician/dentist/other authorized prescriber.

XI. 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.

STUDENT INSURANCE PROGRAM

The Webster Parish School Board shall make available student accident insurance for purchase for students attending Webster Parish public schools. An application form provided by the insurance carrier shall be sent home with students during the first week of school. The schools shall not be liable for any premium payment. Claim forms shall be furnished by the insurance carrier, and copies shall be available in the school office.

EXTRACURRICULAR ACTIVITIES INSURANCE COVERAGE

All students participating on any interscholastic athletic team, including varsity football, junior varsity football, junior high football, all basketball, baseball, track, any other competitive sport for boys or girls, cheerleading squads, dance team, band, and any sponsored work-based program, shall be required to purchase student accident insurance or shall be required to sign a form declining student insurance and acknowledging full responsibility for any expenses associated with any injury suffered by the student as a result of participating in any extracurricular activity. The insurance form must be presented to the school before the student shall be permitted to participate in any athletic activity.

PARENTAL INVOLVEMENT IN EDUCATION

The Webster Parish School Board recognizes that parental involvement must be a priority of the Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of *parental involvement* shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in Webster Parish, in collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
 - A.
 - A. appointing to, and interacting with, each school's *School Improvement Team*, which is actively involved with assessing needs and addressing these needs in the school;
 - B. conducting open public workshops on major issues;
 - C. holding regular School Board meetings, with opportunities for the Board to receive public input and comments;
 - D. requiring each school to conduct an annual open house meeting;
 - E. encouraging school-based parental organizations, such as PTA, PTO, TEAM, etc.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Webster Parish in planning and implementing effective parental involvement programs and strategies.
3. Coordinate and integrate parental involvement programs with other programs that promote parental involvement.
4. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of components and strategies of the Board's parental involvement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.

5. Distribute to parents information about the Webster Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.
6. Submit with the *No Child Left Behind (NCLB) Consolidated Application* plan to the Louisiana Department of Education comments of parents of participating children who are not satisfied with components of the parental involvement program.
7. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

SCHOOL LEVEL RESPONSIBILITIES

As part of the parental involvement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Webster Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of parental involvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the school-wide parental involvement program plan.
4. Provide parents, especially those of participating children in NCLB programs:
 - A. timely information about educational and parental involvement programs;
 - B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
 - C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the school-wide parental involvement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

SHARED RESPONSIBILITIES

As part of the parental involvement program, to build a capacity for involvement, the School Board *and* each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. May adopt and implement model approaches to improving parental involvement.
12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/ classroom support materials and services.
13. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.
14. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
15. Shall provide such other reasonable support for parental involvement activities as parents may request.

16. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

PARENTS' RESPONSIBILITIES

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time.
2. Supervise completion of all homework assignments.
3. Assure proper hygiene and daily cleanliness of their children.
4. Make sure children are dressed properly, in accordance with the uniform or dress code.
5. Make sure that children get adequate amounts of sleep nightly.
6. Visit and discuss their child's academic progress regularly with teachers.
7. Discuss academic progress and school events regularly with their child.
8. Instill proper respect for parents, teachers, and other adults.
9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.
10. When feasible, attend school-sponsored programs in which their child may participate.
11. When feasible, join and be active in parent/teacher organizations.

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*, in accordance with state law. 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.

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the

normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.

2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - B. frequent reports to parents on their children's progress;
 - C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
 - D. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Webster Parish School Board has a strong relationship with and support from community and/or governmental organizations such as *Families in Need of Services (FINS)*, *Partners in Education*, and *District Parent/Teacher Organization*. One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Webster Parish public schools.

ACADEMIC GRADING SCALE

<u>PERCENT</u>	<u>LETTER</u>
93-100	A
85-92	B
75-84	C
67-74	D
0-66	F

HONOR ROLL

Principal's List: Straight A's (no grades lower than an "A")

"A" Honor Roll: 92.5%-UP

"B" Honor Roll: 84.5%-92.49%

Students with grades less than 74.5% or incomplete ("I") grades will not be considered for Honor Roll.

HOMEWORK POLICY

The purpose of homework for students in Webster Parish will be:

- To provide a link between home and school
- To reinforce skills taught at school and increase student achievement
- To encourage responsibility and develop good study habits

TIME ALLOTMENT

The time allotted to homework should increase gradually from grade to grade. The following is a list of approximate **daily** time allotments (may vary according to child):

- Grades K-2 – 10 to 30 minutes
- Grades 3-4 – 30 to 45 minutes
- Grade 5 – 30 to 60 minutes

Please contact the school if your child is spending an exceptional amount of time on homework on a daily basis. We can then work on a solution together. Nightly reading is recommended for all students (K-5). There is a positive correlation between the amount of time listening to or reading to children and academic success. We believe it improves classroom performance. Therefore, we strongly encourage parents to set aside time for reading to build fluency and confidence.

GUIDELINES

Homework assignments must be carefully planned by the teacher in accordance with the following guidelines:

1. The purpose of the assignment and its relation to what has been learned in the classroom will be clearly understood by the student.
2. Every homework assignment will be accounted for (i.e., some papers will be self-checked, some teacher checked, some shared with peers, etc.).
3. Where students are departmentalized, or have more than one teacher, assignments will be coordinated by the teachers to avoid exceeding daily time allotments.
4. Teachers will communicate regularly with parents to report incomplete homework assignments.
5. Teachers may grade homework that is assigned for students to show they have learned the skills or information

TEACHER RESPONSIBILITIES

1. Clearly explain homework assignments.
2. Post homework assignments on the board.
3. Monitor completion of homework in a timely manner.
4. Be mindful of students' obligations to home, community, and other school activities.
5. Provide the student with necessary make-up work and assignments upon return to school.

STUDENT RESPONSIBILITIES

1. Write homework assignments down each day and seek further explanation if needed.
2. Place homework assignments in a designated folder.
3. Complete assignments in a legible manner.
4. Return assignments on the following day or the due date.
5. Study reading/spelling words and math facts daily.

PARENT RESPONSIBILITIES

1. Provide a suitable place and time for homework and studies.
2. Encourage students to do his/her own work.
3. Assist students with homework and mastery of specific skills (spelling words, math facts), and check to see that homework is completed and placed in backpack.
4. Notify the school of family emergencies so students will be given appropriate time to make up work.
5. Make available, if possible, such resource materials as magazines, newspapers, dictionaries, or reference books.

A carefully planned program for homework assignments is an effective means of increasing student learning. A well-planned program of homework activities provides another opportunity for the home and school to work together.

VISITORS TO THE SCHOOLS

The Webster Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Programs may be planned throughout each school year to provide opportunity for visits to the schools. Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without

authorization from the appropriate school official. Therefore, all visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged. Only those persons who have properly presented themselves to the school office and been given approval to visit shall be considered *authorized*. Principals are authorized to take the necessary steps in dealing with unauthorized visitors, including contacting law enforcement personnel.

Each school shall provide visitor identification as follows:

- A. Use of the *Webster Parish School Board Visitors* form, completed by the visitor immediately upon coming on to campus.
- B. Visitor's pass shall be worn at all times while on campus.

Visitor shall mean any person except:

- A. An employee of the school or school system;
- B. A member of the school system governing authority (School Board);
- C. A student enrolled in the school system;
- D. A parent or guardian who is delivering the pupil to school at the beginning of the school day or is picking up the pupil from school at the end of the school day.

However, even the exceptions listed above must report their presence on campus to the school office.

All visitors on Webster Parish School Board property shall be held accountable for their actions and are subject to the policies of the Webster Parish School Board and the Louisiana High School Athletic Association (LHSAA), as well as all applicable state laws.

The Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate Board policy.

CRISIS PLAN

The Webster Parish School Board has implemented a comprehensive district-wide Crisis Plan to deal with emergency situations affecting our schools, students, and staff. As part of this plan, we practice a variety of drills throughout the year.

In the event of an emergency, the first priority of each school administration will be keep students under their care, safe, and out of harm's way. In accordance with the Crisis Plan and in the interest of safety, please note that no students will be allowed to be checked out of school by a parent or guardian, until after the emergency situation has been brought under control and it is safe to resume normal activities.

Please note that during an emergency or drill, parents/guardians/visitors will be locked out of the buildings at any WPSB site affected. If a parent/guardian/visitor is in a WPSB building at the time an emergency or drill commences, you will not be allowed to leave until the matter is under control and we have been given the all clear. We appreciate your understanding and support of our efforts.

STUDENT RECORDS

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Review and dissemination of any student information shall be conducted under strict statutory precautions. *Student records* are defined to be all official records, files, documents, and other materials directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude, and psychological tests, and health data.

ANNUAL NOTIFICATION

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

DIRECTORY INFORMATION

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

In accordance with the *No Child Left Behind Act of 2001*, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.

ACCESS TO RECORDS

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

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

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

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

RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is eighteen (18) years or over, must be notified of the transfer and the kinds of information being released. They shall receive a copy of such information if it is requested in writing and shall have the opportunity to challenge that

record as described above.

Those data may be released to State Education and other governmental agencies only if the names and all identifying markings are removed to prevent the identification of individuals.

To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian or the student if he/she is 18 or older. Such consent form shall state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires.

The principal of a public elementary or secondary school shall provide for the transfer of the education records of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records shall not exceed ten (10) business days from the date of a written request.

All authorizations for release of information shall be filed in the student cumulative folder.

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

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

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

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

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

REVIEW OF STUDENT RECORDS BY THE PARENT

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

A parent or guardian who desires to review his/her child's record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, not to exceed one month. The disclosure record shall be completed at the time of the conference.

Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.

The record shall be examined by the parent in the presence of the principal or a designated professional person.

The principal or a designated professional person shall provide the parent an opportunity to raise questions regarding information on the records.

A record of the review shall be made on the disclosure record.

If the parent or guardian requests a hearing to challenge information contained in the student's folder, a written request for the hearing shall be made and a hearing scheduled for a date not less than three (3) working days or more than two (2) weeks from the date of the requests.

The hearing shall be held with the principal and the parent or guardian at the scheduled time.

If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to the Superintendent or designee(s).

The parent or guardian shall request the appeal in writing to the Superintendent. Upon receipt of said request, the Superintendent shall schedule a hearing within ten (10) working days following receipt of the parent's request. The date, time and place of the review hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.

At the review hearing:

- The Superintendent or designee shall preside;
- The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official;
- The decision of the hearing shall be communicated to the school and parent or guardian in writing within ten (10) working days;
- The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student's cumulative folder.

WEBSTER PARISH SCHOOL FOOD SERVICES

The Webster Parish School system invites ALL students to participate in the school breakfast and lunch program at school. One of our goals is to provide healthy meals that are consistent with the Dietary Guidelines for Americans. All meals served meet the meal patterns established by the United States Department of Agriculture (USDA).

This year the Webster Parish School Board has elected to utilize the Community Eligibility Provision (CEP) which allows students to eat free of charge. We are happy to announce that **all students** in Webster Parish will eat free of charge for both breakfast and lunch. You do not have to complete a meal application for the 2017-2018 school year. If your child wishes to purchase extra items as juice, you will need to send money for that.

Extra Items for sale

Juice \$0.50

Milk \$0.50

Water \$1.00

USDA NONDISCRIMINATION STATEMENT

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

TEACHER'S BILL of RIGHTS

Source: LSA-R.S. 17:416.18

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.(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)(l)(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)(l)(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 be free from excessively burdensome disciplinary paperwork.
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.

FORMS – BULLYING REPORT FORM



Bullying Report Form

Instructions: Complete this form, responding only to the questions that you feel comfortable answering and are able to report accurately. Submit this form to the principal or other school employee. This form may be completed by the person reporting the incident or by the school employee to whom the incident is being reported.

Person Reporting the Incident:	Date of Report:
Person Reporting the Incident: <input type="radio"/> Student <input type="radio"/> Parent/Guardian <input type="radio"/> School Employee <input type="radio"/> Chaperone	

Description of Incident (Include the names of those involved and as much detail as possible: what, where, when, how, etc.)

List the name(s) of any witnesses to the incident.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Person Filing Report

Date

Received by:

Name	Position	Date
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FORMS – SCHOOL BEHAVIOR REPORT FORM



FORM "A"

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BEHAVIOR REPORT

In accordance with R. S. 17:416(A) the purpose of this report is to inform parents/guardians of a behavior incident on the school campus, in the classroom, cafeteria, gymnasium, auditorium, elsewhere at the school or during school-related activities, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety, well-being or education of other students, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences.

Name of Student _____ Phone _____ Grade/Section _____
 Name of Teacher/Staff _____ Teacher/Staff/Location _____
 Name of Principal _____ School _____
 Check One: Regular Education 504 Special Education Date of Incident _____ Time _____ Location _____

Time Code: _____	01 Before School on Grounds, 02 During Class, 03 Between Classes, 04 After Normal School Hours & Supervised, 05 To / From School, 06 At Bus Stop or Transfer Station, 07 During School Extracurricular/Assembly Event, 08 Recess, Club, Free Time, 09 Homeroom, 10 Breakfast /Lunch
Location Code: _____	01 Classroom, 02 Restroom, 03 Lunchroom, 04 Hallway, 05 Playground, 07 At Bus Stop or Transfer Station, 08 Parking Lot, 09 Locker Room, 10 Cell Phone, 11 Internet, 12 To or From School, 13 School Sponsored Event, 14 Home, 98 Offsite Program, 99 Other _____

INFRACTION / REASON CODES (Check all that apply)

- | | | |
|--|--|--|
| 01. <input type="checkbox"/> Willful disobedience | 12. <input type="checkbox"/> Writes profane and/or obscene language or draws obscene pictures | 36. <input type="checkbox"/> Cyber Bullying (*complete Bullying Form) |
| 02. <input type="checkbox"/> Treats an authority with disrespect | 15. <input type="checkbox"/> Throws missiles liable to injure others | 38. <input type="checkbox"/> Forgery |
| 03. <input type="checkbox"/> Makes an unfounded charge against authority | 16. <input type="checkbox"/> Instigates or participates in fights while under school supervision | 39. <input type="checkbox"/> Gambling |
| 04. <input type="checkbox"/> Uses profane and/or obscene language | 17. <input type="checkbox"/> Violates traffic and safety regulations | 42. <input type="checkbox"/> Unauthorized use of Technology |
| 05. <input type="checkbox"/> Commits immoral or vicious practices | 18. <input type="checkbox"/> Leaves school premises or classroom without permission | 43. <input type="checkbox"/> Improper dress |
| 06. <input type="checkbox"/> Conduct or habits injurious to his/her associates | 19. <input type="checkbox"/> Is habitually tardy and/or absent | 44. <input type="checkbox"/> Academic dishonesty |
| 08. <input type="checkbox"/> Uses or possesses tobacco, lighter or matches | 20. <input type="checkbox"/> Takes another's property or possessions without permission | 45. <input type="checkbox"/> Trespassing Violation |
| 09. <input type="checkbox"/> Uses or possesses alcoholic beverages | 21. <input type="checkbox"/> Commits any other serious offense | 46. <input type="checkbox"/> Failure to Serve Assigned Consequence |
| 10. <input type="checkbox"/> Disturbs the school or habitually violates any rule | 33. <input type="checkbox"/> Bullying/Harrassment (*complete Bullying Form) | 47. <input type="checkbox"/> Misusing Internet/Violates electronic/technology policy |
| 11. <input type="checkbox"/> Cuts, defaces, or injures any part of public school buildings/vandalism | | 49. <input type="checkbox"/> False Report |

REMARKS/DESCRIPTION OF INCIDENT: _____

ACTION(S) TAKEN BY TEACHER OR OTHER SCHOOL EMPLOYEE

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other ____ cumulative behavioral referral(s). I have taken the following action(s):

- | | | | | |
|---|--|--|--|--|
| 011 <input type="checkbox"/> Referred to Office | 012 <input type="checkbox"/> Referred to Counselor | 013 <input type="checkbox"/> Referred to Social Worker | 014 <input type="checkbox"/> Referred to SBLC | 018 <input type="checkbox"/> Secondary Referral (PBIS) |
| 019 <input type="checkbox"/> Tertiary Referral (PBIS) | 022 <input type="checkbox"/> Therapeutic Removal | 025 <input type="checkbox"/> Intervention Room | 080 <input type="checkbox"/> Assigned Remedial Work | |
| 120 <input type="checkbox"/> Student Conference | 140 <input type="checkbox"/> Student Reprimand | 160 <input type="checkbox"/> Loss of Privileges | 030 <input type="checkbox"/> Restorative Practices Implemented | |
| 173 <input type="checkbox"/> Conference with Parents or Guardians | | 175 <input type="checkbox"/> Conference with Principal | 999 <input type="checkbox"/> Other Action | |

Y/N Contact Parent/Guardian Date: _____ Time: _____ Phone Call Letter Conference Date: _____ Time: _____

RECOMMENDATION(S) BY TEACHER OR OTHER SCHOOL EMPLOYEE: _____

Signature of School Employee: _____ Date: _____

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other ____ cumulative behavioral referral(s). I have taken the following action(s):

- | | | |
|--|---|---|
| 000 <input type="checkbox"/> No Action— only use if no reportable action was taken | 160 <input type="checkbox"/> Loss of Privileges | 020 <input type="checkbox"/> TOR (Time Out Room) |
| 012 <input type="checkbox"/> Referred to Counselor | 014 <input type="checkbox"/> Referred to School Building Level Committee (SBLC) | 040 <input type="checkbox"/> In School Detention from ____ to ____ |
| 043 <input type="checkbox"/> After School Detention from ____ to ____ | 045 <input type="checkbox"/> Weekend Detention from ____ to ____ | 002 <input type="checkbox"/> Suspension Out of School from ____ to ____ |
| 004 <input type="checkbox"/> Suspension In School from ____ to ____ | 006 <input type="checkbox"/> Suspension Alternative Site from ____ to ____ | 001 <input type="checkbox"/> Expulsion Recommendation |
| 017 <input type="checkbox"/> Enforcement Referral (Arrest Resulted Y/N) | 016 <input type="checkbox"/> Court Referral Date _____ | 013 <input type="checkbox"/> Referral to Social Worker |
| 080 <input type="checkbox"/> Assigned Remedial Work | 999 <input type="checkbox"/> Other Action(s): _____ | 030 <input type="checkbox"/> Restorative Practices Implemented |
| 140 <input type="checkbox"/> Student Reprimand | 120 <input type="checkbox"/> Student Conference Date: _____ | 173 <input type="checkbox"/> Conference w/ Parents or Guardians on: _____ |
| 175 <input type="checkbox"/> Conference w/ Principal on: _____ | 180 <input type="checkbox"/> Corporal Punishment (if checked, complete "Corporal Punishment" Incidence Checklist) | |

Circle Yes or No: Perpetrator: Serious Bodily Injury Y/N Medical Treatment Y/N Victim: Serious Bodily Injury Y/N Medical Treatment Y/N

Y/N Contact Parent/Guardian Date: _____ Time: _____ Phone Call Letter Conference Date: _____ Time: _____

SIS Primary Infraction/Reason Code Entered: _____ Signature of Principal: _____ Date: _____

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN: _____

Signature of Student: _____ Signature of Parent/Guardian: _____ Current Date: _____

Check appropriate blocks as copies of the document are supplied: Parent/Guardian School's Pupil File Employee Filing this Report Principal

***NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

****Attachments: Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral.** (REVISED 10/31/2014)

FORMS – BUS BEHAVIOR REPORT FORM



FORM "SB"

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BUS BEHAVIOR REPORT

In accordance with R.S. 17:416, the purpose of this report is to inform parents/guardians of a behavioral incident on the school bus, at a bus stop or in the bus loading zone at the school, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety or well-being of the named student, the school bus driver or other persons, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences. Students and parents are reminded that bus riding privileges may be revoked at any time deemed necessary for the safety of school bus passengers or other citizens.

Name of Student _____ Phone _____ Grade _____
 Name of Bus Driver/Staff _____ Phone _____ Bus Number _____
 Name of Principal _____ School _____
 Check One: Regular Education 504 Special Education Date of Incident _____ Time _____ Location _____

Time Code: _____ 04 During School Activity Trip, 05 To/From School, 06 At Bus Stop or Transfer Station
 Location Code: _____ 06 School Bus, 07 At Bus Stop or Transfer Station, 99 Other

INFRACTION / REASON CODES (Check all that apply)

- | | | |
|--|--|---|
| 01. <input type="checkbox"/> Willful disobedience | 11. <input type="checkbox"/> Cuts, defaces, or injures any part of public school buildings/vandalism | 20. <input type="checkbox"/> Takes another's property or possessions without permission |
| 02. <input type="checkbox"/> Treats an authority with disrespect | 12. <input type="checkbox"/> Writes profane and/or obscene language or draws obscene pictures | 21. <input type="checkbox"/> Commits any other serious offense |
| 03. <input type="checkbox"/> Makes an unfounded charge against authority | 13. <input type="checkbox"/> Throws missiles liable to injure others | 33. <input type="checkbox"/> Bullying (complete Bullying Behavior Checklist) |
| 04. <input type="checkbox"/> Uses profane and/or obscene language | 16. <input type="checkbox"/> Instigates or participates in fights while under school supervision | 36. <input type="checkbox"/> Cyber Bullying (complete Bullying Behavior Checklist) |
| 05. <input type="checkbox"/> Commits immoral or vicious practices | 17. <input type="checkbox"/> Violates traffic and safety regulations | 38. <input type="checkbox"/> Forgery |
| 06. <input type="checkbox"/> Conduct or habits injurious to his/her associates | 18. <input type="checkbox"/> Leaves school premises or classroom without permission | 39. <input type="checkbox"/> Gambling |
| 08. <input type="checkbox"/> Uses or possesses tobacco, lighter or matches | 19. <input type="checkbox"/> Is habitually tardy and/or absent | 42. <input type="checkbox"/> Unauthorized use of Technology |
| 09. <input type="checkbox"/> Uses or possesses alcoholic beverages | | 43. <input type="checkbox"/> Improper dress |
| 10. <input type="checkbox"/> Disturbs the school or habitually violates any rule | | 48. <input type="checkbox"/> False Report |

REMARKS/DESCRIPTION OF INCIDENT: _____

ACTION(S) TAKEN BY SCHOOL BUS DRIVER

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other ___ cumulative behavioral referral(s). I have taken the following action(s):

011 Referred to Office 120 Discussed Behavior with Student 173 Discussed Behavior with Parent or Guardian
 175 Participated in Conference with School Administrator 999 Other: _____
 Date of Referral: _____ Date of Contact: _____ Time: _____ Phone Call Letter Other (Describe): _____
 Response of Parent/Guardian: _____
 Date of Conference: _____ Describe: _____
 Signature of Bus Driver: _____ Date: _____

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other ___ cumulative behavioral referral(s). I have taken the following action(s):

000 No Action—only use if no reportable action was taken 160 Loss of Privileges/Bus Suspension from ___ to ___ 020 TOR (Time Out Room)
 012 Referred to Counselor 014 Referred to School Building Level Committee (SBLC) 040 In School Detention from ___ to ___
 043 After School Detention from ___ to ___ 045 Weekend Detention from ___ to ___ 002 Suspension Out Of School from ___ to ___
 004 Suspension In School from ___ to ___ 006 Suspension Alternative Site from ___ to ___ 001 Expulsion Recommendation
 017 Enforcement Referral (Arrest Resulted Y/N) 016 Court Referral Date _____ 013 Referral to Social Worker
 080 Assigned Remedial Work 999 Other Action(s): _____ 030 Restorative Practices Implemented
 140 Student Reprimand 120 Student Conference Date: _____ 173 Conference w/ Parents or Guardians on: _____
 175 Conference w/ Principal on: _____ 180 Corporal Punishment (if checked, complete "Corporal Punishment" Incidence Checklist)

Circle Yes or No: Perpetrator: Serious Bodily Injury Y/N Medical Treatment Y/N Victim: Serious Bodily Injury Y/N Medical Treatment Y/N
 Y/N Contact Parent/Guardian Date: _____ Time: _____ Phone Call Letter Conference Date: _____ Time: _____
 SIS Primary Infraction/Reason Code Entered: _____ Signature of Principal: _____ Date: _____

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN: _____

Signature of Student: _____ Signature of Parent/Guardian: _____ Current Date: _____

Check appropriate blocks as copies of the document are supplied: Parent/Guardian School's Pupil File Employee Filing this Report Principal

*NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.

**Attachments: Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral. (REVISED 9/5/2014)

FORMS – PARENT ADMINISTRATION OF MEDICATION LETTER

Webster Parish School Board

School: _____

I have received the new Administration of Medication Policy approved by the Webster Parish School Board on January 9, 2006.

Student Name: _____

Signature of Parent/Guardian: _____

Webster Parish Schools

Acknowledgement of Corporal Punishment

Student Name _____

School: _____

I have read the attached Webster Parish School Board policy on Corporal Punishment.
Please initial to the left of the desired selection:

_____ I desire for my child to receive corporal punishment.

_____ I do not wish for my child to receive corporal punishment.

(Parents exempting students from
corporal punishment must be prepared to come to
school and pick them up during the school day.)

Parent Signature

Date

FORMS – LOUISIANA RESIDENCY QUESTIONNAIRE FORM



Webster Parish Schools



Louisiana Student Residency Questionnaire Form
(Form Must Be Included In School Enrollment Packet)

Date _____ District/Parish _____ School Name _____
 Student Name _____ SSN/ID# _____
 Male/Female _____ Date of Birth (D.O.B.) _____ Address _____
 Telephone Number _____ Last School Attended _____ Current Grade _____
 Parent/Guardian/Adult Caring for Student _____ Relationship _____

Disclaimer: This questionnaire is intended to address the McKinney-Vento Act. Your child may be eligible for additional educational services through Title I Part A, Title I Part C-Migrant, Individuals with Disabilities Education Act (IDEA) and/or Title X, Part C, Federal McKinney-Vento Assistance Act, 42 U.S.C. 11435. Eligibility can be determined by completing this questionnaire. It is illegal to knowingly make false statements on this form. If eligible, students are to be immediately enrolled in accordance with Bulletin 741, section 341.

- Yes No Is the student's address a temporary living arrangement? (Note: If this is a permanent living arrangement or the family owns or rents their home, sign under item 9 and submit form to school personnel.)
- Yes No Is the temporary living arrangement due to loss of housing or economic hardship?
- Where is the student currently living? (Check all that apply)

<input type="checkbox"/> In an emergency/transitional shelter.	<input type="checkbox"/> Awaiting foster care placement.
<input type="checkbox"/> Temporarily with another family because we cannot afford or find affordable housing.	
<input type="checkbox"/> With an adult that is not a parent or legal guardian, or alone without an adult.	
<input type="checkbox"/> In a vehicle of any kind, trailer park or campground without running water/electricity, abandoned building or substandard housing.	
<input type="checkbox"/> Emergency Housing (i.e. FEMA Trailer or FEMA Rental Assistance)	
<input type="checkbox"/> In a hotel/motel.	<input type="checkbox"/> Other specific information _____

- Yes No Does your child have a disability or receive any special education services? (Check One)
- Yes No Does your child exhibit any behaviors that may interfere with his or her academic performance?
- Would you like assistance with uniforms student records school supplies transportation other?
(Describe: _____)
- Yes No Migrant - Have you moved at any time during the past three (3) years to seek temporary or seasonal work in agriculture (including poultry processing, dairy, nursery, and timber) or fishing?
- Yes No Does your child have siblings (brothers or sisters)? *Note: Use back of page if more space is needed.*
 Name _____ School _____ Grade _____ DOB _____
 Name _____ School _____ Grade _____ DOB _____
 Name _____ School _____ Grade _____ DOB _____

9. The undersigned certifies that the information provided above is accurate.

Print Parent/Guardian Name/Adult Caring for Student _____ Signature _____ Date _____

(Area Code) Phone number _____ Street Address _____ City _____ State _____ Zip _____

School Use Only Free or Reduced Price Meals Form submitted/signed Copy Placed in Student's Cumulative Record
Homeless Liaison Use Only- Check All That Apply
 Sheltered Doubled-Up Unsheltered/FEMA Hotel/Motel Unaccompanied Youth - Yes - No Awaiting Foster Care Placement

Print School Contact _____ Title _____ Signature (required) _____ Date _____ (Revised 11/2015)