



LAFAYETTE
PARISH SCHOOL SYSTEM

Strength. Tradition. Excellence.

2020 – 2021

Student/Parent Handbook

www.lpssonline.com

LAFAYETTE PARISH SCHOOL SYSTEM

P.O. Drawer 2158 • Lafayette, Louisiana 70502 • 337.521.7000 Website: www.lpssonline.com

Student / Parent Handbook for 2020-2021

Dear Parents and Guardians:

The Lafayette Parish School System welcomes you to the 2020-2021 school year. We are pleased to provide you with the Student/Parent Handbook. The Lafayette Parish School System (LPSS) has compiled this student handbook in order to inform students and parents of important school information, such as the school calendar, contact information for district personnel, attendance requirements, regulations for student conduct and behavior, medication and transportation policies and procedures, the student dress code, and proper ways to direct grievances. In order for all students to have an opportunity to reach their maximum academic achievement and learn social responsibility, we must work together to maintain safe, structured and courteous learning environments. This document clearly outlines the expectations of acceptable behavior and defines the consequences for unacceptable behavior.

The regulations in this handbook are consistent with federal and state laws, as well as with parish policy. Revisions, with Board approval, may be given as an addendum to the policies and procedures in this handbook during the school year. The powers delegated to a local school board by the Louisiana State Legislature are delegated to the board as a body. No authority is granted to board members acting as individuals. For your convenience, you may also view this handbook or board policies on our website at www.lpssonline.com. Additional information about the Lafayette Parish School System, including items not found in this handbook is also available on our website.

References to the Student/Parent Handbook also refer, by extension, to regulations at the school level. Additionally, each school will provide students with a student handbook specific to their school processes, procedures, and regulations. We encourage you to spend time with your children reviewing these documents and ensuring their understanding of expected behaviors. We thank you in advance for your support this school year and wish you and your children a year filled with extraordinary learning experiences.

Irma Trosclair– Superintendent

Lafayette Parish School Board Members

Mary Morrison – District 1, Vice-President
Tommy Angelle – District 2
Elroy Broussard – District 3
Dr. Tehmi Chassion – District 4
Britt Latiolais – District 5, President

Justin Centanni – District 6
Kate Bailey-Labue – District 7
Hannah Smith-Mason – District 8
Dr. Donald Aguiard – District 9

DISCLAIMER STATEMENT

Information contained in this document is sent to be published prior to the opening of school. Therefore, policies may change during the academic school year and not be accurately displayed in this document. Lafayette Parish School System will notify parents of any changes in policies.

NON-DISCRIMINATION POLICY

It is the policy of the Lafayette Parish School Board not to discriminate on the basis of race, color, national origin, age, religion, gender, sexual orientation or disability in the educational programs or activities which it operates as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

Office for Civil Rights, U.S. Department of Education 1999 Bryan Street, Suite 1620, Dallas, TX 75201
Telephone: 214-661-9600 Fax:214-661-9587 TDD:800-877-8339 Email:ocr.dallas@ed.gov

LAFAYETTE PARISH SCHOOL SYSTEM CONSENT FOR STUDENT DATA RELEASE

Lafayette Parish School System occasionally needs to share information with various organizations such as the Louisiana Office of Student Financial Assistance (LOSFA), Louisiana High School Athletic Association (LHSAA), various school clubs/organizations students join, local news media, event programs, online resources and educational tools, TOPS, post-secondary institutions, school photography providers (ID badges), and others detailed at <http://www.lpssonline.com/site5991.php>.

A copy of the Consent Form for TOPS, College Scholarships, Grants, Aid Programs, & College Admissions can be found on page 69, Appendix C.

As required by Federal Law High Schools will provide contact information for juniors and seniors to all branches of the military. If you do not want to have your child's contact information released, please contact your student's counselor.

If any parent/guardian does not agree to the use of their child's pictures or information in this manner, please express any objections, in writing, in a separate letter to the principal.

LPSS STUDENT INTERNET AND COMPUTER USE AGREEMENT

Introduction

Lafayette Parish School System recognizes that access to technology in school gives students greater opportunities to gain future ready technology and communication skills that will prepare them for work, life, and citizenship. To that end, we provide access to technologies for student and staff use. This Responsible Use Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies.

- The Lafayette Parish School System network is intended for and will be used for educational purposes only and is filtered in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Email is provided for school related communication and is monitored and archived. Email is disabled for K-5 students. Sixth & 7th grade students can only email within Lafayette Parish. Eighth through twelfth grade students will have full access to email for educational purposes only.
- Google accounts are for school requirements, and students will keep their account information secure and private.
- Users will exercise the same responsible and respectful behaviors online as offline.
- Students will keep their personal information private and offline.
- Students will treat any devices provided by the school system with extreme care and caution and should report any loss, damage, or malfunction to staff immediately.
- Any personal devices brought onto a campus can only connect to Student_BYOD.
- Harmful and/or inappropriate online behavior should be reported to school staff.
- Misuse of school resources can result in disciplinary action in accordance to the Consequences of Behavior Policy.

Online Liabilities

Lafayette Parish School System employs filtering and other safety and security mechanisms, and works to ensure their proper function. However, students are held liable for intentional breaches to this system (i.e. proxies).

Consequences

Violations of this policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges
- Monetary Reimbursement
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Please remove this page and return to your child's school **IMMEDIATELY** so the school will have a record that you have received and reviewed the Student Parent Handbook. Notwithstanding, ignorance of this Handbook or its contents shall not constitute a defense or excuse. Some policies contained in this handbook may be abbreviated. Please view the complete policies of the Lafayette Parish School Board at www.lpssonline.com

Receipt and Understanding of the Handbook:

We hereby acknowledge that we have read the Student Rights and Responsibilities Handbook, which includes the LPSS Student Code of Conduct and Minimum Attendance Guidelines. We agree that the student shall be accountable for ALL rules and regulations in this Handbook.

Technology Survey

Does your student have access to any of the following? (check all that apply) Laptop Computer Desktop Computer
 Cell Phone iPad or similar device Other: _____ None

Does your family have Internet service? Yes No Not sure

Does your home have Wi-Fi service (wireless Internet) that could connect to a computer or LPSS Chromebook?
 Yes No Not sure

Do you use your phone's personal hotspot (wireless hotspot) as the primary method to connect a computer or Chromebook? Yes No Not sure

Consent to Use Internet/Technology:

For Students:

I agree to and will abide by all terms and conditions of the **Student Internet and Computer Use Agreement**. I understand that if these terms and conditions are violated, appropriate disciplinary action may be imposed, legal action may be taken, and the violation may be forwarded to the authorities for permission.

Student Name (*Please Print*): _____

Student Signature: _____ Date: _____

School: _____ Grade: _____

Address: _____

For Parents:

I have read and understand the terms and conditions of the LPSS Electronic Resources and I agree to be bound by them. I grant permission for my child to have access to the LPSS electronic resources, including Internet access and videoconferencing opportunities. I have reviewed and explained the terms and conditions to my child and he/she understands each and agrees to the terms and conditions.

If any parent/guardian does not agree to the use of the district technology instructional resources by the student, please express any objections, in writing, in a separate letter to the principal.

Note to 10th grade students/parents/guardians: Your signature on this document also provides permission for students to visit and learn about programs offered at the WD Smith Career Center.

Parent Name (*Please Print*): _____

Parent/Guardian Signature: _____ Phone: _____

Your signature verifies your acceptance of these policies and verifies your understanding of the SBLC initiatives.

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STUDENT RIGHTS AND RESPONSIBILITIES (POLICY FILE: JC)

Students have certain inalienable rights. Within the constraints of a student's inalienable rights, the rights of the student body outweigh the rights of an individual. The following statements summarize student rights and responsibilities. They help explain the relationship between and among students. In exercising their rights, students may not infringe on the rights of other students by disrupting the educational process.

| | |
|--|--|
| <p><u>EDUCATION</u> Right Students have a right to a public education</p> | <p>Responsibility Students have the responsibility to avoid actions or activities, individually or in groups, which shall interfere with the rights of others to a public education.</p> |
| <p><u>LEARNING ENVIRONMENT</u> Right Students have the right to an orderly school and classroom environment, which promotes learning for all students.</p> | <p>Responsibility Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities.</p> |
| <p><u>SAFETY</u> Right Students have the right to an educational environment that is safe and free from threats and harassment.</p> | <p>Responsibility Students have the responsibility to refrain from violence and unsafe actions and from threatening or harassing others. Students also have a responsibility to inform school authorities of any problem or potential problem concerning a student or a school employee's safety.</p> |
| <p><u>ATTENDANCE</u> Right Students have the right to attend school within boundaries of the law and school policies.</p> | <p>Responsibility Students have the responsibility to attend school every day, all day, unless there is an approved reason for being absent.</p> |
| <p><u>SCHOOL COMMUNICATION</u> Right Students have the right to be informed about the rules, regulations and requirements that regulate their activities at school or school-related events.</p> | <p>Responsibility Students have the responsibility to bring home any and all communication concerning school information, rules, regulations and requirements including any disciplinary notification.</p> |
| <p><u>RELIGION</u> Right Students have the right to their own religious beliefs and to their own religious practices within boundaries of the law and school policies.</p> | <p>Responsibility Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students' religious freedom or disrupt the educational process.</p> |
| <p><u>PEACEFUL ASSEMBLY</u> Right Students have the right to peaceful assembly.</p> | <p>Responsibility Students have the responsibility to secure approval for using school facilities for assembly, to discuss with an administrator the appropriateness of the facility for the functions, and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.</p> |
| <p><u>EXPRESSION</u> Right Students have the right to express themselves in speech, writing or symbolism within boundaries of the law and school policies.</p> | <p>Responsibility Students have the responsibility to ensure that such expression does not disrupt the educational process, present health or safety hazards, damage property, infringe on the rights of others or violate the law or LPSS policies.</p> |
| <p><u>PRIVACY</u> Right Students have the right to protection from unlawful searches and seizures of their personal possession(s) without reasonable suspicion.</p> | <p>Responsibility Students have the responsibility to refrain from the possession of materials or objects that are potentially hazardous and/or prohibited by law or other LPSS policies. Students also have the responsibility to cooperate with any necessary request to search their being or their belongings to ensure school/student safety.</p> |
| <p><u>TRANSPORTATION</u> Right Students have a right to a safe and orderly transportation to and from school or a school activity when such transportation is provided within the transportation guidelines of the LPSS.</p> | <p>Responsibility Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported, to refrain from hazardous actions and to refrain from actions prohibited by law or the requirements of the Student-Parent Handbook and other LPSS policies.</p> |

PARENTAL RIGHTS AND RESPONSIBILITIES

Parents have certain rights regarding the education of their children. They have the right to have their children educated in a safe, orderly public school that is conducive to learning. Parents have the right to be informed of board policies and regulations, school rules, and the procedure for addressing grievances. Furthermore, they have the right to participate in educational decisions concerning their children such as, but not limited to, placement in leveled classes, classification of 504 and evaluations for special education.

Louisiana Law (R.S. 17:235.2) further states that parent(s)/guardian(s) are responsible for:

- Ensuring that his or her child attend school **every day** except for reasons due to illness or other legal exceptions
- Ensuring that his or her child arrives at school on time each day and/or for each class
- Ensuring that his or her child completes all required homework assignments
- Attending all required parent/guardian and teacher or parent/guardian and principal conferences
- Providing the school with documents verifying residency and school zone as required by law

Parent/Family Engagement Policy 2020-2021

The Lafayette Parish School System's district Parent and Family Engagement policy is posted on the district website (<https://www.lpssonline.com/parentinvolvement>). This policy is continuously reviewed to ensure effectiveness. Email any input you believe beneficial to Stephanie Robin at serobin@lpssonline.com.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974 is a Federal Law that states (A) that a written institutional policy must be established and (B) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. In accordance with the above act, the Lafayette Parish School System hereby notifies all students enrolled in Lafayette Parish schools of their rights of access to their official records, as described in this act. Any student 18 years of age or older or the parents of any student, desiring access to their child's records, shall make a request in writing to the custodian of the student's records. Anyone is permitted to access a student's education records with prior written consent from the student's parent or the student, if 18 years of age or older. A parent, or student 18 years of age or older, who believes that information contained in the educational records is inaccurate, misleading, or violates the privacy or other rights of the student, may request the amendment of the educational records to the appropriate office responsible for the records. If the records are not amended, a formal hearing may be requested. Under the provisions of the Family Education Rights and Privacy Act, certain information concerning students is designated as directory information and may be released by the school system, unless the parents, or student 18 years of age or older, informs the school system in writing that such information should not be released without prior consent. Directory information includes the student's name, address(es), telephone number(s), date and place of birth, 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 and most recent previous educational agency or institution attended by the student. Any parent or student 18 years of age or older, who wishes any or all of the listed information not released, must inform in writing the principal of the school attended within the first 10 days of each semester. The Lafayette Parish School System may release the personally identifiable information from the educational records of a student to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

SCHOOL AND STUDENT SAFETY (Policy File: EBBB)

The Lafayette Parish School Board is committed to providing a safe environment for the students, employees, and guests in its schools and at its activities. Toward that end, the School Board shall comply with the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409-17:409.5) and shall take immediate action to address potential threats of violence or terrorism to persons in its facilities.

The Superintendent shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year and shall be posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats.

DEFINITIONS

The term *school* is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

The term *threat of violence* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, employee, or guest on school property or at any school function.

The term *threat of terrorism* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, employee, or guest to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

MANDATORY REPORTING BY EMPLOYEES

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of potential violence or terrorism, whether through oral communication, written communication, or electronic communication, shall immediately report the threat to a local law enforcement agency and to school administrators.

No person shall have a cause of action against any school employee for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended by the school employee to cause harm to, harass, or intimidate the person(s) named in the report or to deceive law enforcement or school officials.

Reporting Procedures

In addition to the oral reports of threats of violence or terrorism referenced above, and as soon as reasonably possible, employees shall document in writing their reports using a standardized form developed by the Superintendent as part of his/her administrative procedures for reporting threats to school safety. The reporting procedures, at a minimum, shall include:

1. A standardized form (*Appendix A, page 65*) to be used by students and school personnel to report potential threats which requests, at a minimum, the following information:
 - A. Name of school, person, or group being threatened.
 - B. Name of student, individual, or group threatening violence.
 - C. Date and time the threat was made.
 - D. Method by which the threat was made, including the social media outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.

SCHOOL AND STUDENT SAFETY (Policy File: EBBB) *continued*

2. A process for allowing school personnel to assist students in completing the standardized form.
3. A process for allowing reporting by an automated voice system.
4. A process for allowing anonymous reporting and for safeguarding the identity of a person who reports a threat.
5. For every threat reported, a school administrator shall record, on the form provided, the action taken by the school.

If a potential threat to school safety is reported to a law enforcement agency, then the school shall present to that agency at the earliest possible opportunity, the completed form and evidence obtained. If the information suggests an immediate threat, school administrators shall follow procedures provided in the school's *Crisis Management and Response Plan*.

MANDATORY EVALUATION

If the person who is reported to a local law enforcement agency is a student, the student shall not be permitted to return to school until undergoing a formal mental health evaluation. The law enforcement agency shall file a petition with the appropriate judicial district court for such medical, psychological, and psychiatric evaluation. If the student refuses to be examined by the court-appointed medical or mental health professional, or, if the report of the treating medical or mental health professional concludes that the student is a danger to himself or others, that he is mentally ill or suffering from substance abuse and in need of immediate hospitalization, the student shall not be allowed to return to school and may be transferred by court order to a treatment facility. If the report of the treating medical or mental health professional concludes that the student is not a danger to himself or others and is not in need of immediate hospitalization, then the student may be returned to school but the court may require that the student continue outpatient mental health treatment for a finite time not to exceed 6 months.

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a health care professional not to be dangerous to himself/herself or others.

Ref: La. Rev. Stat. Ann. §§17:236, 17:409, 17:409.1, 17:409.2, 17:409.3, 17:409.4, 17:409.5; Board minutes 10-3-18.

STUDENT FEES, FINES AND CHARGES (Policy File: JS)

The Lafayette Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied access to any required instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

Administrative guidelines shall include the following information:

- Descriptions of categories of allowable student fees and dollar ranges within which the student fee amounts must fall.
- The process for collection of fees and the addressing of unpaid fees.
- The process whereby students and families may request a waiver or reduction of student fees as pursuant to LPSS Policy JS.

Such information shall be reviewed and updated by the Superintendent and staff annually prior to the start of the school year.

DAMAGE TO TEXTBOOKS/STUDENT ELECTRONIC DEVICES/INSTRUCTIONAL MATERIALS

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

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

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

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

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

Adopted prior to 1975
Revised: October 7, 2015
Revised: December 13, 2017

Ref: 20 USC 1232 (g-i) (Family Educational Rights and Privacy Act)
La. Rev. Stat. Ann. §§17:81, 17:112
Board minutes, 10-7-15, 12-13-17

Lafayette Parish School Board

HOMELESS CHILDREN & YOUTH EDUCATION PROGRAM

The Homeless Children & Youth Education Program of the Lafayette Parish School System carries out federally mandated policies to ensure that homeless children and youth have access to a free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless children.

The McKinney-Vento Homeless Assistance Act

(Title IX, Part A of Every Student Succeeds Act, [ESSA]) provides the educational rights of children and youth in the following homeless situations:

- Children living in shelters, including domestic violence shelters
- Children living in welfare hotels/motels or weekly-rate apartments
- Children living on the streets or in cars, abandoned buildings, campgrounds, etc.
- Children living in substandard conditions-not fit for human habitation
- Abandoned/runaway children and youth or
- Two or more families temporarily living together in crowded or undesirable living conditions due to loss of housing

The Rights of Homeless Students

(Federal Law: McKinney-Vento Homeless Assistance Act) (State Law: La. R.S. 17:238/Public Law 107-110)

The law gives children and youth in homeless situations the right to:

- Stay in school of origin (school at the time of homelessness)
- Have immediate access to school enrollment without guardianship, proof of residency, immunizations, school records or other enrollment documentation
- Get transportation to school
- Go to preschool programs
- Get all school services they need and
- Have enrollment disagreements with schools settled quickly and go to school while the disagreements are settled

Please contact our office at 521-7172 to schedule an appointment or for more information. You may find additional information about our services by visiting our website at lpssonline.com.

CHILDREN AND YOUTH IN FOSTER CARE EDUCATION PROGRAM

The Foster Care Education Program of the Lafayette Parish School System complies with the Federal Law as outlined in the Every Student Succeeds Act of 2015 (Title 1 section 1111(g)(1)(E)). The law mandates the implementation of provisions that provide educational stability for students in foster care. ESSA provides the educational rights to children and youth in 24-hour substitute care placed away from their parents or guardian for whom the child welfare agency has placement care responsibility. This includes children in:

- **Foster family homes**
- **Shelters**
- **Relative foster homes**
- **Group homes**
- **Residential facilities**

The Rights of Students in Foster Care include:

- Remain in the school of origin unless there is a determination that it is not in his or her best interest to attend the school of origin
- Transportation to the school of origin
- Enroll in school even if the child is unable to produce records normally required for enrollment
- Remain in his or her preschool of origin and
- A Free and Appropriate Education providing the student has a disability

STUDENT ATTENDANCE (refer to *POLICY FILES: JB, JBA, JBD*)

Compulsory Attendance

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.

Each LEA shall develop and implement a system whereby the principal of a school, or his designee, shall notify the parent or legal guardian in writing upon or before a student's third unexcused absence or unexcused occurrence 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.

Minimum Attendance Requirements

Elementary and secondary students shall be present a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year, as required by the Louisiana Board of Elementary and Secondary Education and enumerated in the *Louisiana Handbook for School Administrators, Bulletin 741*, to receive credit for courses taken. Additional requirements may also be found in the LPSS Pupil Progression Plan.

High School students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per hours per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for school not operating on a semester basis. These minimum attendance requirements are required to receive credit for courses taken.

Elementary and Middle School students may not miss more than ten (10) days per year in order to be eligible for promotion. High School students on a 7 period schedule may not be absent for more than ten (10) days in a year-long course or five (5) days in a semester course in order to be eligible to earn a Carnegie Unit. High School students on a block schedule may not be absent for more than five (5) days in a year-long course or two (2) days in a semester course in order to be eligible to earn a Carnegie Unit.

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. All absences of students in question will be reviewed by the school's School Building Level Committee (SBLC) and/or the Child Welfare and Attendance Hearing Officer for exception.

Excused Absences

Students have five (5) DAYS to submit an excuse for their absence. A student should not miss school unless they are able to provide one of the following types of documents to verify the reason for the absence. Unexcused absences will be reported to the Truancy Officer. Excessive unexcused absences may prevent the student from being promoted.

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. **Exempted and Excused:** The student is allowed to make up the missed work, tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
2. **Non-Exempted and Excused:** The student is allowed to make up the missed work, tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempted excused absences and unexcused absence a student is allowed is a combined total of ten (10) absences per school year.

STUDENT ATTENDANCE (refer to POLICY FILES: JB, JBA, JBD) *continued*

3. **Unexcused:** The student is allowed to make up the missed work, tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is counted against the attendance requirement. Unexcused absences are any absences not meeting the requirements set forth in the Exempted and Non-Exempted Excused Absences above or the Extenuating Circumstance below. The number of non-exempted excused absences and unexcused absences a student is allowed is a combined total of ten (10) absences per school year.
4. **Suspensions:** Refers to both in-school and out-of-school suspensions. The student is allowed to make up the missed work, tests, receive credit for work completed, and receive credit for a course and/or school year completed, provided it is completed satisfactorily and in a timely manner. Students absent from school as a result of any out-of-school suspension shall be marked absent, but the absence is not counted against the attendance requirement.

A student under out-of-school suspension or expulsion is not allowed on any school campus without permission of the principal nor can he/she attend or participate in any school sponsored activity/function, including graduation, or extracurricular activity on or off the school campus.

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.

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner.
- Extended hospital stay as verified by a physician or dentist.
- Chronic Medical Conditions: Require a letter from a licensed health care provider that states the condition and how it contributes to absences from school. This letter must be submitted to the school principal by the end of the first three (3) weeks of the session or immediately after the medical condition has been diagnosed. The student's medical situation should be discussed with the teacher and/or principal. Each time a student is absent due to the chronic condition, the parent must send a note that states that the absence was due to the diagnosed chronic medical condition.
- Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner.
- Extended contagious disease within a family as verified by a physician or dentist
- Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease as ordered by the state or local health officials.
- Observance of special and recognized holidays of the student's own faith
- 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 school days per school year.
- Death in the Family: Documentation regarding the death of a family member, i.e., death certificate, obituary (Maximum of five (5) days)
- Absences for Legal Commitments: Court ordered subpoenas or other legal business documentation are required.
- Catastrophic: Documentation regarding catastrophic personal-social occurrences, i.e., flood, fire, domestic violence, family illness in the student's home, etc.
- Head lice: Absences require appropriate documentation from school nurse or physician (maximum two (2) day absence per occurrence)
- Prior school system-approved travel for education (College Visitation, University Testing)
- Minors engaged in artistic or creative services

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. For example, a family educational trip would qualify. The parent may request and complete a *Formal Appeal for Absences Due to Extenuating Circumstances* and submit it to the Child Welfare and Attendance Office.

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

STUDENT ATTENDANCE (refer to POLICY FILES: JB, JBA, JBD) *continued*

Make-up Work

- After each absence from school, it is the responsibility of the student to make arrangements to make up work missed during the absence with his/her teacher, following his/her return. Assignments may be given prior to absences.
- A schedule for completing make-up work will be established within five (5) school days, not to exceed ten (10), beginning the day the student returns to school. Students and parents have the right to appeal the schedule in extreme circumstances, and those would be handled by School Building Level Committee (SBLC). (There may be exceptions for students with IAP's and IEP's.)
- Gifted students attending enrichment classes should not be marked absent, and their regular education teachers shall assist the students with make-up work as needed.
 - Gifted or talented students should in no way be penalized for incomplete assignments on the day following special education enrichment classes, unless the assignment was directly given to the student by the teacher. These students should be encouraged to participate in enrichment sessions as specified on their IEP. An extension of time to complete missed work may be warranted and is appropriate, if needed. Some or all of the makeup work can be excused if the student has apparently already mastered the skills addressed the day they attend their special education enrichment session.
 - In the event that circumstances prevent the above procedures from being implemented, the use of a student peer as a source of assignments is acceptable with the condition that the gifted student not be penalized for inaccuracies in the reporting of assignments by another student.
- For a student to make up a missed midterm or final exam, proper medical/dental documentation, etc., must be submitted by the parent/guardian that verifies and documents the necessity for the absence/s.
- Any work missed because of suspension or recommended expulsion can be made up for full credit. The student must make up all work within five (5) days of returning to school.
- A student attending school sponsored or endorsed activities including LPSS pullout programs, sporting events, field trips, and college or military visitation has the responsibility of obtaining all assignments and completing the work as scheduled for the classes missed. For extended absences, teachers may grant exceptions, prior to the absence, for work due in his/her class.

A student attending school-sponsored or endorsed activities, including LPSS pullout programs, sporting events, field trips and college or military visitation has the responsibility of obtaining all assignments and completing the work as scheduled for the classes missed. For extended absences, teachers may grant exceptions, prior to the absence, for work due in his/her class.

Appeal of Absences

When a student exceeds the maximum number of absences allowed, including excused and unexcused absences, 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 (Supervisor of Child Welfare and Attendance). 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.

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.

Withdrawal from School Prior to the Eighteenth (18th) Birthday

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 alternative education program or a vocational-technical education program.

STUDENT ATTENDANCE (refer to POLICY FILES: JB, JBA, JBD) *continued*

Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending a National Guard Youth Challenge Program in Louisiana.

The compulsory attendance law does not prohibit a student who is at least 16 years of age and who meets the criteria established by BESE from attending an adult education program approved by BESE. A parent, tutor, or other person responsible for the school attendance of a child who is at least 16 years of age but under age 18 and who is enrolled in and is fulfilling the attendance requirements of an adult education program that is approved by BESE shall be considered to be in compliance with the compulsory attendance law. Please see your school counselor for information regarding Adult Education and the process for withdrawing.

DRESS CODE GUIDELINES FOR STUDENTS

In accordance with **RS 17:416.7**, the Lafayette Parish School Board has adopted a standard code of dress as described below. The guidelines set forth are designed to:

- Promote school safety
- Minimize distractions and disruptions based on personal appearance, grooming, hygiene, and attire
- Prevent clothing, jewelry and general appearance that constitute a health or safety hazard
- Prevent clothing styles that are suggestive, indecent or inappropriately fitted
- Foster an attitude of respect for authority, improve morale and prepare students to enter a work force that often has rules regarding dress, conduct and appearance

When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. In addition, the student may also receive a disciplinary consequence for violating the school's dress code policy.

Verify Uniforms Through a School Official

Parents should not rely on stores for information regarding Lafayette Parish uniforms. Parents should call their school or the Lafayette Parish School System Central Office for information before buying uniforms.

GENERAL GUIDELINES

- A. **FIT:** A student's clothing should not be excessively tight or excessively large. Parents should buy clothing that fits appropriately and can be worn without exposing undergarments. Clothing should have no exaggerated fit which would promote sagging. Clothes so small that mid-drifts are exposed is not allowed. The Principal or designee's determination as to whether or not clothing is appropriate to the student's body size shall be determinative and final.
- B. **STYLE:** A student's clothing should be free from holes, frayed edges, or tears. They should not be see-through.
- C. **CONTENT:** No clothing should contain anything that would be offensive in nature to any population of students. Clothing may not promote anything prohibited by LPSS discipline policy (tobacco, alcohol, drugs, and violence).
- D. **SCHOOL SPIRIT:** All clothing worn must represent the school the student is enrolled in and attending. Students may not wear clothing from any other public, private or parochial school. University or professional sports teams may be worn.
- E. **RESPECT OF THE EDUCATIONAL ENVIRONMENT:** Although we recognize the inherent desire of young people to express themselves through clothing and grooming, we must insist that students respect the educational environment. Persistently distracting clothing or grooming will not be permitted regardless if it is specified precisely within the guides below. The final decision of all dress regulations resides with the building principal.
- F. Parents are encouraged to have at least one set of long uniform pants for students for inclement and cold weather.

DRESS CODE GUIDELINES FOR STUDENTS *continued*

CLOTHING

SHIRTS

A. COLOR

All Elementary and Middle Schools: Red, white or navy blue

High Schools:

- Acadiana High School: hunter green polo
- Carencro High School: navy polo
- David Thibodaux Career and Technical High School: royal blue polo
- Early College Academy: follows the dress code of South Louisiana Community College
- Edward J Sam Accelerated School: school specific t-shirts purchased at the school
- Lafayette High School: black polo
- Northside High School: red polo
- Alternative School: shirts purchased at the school
- Ovey Comeaux High School: navy polo
- Southside High School: gray polo.

B. OPTIONS

- Elementary: Polo-style or uniform-style dresses or jumpers.

C. STYLE

- Short or long sleeve colored polo style golf shirts in designated colors.
- Approved school t-shirts may be worn on any day of the week with school uniform bottoms
- Polo style shirts may not have large emblems, logos or decoration.

BOTTOMS

A. COLOR:

- All Elementary and Middle Schools: khaki or navy blue
- High Schools: khaki or navy blue

B. OPTIONS:

- BOYS: uniform style pants or shorts
- GIRLS: uniform style pants, shorts, capris, skirts, skorts, or jumpers

C. STYLE:

- No wind suits, gym shorts, leggings, jeans, jeggings, joggers, or sweat pants allowed
- No cargo pockets
- **Slacks and shorts must fit at the waist**
- Neither under garments nor any part of the midsection should be visible
- Pants cannot slip when walking. **Sagging is not allowed and is strictly enforced**
- Length for skirts, skorts, shorts, and jumpers must not be shorter than 4" above the knee

SOCKS/TIGHTS

Students are allowed to wear school appropriate socks and tights.

SHOES

STYLE:

- All: Closed toe and closed back shoes must be worn at all times. . Must be a matching pair of shoes. No sling backs, slides, slippers, crocs, or straps in the back due to safety concerns.
- Elementary school: In addition to above, no heeled shoes or boots due to safety concerns. Non-skid and/or tennis shoes preferable.

OUTER WEAR

A. FIT: All outerwear must be of reasonable fit.

B. STYLE: No hoodies or hoods on sweatshirts allowed. Jackets and coats can have hoods during cold or inclement weather, but the hood may only be worn OUTSIDE.

DRESS CODE GUIDELINES FOR STUDENTS *continued*

HEADWEAR

- A. Hats, caps, sweatbands, earmuffs and bandannas, bandanna wraps, or any bandanna prints are not allowed.
- B. Knit caps may be worn outside only in extremely cold weather.

GROOMING

HAIR & FACIAL HAIR

- A. COLOR: Elementary and Middle School: Unnaturally colored hair, highlights, braids, and/or extensions are not allowed. (Unnatural is defined as not naturally occurring on people)
- B. STYLE: All School Students: Extremes in hairstyles that are deemed distracting to the learning environment are not permitted.

JEWELRY

- A. STYLE:
 - Elementary Schools: Earrings must be studs only. No other visible piercings allowed.
 - Middle Schools: Earrings may be no larger than a quarter. No other visible piercings other than in the ears. No tongue piercings.
 - High School: No other visible piercings other than in the ears. No tongue piercings.

BODY DECORATIONS

- Elementary Schools: No artificial or acrylic nails, painted faces or other distracting makeup.
- Middle Schools: No artificial or acrylic nails, painted faces or other distracting makeup. Nails should be no longer than ¼ inch.
- All Levels: Tattoos that are offensive or vulgar in nature will have to be covered at all times

BOOK BAGS

- A. COLOR:
 - Elementary: no restriction
 - Middle and High: mesh or clear
- B. STYLE:
 - Schools may prohibit book sacks with wheels due to safety reasons.
 - Approved extracurricular bags must be stowed in assigned area as designated by each school.
 - **Students are allowed to carry and possess bullet-resistant metal or similar resistant material backpacks.**

IDENTIFICATION

School IDs must be displayed at all times while on campus. They must be worn on a lanyard around the neck or clipped to the shirt collar. IDs must have the national and local suicide hotline phone numbers printed on them.

EMBLEMS AND INSIGNIA

Any combination of clothing and jewelry that law enforcement agencies currently consider gang-related are not permitted. Discriminatory, obscene or drug/alcohol related emblems, insignia, jewelry, signs, speech or literature that is discriminatory, inflammatory or derogatory toward any sex, race, nationality, creed, political or philosophical group, is obscene or contains profanity, or makes reference to drugs, alcohol and/or tobacco are not permitted.

ENFORCEMENT AND EXCEPTIONS TO THE STUDENT DRESS CODE

Principal's Discretion to Make Uniform Exceptions

Principals may declare spirit days and allow students to wear school spirit shirts, or dress-up days (such as when school pictures are scheduled). Principals may determine guidelines for belts and the tucking of shirts. Principals may also allow students to wear other uniforms such as Boy Scouts, Girl Scouts, band, chorus, etc. Other questions about uniforms should be referred first to the school principal. Special dress days where fundraising monies are collected, must be approved by the superintendent.

DRESS CODE GUIDELINES FOR STUDENTS *continued*

Dress Code in Special Classes

Students must follow the rules of appropriate dress as dictated by the needs of special classes (i.e. physical education, industrial arts, consumer science, etc.)

Exceptions for Religious Reasons

Requests for religious exceptions to the dress code must be made to the Office of Child Welfare & Attendance, who will explore the basis for the exception and determine if the exception is warranted. An individual requesting an exception bears the burden of demonstrating the following:

- The individual has a legitimate religious belief that conflicts with the Lafayette Parish School System student dress code.
- The dress or grooming of the student is a documented expression of his or her religious belief.
- The dress or grooming beliefs are rooted in religion and required by his or her religious practice.
- The individual has a sincerely held belief that enforcement of the student dress code will have a coercive effect that will operate to prevent his or her exercise of those religious beliefs.

Any student requesting an exception from the student uniform dress code for religious reasons must produce to the Office of Child Welfare and Attendance documentation establishing the legitimate existence of the religion and evidence of the grooming or dress as rooted in religion and as necessary while in school. The Office of Child Welfare and Attendance may deny a request if, in his or her judgment, the requested exception poses a danger to the student requesting the exception or to any student attending school in the system. All requests for exceptions must be made prior to any actions that would otherwise be a violation of the student uniform dress code.

Final Judgment Resides with the Building Administrator

The principal will make the final decision if the clothing, hair, jewelry and general appearance of a student meet the Lafayette Parish School System's school uniform and appearance guidelines explained above.

Violation of Dress Code Policy:

Any student who violates the student dress code will be subject to school disciplinary action. Appeals and/or clarification regarding the discipline of a student for improper dress code should be directed to the school principal or designee.

STUDENT CODE OF CONDUCT AND DISCIPLINE GUIDELINES

The Lafayette Parish School Board recognizes the necessity for reasonable control and discipline over the conduct of pupils under its jurisdiction. Every teacher in the public school system shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school, in school sponsored activities, on the playgrounds of the school, on the street, while going to or returning from school and during intermission or recess. To assist the teacher, the Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. **Louisiana Revised Statute 17:416** provides the foundation for addressing the discipline of students within the school setting and at school sponsored events or activities.

BULLYING AND HAZING POLICY (Policy Files: JCDAF)

The Lafayette 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. Therefore, all statements or actions of bullying, cyber 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, cyber 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.

- Students are expected to immediately report incidents of bullying to the principal or designee. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.
- School staff and/or administrators will promptly investigate and document each complaint of bullying in a thorough and confidential manner.
- Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. Bullying resources can be found on the district's website.

A copy of the Lafayette Parish School System School-Based Stay Away Agreement can be found on page 67, Appendix B.

STUDENT SEXUAL HARASSMENT POLICY (Policy Files: JCEA)

The Lafayette Parish School Board disapproves of and does not tolerate sexual harassment by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere. Sexual harassment includes any type of sexually coercive or oppressive conduct, including, but not limited to, threats, comments, jokes or overtures of a sexual nature. Sexual harassment also includes *quid pro quo* claims which occur when an employee makes sexual advances toward a student which threaten or imply retaliation if the student resists, or rewards if the student acquiesces.

Coverage

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

STUDENT CODE OF CONDUCT AND DISCIPLINE GUIDELINES *continued*

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 Supervisor of Child Welfare or his/her designee. The complaint need not be in writing, but students are encouraged to do so. Such reports should include the nature of the complaint, recording the specific act or acts which constitute the harassment complained of, the person or persons who the complainant alleges committed the harassment, witnesses to the acts complained of, and the date and time of the alleged act or acts.

After notification of the complaint, an informal but thorough, confidential investigation shall immediately be initiated to gather all facts about the complaint. Generally, sexual harassment complaints submitted to the principal shall be investigated by the principal or his/her designee. However, the Superintendent shall have the authority to appoint another employee to conduct any such investigation when warranted. Should a more formal investigative process be advised, then the investigation may proceed in accordance with the procedures outlined in policy **JCDAF, Bullying and Hazing**.

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

If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Director of Child Welfare and Attendance. The request shall be made within ten (10) days following the receipt of a copy of the sexual harassment form.

Suspected Child Abuse

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 School 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 Board policy. Such reporting must be made in addition to any procedures for handling sexual harassment complaints.

Nonrelation

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 shall not be adversely affected, discriminated against or punished because of the complaint. **Policy JCEA.**

MULTI-TIERED SYSTEM OF SUPPORTS

In compliance with the **Juvenile Justice Education Partnership Act of 2003** and the Board of Elementary and Secondary Education's Model Master Plan for Discipline, all Lafayette Parish Schools shall establish a school-wide system of discipline which utilizes positive behavioral intervention supports. Schools shall establish, post, and provide direct instruction on school-wide behavioral expectations to each student at the beginning of each school year and reinforce expectations throughout the school year. School personnel shall provide yearly training to all school staff on multi-tiered system of supports and the school-wide discipline plan. Each school shall establish a school climate team (Multi-Tiered System of Support) which meets monthly to review behavioral and related data to guide the positive behavior process.

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 him/herself.

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 expectation and provide a system to 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 (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 uses abusive or foul language directed at a teacher or another pupil, who violates school rules or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the school's Minor Infraction Policy and in accordance with Board policy.

TEACHER/STAFF INTERVENTIONS

A. Each school is required to have a documented Minor Infraction Policy in accordance with their School Wide Multi-Tiered Systems of Support Implementation Plan.

B. The following classroom interventions may be utilized to correct student behavior.

1. Restating of desired behavior and verbal reminder
2. Re-teaching desired behavior; student-teacher conference
3. Verbal warning
4. Written warning, phone call/note home to parent
5. Behavioral Contract
6. Individual Behavior Management plan
7. Referral to School Building Level Committee or Multi-Tiered Systems of Support Committee
8. Denial of special privileges (computer time),
9. Limited access recess. *Parents must send a written letter to the school to opt out of detention.*
10. Assignment of special extra duties
11. Supervised isolation of the student within the classroom or other area approved by the administrator or designee (time-out)
12. Assignment of reasonable written or oral work
13. Referral for a counseling session
14. Peer mediation/conflict resolution
15. Parent conference
16. Detention-during school hours (i.e. not including recess detention)
17. PBISworld.org – Additional Resources

STUDENT REMOVAL FROM CLASSROOM

- A. A pupil may be immediately removed from a classroom by the teacher and placed in custody of the administrator or designee if the pupil's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher. If removed, the student shall receive credit for schoolwork missed when it is completed by the student based on its accuracy. Students who are not preventing instruction may be referred to the office but do not warrant immediate removal.
- B. If a pupil is preventing the delivery of instruction and is removed from class in kindergarten through grade 6, he/she shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A pupil removed from class for preventing instruction in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

RS 17:416. Discipline of pupils; suspension; expulsion

(A). (1) (c) (iii) A pupil in kindergarten through grade six removed from a class pursuant to this Subparagraph shall not be permitted to return to the class for at least thirty minutes unless agreed to by the teacher initiating the disciplinary action. A pupil in grades seven through twelve removed from a class pursuant to this Subparagraph shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action.

- C. Follow LPSS Consequences to Behavior Policy
- D. Upon the pupil being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his version of the facts. The principal shall conduct a counseling session with the pupil to discuss the particular misconduct and establish a course of action. If the principal determines that the removal of the student from class was warranted, the pupil shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:
 - 1. Detention
 - 2. In-school Suspension
 - 3. Out-of-School Suspension
 - 4. Initiation of expulsion hearings
 - 5. Requiring the completion of all assigned school and homework which would have been assigned and completed by the pupil during the period of suspension.
 - 6. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or School Building Level Committee (School-wide Discipline Plan).
- E. When a pupil has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the pupil to have a conference with the teacher in the presence of the principal or his or her designee before the pupil is readmitted. Upon the pupil's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral of the matter may be made to the School Building Level Committee. In addition, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor or legal guardian shall be required prior to the pupil being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting.
- F. Whenever a teacher is struck by a pupil, the pupil, in addition to any other discipline given, may be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the School Building Level Committee, finds the striking incident to be entirely inadvertent. The administration of school level discipline does not supersede the right of the employee to pursue civil or criminal charges. Any student found guilty by a court of competent jurisdiction or in a school system suspension hearing (with a District Hearing Officer) of battery on any school employee shall not be allowed to attend the school where the employee battered is assigned. The school system is not responsible for transportation of any reassigned pupils. *Please see glossary for definition of battery.*
- G. Students who are suspended and/or expelled from school may not be on **any** school campus, school bus, or school event during the term of the suspension and/or expulsion.
- H. Discipline assignments take precedence over all school activities (athletic events, band practice, field trips, etc.) Students suspended and/or expelled may not attend, participate or represent the school in any school activity during the terms of that exclusion or removal. Students returned to campus after a recommended expulsion may continue to be prohibited from extracurricular activities.
- I. When a student transfers from one school to another within the Lafayette Parish School System, the student's discipline/attendance records for that school year will also be transferred. The student will continue at the appropriate step in the discipline process at the new school. Additionally, if a student exits to another school or district or enters from another school or district discipline reports will be requested and reviewed.

ADMINISTRATIVE INTERVENTIONS AND DEFINITIONS

The following chart provides a written description of the disciplinary interventions (consequences) that may be assigned to a student that commits a behavior infraction.

| Disciplinary Intervention/Consequence | Brief Description |
|---|---|
| Before or After School Detention (formerly called Behavior Clinic) | Morning, afternoon, or Saturday detention is held at the school site. A certified teacher (<i>If paid through district funds</i>) or school staff monitors the Detention activities. The child does not miss class time. The parent must drop their child off for Morning or Saturday Detention and pick them up following After School or Saturday Detention. No transportation is provided to students assigned to detention. |
| Behavior Intervention Plan | A student specific plan that is aimed at improving problem behavior. Parents, students and school staff work together to develop and implement this plan. |
| Confiscation | For cell phones and electronics: (Refer to Board Policy JCDAE) 1st Violation: Before or After School Detention. Parent/Person on the contact list contacted to come to the school to retrieve the device. 2nd Violation: In school suspension. Parent/Person on the contact list contacted to come to the school to retrieve the device. 3rd Violation: Out of school suspension (1-10 days) Parent/Person on the contact list contacted to come to the school to retrieve the device When cell phones are confiscated, all of the working parts of the phone must be submitted (including the SIM-Subscriber Identity Module-card). Failure to comply with the confiscation results in a Recommendation for Expulsion. Student possession of cellphone is deemed ownership. For all other items (i.e. toys, games): at the principal's discretion |
| School Building Level Committee (SBLC) | A referral to this multidisciplinary (licensed social workers, school counselors, teachers, nurses and other essential members) team is suggested to initiate a problem solving process. The parent, and sometimes the student dependent upon age, will be invited to participate as the team assesses each individual situation to uncover the root of the problem behavior and provide appropriate interventions to prevent further problem behavior. |
| In-School Suspension (ISS) | The removal of a student from his regular instruction for a period, a half-day or whole day. The student will be with a paraprofessional who will present and coordinate meaningful activities which teach students appropriate replacement behaviors. Students who are assigned ISS will be marked present and are allowed to complete missed class work/tests for full credit. |
| Loss of Privileges | A student may be denied certain privileges such as attending games or school dances for misbehavior. |
| Out of School Suspension (Maximum of 10 days) | The student is suspended home for a period. This consequence is to be used only in the most extreme cases, such as threats, sexual acts, and terrorism. The student is marked absent. The student may complete assignments and shall receive either partial or full credit for such work if it is completed satisfactorily and timely. No student will be readmitted to school without a parent conference. Parent or legal guardian of child must physically return the child to school. Failure to comply with the conference results in the parent and child being referred to the Child Welfare and Attendance Office. |

ADMINISTRATIVE INTERVENTIONS AND DEFINITIONS continued

| Disciplinary Intervention/Consequence | Brief Description |
|--|--|
| Parent Contact/ Conference | Phone calls, notes home, letters, meetings with parents, automated calls, emails. Must occur each time a State Form is completed. |
| Recommended Removal to Alternative Site | Students may be recommended for removal to the alternative site on the 4 th offense that results in out-of-school suspension and must be recommended for removal prior to the 11 th day of out of school suspension and only after a School Building Level Committee (SBLC) meeting. This may be a result of habitual violations of school rules, or for other serious one-time infractions (drugs, weapons, and other serious offenses). A due process hearing will be conducted by a district employee from Child Welfare and Attendance, and if applicable personnel from the Special Education or Section 504 office, who reviews the students discipline record, allows testimony from the student and school staff and makes a determination if the student is removed from school or if other disciplinary action is taken. |
| Referral to School Counselor or School Social Workers | School based counseling or mental health services aimed at improving student behavior. Written parental consent is required for mental health services. |
| Restitution or Repair | Payment or repair for damages to personal or school property. |
| School Specific Interventions | Interventions that vary from school to school that are used for certain behavior infractions that may include things like cafeteria duty, community service or lunch detention. |
| Threat Assessment | A multidisciplinary assessment used to validate a verbal, nonverbal or written threat by a student. Student and parent interviews are conducted if necessary. |
| Cheating/Dishonesty | Students guilty of cheating will not receive a zero on the assignment or test. They will be re-assessed and/or complete a similar assignment to determine mastery of the content. The assignment or test may be a different version of the original. |

Seclusion and Restraint Guidelines and Procedures are available from the Lafayette Parish School System website www.lpsonline.com : click Parent Command Center then choose Student/Parent Handbook tab. Paper versions may be requested through your child's school.

DUE PROCESS IN THE DISCIPLINARY PROCESS

Every student must be afforded due process in the disciplinary process. Procedural due process is essentially based on the concept of "fundamental fairness". It includes an individual's right to be adequately notified of charges or proceedings, and the opportunity to be heard at these proceedings. When a student has been written up and the disciplinary process begins the following must occur:

1. The student must be told what he is accused of and by whom (faculty member).
2. The student must be given an opportunity to tell his version of the facts.
3. Student must be allowed to provide any witnesses to the event.
4. The student must be informed of the administrator's action on the infraction (consequence.)
5. Parents must be notified by personal phone call at the numbers provided if the disposition is one of the following: Before or After School Detention, In School Suspension, Out of School Suspension (a letter must be mailed to home address on file) and Recommended Expulsion (a letter must be sent to address on file).
6. Parents will not be present during the principal's investigation or interviewing of the student.

SUSPENSION APPEALS AND EXPULSION APPEALS

In-School Suspensions

In-school suspensions cannot be appealed.

Out-of-School Suspension Appeals

If a student is suspended out-of-school, the school principal or his/her designee shall contact the parent/guardian, tutor of the pupil by telephone or send a letter to the parent/guardian or tutor of the pupil in question. Any request to appeal an out-of-school suspension must be made in writing to the Office of Child Welfare and Attendance within **five** days of the receipt of the written notice of suspension as the disciplinary action for the offense. Upon appeal, the student remains in school until the appeal is heard, **unless** the student is a danger to himself or to others (as determined by the School Principal). If a student has already served the term of suspension prior to a parental request for appeal, then attendance credit and makeup work will be allowed if the suspension is not sustained by the Superintendent or his/her designee.

Expulsion Hearing Results Appeal

If a student is not readmitted at an expulsion hearing, an appeal may be made, but must be in writing and addressed to the Lafayette Parish School Board and submitted to the Superintendent's office within 5 school days after the decision is rendered. A hearing shall be held at a time set by the School Board where the board may affirm, modify or reverse the action previously taken. If the parent/guardian or tutor of the pupil is not in agreement with the decision of the Board, they may appeal within **10** days to the district court for the parish in which the student's school is located to reverse the ruling of the School Board, which upheld 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 Board was based on an absence of any relevant evidence in support thereof.

The following disciplinary charts (elementary, middle, high) provide behavior infractions, operational definitions of infractions, and the suggested interventions that will be applied at each behavior occurrence. Please note that each infraction will be investigated by a principal or his designee to validate that the behavior infraction was committed and determine the appropriate action. The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, and any other aggravating or mitigating circumstances will be considered in determining which actions should be taken. The process is intended to be instructional and corrective, not punitive.

Lafayette Parish School System **ELEMENTARY SCHOOL** Consequences of Behavior Policy

Role of Multi-Tiered System of Supports (MTSS) – 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 administration, faculty, and staff. Consequences for violations of the rules should be assigned to students quickly, fairly and consistently to have the greatest impact on changing the behavior of students. Positive reinforcement of correct behaviors exhibited by students also serves to impact the behaviors of all students.

Minor Infractions – Each school must identify a minor infraction process that includes definitions of minor infractions and consequences for minor infractions. Below is an example of a minor infraction process:

1st Infraction – Conference with student, documentation of infraction, and parental contact made by teacher

2nd Infraction – Conference with student, documentation of infraction, and parental contact made by teacher

3rd Infraction – Conference with student, documentation of infraction, school specific intervention(s) and parental contact made by teacher

4th Infraction – Teacher/Staff member completes major referral form for repeated rule violation

Distinguishing between Major and Minor Infractions – Often the degree of misbehavior determines whether an infraction should be considered Major or Minor, for example:

Classroom Disruption – Minor: behavior causes a temporary interruption in class or activity, and student responds to redirection after correction for out of seat behavior, off task conversation, eating or drinking, making noise with materials, etc.

Major: behavior that causes a sustained or repeated interruption in class or activity, and student does not respond to redirection for sustained or repeated loud talking, arguing, yelling, or repeated out of seat behavior, etc.

Bus Disruption – Minor: eating or drinking on the bus, littering the bus, inappropriate remarks (ex. Profanity) directed to inanimate object, loud talking while bus is not in motion, ID and dress code violations, etc.

Major: disrupting, distracting, or disobeying driver while the bus is in service; includes placing body parts outside of window, throwing items out of the bus, loud vocalizing across rows in the bus or outside of bus, etc.

Disrespect – Minor: rolling eyes or sucking teeth while complying with teacher's request

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 other rude message not intended to intimidate, such as swearing at inanimate object or in conversation with another student, etc.

Major: student delivers a message (spoken, written, or gesture) to another 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

Elementary students in grades prekindergarten through five may not be suspended or expelled from school or from riding on a school bus for dress code violations.

14:107.4 Unlawful posting of criminal activity for notoriety and publicity

A. It shall be unlawful for a person who is either a principal or accessory to a crime to obtain an image of the commission of the crime using any camera, videotape, photo-optical, photo-electric, or any other image recording device and to transfer that image obtained during the commission of the crime by the use of a computer online service, Internet service, or any other means of electronic communication, including but not limited to a local bulletin board service, Internet chat room, electronic mail, or online messaging service for the purpose of gaining notoriety, publicity, or the attention of the public.

See: <http://legis.la.gov/Legis/Law.aspx?d=508534>

Elementary School Infractions

| Code | Infraction | Level |
|------|--|-------|
| 01 | Willful disobedience | 2 |
| 02 | Treats authority with disrespect | 2 |
| 03 | Makes an unfounded charge against authority | 2 |
| 04 | Uses Profane or Obscene Language to another | 1 |
| 04 | Uses Profane or Obscene Language to an adult | 2 |
| 05 | Commits/Is guilty of immoral or vicious practices | 3 |
| 06 | Conduct or habits injurious to his associates (intent or no intent) | 2 |
| 07 | Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | 4 |
| 08 | Uses or possesses tobacco products, lighter, or matches **Note: Use and possession may result in a suspension for 1st occurrence | 4 |
| 09 | Uses or possesses alcoholic beverages | 4 |
| 10 | Habitually violates rules | 2 |
| 11 | Cuts, defaces, or injures any part of public school buildings/property - Vandalism under \$100 (Requires restitution) | 2 |
| 11 | Cuts, defaces, or injures any part of public school buildings/property - Vandalism over \$100 (Requires restitution) | 3 |
| 12 | Writes profane and/or obscene language or draws obscene pictures | 1 |
| 13 | Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code | 4 |
| 14 | Possesses Firearms (not prohibited by federal law), knives, or other implements which may be used as weapons, the careless use of which might to inflict harm or injury (Excludes pocket knives with a blade length < 2 ½" - refer to code 78 no intent or 110 with intent) | 4 |
| 15 | Throwing missiles liable to injure others | 2 |
| 17 | Violates traffic and safety regulations | 2 |
| 18 | Leaves classroom without permission | 2 |
| 19 | Is Habitually Tardy/and or absent (Within 15 minutes) after bell at beginning of day. Also reporting to class after tardy bell | 1 |
| 20 | Takes another's property or possession without permission. Is guilty of stealing valued at less than \$100 (Requires restitution) | 2 |
| 20 | Takes another's property or possession without permission. Is guilty of stealing over \$100 (Requires restitution) | 3 |
| 21 | Commits any other serious offense | 4 |
| 26 | Skipping Class or school (More than 15 minutes after bell or of class) | 2 |
| 28 | Gambling | 1 |
| 30 | Disturbs the class and/or school | 1 |
| 32 | Improper dress, Dress code violation, or ID violation | 1 |
| 33 | Failure to serve assigned consequence | 3 |
| 38 | Sexual harassment *(Complete Bullying Form) | 4 |

| Code | Infraction | Level |
|------|---|-------|
| 41 | Forgery | 2 |
| 45 | Bullying/Harassment *(Complete Bullying Form) | 3 |
| 51 | Unauthorized use of technology/electronic devices that are prohibited on campus | 1 |
| 56 | Crime of Violence - Rape/sexual assault/battery *Threat Assessment must be completed | 4 |
| 57 | Crime of Violence - Arson (starting a fire) | 4 |
| 59 | False alarm | 3 |
| 61 | Crime of Violence - Burglary | 4 |
| 66 | Use of OTC medication in a manner other than prescribed or authorized | 2 |
| 67 | Possession of Body Armor | 4 |
| 69 | Crime of Violence - Murder | 4 |
| 70 | Crime of Violence - Assault and Battery *Threat Assessment must be completed | 4 |
| 71 | Crime of Violence - Kidnapping | 4 |
| 72 | Crime of Violence - Criminal Damage to Property | 4 |
| 73 | Crime of Violence - Misappropriation with violence to the person | 4 |
| 74 | Discharge or use of weapon(s) prohibited by federal law | 4 |
| 75 | Crime of Violence - Serious Bodily Injury | 4 |
| 77 | Cyberbullying *(Complete Bullying Form) | 3 |
| 78 | Possesses pocket knife with a blade length of less than 2 1/2 inches (no intent) (With intent refer to code 110) | 2 |
| 79 | Public indecency | 2 |
| 80 | Obscene behavior or Possession of obscene/pornographic material | 4 |
| 81 | Trespassing Violation | 2 |
| 82 | Misusing the Internet or other forms of technology **Depending on intent or the effect, the administrator may suspend or recommend expulsion. | 2 |
| 90 | Instigates a fight | 2 |
| 91 | Participates in a fight while under school supervision | 3 |
| 100 | False Report | 2 |
| 104 | Academic Dishonesty* | 2 |
| 106 | Crime of Violence - Assault of LPSS Employee *Threat Assessment must be completed | 4 |
| 107 | Crime of Violence - Battery of LPSS Employee *Threat Assessment must be completed | 4 |
| 109 | Leaves school premises without permission | 3 |
| 110 | Possesses pocket knife with a blade length of less than 2 1/2 inches (with intent) **Student can be recommended for expulsion for 1st offense. (No intent refer to code 78) | 4 |
| 111 | Bomb Threat | 4 |
| 112 | Willful disobedience - Public display of affection | 2 |

| Level 1 Elementary Infractions - Offenses which are considered less serious or harmful to others | | | |
|---|---|--|--|
| Infraction | Definition of Infraction | Consequences | |
| 04 - Uses Profane or Obscene Language to Another | Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used towards another student. | <p>School Consequences:</p> <p>NOTE: Must follow MTSS or Leader In Me. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students.</p> <p>Assign consequences appropriate for the type and number of infractions that will include:</p> <ul style="list-style-type: none"> • Detention(s) – Multiples may be assigned <ul style="list-style-type: none"> ○ Administrative Conference with student ○ Parental contact • In school suspension(s) – Multiples may be assigned <ul style="list-style-type: none"> ○ Administrative Conference with student ○ Parental contact <p>NOTE: Repeated violations (3) of these infractions will be coded as Level 2 infraction – (#10 B) Repeated Rule Violation.</p> | <p>Bus Consequences:</p> <p>(Action by administrator and report to driver will occur within 48 hours of referral submission by driver)</p> <p>1st Step</p> <ul style="list-style-type: none"> • Verbal Student Warning • Parent Contact <p>2nd Step</p> <ul style="list-style-type: none"> • Assign detention before or after school <p>3rd Step</p> <ul style="list-style-type: none"> • Bus Suspension for 1-3 school days <p>4th Step</p> <ul style="list-style-type: none"> • Bus suspension 1-5 school days max <p>5th Step</p> <ul style="list-style-type: none"> • Code as Willful Disobedience, Level 2 Infraction |
| 12 - Writes profane and/or obscene language or draws obscene pictures | Writes or draws pictures, words or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, etc. | | |
| 19 - Is Habitually Tardy/and or absent (Within 15 minutes) after bell at beginning of day. Also reporting to class after tardy bell | Reporting late to class (within 15 minutes) after the bell when the day begins without permission from school staff. Also reporting to class after the tardy bell rings without permission from a school staff member. (Habitually means follow after school's minor infraction plan). | | |
| 28 - Gambling | Wagering money or property | | |
| 30 - Disturbs the class and/or school | 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. | | |
| 32 - Improper dress, Dress code violation, or ID violation | Improper and/or out-of-dress code or not visibly wearing a school ID *****Every effort should be made to return the student to the classroom to avoid missing instructional time. ***** | | |
| 51- Unauthorized use of technology/electronic devices that are prohibited on campus | Use of (as seen or heard by a school official) of any electronic device (texting, talking, recording, taking/looking at pictures, or used as a music device) prohibited by district policy, including cell phones, smart watches, MP3 players, iPods, headphones, cameras, tablets, laptops, or book readers, etc., in prohibited areas or times without explicit permission of a school official. Consequences: Same as the Cell Phone Consequences | | |

| Level 2 Elementary Infractions - Offenses which may seriously disrupt the learning environment | | |
|---|--|--|
| Infraction | Definition of Infraction | Consequences |
| | | Follow these steps for any combination of Level 2 infractions: |
| 01 - Willful disobedience | Deliberate choice to break a rule or disobey a directive given by a person in authority and/or violates Stay Away Agreement. | <p>School Consequences:</p> <p>NOTE: Must follow MTSS or Leader In Me. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students.</p> <p>1st Step*: (NOTE: Step 1 may be repeated)</p> <ul style="list-style-type: none"> Assign in-school suspension – 1 class period up to 1 day, maximum of 3 incidents Assign in-school suspension – 1 class period up to 1 day, maximum of 3 incidents Parent contact Refer to counselor Implement classroom management plan Assign Ripple Effects, if appropriate <p>2nd Step:</p> <ul style="list-style-type: none"> Assign out-of-school suspension for 1-3 days Parent contact Refer to Teacher/Staff Interventions found in the student handbook (Pg. 18) Refer to counselor Refer to School Building Level Committee if not previously referred (3-5 per SLBC handbook) RTI Interventions: check-in, check-out, Ripples, Check & Connect, Counseling Begin behavior plan on student (4 to 8 ODR's or 2 to 3 OSS's) Document in Review 360 Conduct parent conference on student's return from suspension. <p>3rd Step:</p> <ul style="list-style-type: none"> Assign out-of-school suspension for 1-3 days Parent contact Revisit behavior plan & make adjustments Conduct parent conference on student's return from suspension <p>4th Step:</p> <ul style="list-style-type: none"> Repeat Step 3 until student reaches 4th out-of-school suspension. On 4th out-of-school suspension – Recommended Expulsion or Change of Placement |
| 02 - Treats authority with disrespect | Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel. | |
| 03 - Makes an unfounded charge against authority | 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 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. | |
| 04 - Uses Profane or Obscene Language to an adult | Vulgar verbal messages, words or gestures that include swearing or name calling used towards an adult. | |
| 06 Conduct or habits injurious to his associates (intent or no intent) | Any intentional or unintentional but not malicious act, for example but not limited to play fighting, horseplay, pushing, shoving, slapping that causes injury, damage, or pain to another. | |
| 10 - Habitually violates rules | A student has had repeated (3 or more) infractions in another a category and continues to violate the same rule. | |
| 11 - Cuts, defaces, or injures any part of public school buildings/property - Vandalism under \$100 (Requires restitution) | Damage, destruction, or defacement of property belonging to the school or others valued at under \$100 (Requires restitution). | |
| 15 - 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 cause physical harm or precipitate a fight or campus disturbance. | |
| 17 - Violates traffic and safety regulations | To break any law that pertains to the obstruction and flow of traffic and/or safety regulations. | |
| 18 - Leaves classroom without permission | Exiting a classroom, or instructional area without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class. | |
| 20 - Takes another's property or possession without permission, is guilty of stealing valued at less than \$100 (Requires restitution) | Taking, obtaining, or gaining the property of another without permission or knowledge of the owner without violence valued at less than \$100 (Requires Restitution) | |
| 26 - Skipping class or school (More than 15 minutes after bell or of class) | Student fails to report to class or his/her assigned area more than 15 minutes after bell or stays out of class or his/her assigned area more than 15 minutes without permission from a school staff member. | |
| | | <p>Bus Consequences:</p> <p>(Action by administrator and report to driver will occur within 48 hours of referral submission by driver)</p> <p>1st Step:</p> <ul style="list-style-type: none"> Assign detention for 1-3 days Parent Contact <p>2nd Step:</p> <ul style="list-style-type: none"> Bus suspension for 1-3 school days of probation Parent contact <p>3rd Step:</p> <ul style="list-style-type: none"> Bus suspension for 5 school days Parent contact <p>4th Step:</p> <ul style="list-style-type: none"> Bus suspension for 30 school days Parent contact <p>5th Step:</p> <ul style="list-style-type: none"> Removal from bus for remainder of school year Parent contact |

| Level 2 Elementary Infractions - Offenses which may seriously disrupt the learning environment <i>continued</i> | | |
|--|---|---|
| Infraction | Definition of Infraction | Consequences |
| 41 - Forgery | To use, make, or reproduce another's signature. | <p>Follow these steps for any combination of Level 2 infractions:</p> <p>* When prescription medication is labeled by a pharmacy or physician as prescribed for the student who is in the possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, the administrator may take action but must hold a parent conference to discuss the violation. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose) a lesser penalty is suggested.</p> |
| 66 - Use of OTC medication in a manner other than prescribed or authorized | The possession and/or distribution of any over-the-counter medicine, whether prescribed or not, without permission from school officials. Refer to Medication Policy on page 58.* | |
| 78 - Possesses pocket knife with a blade length of less than 2 1/2 inches (no intent) (With intent refer to code 110) | Student is in possession of a pocket knife with a blade length of less than 2 1/2 inches on a school campus, bus, or school related event and does not use the knife in a threatening manner toward anyone or anything. | |
| 79 - Public indecency | Exposure of body parts such as genital/buttock areas or female breasts in view of public. | |
| 81 - Trespassing Violation | 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 of a student on school property and/or school-related events while on a restrictive access, suspension, or expulsion. | |
| 82 - Misusing the Internet or other forms of technology* | Violating the LPSS Internet Use Policy. *Depending on intent or the effect, the administrator may suspend or recommend expulsion. | |
| 90 - Instigates a fight | A hostile confrontation not resulting in physical contact or an attempt at physical contact involving two or more individuals. Also includes all spectator students who incite, instigate, or encourage fighting before, during, or after the incident. | |
| 100 - False Report | It is determined through investigation that a student provided a false report to school administrators during the course of an incident. | |
| 104 - Academic Dishonesty* | Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception. **Students guilty of cheating will not receive a zero on the assignment or test. They will be re-assessed and/or complete a similar assignment to determine mastery of the content. The assignment or test may be a different version of the original. | |
| 112 - Willful disobedience - Public display of affection | Participating in kissing, touching or other acts of inappropriate public affection. | |

| Level 3 Elementary Infractions - Serious offenses that compromise safety of the school community | | | |
|--|---|--|--|
| Infraction | Definition of Infraction | Consequences | |
| 05 - Commits/Is guilty of immoral or vicious practices | Isolated incident that is 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 | <p>School Consequences:</p> <p>NOTE: Infractions may result in an Out of School Suspension, Recommended Expulsion, or a Change of Placement.</p> <p>In the case of a Recommended Expulsion or Change of Placement, a hearing will be conducted at the student's school by an LPSS Hearing Officer and the school's principal or his/her designee. At the time of the hearing, the Hearing Officer and the principal will determine if the student is readmitted to his school or alternative placement.</p> <p>At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.</p> <p>1st Step*: (NOTE: Step 1 may be repeated)</p> <ul style="list-style-type: none"> • Assign in-school suspension for 1-3 days • Parent contact • Refer to counselor • Implement classroom management plan <p>Assign Ripple Effects, if appropriate Assign Ripple Effects, if appropriate</p> <p>2nd Step:</p> <ul style="list-style-type: none"> • Assign out-of-school suspension for 1-3 days • Parent contact • Refer to Teacher/Staff Interventions found in the student handbook (Pg. 18) • Refer to counselor • Refer to School Building Level Committee if not previously referred (3-5 per SLBC handbook) • RTI Interventions: check-in, check-out, Ripples, Check & Connect, Counseling • Begin behavior plan on student (4 to 8 ODR's or 2 to 3 OSS's) Document in Review 360 • Assign out-of-school suspension for 1-3 days (1-2 days) • Conduct parent conference on student's return from suspension | <p>Bus Consequences:</p> <p>(Action by administrator and report to driver will occur within 48 hours of referral submission by driver)</p> <p>1st Step:</p> <ul style="list-style-type: none"> • Bus suspension for 5 school days • Parent contact <p>2nd Step:</p> <ul style="list-style-type: none"> • Bus suspension for 30 school days • Parent contact <p>3rd Step:</p> <ul style="list-style-type: none"> • Removal from bus for remainder of school year • Parent contact |
| 11 - Cuts, defaces, or injures any part of public school buildings/property - Vandalism \$100 or more (Requires restitution) | Damage, destruction, or defacement of property belonging to the school or others valued at \$100 or more (Requires restitution). | | |
| 20 - Takes another's property or possession without permission, is guilty of stealing over \$100 (Requires restitution) | Taking, obtaining, or gaining the property of another without permission or knowledge of the owner valued at \$100 or more (Requires Restitution). | | |
| 33 - Failure to serve assigned consequence | Failure to serve Detention, In-School Suspension or other assigned consequences | | |
| 45 - Bullying/Harassment *(Complete Bullying Form) | Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines. | | |
| 59 - False alarm | Initiating a warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher. | | |
| 77 - Cyberbullying *(Complete Bullying Form) | Cyber bullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines. | | |

Level 3 Elementary Infractions - Serious offenses that compromise safety of the school community *continued*

| Infraction | Definition of Infraction | Consequences | |
|---|--|---|--|
| <p>91 - Participates in a fight while under school supervision</p> | <p>A hostile confrontation resulting in physical contact for example but not limited to blows with fists, shoving, slapping, kicking, biting, pulling hair, or an attempt at physical contact involving two or more individuals.</p> <p>*** For first offense altercations that do not result in significant injury may result in students being suspended out of school rather than an expulsion recommendation***</p> <p>A principal would automatically recommend the expulsion of a student for fighting when one or more of the following occur:</p> <ul style="list-style-type: none"> • A school employee is intentionally injured as a result of attempting to disengage two or more students from physical confrontation. • Any student involved in the fight requires medical attention. • The fight is determined to be pre-meditated and/or scheduled. • The fight is defined as a fight with three or more students engaged. • The fight is the student's second fight during an academic year. • Any instrument utilized as a weapon is used. <p>A principal would suspend for one to three (1 - 3) days all other physical confrontations that are determined through investigation to constitute a fight which does not meet the above exceptions.</p> | <p>3rd Step:</p> <ul style="list-style-type: none"> • Assign out of school suspension for 1- 3 days • Parent contact • Revisit behavior plan & make adjustments • Conduct parent conference on student's return from suspension <p>4th Step:</p> <ul style="list-style-type: none"> • Repeat Step 3 until student reaches 4th out-of-school suspension. • On 4th out-of-school suspension – Recommended Expulsion or Change of Placement. | |
| <p>109 - Leaves school premises without permission</p> | <p>Exiting a school campus without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class.</p> | | |

| Level 4 Elementary Infractions - Serious offenses which involve law enforcement intervention (does not require arrest of student) | | |
|---|--|--|
| Infraction | Definition of Infraction | Consequences |
| 07 - Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | The possession, use, cultivation, manufacturing, marketing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled and/or dangerous substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles. | <p>School Consequences:</p> <p>NOTE: Infractions may result in a Recommended Expulsion or Change of Placement.</p> <p>In the case of a Recommended Expulsion or Change of Placement, a hearing will be conducted at the student's school by an LPSS Hearing Officer and the school's principal or his/her designee. At the time of the hearing, the Hearing Officer will determine, according to LPSS policy, if the student is readmitted to his school or will be transferred to the Alternative School until the student has successfully completed their intervention plan.</p> <p>At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.</p> |
| 08 - Uses or possesses tobacco products, lighter, or matches* | The possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products, lighters, matches, any electronic smoking device, electronic cigarettes, and ALL nicotine delivery systems including Vaping and herbal delivery systems, or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles **Note: Use and possession may result in a suspension for 1st occurrence.. | |
| 09 - 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. | |
| 13 - Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code | Possessing weapon(s) designed to expel a projectile by action of an explosive, for example but not limited to firearms-loaded or unloaded, parts of a firearm, bullets, explosives. | |
| 14 - Possesses Firearms (not prohibited by federal law), knives, or other implements which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 ½ "- refer to code 78 no intent or 110 with intent) | Possesses firearms, knives or blades (2.5 inches or greater in length), which may or may not 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. This includes ANY item that could be deemed dangerous and does not belong at school, for example but not limited to mace, pepper spray, BB guns, pellet guns, airsoft guns, tasers, look-alike weapons, sharp objects. | |
| 21 - Commits any other serious offense | Any other serious offense not covered by any other of these codes resulting in or not resulting in the need for law enforcement intervention. | |
| 38 - Sexual harassment *(Complete Bullying Form) | Intimidation, bullying, or coercion of a sexual nature. | |
| 56 - Crime of Violence - Rape/sexual assault/battery *Threat Assessment must be completed | Forced attempt or actual anal, oral, or vaginal penetration by using sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object. | |
| 57 - Crime of Violence - Arson (starting a fire) | Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner. | |

| Level 4 Elementary Infractions - Serious offenses which involve law enforcement intervention (does not require arrest of student) <i>continued</i> | | |
|--|---|--------------|
| Infraction | Definition of Infraction | Consequences |
| 61 - Crime of Violence - Burglary | The unauthorized entering of a school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein. | |
| 67 - Possession of Body Armor | Possession, including the wearing of any type of gear that protects the person from attack by another. | |
| 69 - Crime of Violence - Murder | Unlawful killing of another human being. | |
| 70 - Crime of Violence - Assault and Battery *Threat Assessment must be completed | Aggressive action directed at students, which may involve unwanted physical contact while on school grounds or at a school related activity, and/or a written or verbal threat to cause physical harm to a student with or without the use of a weapon. *Must conduct a threat assessment and hold a conference with the parent. | |
| 71 - Crime of Violence - Kidnapping | Intentional, forcible seizing and carrying of any person from one place to another without his consent. | |
| 72 - Crime of Violence - Criminal Damage to Property | Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations). | |
| 73 - Crime of Violence - Misappropriation with violence to the person | Taking something of value using force, intimidation or weapons. | |
| 74 - Discharge or use of weapon(s) prohibited by federal law | Discharge or use of weapon as described under "Weapon Type Code" in SIS user guide. | |
| 75 - Crime of Violence - Serious Bodily Injury | An injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of bodily member, organ or faculty. | |
| 80 - Obscene behavior or Possession of obscene/ pornographic material | Engaging in behavior of a sexual nature including consensual sexual activity. Possession of sexual images in any form, for example but not limited to electronic/tablet/computer/flash drive/phone, video, book, magazine, photo, drawing. | |
| 106 - Crime of Violence - Assault of LPSS Employee *Threat Assessment must be completed | Intentionally engaging in conduct (without physical contact) that places an LPSS Employee in reasonable apprehension of bodily harm; includes assault and/ or written or verbal threat to cause physical harm to a staff member with or without the use of a weapon that includes all of the following elements: INTENT - an intention that the threat is written, posted, heard, or seen by anyone. FEAR – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out. CAPABILITY – The ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained. *Must conduct a threat assessment | |

Level 4 Elementary Infractions - Serious offenses which involve law enforcement intervention (does not require arrest of student) *continued*

| Infraction | Definition of Infraction | Consequences | |
|---|--|--------------|--|
| 107 - Crime of Violence - Battery of LPSS Employee *Threat Assessment must be completed | The unlawful use of any physical force on an LPSS Employee including hitting, beating, or offensive touching without the Employee's consent where police charges may or may not be filed and could result in serious harm or bodily injury results, including a situation where a staff member is intervening in a fight or other disruptive activity. | | |
| 110 - Possesses pocket knife with a blade length of less than 2 1/2 inches (with intent)* <i>(No intent refer to code 78)</i> | Student is in possession of a pocket knife with a blade length less than 2 1/2 inches on a school campus, bus, or at a school related event with the intent to use the knife in a threatening manner, to inflict bodily injury, or to damage property. | | |
| 111 - Bomb threat | Initiating or making a bomb threat or communicating false threats to a school via any means, for example but not limited to written, verbal, electronic, phone, social media, texts, chat groups, etc. | | |

Lafayette Parish School System MIDDLE SCHOOL Consequences of Behavior Policy

Role of Multi-Tiered System of Supports MTSS) – 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 administration, faculty, and staff. Consequences for violations of the rules should be assigned to students quickly, fairly and consistently to have the greatest impact on changing the behavior of students. Positive reinforcement of correct behaviors exhibited by students also serves to impact the behaviors of all students.

Minor Infractions – – Each school must identify a minor infraction process that includes definitions of minor infractions and consequences for minor infractions. Below is an example of a minor infraction process:

1st Infraction – Conference with student, documentation of infraction, and parental contact made by teacher

2nd Infraction – Conference with student, documentation of infraction, and parental contact made by teacher

3rd Infraction - Conference with student, documentation of infraction, school specific intervention(s) and parental contact made by teacher

4th Infraction – Teacher/Staff member completes major referral form for repeated rule violation

Distinguishing between Major and Minor Infractions – Often the degree of misbehavior determines whether an infraction should be considered Major or Minor, for example:

Classroom Disruption – Minor: behavior causes a temporary interruption in class or activity, and student responds to redirection after correction for out of seat behavior, off task conversation, eating or drinking, making noise with materials, etc.

Major: behavior that causes a sustained or repeated interruption in class or activity, and student does not respond to redirection for sustained or repeated loud talking, arguing, yelling, or repeated out of seat behavior, etc.

Bus Disruption – Minor: eating or drinking on the bus, littering the bus, inappropriate remarks (ex. Profanity) directed to inanimate object, loud talking while bus is not in motion, ID and dress code violations, etc.

Major: disrupting, distracting, or disobeying driver while the bus is in service; includes placing body parts outside of window, throwing items out of the bus, loud vocalizing across rows in the bus or outside of bus, etc.

Disrespect – Minor: rolling eyes or sucking teeth while complying with teacher's request

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 other rude message not intended to intimidate, such as swearing at inanimate object or in conversation with another student, etc.

Major: student delivers a message (spoken, written, or gesture) to another 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

14:107.4 Unlawful posting of criminal activity for notoriety and publicity

A. It shall be unlawful for a person who is either a principal or accessory to a crime to obtain an image of the commission of the crime using any camera, videotape, photo-optical, photo-electric, or any other image recording device and to transfer that image obtained during the commission of the crime by the use of a computer online service, Internet service, or any other means of electronic communication, including but not limited to a local bulletin board service, Internet chat room, electronic mail, or online messaging service for the purpose of gaining notoriety, publicity, or the attention of the public.

See: <http://legis.la.gov/Legis/Law.aspx?d=508534>

Middle School Infractions

| Code | Infraction | Level |
|------|--|-------|
| 01 | Willful disobedience | 2 |
| 02 | Treats authority with disrespect | 2 |
| 03 | Makes an unfounded charge against authority | 2 |
| 04 | Uses Profane or Obscene Language towards to another | 2 |
| 05 | Commits/Is guilty of immoral or vicious practices | 2 |
| 06 | Conduct or habits injurious to his associates (intent or no intent) | 2 |
| 07 | Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | 3 |
| 08 | Uses or possesses tobacco products, lighter, or matches **Note: Use and possession may result in a suspension for 1st occurrence | 3 |
| 09 | Uses or possesses alcoholic beverages | 3 |
| 10 | Habitually violates rules | 2 |
| 11 | Cuts, defaces, or injures any part of public school buildings/property - Vandalism (Requires restitution) | 2 |
| 12 | Writes profane and/or obscene language or draws obscene pictures | 2 |
| 13 | Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code | 3 |
| 14 | Possesses Firearms, knives, or other implements which may be used as weapons, the careless use of which might inflict harm or injury. (Excludes pocket knives with a blade length < 2 ½" - refer to code 78 no intent or 110 with intent) | 3 |
| 15 | Throwing missiles liable to injure others | 2 |
| 17 | Violates traffic and safety regulations | 2 |
| 18 | Leaves classroom without permission | 2 |
| 19 | Is Habitually Tardy/and or absent (Within 15 minutes) after bell at beginning of day. Also reporting to class after tardy bell | 1 |
| 20 | Takes another's property or possession without permission, is guilty of stealing (Requires restitution) | 2 |
| 21 | Commits any other serious offense | 3 |
| 26 | Skipping class or school (More than 15 minutes after bell or of class) | 2 |
| 28 | Gambling | 2 |
| 30 | Disturbs the class and/or school | 1 |
| 32 | Improper dress, Dress code violation, or ID violation | 1 |
| 33 | Failure to serve assigned consequence | 2 |
| 38 | Sexual harassment *(Complete Bullying Form) | 3 |
| 41 | Forgery | 2 |
| 45 | Bullying/Harassment *(Complete Bullying Form) | 3 |

| Code | Infraction | Level |
|------|---|-------|
| 51 | Unauthorized use of technology/electronic devices that are prohibited on campus | 1 |
| 56 | Crime of Violence - Rape/sexual assault/battery *Threat Assessment must be completed | 3 |
| 57 | Crime of Violence - Arson (starting a fire) | 3 |
| 59 | False alarm | 3 |
| 61 | Crime of Violence - Burglary | 3 |
| 66 | Use of OTC medication in a manner other than prescribed or authorized | 2 |
| 67 | Possession of Body Armor | 3 |
| 69 | Crime of Violence - Murder | 3 |
| 70 | Crime of Violence - Assault and Battery *Threat Assessment must be completed | 3 |
| 71 | Crime of Violence - Kidnapping | 3 |
| 72 | Crime of Violence - Criminal Damage to Property | 3 |
| 73 | Crime of Violence - Misappropriation with violence to the person | 3 |
| 74 | Discharge or use of weapon(s) prohibited by federal law | 3 |
| 75 | Crime of Violence - Serious Bodily Injury | 3 |
| 77 | Cyberbullying *(Complete Bullying Form) | 3 |
| 78 | Possesses pocket knife with a blade length of less than 2 1/2 inches (no intent) (With intent refer to code 110) | 2 |
| 79 | Public indecency | 3 |
| 80 | Obscene behavior or Possession of obscene/pornographic material | 3 |
| 81 | Trespassing Violation | 3 |
| 82 | Misusing the Internet or other forms of technology **Depending on intent or the effect, the administrator may suspend or recommend expulsion. | 2 |
| 90 | Instigates a fight while | 2 |
| 91 | Participates in a fight while under school supervision | 3 |
| 100 | False Report | 2 |
| 104 | Academic Dishonesty* | 2 |
| 106 | Crime of Violence - Assault of LPSS Employee *Threat Assessment must be completed | 3 |
| 107 | Crime of Violence - Battery of LPSS Employee *Threat Assessment must be completed | 3 |
| 109 | Leaves school premises without permission | 2 |
| 110 | Possesses pocket knife with a blade length of less than 2 1/2 inches (with intent) **Student can be recommended for expulsion for 1st offense. (No intent refer to code 78) | 3 |
| 111 | Bomb Threat | 3 |
| 112 | Willful disobedience - Public display of affection | 2 |

| Level 1 Middle School Infractions - Offenses which are considered less serious or harmful to others | | |
|--|--|--|
| Infraction | Definition of Infraction | Consequences |
| 19 - Is Habitually Tardy/and or absent (Within 15 minutes) after bell at beginning of day. Also reporting to class after tardy bell | Reporting late to class (within 15 minutes) after the bell when the day begins without permission from school staff. Also reporting to class after the tardy bell rings without permission from a school staff member. (Habitually means follow after school's minor infraction plan) | <p>School Consequences:</p> <p>NOTE: Must follow MTSS or Leader In Me. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students.</p> <p>Assign consequences appropriate for the type and number of infractions that will include:</p> <ul style="list-style-type: none"> • Detention(s) – Multiples may be assigned <ul style="list-style-type: none"> ○ Administrative Conference with student ○ Parental contact • In school suspension(s) – Multiples may be assigned <ul style="list-style-type: none"> ○ Administrative Conference with student ○ Parental contact <p>NOTE: Repeated violations (3) of these infractions will be coded as Level 2 infraction – (#10 B) Repeated Rule Violation.</p> <p>*Refer to school counselor/ School Building Level Committee as deemed appropriate.</p> |
| 30 - Disturbs the class and/or school | 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. | <p>Bus Consequences:</p> <p>(Action by administrator and report to driver will occur within 48 hours of referral submission by driver)</p> <p>1st Step</p> <ul style="list-style-type: none"> • Verbal Student Warning • Parent Contact <p>2nd Step</p> <ul style="list-style-type: none"> • Assign detention before, during, or after school <p>3rd Step</p> <ul style="list-style-type: none"> • Bus Suspension for 1-3 school days <p>4th Step</p> <ul style="list-style-type: none"> • Bus suspension 1-5 school days max <p>5th Step</p> <ul style="list-style-type: none"> • Code as Willful Disobedience, Level 2 Infraction |
| 32 - Improper dress, Dress code violation, or ID violation | Improper and/or out-of-dress code or not visibly wearing a school ID *****Every effort should be made to return the student to the classroom to avoid missing instructional time. ***** | <p>See LPSS Policy JCDAE</p> <p>Cell Phone Consequences:</p> <p>1st offense, Before or After School Detention. Parent/Person on the contact list contacted to come to the school to retrieve the device.</p> <p>2nd offense, In school suspension. Parent/Person on the contact list contacted to come to the school to retrieve the device.</p> <p>3rd offense, Out of school suspension (1-10 days). Parent/Person on the contact list contacted to come to the school to retrieve the device.</p> <p>*****When cell phones are confiscated all of the working parts of the phone must be submitted (including the SIM card.) Failure to comply with confiscation results in a recommendation for expulsion. Student possession of a cell phone is deemed as ownership. *****</p> |
| 51 - Unauthorized use of technology/electronic devices that are prohibited on campus | Use of (as seen or heard by a school official) of any electronic device (texting, talking, accessing internet, recording, taking/looking at pictures, or used as a music device) prohibited by district policy, including cell phones, smart watches, MP3 players, iPods, any sort of listening devices (headphones/earbuds/Bluetooth devices), cameras, video devices, tablets, laptops, or book readers, etc., in prohibited areas or times without explicit permission of a school official. Consequences: Same as the Cell Phone Consequences | |

| Level 2 Middle School Infractions - Offenses which may seriously disrupt the learning environment | | |
|---|--|--|
| Infraction | Definition of Infraction | Consequences |
| | | Follow these steps for any combination of Level 2 infractions: |
| 01 - Willful disobedience | Deliberate choice to break a rule or disobey a directive given by a person in authority and/or violates Stay Away Agreement. | <p>School Consequences:</p> <p>NOTE: Must follow MTSS or Leader In Me. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students.</p> <p>1st Step*: (NOTE: Step 1 may be repeated)</p> <ul style="list-style-type: none"> Assign in-school suspension for – 1 class period up to 1 day, maximum of 3 incidents Parent contact Refer to counselor Implement classroom management plan Assign Ripple Effects, if appropriate <p>2nd Step:</p> <ul style="list-style-type: none"> Assign out of suspension for 1-3 days Parent contact Refer to Teacher/Staff Interventions found in the student handbook (<i>Pg. 18</i>) Refer to counselor Refer to School Building Level Committee if not previously referred (3-5 per SLBC handbook) RTI Interventions: check-in, check-out, Ripples, Check & Connect, Counseling Begin behavior plan on student (4 to 8 ODR's or 2 to 3 OSS's) Document in Review 360 Conduct parent conference on student's return from suspension <p>3rd Step:</p> <ul style="list-style-type: none"> Assign out of school suspension for 1-3 days Parent contact Revisit behavior plan & make adjustments Conduct parent conference on student's return from suspension <p>4th Step:</p> <ul style="list-style-type: none"> Repeat Step 3 until student reaches 4th out-of-school suspension. On 4th out-of-suspension – Recommended Expulsion or Change of Placement |
| 02 - Treats an authority with disrespect | Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel. | |
| 03 - Makes an unfounded charge against authority | 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 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. | |
| 04 - Uses profane or obscene language to another | Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used towards an adult or another student. | |
| 05 - Commits/Is guilty of immoral or vicious practices | Isolated incident that is 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 and/or local community norms. | |
| 06 - Conduct or habits injurious to his associates (intent or no intent) | Any intentional or unintentional but not malicious act, for example but not limited to play fighting, horseplay, pushing, shoving, slapping that causes injury, damage, or pain to another. | |
| 10 - Habitually violates rules | A student has had repeated (3 or more) infractions in another category and continues to violate the same rule. | |
| 11 - Cuts, defaces, or injures any part of public school buildings/ property - | Damage, destruction or defacement of property belonging to the school or others. (Requires restitution) | |
| 12 - Writes profane and/or obscene language or draws obscene pictures | Writes or draws pictures, words or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, etc. | |
| 15 - 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 cause physical harm or precipitate a fight or campus disturbance. | |
| 17 - Violates traffic and safety regulations | To break any law that pertains to the obstruction and flow of traffic and/or safety regulations. | |
| 18 - Leaves classroom without permission | Exiting a classroom or instructional area, without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class. | |
| | | <p>Bus Consequences:</p> <p>(Action by administrator and report to driver will occur within 48 hours of referral submission by driver)</p> <p>1st Step:</p> <ul style="list-style-type: none"> Assign detention for 1-3 days Parent Contact <p>2nd Step:</p> <ul style="list-style-type: none"> Bus suspension for 1-3 school days of probation Parent contact <p>3rd Step:</p> <ul style="list-style-type: none"> Bus suspension for 5 school days Parent contact <p>4th Step:</p> <ul style="list-style-type: none"> Bus suspension for 30 school days Parent contact <p>5th Step:</p> <ul style="list-style-type: none"> Removal from bus for remainder of school year Parent contact |

| Level 2 Middle School Infractions - Offenses which may seriously disrupt the learning environment <i>continued</i> | | |
|--|---|---|
| Infraction | Definition of Infraction | Consequences |
| | | Follow these steps for any combination of Level 2 infractions: |
| 20 - Takes another's property or possession without permission, is guilty of stealing (Requires restitution) | Taking, obtaining, or gaining the property of another without permission or knowledge of the owner (Requires restitution). | |
| 26 - Skipping class or school (More than 15 minutes after bell or of class) | Student fails to report to class or his/her assigned area more than 15 minutes after bell or stays out of class or his/her assigned area more than 15 minutes without permission of a school staff member. | |
| 28 - Gambling | Wagering money or property. | |
| 33 - Failure to serve assigned consequence | Failure to serve detention, in school suspension or other assigned consequences. | |
| 41 - Forgery | To use, make, or reproduce another's signature. | |
| 66 - Use of OTC medication in a manner other than prescribed or authorized | The possession and/or distribution of any over-the-counter medicine, whether prescribed or not, without permission from school officials. Refer to Medication Policy on page 58. | |
| 78 - Possesses pocket knife with a blade length of less than 2 1/2 inches (no intent) (With intent refer to code 110) | Student is in possession of a pocket knife with a blade length of less than 2 1/2 inches on a school campus, bus, or school related event and does not use the knife in a threatening manner toward anyone or anything. | |
| 82 - Misusing the Internet or other forms of technology* | Violating the LPSS Internet Use Policy. *Depending on intent or the effect, the administrator may suspend or recommend expulsion. | |
| 90 - Instigates a Fight | A hostile confrontation not resulting in physical contact or an attempt at physical contact involving two or more individuals. Also includes all spectator students who incite, instigate, or encourage fighting before, during, or after the incident. | |
| 100 - False Report | It is determined through investigation that a student provided a false report to school administrators during the course of an incident. | |
| 104 - Academic Dishonesty* | Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception. **Students guilty of cheating will not receive a zero on the assignment or test. They will be re-assessed and/or complete a similar assignment to determine mastery of the content. The assignment or test may be a different version of the original. | |
| 109 - Leaves school premises without permission | Exiting a school campus without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class. | |
| 112 - Willful disobedience - Public display of affection | Participating in kissing, touching or other acts of inappropriate public affection. | |

| Level 3 Middle School Infractions - Serious offenses which compromise safety of the school community or involve law enforcement intervention | | |
|---|--|---|
| Infraction | Definition of Infraction | Consequences |
| 07 - Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | The possession, use, cultivation, manufacturing, marketing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled and/or dangerous substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles. | <p>School Consequences:</p> <p>NOTE: Infractions will result in a Recommended Expulsion or Change of Placement.</p> <p>In the case of a Recommended Expulsion or Change of Placement, a hearing will be conducted at the student's school by an LPSS Hearing Officer and the school's principal or his/her designee. At the time of the hearing, the Hearing Officer will determine, according to LPSS policy, if the student is readmitted to his school or will be transferred to the Alternative School until the student has successfully completed their intervention plan.</p> <p>*When prescription medication is labeled by a pharmacy or physician as prescribed for the student who is in the possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, the administrator may take action but must hold a parent conference to discuss the violation. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose) a lesser penalty is suggested.</p> <p>At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.</p> |
| 08 - Uses or possesses tobacco products, lighter, or matches* | The possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products, lighters, matches, any electronic smoking device, electronic cigarettes, and ALL nicotine delivery systems including Vaping and herbal delivery systems, or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles **Note: Use and possession may result in a suspension for 1st occurrence. | |
| 09 - 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. | |
| 13 - Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code | Possessing weapon(s) designed to expel a projectile by action of an explosive, for example but not limited to firearms-loaded or unloaded, parts of a firearm, bullets, explosives. | |
| 14 - Possesses Firearms knives, or other implements which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 ½ "- refer to code 78 no intent or code 110 with intent) | Possesses firearms, knives or blades (2.5 inches or greater in length), which may or may not 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. This includes ANY item that could be deemed dangerous and does not belong at school, for example but not limited to mace, pepper spray, BB guns, pellet guns, airsoft guns, tasers, look-alike weapons, sharp objects. | |
| 21 - Commits any other serious offense | Any other serious offense not covered by any other of these codes resulting in or not resulting in the need for law enforcement intervention. | |
| 38 - Sexual harassment *(Complete Bullying Form) | Intimidation, bullying, or coercion of a sexual nature. | |
| *45 - Bullying/Harassment *(Complete Bullying Form) | Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines. | |
| 56 - Crime of Violence - Rape/sexual assault/battery *Threat Assessment must be completed | Forced attempt or actual anal, oral, or vaginal penetration by using sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object. | |
| 57 - Crime of Violence - Arson (starting a fire) | Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner. | |

Level 3 Middle School Infractions - Serious offenses which compromise safety of the school community or involve law enforcement intervention *continued*

| Infraction | Definition of Infraction | Consequences |
|--|---|--------------|
| 59 - False alarm | Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher. | |
| 61 - Crime of Violence - Burglary | The unauthorized entering of a school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein. | |
| 67 - Possession of Body Armor | Possession, including the wearing of any type of gear that protects the person from attack by another. | |
| 69 - Crime of Violence - Murder | Unlawful killing of another human being. | |
| 70 - Crime of Violence - Assault and Battery *Threat Assessment must be completed | Aggressive action directed at students, which may involve threats and/or unwanted physical contact while on school grounds or at a school related activity, and/or a written or verbal threat to cause physical harm to a student with or without the use of a weapon. *Must conduct a threat assessment and hold a conference with the parent. | |
| 71 – Crime of Violence - Kidnapping | Intentional, forcible seizing and carrying of any person from one place to another without his consent. | |
| 72 - Crime of Violence - Criminal Damage to Property | Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations). | |
| 73 - Crime of Violence - Misappropriation with violence to the person | Taking something of value using force, intimidation or weapons. | |
| 74 - Discharge or use of weapon(s) prohibited by federal law | Discharge or use of weapon as described under “Weapon Type Code” in SIS user guide. | |
| 75 - Crime of Violence - Serious Bodily Injury | An injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of bodily member, organ, or faculty. | |
| 77- Cyberbullying** (Complete Bullying Form) | Cyber bullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines. | |
| 79 - Public indecency | Exposure of body parts such as genital/buttock areas or female breasts in view of public. | |
| 80 - Obscene behavior or Possession of obscene/ pornographic material | Engaging in behavior of a sexual nature including consensual sexual activity. Possession of sexual images in any form, for example but not limited to electronic/tablet/computer/flash drive/phone, video, book, magazine, photo, drawing. | |
| 81 - Trespassing Violation | 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 of a student on school property and/or school-related events while on a restrictive access, suspension, or expulsion. | |

| Level 3 Middle School Infractions - Serious offenses which compromise safety of the school community or involve law enforcement intervention <i>continued</i> | | |
|---|--|--------------|
| Infraction | Definition of Infraction | Consequences |
| 91 - Participates in a fight while under school supervision | <p>A hostile confrontation resulting in physical contact for example but not limited to blows with fists, shoving, slapping, kicking, biting, pulling hair, or an attempt at physical contact involving two or more individuals.</p> <p>*** For first offense altercations that do not result in significant injury may result in students being suspended out of school rather than an expulsion recommendation***</p> <p>A principal would automatically recommend the expulsion of a student for fighting when one or more of the following occur:</p> <ul style="list-style-type: none"> • A school employee is intentionally injured as a result of attempting to disengage two or more students from physical confrontation. • Any student involved in the fight requires medical attention. • The fight is determined to be pre-meditated and/or scheduled. • The fight is defined as a fight with three or more students engaged. • The fight is the student's second fight during an academic year. • Any instrument utilized as a weapon is used. <p>A principal would suspend for one to three (1 - 3) days all other physical confrontations that are determined through investigation to constitute a fight which does not meet the above exceptions.</p> | |
| 106 - Crime of Violence - Assault of LPSS Employee *Threat Assessment must be completed | <p>Intentionally engaging in conduct (without physical contact) that places an LPSS Employee in reasonable apprehension of bodily harm; includes assault and/ or written or verbal threat to cause physical harm to a staff member with or without the use of a weapon that includes all of the following elements:</p> <p>INTENT - an intention that the threat is written, posted, heard, or seen by anyone.</p> <p>FEAR – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out.</p> <p>CAPABILITY – The ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained.</p> <p>*Must conduct a threat assessment.</p> | |
| 107 - Crime of Violence - Battery of LPSS Employee *Threat Assessment must be completed | <p>The unlawful use of any physical force on an LPSS employee including hitting, beating, or offensive touching without the Employee's consent where police charges may or may not be filed and could result in serious harm or bodily injury results, including a situation where a staff member is intervening in a fight or other disruptive activity.</p> | |
| 110 - Possesses pocket knife with a blade length of less than 2 1/2 inches (with intent) (No intent refer to code 78) | <p>Student is in possession of a pocket knife with a blade length less than 2 1/2 inches on a school campus, bus, or at a school related event with the intent to use the knife in a threatening manner, to inflict bodily injury, or to damage property.</p> | |
| 111 - Bomb threat | <p>Initiating or making a bomb threat or communicating false threats to a school via any means, for example but not limited to written, verbal, electronic, phone, social media, texts, chat groups, etc.</p> | |

Lafayette Parish School System HIGH SCHOOL Consequences of Behavior Policy

Role of Multi-Tiered System of Supports (MTSS) – 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 administration, faculty, and staff. Consequences for violations of the rules should be assigned to students quickly, fairly and consistently to have the greatest impact on changing the behavior of students. Positive reinforcement of correct behaviors exhibited by students also serves to impact the behaviors of all students.

Minor Infractions — Each school must identify a minor infraction process that includes definitions of minor infractions and consequences for minor infractions.

Below is an example of a minor infraction process:

1st Infraction - Conference with student, documentation of infraction, and parental contact made by teacher

2nd Infraction - Conference with student, documentation of infraction, and parental contact made by teacher

3rd Infraction - Conference with student, documentation of infraction, school specific intervention(s) and parental contact made by teacher

4th Infraction - Teacher/Staff member completes major referral form for repeated rule violation

Distinguishing between Major and Minor Infractions – Often the degree of misbehavior determines whether an infraction should be considered Major or Minor, for example:

Classroom Disruption – Minor: behavior causes a temporary interruption in class or activity, and student responds to redirection after correction for out of seat behavior, off task conversation, eating or drinking, making noise with materials, etc.

Major: behavior that causes a sustained or repeated interruption in class or activity, and student does not respond to redirection for sustained or repeated loud talking, arguing, yelling, or repeated out of seat behavior, etc.

Bus Disruption – Minor: eating or drinking on the bus, littering the bus, inappropriate remarks (ex. Profanity) directed to inanimate object, loud talking while bus is not in motion, ID and dress code violations, etc.

Major: disrupting, distracting, or disobeying driver while the bus is in service; includes placing body parts outside of window, throwing items out of the bus, loud vocalizing across rows in the bus or outside of bus, etc.

Disrespect – Minor: rolling eyes or sucking teeth while complying with teacher's request

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 other rude message not intended to intimidate, such as swearing at inanimate object or in conversation with another student, etc.

Major: student delivers a message (spoken, written, or gesture) to another 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

14:107.4 Unlawful posting of criminal activity for notoriety and publicity

A. It shall be unlawful for a person who is either a principal or accessory to a crime to obtain an image of the commission of the crime using any camera, videotape, photo-optical, photo-electric, or any other image recording device and to transfer that image obtained during the commission of the crime by the use of a computer online service, Internet service, or any other means of electronic communication, including but not limited to a local bulletin board service, Internet chat room, electronic mail, or online messaging service for the purpose of gaining notoriety, publicity, or the attention of the public.

See: <http://legis.la.gov/Legis/Law.aspx?d=508534>

High School Infractions

| Code | Infraction | Level |
|------|--|-------|
| 01 | Willful disobedience | 2 |
| 02 | Treats authority with disrespect | 2 |
| 03 | Makes an unfounded charge against authority | 2 |
| 04 | Uses Profane or Obscene Language towards to another | 2 |
| 05 | Commits/Is guilty of immoral or vicious practices | 2 |
| 06 | Conduct or habits injurious to his associates (intent or no intent) | 2 |
| 07 | Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | 3 |
| 08 | Uses or possesses tobacco products, lighter, or matches **Note: Use and possession may result in a suspension for 1st occurrence | 3 |
| 09 | Uses or possesses alcoholic beverages | 3 |
| 10 | Habitually violates rules | 2 |
| 11 | Cuts, defaces, or injures any part of public school buildings/property - Vandalism (Requires restitution) | 2 |
| 12 | Writes profane and/or obscene language or draws obscene pictures | 2 |
| 13 | Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code | 3 |
| 14 | Possesses Firearms knives, or other implements which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 ½" - refer to code 78 no intent or 110 with intent) | 3 |
| 15 | Throwing missiles liable to injure others | 2 |
| 17 | Violates traffic and safety regulations | 2 |
| 18 | Leaves classroom without permission | 2 |
| 19 | Is Habitually Tardy/and or absent (Within 15 minutes) after bell at beginning of day. Also reporting to class after tardy bell | 1 |
| 20 | Takes another's property or possession without permission, is guilty of stealing (Requires restitution) | 2 |
| 21 | Commits any other serious offense | 3 |
| 26 | Skipping class or school (More than 15 minutes after bell or of class) | 2 |
| 28 | Gambling | 2 |
| 30 | Disturbs the class and/or school | 1 |
| 32 | Improper dress, Dress code violation, or ID violation | 1 |
| 33 | Failure to serve assigned consequence | 2 |
| 38 | Sexual harassment *(Complete Bullying Form) | 3 |
| 41 | Forgery | 2 |
| 45 | Bullying/Harassment *(Complete Bullying Form) | 3 |

| Code | Infraction | Level |
|------|---|-------|
| 51 | Unauthorized use of technology/electronic devices that are prohibited on campus | 1 |
| 56 | Crime of Violence - Rape/sexual assault/battery *Threat Assessment must be completed | 3 |
| 57 | Crime of Violence - Arson (starting a fire) | 3 |
| 59 | False alarm | 3 |
| 61 | Crime of Violence - Burglary | 3 |
| 66 | Use of OTC medication in a manner other than prescribed or authorized | 2 |
| 67 | Possession of Body Armor | 3 |
| 69 | Crime of Violence - Murder | 3 |
| 70 | Crime of Violence - Assault and Battery *Threat Assessment must be completed | 3 |
| 71 | Crime of Violence - Kidnapping | 3 |
| 72 | Crime of Violence - Criminal Damage to Property | 3 |
| 73 | Crime of Violence - Misappropriation with violence to the person | 3 |
| 74 | Discharge or use of weapon(s) prohibited by federal law | 3 |
| 75 | Crime of Violence - Serious Bodily Injury | 3 |
| 77 | Cyberbullying *(Complete Bullying Form) | 3 |
| 78 | Possesses pocket knife with a blade length of less than 2 1/2 inches (no intent) (With intent refer to code 110) | 2 |
| 79 | Public indecency | 3 |
| 80 | Obscene behavior or Possession of obscene/pornographic material | 3 |
| 81 | Trespassing Violation | 3 |
| 82 | Misusing the Internet or other forms of technology **Depending on intent or the effect, the administrator may suspend or recommend expulsion. | 2 |
| 90 | Instigates a fight while | 2 |
| 91 | Participates in a fight while under school supervision | 3 |
| 100 | False Report | 2 |
| 104 | Academic Dishonesty* | 2 |
| 106 | Crime of Violence - Assault of LPSS Employee *Threat Assessment must be completed | 3 |
| 107 | Crime of Violence - Battery of LPSS Employee *Threat Assessment must be completed | 3 |
| 109 | Leaves school premises without permission | 2 |
| 110 | Possesses pocket knife with a blade length of less than 2 1/2 inches (with intent) **Student can be recommended for expulsion for 1st offense. (No intent refer to code 78) | 3 |
| 111 | Bomb Threat | 3 |
| 112 | Willful disobedience - Public display of affection | 2 |

| Level 1 High School Infractions - Offenses which are considered less serious or harmful to others | | |
|--|--|--|
| Infraction | Definition of Infraction | Consequences |
| 19 - Is Habitually Tardy/and or absent (Within 15 minutes) after bell at beginning of day. Also reporting to class after tardy bell | Reporting late to class (within 15 minutes) after the bell when the day begins without permission from school staff. Also reporting to class after the tardy bell rings without permission from a school staff member. (Habitually means follow after school's minor infraction plan) | <p>School Consequences:</p> <p>NOTE: Must follow MTSS or Leader In Me. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students.</p> <p>Assign consequences appropriate for the type and number of infractions that will include:</p> <ul style="list-style-type: none"> • Detention(s) – Multiples may be assigned <ul style="list-style-type: none"> ○ Administrative Conference with student ○ Parental contact • In school suspension(s) – Multiples may be assigned <ul style="list-style-type: none"> ○ Administrative Conference with student ○ Parental contact <p>NOTE: Repeated violations (3) of these infractions will be coded as Level 2 infraction – (#10 B) Repeated Rule Violation.</p> <p>*Refer to school counselor/ School Building Level Committee as deemed appropriate.</p> |
| 30 - Disturbs the class and/or school | 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. | <p>Bus Consequences:</p> <p>(Action by administrator and report to driver will occur within 48 hours of referral submission by driver)</p> <p>1st Step</p> <ul style="list-style-type: none"> • Verbal Student Warning • Parent Contact <p>2nd Step</p> <ul style="list-style-type: none"> • Assign detention before, during, or after school <p>3rd Step</p> <ul style="list-style-type: none"> • Bus Suspension for 1-3 school days <p>4th Step</p> <ul style="list-style-type: none"> • Bus suspension 1-5 school days max <p>5th Step</p> <ul style="list-style-type: none"> • Code as Willful Disobedience, Level 2 Infraction |
| 32 - Improper dress, Dress code violation, or ID violation | Improper and/or out-of-dress code or not visibly wearing a school ID *****Every effort should be made to return the student to the classroom to avoid missing instructional time. ***** | <p>NOTE: Repeated violations (3) of these infractions will be coded as Level 2 infraction – (#10 B) Repeated Rule Violation.</p> <p>*Refer to school counselor/ School Building Level Committee as deemed appropriate.</p> |
| 51 - Unauthorized use of technology/electronic devices that are prohibited on campus | Use of (as seen or heard by a school official) of any electronic device (texting, talking, accessing internet, recording, taking/looking at pictures, or used as a music device) prohibited by district policy, including cell phones, smart watches, MP3 players, iPods, any sort of listening devices (headphones/earbuds/Bluetooth devices), cameras, video devices, tablets, laptops, or book readers, etc., in prohibited areas or times without explicit permission of a school official. Consequences: Same as the Cell Phone Consequences | <p>See LPSS Policy JCDAE</p> <p>Cell Phone Consequences:</p> <p>1st offense, Before or After School Detention. Parent/Person on the contact list contacted to come to the school to retrieve the device.</p> <p>2nd offense, In school suspension. Parent/Person on the contact list contacted to come to the school to retrieve the device.</p> <p>3rd offense, Out of school suspension (1-10 days). Parent/Person on the contact list contacted to come to the school to retrieve the device.</p> |

| Level 2 High School Infractions - Offenses which may seriously disrupt the learning environment | | | |
|---|--|--|--|
| Infraction | Definition of Infraction | Consequences | |
| | | Follow these steps for any combination of Level 2 infractions: | |
| 01 - Willful disobedience | Deliberate choice to break a rule or disobey a directive given by a person in authority and/or violates Stay Away Agreement. | <p>School Consequences:</p> <p>NOTE: Must follow MTSS or Leader In Me. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students.</p> <p>1st Step*: (NOTE: Step 1 may be repeated)</p> <ul style="list-style-type: none"> Assign in-school suspension – 1 class period up to 1 day, maximum of 3 incidents Parent contact Refer to counselor Implement classroom management plan Assign Ripple Effects, if appropriate <p>2nd Step:</p> <ul style="list-style-type: none"> Assign out of suspension for 1-3 days Parent contact Refer to Teacher/Staff Interventions found in the student handbook (Pg. 18) Refer to counselor Refer to School Building Level Committee if not previously referred (3-5 per SLBC handbook) RTI Interventions: check-in, check-out, Ripples, Check & Connect, Counseling Begin behavior plan on student (4 to 8 ODR's or 2 to 3 OSS's) Document in Review 360 Conduct parent conference on student's return from suspension nduct parent conference on student's return from suspension <p>3rd Step:</p> <ul style="list-style-type: none"> Assign out of school suspension for 1-3 days Parent contact Revisit behavior plan & make adjustments Conduct parent conference on student's return from suspension <p>4th Step:</p> <ul style="list-style-type: none"> Repeat Step 3 until student reaches 4th out-of-school suspension. On 4th out-of-school suspension – Recommended Expulsion or Change of Placement | |
| 02 - Treats an authority with disrespect | Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel. | | |
| 03 - Makes an unfounded charge against authority | 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 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. | | |
| 04 - Uses profane or obscene language to another | Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used towards an adult or another student. | | |
| 05 - Commits/Is guilty of immoral or vicious practices | Isolated incident that is 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 and/or local community norms. | | |
| 06 - Conduct or habits injurious to his associates (intent or no intent) | Any intentional or unintentional but not malicious act, for example but not limited to play fighting, horseplay, pushing, shoving, slapping that causes injury, damage, or pain to another. | | |
| 10 - Habitually violates rules | A student has had repeated (3 or more) infractions in another category and continues to violate the same rule. | | |
| 11 - Cuts, defaces, or injures any part of public school buildings/property - Vandalism (Requires Restitution) | Damage, destruction or defacement of property belonging to the school or others. (Requires restitution) | | |
| 12 - Writes profane and/or obscene language or draws obscene pictures | Writes or draws pictures, words or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, etc. | | |
| 15 - 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 cause physical harm or precipitate a fight or campus disturbance. | | |
| 17 - Violates traffic and safety regulations | To break any law that pertains to the obstruction and flow of traffic and/or safety regulations. | | |
| 18 - Leaves classroom without permission | Exiting a classroom or instructional area, without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class. | | |
| | | | <p>Bus Consequences:</p> <p>(Action by administrator and report to driver will occur within 48 hours of referral submission by driver)</p> <p>1st Step:</p> <ul style="list-style-type: none"> Assign detention for 1-3 days Parent Contact <p>2nd Step:</p> <ul style="list-style-type: none"> Bus suspension for 1-3 school days of probation Parent contact <p>3rd Step:</p> <ul style="list-style-type: none"> Bus suspension for 5 school days Parent contact <p>4th Step:</p> <ul style="list-style-type: none"> Bus suspension for 30 school days Parent contact <p>5th Step:</p> <ul style="list-style-type: none"> Removal from bus for remainder of school year Parent contact |

| Level 2 High School Infractions - Offenses which may seriously disrupt the learning environment <i>continued</i> | | |
|--|---|---|
| Infraction | Definition of Infraction | Consequences |
| | | Follow these steps for any combination of Level 2 infractions: |
| 20 Takes another's property or possession without permission, is guilty of stealing (Requires restitution) | Taking, obtaining, or gaining the property of another without permission or knowledge of the owner (Requires restitution). | |
| 26 - Skipping class or school (More than 15 minutes after bell or of class) | Student fails to report to class or his/her assigned area more than 15 minutes after bell or stays out of class or his/her assigned area more than 15 minutes without permission of a school staff member. | |
| 28 - Gambling | Wagering money or property. | |
| 33 - Failure to serve assigned consequence | Failure to serve detention, in school suspension or other assigned consequences. | |
| 41 - Forgery | To use, make, or reproduce another's signature. | |
| 66 - Use of OTC medication in a manner other than prescribed or authorized | The possession and/or distribution of any over-the-counter medicine, whether prescribed or not, without permission from school officials. Refer to Medication Policy on page 58. | |
| 78 - Possesses pocket knife with a blade length of less than 2 1/2 inches (no intent) (With intent refer to code 110) | Student is in possession of a pocket knife with a blade length of less than 2 1/2 inches on a school campus, bus, or school related event and does not use the knife in a threatening manner toward anyone or anything. | |
| 82 - Misusing the Internet or other forms of technology* | Violating the LPSS Internet Use Policy. *Depending on intent or the effect, the administrator may suspend or recommend expulsion. | |
| 90 - Instigates a Fight | A hostile confrontation not resulting in physical contact or an attempt at physical contact involving two or more individuals. Also includes all spectator students who incite, instigate, or encourage fighting before, during, or after the incident. | |
| 100 - False Report | It is determined through investigation that a student provided a false report to school administrators during the course of an incident. | |
| 104 - Academic Dishonesty* | Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception. **Students guilty of cheating will not receive a zero on the assignment or test. They will be re-assessed and/or complete a similar assignment to determine mastery of the content. The assignment or test may be a different version of the original. | |
| 109 - Leaves school premises without permission | Exiting a school campus without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class. | |
| 112 - Willful disobedience - Public display of affection | Participating in kissing, touching or other acts of inappropriate public affection. | |

| Level 3 High School Infractions - Serious offenses which involve law enforcement intervention (does not require arrest of student) | | |
|--|--|---|
| Infraction | Definition of Infraction | Consequences |
| 07 - Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form | The possession, use, cultivation, manufacturing, marketing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled and/or dangerous substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles. | <p>School Consequences:</p> <p>NOTE: Infractions will result in a Recommended Expulsion or Change of Placement.</p> <p>In the case of a Recommended Expulsion or Change of Placement, a hearing will be conducted at the student's school by an LPSS Hearing Officer and the school's principal or his/her designee. At the time of the hearing, the Hearing Officer will determine, <u>according to LPSS policy</u>, if the student is readmitted to his school or will be transferred to the Alternative school until the student has successfully completed their intervention plan.</p> <p>When prescription medication is labeled by a pharmacy or physician as prescribed for the student who is in the possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, the administrator may take action but must hold a parent conference to discuss the violation. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose) a lesser penalty is suggested.</p> <p>At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.</p> |
| 08 - Uses or possesses tobacco products, lighter, or matches* | The possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products, lighters, matches, any electronic smoking device, electronic cigarettes, and ALL nicotine delivery systems including Vaping and herbal delivery systems, or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles **Note: Use and possession may result in a suspension for 1st occurrence. | |
| 09 - 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. | |
| 13 - Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code | Possessing weapon(s) designed to expel a projectile by action of an explosive, for example but not limited to firearms-loaded or unloaded, parts of a firearm, bullets, explosives. | |
| 14 - Possesses Firearms knives, or other implements which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 ½ "- refer to code 78 no intent or 110 with intent) | Possesses firearms, knives or blades (2.5 inches or greater in length), which may or may not 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. This includes ANY item that could be deemed dangerous and does not belong at school, for example but not limited to mace, pepper spray, BB guns, pellet guns, airsoft guns, tasers, look-alike weapons, sharp objects. | |
| 21 - Commits any other serious offense | Any other serious offense not covered by any other of these codes resulting in or not resulting in the need for law enforcement intervention. | |
| 38 - Sexual harassment *(Complete Bullying Form) | Intimidation, bullying, or coercion of a sexual nature. | |
| *45 - Bullying/Harassment *(Complete Bullying Form) | Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines. | |
| 56 - Crime of Violence - Rape/sexual assault/battery *Threat Assessment must be completed | Forced attempt or actual anal, oral, or vaginal penetration by using sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object. | |
| 57 - Crime of Violence - Arson (starting a fire) | Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner. | |

| Level 3 High School Infractions - Serious offenses which involve law enforcement intervention (does not require arrest of student) <i>continued</i> | | |
|--|---|---------------------|
| Infraction | Definition of Infraction | Consequences |
| 59 - False alarm | Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher. | |
| 61 - Crime of Violence - Burglary | The unauthorized entering of a school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein. | |
| 67 - Possession of Body Armor | Possession, including the wearing of any type of gear that protects the person from attack by another. | |
| 69 - Crime of Violence - Murder | Unlawful killing of another human being. | |
| 70 - Crime of Violence - Assault and Battery *Threat Assessment must be completed | Aggressive action directed at students, which may involve threats and/or unwanted physical contact while on school grounds or at a school related activity, and/or a written or verbal threat to cause physical harm to a student with or without the use of a weapon. *Must conduct a threat assessment and hold a conference with the parent. | |
| 71 - Crime of Violence - Kidnapping | Intentional, forcible seizing and carrying of any person from one place to another without his consent. | |
| 72 - Crime of Violence - Criminal Damage to Property | Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations). | |
| 73 - Crime of Violence - Misappropriation with violence to the person | Taking something of value using force, intimidation or weapons. | |
| 74 - Discharge or use of weapon(s) prohibited by federal law | Discharge or use of weapon as described under "Weapon Type Code" in SIS user guide. | |
| 75 - Crime of Violence - Serious Bodily Injury | An injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of bodily member, organ or faculty. | |
| 77- Cyberbullying** *(Complete Bullying Form) | Cyber bullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines. | |
| 79 - Public indecency | Exposure of body parts such as genital/buttock areas or female breasts in view of public. | |
| 80 - Obscene behavior or Possession of obscene/pornographic material | Engaging in behavior of a sexual nature including consensual sexual activity. Possession of sexual images in any form, for example but not limited to electronic/tablet/computer/flash drive/phone, video, book, magazine, photo, drawing. | |
| 81 - Trespassing Violation | 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 of a student on school property and/or school-related events while on a restrictive access, suspension, or expulsion. | |

Level 3 High School Infractions - Serious offenses which involve law enforcement intervention (does not require arrest of student) *continued*

| Infraction | Definition of Infraction | Consequences |
|--|--|--------------|
| <p>91 - Participates in a fight while under school supervision</p> | <p>A hostile confrontation resulting in physical contact for example but not limited to blows with fists, shoving, slapping, kicking, biting, pulling hair, or an attempt at physical contact involving two or more individuals.</p> <p>*** For first offense altercations that do not result in significant injury may result in students being suspended out of school rather than an expulsion recommendation***</p> <p>A principal would automatically recommend the expulsion of a student for fighting when one or more of the following occur:</p> <ul style="list-style-type: none"> • A school employee is intentionally injured as a result of attempting to disengage two or more students from physical confrontation. • Any student involved in the fight requires medical attention. • The fight is determined to be pre-meditated and/or scheduled. • The fight is defined as a fight with three or more students engaged. • The fight is the student's second fight during an academic year. • Any instrument utilized as a weapon is used. <p>A principal would suspend for one to three (1 - 3) days all other physical confrontations that are determined through investigation to constitute a fight which does not meet the above exceptions.</p> | |
| <p>106 - Crime of Violence - Assault of LPSS Employee *Threat Assessment must be completed</p> | <p>Intentionally engaging in conduct (without physical contact) that places an LPSS Employee in reasonable apprehension of bodily harm; includes assault and/ or written or verbal threat to cause physical harm to a staff member with or without the use of a weapon that includes all of the following elements:</p> <p>INTENT - an intention that the threat is written, posted, heard, or seen by anyone.</p> <p>FEAR – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out.</p> <p>CAPABILITY – The ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained.</p> <p>*Must conduct a threat assessment</p> | |
| <p>107 - Crime of Violence - Battery of LPSS Employee *Threat Assessment must be completed</p> | <p>The unlawful use of any physical force on an LPSS employee including hitting, beating, or offensive touching without the Employee's consent where police charges may or may not be filed and could result in serious harm or bodily injury results, including a situation where a staff member is intervening in a fight or other disruptive activity.</p> | |
| <p>110 - Possesses pocket knife with a blade length of less than 2 1/2 inches (With intent)* (No intent refer to code 78)</p> | <p>Student is in possession of a pocket knife with a blade length less than 2 1/2 inches on a school campus, bus, or at a school related event with the intent to use the knife in a threatening manner, to inflict bodily injury, or to damage property.</p> | |
| <p>111 - Bomb threat</p> | <p>Initiating or making a bomb threat or communicating false threats to a school via any means, for example but not limited to written, verbal, electronic, phone, social media, texts, chat groups, etc.</p> | |

DRUGS AND WEAPONS

Mandatory Expulsion for Controlled Dangerous Substances and Firearms

In accordance with **LA R.S. 17:416** any student found guilty of being in 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 recommended for expulsion. Additionally, substances not exempted by the medication policy, alcohol, or any substance believed by the student to be a prohibited substance, to include drug paraphernalia (i.e. roach clip, bong, rolling papers) on school property, on a school bus or at a school sponsored event pursuant to a hearing as provided by state law, **LA R.S. 17:416** may be recommended for expulsion. Additionally, any student, regardless of age 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 recommended for expulsion.

Mandatory Expulsion Terms-Controlled Dangerous Substances

Any student who is **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 dangerous 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 of four complete school semesters**. Such student may be placed by the school system in an alternative education program for suspended and expelled students approved by the State Board of Elementary and Secondary Education. (**LA R.S. 17:416**). Such students may not be readmitted to any school on a probationary basis prior to the completion of the minimum period of expulsion until the pupil produces written documentation that he has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason or reasons for the pupil's expulsion.

Any student who is **under 16 years of age and in grades six (6) through twelve (12)**, 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 dangerous 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 complete school semesters**. Such students may not be readmitted to any school on a probationary basis prior to the completion of the minimum period of expulsion until the pupil produces written documentation that he has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason or reasons for the pupil's expulsion.

Any 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 dangerous substance on school property, on a school bus, or at a school sponsored event pursuant to a hearing, **shall be referred to the city, parish, or other local public school board through a recommendation for action from the superintendent (LA R.S. 17:416)**. Such students may not be readmitted to any school on a probationary basis prior to the completion of the minimum period of expulsion until the pupil produces written documentation that he has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason or reasons for the pupil's expulsion.

Mandatory Expulsion Terms-Firearms

Any student who is 16 years of age or older, in grades six through twelve 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 complete school semesters** and shall be referred to the district attorney for appropriate action. However, the superintendent of a city, parish, or other local public school system may modify the length of such minimum expulsion requirement on a case-by-case basis provided such modification is in writing.

Any student under 16 years of age, 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 complete school semesters** and shall be referred to the district attorney for appropriate action. However, the superintendent of a city, parish, or other local public school system may modify the length of such minimum expulsion requirement on a case-by-case basis provided such modification is in writing.

DISCIPLINE AND ALTERNATIVE SCHOOLS

Students removed from their home campus and placed at an alternative school site are subject to additional or alternate disciplinary measures that are discussed during the admission of the student to the Alternative Program. Violation of the signed contract can dictate immediate dismissal. Students assigned to an Alternative Program lose their rights and privileges to be on any regular school campus or at any school related event until they have been released from the Alternative Program.

Parental Responsibilities in the Disciplinary Process

A. *Current Contact Information*

Parents should provide the school with up to date telephone numbers and addresses. When a note is written to a parent, they should sign the note/agenda and have the student return with it on the next school day. If the teacher requests a phone call or conference, the parent should contact the school in a timely fashion. Communication between school and home is encouraged but must be scheduled in advance with the teacher to respect class instruction time.

B. *Informing the Parent of Action*

Correspondence regarding disciplinary action will be made through phone contact, letters/notes sent home with the student (agenda books and weekly folders), and letters sent to the home address through the mail. Parents/guardians shall be notified in writing and/or by telephone when any disciplinary actions occur. The parent will be contacted by phone when one of the following disciplinary actions is applied in grades K-12: Threat Assessment, In-School Suspension, Out-of-School Suspension, Detention or Recommended Expulsion.

C. *Immediate Disciplinary Removal*

A student whose presence in or about a school poses continued danger to any person or property or an ongoing threat of disruption to the academic process shall be immediately removed from the school premises. Phone calls home regarding discipline should be returned immediately. Sometimes it becomes necessary to remove a student from campus immediately due to safety/disciplinary action. A parent or guardian should be available by phone at all times and must make arrangements for pick up as necessary.

D. *Suspensions*

Letters written informing parents of suspension of their child will be sent to the home. The parent should comply by not sending the child to school or to school related events for the entirety of the suspension. If a parent is required to attend a conference upon return of the child to school, they must attend. On the third removal, such a conference shall be required for re-admittance.

E. *Recommended Removal to Alternative Site*

The parent or guardian of a student recommended for expulsion from school will receive a letter outlining the expulsion procedures. A parent or guardian must attend and bring the student dressed in school uniform. Failure to schedule and attend the hearing so that a disposition may be made will result in referral of the parent and student to the District Attorney's Office for truancy. The parent and student shall be subject to all sanctions pursuant to **Children's Code Article 730 (8) and 731 (La. R.S. 17:416A)**.

F. *Transportation*

It is the responsibility of the parent or legal guardian to provide timely transportation for the student should a student be disciplined for any behavior violations that require additional time at school (before, after, or during school) or any discipline programs. If transportation cannot be arranged, you should report this to the school principal.

G. *Return from Suspension Conferences*

Any student who has been assigned an Out-of-School Suspension may not return to school without a parent conference. The parent should come with the child to school on the date they are to return from their suspension to meet with the principal or a school staff member. If the parent does not attend, the principal may choose not to readmit the student and may require the parent come to pick up the student. For continued refusal to attend a conference, the parent will be referred to the District Attorney's office for action under a report for school truancy.

Reports to Principal

- A. Any teacher or other school employee may report to the principal any pupil who acts in a disorderly manner or is in violation of school rules or any misconduct or violation of school rules by a pupil who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on two (2) forms, one form to report only school transportation-related incidents and one form to report all other incidents. The forms shall be submitted in accordance with procedures outlined by the Board, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.
- B. Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or designee and to the teacher or school employee reporting the violation.

DISCIPLINE AND ALTERNATIVE SCHOOLS *continued*

Delinquent Students

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

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

Recusal of Principal in Discipline Matters

Any school principal or principal'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 themselves whenever a member of the immediate family of the principal or principal's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

Discipline of Students with Section 504 Disabilities (Policy Files: JD)

Section 504 of the Rehabilitation Act of 1973 requires that a child who is considered a student with a disability according to the Office of Civil Rights criteria must be re- evaluated before making a "significant change in his/her placement." Suspensions equaling ten (10) days) and recommended expulsion from school constitute a "significant change in placement."

A. When a single suspension or combination of suspensions equal six (6) days, the School Building Level Committee is encouraged to meet, complete a 504 Manifestation and determine whether the child's behavior is related to his/her disability. If this is found to be so, consideration should be given to adjusting the child's school intervention program to provide for the student's disability, i.e. behavior management plan.

B. Upon ten (10) days or 4th suspension or if a child is recommended for expulsion (change of placement) from school, he school should contact Child Welfare & Attendance to schedule a hearing. The 504 Coordinator or designee will be notified of the hearing by Child Welfare & Attendance. At that hearing, a 504 reevaluation and a Manifestation Determination will be completed to decide whether the behavior in question is related to the student's disability.

C. The committee must include at least one (1) member knowledgeable about the student and his/her behavior and one (1) member with knowledge of characteristics of the disability, an administrator, and parent. Prior notice is documented on the disciplinary action letter.

D. If the behavior is not related to the disability, the child may be disciplined according to District policy. If the behavior is related to the student's disability, the child may not be excluded from school; however, the child may be put in an alternative setting after proper interventions have been in place with approval from proper authority. The student should be referred back to the School Building Level Committee (SBLC) to determine whether an IDEA evaluation is appropriate.

Discipline of Student with Disabilities:

Discipline of students with disabilities shall be in accordance with Policy File JD- Discipline, Education of Students with Exceptionalities. (Policy is available at www.lpssonline.com).

UNAUTHORIZED PRESENCE ON SCHOOL GROUNDS (POLICY FILE: JDD, JDE, KG-R, & JCDAF)
(Including early drop off and late pick up)

Students suspended, expelled, excluded or removed from campus due to disciplinary reasons may not be on any school campus or at any school-related activity during the term of that exclusion or removal (**R.S. 17:416**). This includes going to another school event with or without the supervision of a parent, (i.e. a suspended student may not go to a basketball game at another school with or without a parent). Students may not be present on any school campus, other than their own, during the school day without prior administrative approval. Supervision is provided during designated hours on each campus. For safety reasons, a student may not be on campus before or after the designated hours of supervision (excluding approved extra-curricular events). This also applies to early drop offs and late pick-ups. Students receiving homebound services are not allowed on school campuses and may not attend school-sponsored activities. Students attending any approved extra-curricular school activity must leave or be picked up promptly at the conclusion of the activity.

No person shall, without authorization, intentionally enter any school building or enter on school property without the consent of school officials. Persons may enter campus for school events. During school hours of operation all non-students or non-school employees must report to the office prior to entering the campus. Any of the above violations constitutes criminal trespass and may result in intervention by law enforcement.

MEDICINES AND VIOLATION OF THE MEDICATION POLICY

- A. As a general principle, medications are not to be given at school. School personnel will administer medications when a licensed physician or dentist certifies in writing that it is medically necessary and that the medication be administered during school hours. The parent/guardian must provide written authorization in the form determined by the Lafayette Parish School System for the school to comply with the physician's medication order and must follow all regulations adopted by the Board.
- B. If, through an investigation, a determination is made that the student is in violation of the parish medication policy, the student will be disciplined in accordance with the discipline guidelines.

Guidelines for Administering Discipline for Violation of the Medication Policy

Unless there is a compelling reason to do otherwise, principals should follow these guidelines after a thorough investigation:

- A. If a determination is made that the possession or consumption of medication (over-the counter and/or prescription) is for personal medical use, follow the discipline guidelines infraction code **66-Possession of non-controlled or non-prescription substances** in a manner other than prescribed or authorized. Examples of over-the counter medication include aspirin, cough drops, Tylenol, allergy tablets, Midol, but not NoDoze, Mini-thins, etc.
- B. When prescription medication is labeled by a pharmacy or physician as prescribed for the student who is in possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, the administrator may take action but must hold a parent conference to discuss the violation. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose/one inhaler), a lesser penalty is suggested. Administrators should exercise caution before confiscating medication from a student who might need the medication in an acute medical crisis.
- C. If through the investigation, a determination is made that the possession or use of over-the-counter or prescription medication was for non-medicinal use i.e., to alter mood, to generate a *high* etc., the student would be disciplined in accordance with the discipline guidelines Code 07-Possession of controlled Dangerous Substances or Code 66-Possession of OTC medication in a manner other than prescribed or authorized depending upon the type of medication.
- D. If through the investigation, a determination is made that the possessed over-the counter or prescription medication was for distribution or if the student is determined to have distributed to others, the student would be disciplined in accordance with the discipline guidelines Code 07-Possession of controlled Dangerous Substances.
- E. If the administrative investigation determines that a student was in possession of or has used a drug prescribed to someone else other than that student, the student would be disciplined in accordance with the discipline guidelines Code 07-Possession of controlled Dangerous Substances.
- F. If the investigation determines that the student was in possession of or has used the drug and it is determined that the student stole or borrowed the prescription from a relative or someone else with or without the person's knowledge, the student would be disciplined in accordance with the discipline guidelines Code 07-Possession of controlled Dangerous Substances.

HEALTH SERVICES

Hearing and Vision Screening

Students shall be screened for hearing and vision according to the schedule outlined by the Louisiana Department of Education except for those students whose parents or guardians may object to such screenings and provide written documentation of such. Students may be tested upon referrals or requests from teachers, school staff, and/or parents. The school district may obtain Medicaid payments for these services.

Nursing Services

Students may receive services from nurses such as assessments due to illnesses, medication administrations, treatment of chronic medical needs, etc. They may use and share this confidential information with school staff to determine a treatment or health plan for the student. The school district may obtain Medicaid payments for these services.

Health Information

Pertinent health information will be shared and entered into the Student Progress Center Database (JCampus) to be shared with appropriate school personnel in compliance with HIPPA guidelines.

Communicable Disease Protocol

The following guidelines will be used in controlling the listed communicable conditions in the schools. The parent/guardian will be called and requested to pick up their child if the student:

- is unable to participate comfortably in regular activities due to his/her illness, or
- has signs or symptoms of a potentially significant illness, or
- requires more care than the school staff is able to provide.

Additionally, some infectious conditions may require exclusion, limitations, or additional action.

Fever

The parent/guardian will be called to pick up the child if the child has a temperature of 100.4 degrees fahrenheit or higher. The student should not return to school until the student no longer has a fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) for 24 hours without the use of fever-reducing medicine.

For the complete protocol refer to LPSS Homepage under the Nursing Health Services Department.

CHILD NUTRITION SERVICES

The School Board of the Lafayette Parish School System is committed to promoting the health and well-being of all students. Child Nutrition Services shares this commitment through efficient organization and administration of the School Meals program while maintaining compliance with all Federal, State, and Local Regulations.

MEAL BENEFITS

Child Nutrition Services (CNS) participates in two Federal Programs that provide financial assistance to students enrolled in the Lafayette Parish School System.

I. **Traditional Meal Benefits** for free and reduced price meals are available in both the electronic and paper format.

- A. The **On-Line Meal Benefit Application** is faster, more accurate, and totally confidential. To apply for meal benefits online, visit www.lpssonline.com/childnutrition/mealbenefits
- B. The **Meal Benefit Application Form** is provided for each student at the beginning of the new school year. Only one application should be completed for each family even though there may be other students in the household attending different schools.

Prior Year Status – The free or reduced Meal Benefit status from the 2019-2020 school year will be effective for the first 30 operating days of the new school year and will end on **September 24, 2020**. The parent or guardian is responsible for student meal payments prior to the approval of benefits.

Transfer of Meal Benefits – Students enrolling in LPSS from another parish, state, or private school must re-apply for meal benefits. Students that transfer to another school within the LPSS district do not need to reapply for benefits during the same school year.

Verification – A random verification process of Meal Benefit Applications is conducted to confirm application information because Meal Benefits for receiving free or reduced price meals is a Federal Program.

Direct Certification – A Meal Benefit Application does not have to be completed for the school year if the student has Direct Certification Benefits.

Notification Letters- Notification of Meal Benefit Application or Direct Certification status will be mailed or emailed. This letter serves as a receipt of status for any Child Nutrition program and should be kept for the entire school year.

II. **Community Eligibility Provision (CEP)** is an alternative to the traditional Meal Benefit application process described in Section I.A and I.B. CEP will be offered in 36 LPSS School Sites for the 2020-2021 school year. Students enrolled at these sites are eligible to receive breakfast and lunch meals at no charge, regardless of income. The Meal Benefit Application Form is not needed for students attending these schools:

| | |
|--------------------------------|---|
| Acadian Middle | L Leo Judice Elementary |
| Acadiana High | Judice Middle |
| Alice Boucher Elementary | Lafayette Middle |
| LJ Alleman Middle | Lerosen Preparatory |
| Paul Breaux Middle School | Live Oak Elementary |
| Dr. Raphael Baranco Elementary | Green T Lindon Elementary |
| Broussard Middle | Edgar Martin Middle |
| Charles Burke Elementary | SJ Montgomery Elementary |
| Carencro Heights Elementary | Myrtle Place Elementary |
| Carencro Middle | Northside High |
| Carencro High | Ossun Elementary |
| Ovey Comeaux High | Corporal Michael Middlebrook Elementary |
| Katharine Drexel Elementary | Prairie Elementary |
| Duson Elementary | Ridge Elementary |
| Evangeline Elementary | Scott Middle |
| JW Faulk Elementary | Truman Early Childhood Center |
| Ernest Gallet Elementary | Westside Elementary |
| JW James Elementary | Woodvale Elementary |

PAYMENT FOR MEAL SERVICE

Students not eligible for free or reduced Meal Benefits in either Federal Program must pay for their meals at the prices established for full price student meals. The following payment options are available:

- Pay on-line or mobile application
- Pay by check or money order to the student's School's Cafeteria with the student's name.
- Pay by cash in an envelope labeled with **Lunch Money**, the student's name, and dollar amount.
- Visit www.lpssonline.com/childnutrition/mealpayments for 2020-2021 Meal Prices.
- For further assistance, contact the Meal Benefits Coordinator at (337) 521-7375.

DIET MODIFICATIONS

Meal service to students with special dietary and religious/ ethnic needs is provided at all school sites. A current Diet Modification Form must be completed annually by the student's physician and is available from the School Cafeteria Manager, CNS Office, or Online. All student medical information is confidential and will be used only for the purpose of providing the student with appropriate nutrition care. Students with severe food allergies will be addressed individually through outlined allergen-free classroom procedures. For additional information, contact Nutrition Program Coordinator, Celeste Finney, MS,RD,CDE,LDN at (337) 521-7374 or email chfinney@lpssonline.com.

NUTRITION PROGRAM AND SCHOOL MEALS

Students attending LPSS will have access to a nutritious breakfast, lunch, snacks for after school academic programs, and a la carte items that promote healthy eating habits

- I. All meals brought into the cafeteria by students, faculty, and visitors must comply with *LPSS Policy EE*. Section I., regarding foods and beverages.
 - A. Commercial fast foods, carbonated beverages, concentrated sweets, and foods that are not in compliance with established nutrition standards shall not be allowed in the cafeteria dining area.
 - B. Storage, preparation, or heating of food brought from home is not available in the School Site Cafeterias.
- II. All LPSS schools shall comply with federal and state restrictions on the operation of concessions, vending, food and beverage sales, including fundraisers as outlined in **USDA Smart Snacks** in Schools, *LPSS Policy File CGPI*, Section II. The intent of this regulation is to prohibit the sale or service of foods of minimal nutritive value.
 - A. The Pennington Biomedical Research Center is the Louisiana agency authorized to approve food and beverage items that may be sold and/ or served on campus during the school day.
 - B. The sale of food and beverages that are not associated with the NSLP and SBP must meet the nutritional standards and approved times of sale established in Smart Snacks in Schools.
 - C. Food and beverages that are offered, sold, or used for fundraising activities held on school grounds for student consumption must meet Louisiana Smart Snacks nutrition standards and are approved if found on the Pennington Biomedical Research Center Vending List (www.lpssonline.com/childnutrition/wellness). Approved foods or beverages may not be offered or sold where reimbursable meals are being served.
 - D. Special events should not interfere with the preparation and service of the school breakfast, lunch, and snack programs.
 - E. Foods and beverages used as part of the planned classroom curriculum are allowed if approved by the CNS Registered Dietitian.
 - F. School Administrators are discouraged from using foods or beverages as rewards for academic performance or good behavior, and shall not withhold food or beverages (including food served as a school meal) as disciplinary action.
 - G. Celebrations that involve food during the school day shall be limited and shall be scheduled at least one hour after the end of the last lunch period.
 - H. Due to special dietary needs of students and food safety requirements, food or beverage items brought to school for celebrations or special events may not be home-cooked or baked, and are approved if found on the *Pennington Biomedical Research Center Vending List*.

CHILD NUTRITION SERVICES DEPARTMENT WEBSITE: www.lpssonline.com/childnutrition

- Child Nutrition Services/ Regulations and Resources
- Office Staff
- School Site Cafeterias
- Breakfast and Lunch Menu
- Meal Benefits
- Meal Payments and Prices
- Special Dietary Needs
- LPSS Wellness Policy
- Nutrition Education
- Summer Food Service Program
- FAQ's

GLOSSARY OF DISCIPLINE TERMS

- Absence/absent** - Students who are not physically present in his/her scheduled class or activity shall be deemed absent.
- Aggravated** - To make worse, more serious or severe.
- Aggravated assault** - Any threat of bodily harm done with a deadly weapon or done by a person who conceals his/her identity, or any threat of bodily harm against school personnel on school grounds.
- Aggravated battery** - Any unlawful injury to another that causes great harm, is done with a deadly weapon, or is done by a person who conceals his/her identity; any intentional bodily harm against school personnel on school grounds.
- Arson** - The act of knowingly, by means of fire or explosive, damaging a building and/or the personal property of others.
- Assault** - Intentionally engaging in conduct (without physical contact) that places another in reasonable apprehension of bodily harm, includes threats and verbal assaults.
- Battery** - The unlawful use of any physical force on another person, including beating or offensive touching without the person's consent where police charges are filed and serious harm or bodily injury results.
- Behavior Modification** - A method or process for changing observed behavior.
- Biological Agent** - Any microorganism, virus or infectious substance capable of causing death, disease or other biological malfunction in a human, an animal, a plant or another living organism.
- Bullying** - Bullying can be physical, emotional, racist or sexual. It is repetitive. It involves an imbalance of power; and it may be verbal, physical, social or psychological.
- Burglary** - Knowingly and without authority entering or remaining without authority within a building or vehicle with intent to commit a felony or theft.
- Checkout** - A student is considered checked out when the student is removed from school prior to the dismissal bell at the end of the school day.
- Controlled Dangerous Substance** - Any drug, substance or immediate precursor listed in Schedule I through V of **R.S. 40:964**. The term shall not include distilled spirits, wine, malt beverages or tobacco.
- Crime Stoppers** - 232-TIPS; students may call this number and anonymously report any criminal activity occurring on a school campus, school bus or school-sponsored activity on or off campus.
- Criminal trespass** - An unauthorized and intentional entering of a school building or school property without the consent of school officials.
- Cyber bullying** - The transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. (This may occur on or off campus)
- Detention** - Activities, assignments or work held before the normal school day, after the normal school day or on weekends.
- Disabled** - A student who has one or more of the following: learning or physical disabilities, orthopedic, visual, speech or hearing impairment, emotional disturbance, autism, multiple disabilities and/or any other impairment that affects learning.
- Due process** - The notification to the student and the parent(s) concerning an alleged act(s) of misconduct and the reason disciplinary action was necessary. It also gives the student the right to appeal and the opportunity to answer the charge(s).
- Endangering and Violent Behavior** - To bring into peril; jeopardize or cause harm to another.
- Expulsion** - The removal/exit of a student from school for a determined number of days with no provisions for instructional services.
- Extortion** - The communication of threats to another with the intention of obtaining anything of value or any advantage of any description including, but not limited to, a threat to perform unlawful injury to another or their property or any of their family, a threat to wrongfully accuse another or their family; a threat to expose or impute any deformity or disease, or a threat to do any other harm.
- Fighting** - To use violent physical means such as blows with fists or a weapon to try to injure or overpower someone
- Firearm** - A weapon from which a bullet is discharged by gunpowder. See **U.S. Code, Title 18, Section 921**
- Forgery** - The false and fraudulent making or altering of a document or the use of such a document.
- Friction** - A physical encounter between students that poses a threat to the safety of students and staff, a physical encounter involving several students.
- Gambling** - Any game of chance of any kind or character that is played for money; or any game in which a student risks the loss of anything of value in order to realize a gain or profit of any kind.

GLOSSARY OF DISCIPLINE TERMS *continued*

Harassment - To trouble, worry, disturb or torment persistently with repeated questions or repeated attacks; intimidation.

Hazing - To harass by banter, ridicule or criticize; to play abusive and/or humiliating tricks by way of initiation.

In-School Suspension - Removing a pupil from his/her normal classroom setting but maintaining him/her under supervision in the In School Suspension Center.

Intimidation - Engaging in behavior that prevents or discourages another student from exercising his/her right to an education; for example, preventing a student from attending classes or authorized school activities. Such prohibited behavior includes the use of threats, coercion or force to prevent another student from attending school or to recruit another for membership in any organization or group not authorized by the principal. This act can also include the wearing of gang clothing or paraphernalia and the use of gang signs and signals. To force or deter with threats of violence, to make timid; make afraid; overawe.

Jewelry - Excessive jewelry is defined as more than two (two earrings per ear, two bracelets per arm, two necklaces, two rings per hand) in grades 6-12. In grades K-5, excessive is defined as more than one.

Loitering - Occupying an unauthorized place in the school or on school grounds.

Malice - The intentional doing of a wrongful act without just cause or excuse, with intent to inflict an injury or with an evil intent.

Manifestation Determination Review - This process is required whenever an action involving a removal that constitutes a change of placement for a student with a disability is contemplated.

Medication - Shall include all drugs, whether the medication be purchased over-the-counter or prescribed by either a licensed medical physician or a dentist.

Non-Friction - A confrontation that does not involve physical conflict; only two individuals are involved; conflict is verbal and students follow the directions of staff.

Non-Prescription Medication - Shall mean over-the-counter preparations obtained without a prescription. A prescription from either a licensed medical physician or a dentist is required for these medications to be administered in the public school.

Noon/Recess Detention - A student may be denied privileges of play if his/her behavior is inappropriate and warrants a consequence.

Perpetrator - A person who performs something offensive; a person who hurts, frightens, humiliates others.

Possession - The mere fact of physical control over real or personal property, such as clothing, lockers or bags.

Recommended Expulsion - Recommendation by a principal to the Superintendent that a student be removed from all regular school settings for a period of time not less than one school semester. Pending a decision by the Superintendent or his/her designee, a student recommended for expulsion shall be suspended from school based on the recommendation of expulsion.

Robbery - The taking of personal property in the possession of another, by the use of force or by threatening the imminent use of force.

School Grounds - A term that refers to the school and the school property adjacent to the building.

Section 504 of the Rehabilitation Act of 1973 - Federal law found at 29 U.S.C. Secs. 706 (7), 794, 794a, 794b. - "No otherwise qualified disabled individual...shall, solely by the reason of his/her handicap, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance."

Sexting - The exchange of sexually explicit messages or images via cellphone or internet.

Sexual Harassment - Sexual harassment includes unwelcome sexual advances, use of sexually suggestive language, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature by an employee to a student, a student to another student or a non-employee engaged in business with the school system to a student, where: acceptance or rejection of a sexual invitation is used as the basis for employment, grading, disciplinary, honorary, participatory or similar decisions; sexual advances or requests for sexual favors have the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive school environment.

Suspension - The involuntary removal of a student from class attendance or school attendance for 10 days or less. Any such removal requires minimal due process including parental notification.

GLOSSARY OF DISCIPLINE TERMS *continued*

Tardy - A student is considered tardy if he or she is not present at the beginning of class/school.

Target - A student who is being harassed or intimidated without consent.

Terrorist Acts - Offenses punishable under a new law include wrecking, setting fire to or otherwise disabling or impairing of vehicle; placing or causing to be placed any biological agent or toxin for use as a weapon on or near a vehicle that would endanger the safety of passengers or employees.

Theft - The obtaining or exerting of unauthorized control over the personal property of another.

Time-Out Room - A class setting where students complete assigned work while under strict supervision after removal from regular class setting.

Truancy - A student is considered truant after the fifth unexcused absence or fifth unexcused tardy within one school semester.

Under garment - Any item of clothing worn under the uniform.

Unnatural - Not naturally occurring on people.

Vandalism - The willful or malicious destruction or defacing of school property or property of others.

Violent and Endangering Behavior – To bring into peril; jeopardize or cause harm to another.

Weapons - Any object (animate or inanimate) that can reasonably be used to inflict serious bodily injury when a student uses such an item with an intent to harm or intimidate someone or when there is no other reasonable purpose for possessing the object, except to use it as a weapon or an instrument or a toy that appears to be a firearm and is displayed with malice.

TIPS FOR PARENTS FOR A SUCCESSFULL SCHOOL YEAR

- ❖ **Be Involved.** Talk with your child's teachers regularly. Attend Parent Teacher meetings. Get involved in a Parent Teacher Organization at your child's school. Attend school functions. Go to Open House.
- ❖ **Provide an appropriate home environment for learning.** Establish an uninterrupted place to study and a routine for homework. Have books and other reading materials available.
- ❖ **Help your child learn to follow directions.** Give one and two-step directions and see that they are followed. Redirect when needed.
- ❖ **Teach your child to be respectful to others.** Use "please" and "thank you" and "excuse me".
- ❖ **Support school rules and goals.** Model and reinforce appropriate behavior. Take care not to undermine school rules, discipline, or goals.
- ❖ **Review your child's school day with them every day.** Listen for new experiences and encourage education.
- ❖ **Establish a bedtime and see that your child receives enough rest.** Establish this routine prior to the first day of school. Wake your child early enough so that they are not rushed.
- ❖ **Dress your child according to parish dress code policies.** Buy only approved school uniforms.
- ❖ **Provide the school with correct contact information** (names, addresses, and phone numbers) so that you may be contacted in case of an emergency.
- ❖ **Encourage your child to do their best.** Set reasonable expectations and goals and acknowledge achievement of those goals.
- ❖ **Accept your responsibility as a parent.** Call early if you suspect a problem. Teach self-discipline and respect at home. Review signed papers, notes from teachers, and disciplinary reports. Arrange conferences as needed.
- ❖ **Help students get organized.** Have a plan for remembering school materials (book bags, IDs, PE uniforms). Get uniforms ready and book bags packed for school the night before.
- ❖ **Read every day.** Be a good role model for your child. Encourage them to read some each day.
- ❖ **Make sure your child has breakfast each morning.**
- ❖ **Search the web.** Visit the website for your child's school. Find out if their teacher posts assignments online. Ask for an e-mail address to communicate with your child's teacher.
- ❖ **Be prepared.** Make sure your child does homework nightly. Do not wait to study at the last minute. Break large projects into smaller pieces and set a timeline for completion.

SCHOOL CALENDAR 2020-2021

| Important Dates | School Holidays |
|--|---|
| <i>Session Begins</i> August 5, 2020 | <i>Labor Day</i> Sept. 7, 2020 |
| <i>Students Report to School</i> August 13, 2020 | <i>Election Day</i>November 3, 2020 |
| <i>High School Mid-Term Exams</i> December 15-18, 2020 | <i>Thanksgiving</i>November 23-27, 2020 |
| <i>LEAP 2025</i>March 29-April 30, 2021 | <i>Winter Break</i> December 21, 2020 – January 1, 2021 |
| <i>EOC</i> April 15-May 14, 2021 | <i>Martin Luther King Day</i> January 18, 2021 |
| <i>ACT</i>March 9, 2021 | <i>Mardi Gras</i> February 15-17, 2021 |
| <i>Graduation</i>May 21-22, 2021 | <i>Spring Break</i>April 2-9, 2021 |
| <i>Last Day for Students</i>May 25, 2021 | |
| <i>Session Ends</i>May 26, 2021 | |

ADDITIONAL INFORMATION

| For Questions About: | Department | Phone Number | Website |
|--|----------------------------|---------------------|--------------------------------|
| Age Requirements | Child Welfare & Attendance | 337.521.7089 | lpsonline.com/cwa |
| Assignment of Schools | Child Welfare & Attendance | 337.521.7089 | lpsonline.com/cwa |
| Attendance | Child Welfare & Attendance | 337.521.7089 | lpsonline.com/cwa |
| Counseling & Guidance | Student Services | 337.521.7080 | lpsonline.com/studentsservices |
| Graduation | Student Services | 337.521.7081 | lpsonline.com/studentsservices |
| Homebound Instruction | Homebound Education | 337.521.7253 | lpsonline.com |
| Immunizations | Health Services | 337.521.7280 | lpsonline.com/healthservices |
| Promotion Policy | Instructional Services | 337.521.7108 | lpsonline.com |
| Registering for School | Child Welfare & Attendance | 337.521.7090 | lpsonline.com/cwa |
| Schools of Choice Program | Schools of Choice | 337.521.7044 | lafayettechoice.com |
| School Meals | Child Nutrition Services | 337.521.7375 | lpsonline.com/childnutrition |
| Section 504/Dyslexia, Title IX | Instructional Services | 337.521.7155 | lpsonline.com/section504 |
| Special Education | Special Education | 337.521.7225 | lpsonline.com/specialeducation |
| Student Use of Electronic Resources | Instructional Technology | 337.521.7523 | lpsonline.com/technology |
| Transportation | Transportation | 337.521.7440 | lpsonline.com/transportation |
| Zoning | Child Welfare & Attendance | 337.521.7090 | lpsonline.com/zoning |

FREQUENTLY CALLED PHONE NUMBERS

For more expedient service, please contact the school principal when needing clarification regarding a school's administration of policies before contacting central office personnel.

| | |
|---|----------|
| LPSS Main Switchboard | 521-7000 |
| Irma D. Trosclair , Superintendent..... | 521-7000 |
| Francis Touchet , Associate Superintendent..... | 521-7012 |
| Jennifer Gardner , Chief Administrative Officer..... | 521-7042 |
| Dr. Mark Rabalais , Chief Academic Officer..... | 521-7100 |
| Tracy Hypolite , Transformation Zone Officer..... | 521-7104 |
| Desiree Early , Director of Risk Management..... | 521-7065 |
| Christine Duay , Director of Early Childhood Education..... | 521-7162 |
| Steve Fruge , Supervisor of Child Welfare & Attendance..... | 521-7091 |
| Jonathon Watson , Supervisor of Transportation..... | 521-7439 |
| Amy Fontenot , Coordinator, Homeless Education..... | 521-7251 |
| Stephanie Robin , Coordinator, Parent Involvement..... | 521-7178 |
| Gale Lear , Lead Homebound Teacher..... | 521-7253 |
| John Mouton , Director of Employee Services..... | 521-7050 |
| <small>(Clarification of Employment, Sexual Harassment Policies)</small> | |
| Larry Alexander , Director of Career and Technical Education/Magnet Academies..... | 521-7044 |
| Julie Buller, RN , Supervisor of School Nurses..... | 521-7280 |
| <small>(Clarification of Medication Policy, Health Information and Referrals)</small> | |
| Holly Ortego , Director of Special Education..... | 521-7225 |
| Kathy Aloisio , Director of Middle & Secondary Schools..... | 521-7187 |
| Janine LaFleur , Director of Elementary Schools..... | 521-7110 |

The Lafayette Parish School System makes available to parents low-cost student accident insurance. For more information on the insurance and how to purchase it, visit www.lpsonline.com/studentinsurance.

For more information about the Lafayette Parish School System, including topics not discussed in this handbook, please refer to our website, www.lpsonline.com.



LAFAYETTE
PARISH SCHOOL SYSTEM
Strength. Tradition. Excellence.

Report of Threat of Violence or Terrorism

Student Instructions: Complete this form in its entirety and give it to your teacher or your principal. If you need help completing this form, please ask your teacher or visit the school office and tell the secretary you need help with this form. If you prefer to report this threat by telephone, you may call 337-521-7065 or 337-257-7066 to give the report by telephone. If you wish to report a threat anonymously, you may call 337-232-8477 (232-TIPS).

Name of the school, person, or group being threatened.

Name of student, individual, or group who is threatening violence.

Date and time the threat was made.

How was the threat made? *Check all that apply and enter the text where applicable.*

- Social media: I saw it on _____. Do you have a screen shot of the posting? _____. Enter the wording below.

- I saw it on a web site: Name of web site or URL: _____. Do you have a screen shot of the web page with the threat? _____. Enter the wording below.

Complete both sides of this form

- I heard someone say the threat out loud. Where were you when you heard it?
_____ . Write what the person said in the box below.

- I heard it on a voice mail or other recording. On what device did you hear the recording? _____. Where is the device now? _____. Write what the person said in the box below.

- Other: In the box below write how the threat was made, where the threat was made, what the threat was, and whether you have evidence such as a picture of the threat.

.....
This section is for administrator's documentation of action taken in response

Appendix B:

SCHOOL-BASED STAY AWAY AGREEMENT

School: _____

This agreement is designed to increase safety for students who have been involved in situations of bullying, harassment, and disruptive agreements. It is administered as a conference with all parties involved.

Name of Student: _____ Date: _____

Date of the incident: _____ Date of conference: _____

Description of behaviors related to the incident:

In order to protect the rights and safety of all members of our school community, you are required to stay away from _____ (name[s]) at all times during the school day and at any school-sponsored event. This means that you may not approach, talk to, sit by, or have any contact with the student(s) named above at school or on school property, school buses, school bus stops, or at school-related events. In addition, the following actions are effective immediately (mark N/A if not applicable):

Arrival Time: _____ Arrival Location: _____

Departure Time: _____ Departure Location: _____

Bus/Parking No.: _____

Current Schedule /New Schedule (print and attach):

Lunch: _____

Locker: _____

Extracurricular Activities: _____

Other Disciplinary Actions: _____

Violations of this agreement and/or acts of retaliation directly or indirectly toward the other student or the student's friends or family members will be taken seriously and will result in further school disciplinary or legal actions.

Your compliance will be monitored by: _____ (name and staff title).

This agreement is valid from _____ (date) to _____ (date).

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

Administrator: _____ Date: _____

Appendix C:



LAFAYETTE
PARISH SCHOOL SYSTEM
113 Chaplin Drive
Lafayette, LA 70508

CONSENT FORM

TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS & COLLEGE ADMISSIONS

If you consent, your child's data will be shared with the Louisiana Office of Student Financial Assistance (LOSFA) through the Louisiana Department of Education (LDE) and its technology partner, the Office of Technology Services (OTS) and the postsecondary education institution(s) to which your child applies (Institution) through the Board of Regents (BOR), LDE, and OTS to allow.

- You to track your child's progress in taking the courses and earning the grades required to be eligible for a Taylor Opportunity Program for Students (TOPS) Scholarship and to monitor your child's TOPS eligibility status by having an account on the LOSFA Student Hub
LOSFA to determine whether your child is eligible for TOPS and other college aid using the Louisiana Award System (LAS).
You to monitor your child's TOPS eligibility status by having an account on the Student Hub
LOSFA to make TOPS and other aid payments.
The Institution(s) to process his/her application for admissions.

The data which is necessary to determine your child's eligibility for TOPS and for admission to an Institution and which may be shared with LOSFA and Institutions for these purposes includes:

- Full name
Birthdate
Social Security Number
Student transcript data (includes but not limited to, courses taken, type of course, the grades for each course, and when and where the courses were taken).

If you do not consent to the disclosure of your child's data to LOSFA and to postsecondary Institutions, the evaluation of your child's eligibility for TOPS and for admission to college will be delayed until the information necessary to make a determination is provided.

I CONSENT

I CONSENT to my child's school collecting my child's personal information named below and disclosing the personal information collected to LOSFA, to the Institution, and the entities named above.

I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect until he graduates from high school or I withdraw consent by completing the bottom portion of this form and returning it to my child's school.

Signature of Parent/Legal Guardian
My Child's Full Name
Printed Name of Parent/Legal Guardian
Date

I DO NOT CONSENT

I DO NOT CONSENT to my child's school collecting my child's personal information named above and disclosing the personal information to LOSFA and BOR. I understand that I may provide consent at a later date by completing the consent portion of this form above and returning it to my child's school.

Signature of Parent/Legal Guardian
My Child's Full Name
Printed Name of Parent/Legal Guardian
Date

LDE and OTS will not have access to students' personally identifiable information to facilitate this process
FORM 837 - Revised 2-28-18

NATIONAL

2020-2021

K-12 Voluntary Student Accident Insurance Coverage

(Not Available in AR, FL, ID, KS, KY, MD, MT, NC, NH, NY, SD, TX, & WA)

Coverage underwritten by: Mutual of Omaha Insurance Company

3300 Mutual of Omaha Plaza; Omaha, NE 68175

ELIGIBILITY:

All registered students grades PreK-12 of a participating school/district.

COVERAGE OPTIONS

AT SCHOOL COVERAGE: Insurance coverage is provided during the hours and days when school is in session, while attending or participating in school sponsored and supervised activities on or off school premises (i.e. day field trips) and while participating in interscholastic athletics (except injuries incurred while participating in High School Football events/activities). Coverage is provided while traveling to, during or after such activities as a member of a group in transportation furnished or arranged by the Policyholder and traveling directly to or from the Insured's home premises and school premises when school is in session. If the Policyholder provides mandatory coverage for students under an At School, Interscholastic Athletic/Activity or Football program, benefits will be payable under those programs before being considered under an At School Voluntary program.

24 HOUR COVERAGE: Provides coverage for injuries incurred 24-Hours a day, 365 days a year, at home, at school and while participating in interscholastic athletics (except injuries incurred while participating in High School Football events/activities). If the Policyholder provides mandatory coverage for students under an Interscholastic Athletic/Activity, Football or At School program, benefits will be payable under those programs before being considered under a 24-Hour Voluntary program.

FOOTBALL ONLY: Insurance coverage is provided for High School Football athletes during athletic tryouts, preseason play, practice, state interscholastic governing body approved conditioning, regular and post season play and for travel to, during or after covered athletic activities as a member of a group in transportation furnished and arranged by the school. If the Policyholder provides mandatory coverage for Football athletes under an Interscholastic Athletic/Activity or Football program, benefits will be payable under those programs before being considered under a Voluntary Football Only program.

EXTENDED DENTAL COVERAGE: This is supplemental coverage for expenses resulting from covered accidental dental injuries. The dental benefits provided are: (a) 100% of Allowable Expense for examinations, X-Rays, endodontics and oral surgery to a maximum of \$10,000; or (b) dental expenses toward the cost of bridges, dentures or replacement of previous dental repairs to a maximum of \$250. No coverage is provided for orthodontics (braces) for any reason or damage or loss thereof. Extended Dental Coverage must be purchased in conjunction with a 24-Hour, At School or Football program; it cannot be purchased as stand alone coverage.

COVERAGE PERIOD – Coverage under the At School, 24-Hour and Football programs begins on the date of premium receipt but not before the start of the school year activities. At School Coverage ends at the close of the regular nine-month school term. 24-Hour Coverage ends when school reopens for the following fall term. Coverage is available under both plans throughout the school year at the premiums quoted (**no pro rata premiums available**).

BENEFITS

ACCIDENT MEDICAL EXPENSE: When a covered injury to an Insured results in treatment by a physician or surgeon beginning within 60 days of the date of the accident; we will pay benefits as shown in the **Schedule of Benefits**, in excess of the Medical Deductible, if any. Only eligible medical expenses incurred by the Insured within 52 weeks from the date of the accident are covered. Benefits for any one accident shall not exceed in the aggregate the maximum Medical Benefit of \$25,000. We will pay the Medical Expenses an Insured incurs for covered services that exceed amounts payable by any Other Insurance Plan, subject to the Deductible, Benefit Percentage, and Benefit Period.

ACCIDENTAL DEATH AND SPECIFIC LOSS: Benefits are paid for losses incurred within 180 days from the date of Injury. The following benefits (the largest applicable amount) are paid in addition to the medical benefit:

| | |
|---|-------------|
| Loss of Life | \$10,000.00 |
| Loss of both hands, both feet, sight in both eyes, speech and hearing | \$10,000.00 |
| Loss of one hand, one foot, sight in one eye, speech or hearing | \$5,000.00 |
| Loss of Thumb and Index Finger of the Same Hand..... | \$500.00 |

"Loss" means, with regard to hands and feet, actual severance above the wrist or ankle joint, with regard to sight, speech or hearing the total and irrevocable loss thereof. Loss means, with regard to thumb and index finger of the same hand, severance of two or more entire phalanges of both the thumb and index finger.

DEFINITIONS

Allowable Expense means a Medical Expense otherwise payable under the policy that is not in excess of the 80th percentile identified on Context4HealthCare (the "Database"). When there is, in Our determination, minimal data available from the Database for a Medical Expense, We will determine the amount to pay by calculating the unit cost for the applicable service category using the Database and multiplying that by the relative value of the Medical Expense based upon a commercially available relative value scale selected by Us. In the event of an unusually complex medical procedure, a Medical Expense for a new procedure or a Medical Expense that otherwise does not have a relative value that is in Our determination applicable, We will assign a relative value. The Medical Expenses We pay may not reflect the actual charges of a provider and does not take into account the provider's training, experience or category of licensure. A provider may charge the Insured the difference between what the provider charges and the amount We pay under the policy. The Database will be updated by us as information becomes available from the supplier, up to twice each year. We may modify the Database in Our discretion to reflect Our experience. We have the right, in Our discretion, to substitute or replace the Database with another database or databases of comparable purpose, with or without notice.

Injury means bodily harm which: (1) requires treatment by a Physician; (2) results in loss due to an Accident, independent of Sickness and all other causes; and (3) occurs within the Scope of Coverage.

Hospital means an institution which: (1) is operated pursuant to law; (2) is primarily and continuously engaged in providing medical care and treatment to sick and injured persons on an inpatient basis; (3) is under the supervision of a staff of Physicians; (4) provides 24-hour nursing service by or under the supervision of a graduate registered nurse (R.N.); and (5) has medical, diagnostic and treatment facilities, with major surgical facilities on its premises or available to it on a prearranged basis. Hospital does not include: (1) a clinic or facility for: (a) convalescent, custodial, educational or nursing care; (b) the aged, drug addicts or alcoholics; (c) rehabilitation; or (2) a military or veterans hospital or a hospital contracted for or operated by a national government or its agency unless: (a) the services are rendered on an emergency basis; and (b) the individual has a legal liability to pay for the services given in the absence of insurance.

EXCLUSIONS AND LIMITATIONS

We will not pay benefits for a loss due to or expenses incurred for: (1) intentionally self-inflicted injury, suicide while sane or insane; (2) voluntary self-administration of any drug or chemical substance not prescribed by or not taken according to the directions of the Insured's Physician; (3) Injury caused by, attributable to, or resulting from the Insured's Intoxication; (4) Injury caused by, attributable to, or resulting from the Insured's use of a Controlled Substance unless administered on the advice of a Physician and taking the prescribed dosage; (5) operating a motor vehicle under the influence of a Controlled Substance unless administered on the advice of a Physician and taking the prescribed dosage; (6) operating a motor vehicle while having a blood alcohol level that equals or exceeds the legal limit for operating a motor vehicle in the state or jurisdiction where the Injury occurred; (7) commitment of or an attempt to commit a felony, or engagement in an illegal activity; (8) participation in a riot or insurrection; (9) any Injury that results from fighting, brawling, assault or battery; (10) an act of declared or undeclared war; (11) active duty service in any Armed Forces; (12) operating, learning to operate, or serving as a pilot or crew member of any aircraft unless specified in the INSURED RISKS section of this policy; (13) mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); (14) parachuting, except for self-preservation; (15) snow skiing, scuba diving, bob-sledding, bungee jumping, ballooning, flight in an ultralight aircraft, sky diving, hang-glider, glider flying, sailplaning, or parasailing; (16) participation in professional or amateur racing; (17) injuries associated with activities or travel outside the United States; (18) sickness, disease, bodily or mental infirmity or medical or surgical treatment thereof, bacterial or viral infection, regardless of how contracted. This does not exclude bacterial infection that is the natural and foreseeable result of an Injury or accidental food poisoning; (19) dental treatment or dental X-rays, except as otherwise provided, and only when Injury occurs to sound natural teeth; (20) orthodontic braces or appliances; (21) any loss for which benefits are paid under state or federal worker's compensation, employers' liability, or occupational disease law; (22) charges which the Insured would not have to pay if the Insured did not have insurance; (23) a charge which is in excess of the Allowable Expense; (24) cosmetic surgery, except reconstructive surgery due to a covered Injury; (25) participation in semi-professional and professional sports, play or practice, or any related travel; (26) participation in practice or play of any sports activity, including travel to and from games and practice, unless specified in this policy; (27) assistant surgeon services, unless specified in this policy; (28) elective treatment or surgery that is not prescribed by a Physician and is not Medically Necessary, health treatment, or examination where no Injury is involved; (29) Pre-existing Conditions; (30) any Heart or Circulatory Malfunction; (31) loss caused by or resulting from nuclear radiation or the release of nuclear energy; (32) services or treatment incurred to the extent that they are paid or payable under any Other Insurance Plan; (33) services or treatment incurred to the extent that they are paid or payable under any automobile insurance policy without regard to fault. This exclusion does not apply in any state where it is prohibited; (34) travel in or upon: (a) a snowmobile; (b) any two or three wheeled motor vehicle; (c) any off-road motorized vehicle not requiring licensing as a motor vehicle in the jurisdiction where operated; (35) any Accident in which the Insured is operating a motor vehicle without a current and valid motor vehicle operator's license (except in a driver's education program); (36) treatment of temporomandibular joint (TMJ) disorders involving the installation of crowns, pontics, bridges or abutments or the installation, maintenance or removal of orthodontic or occlusal appliances or equilibration therapy.

NATIONAL VOLUNTARY STUDENT ACCIDENT INSURANCE

SCHEDULE OF BENEFITS

| INPATIENT: | LOW OPTION | HIGH OPTION |
|---|--|--|
| Room & Board | Semi-Private Room Rate/\$150 per day maximum | 80% of Allowable Expense/Semi-Private Room Rate |
| Hospital Miscellaneous | Up to \$600 per day maximum | Up to \$1,200 per day maximum |
| Registered Nurse | 75% of Allowable Expense | 100% of Allowable Expense |
| Physician's Nonsurgical Visits | Up to \$40 first day; \$25 per day thereafter | Up to \$60 first day; \$40 per day thereafter |
| (Benefits are limited to one visit per day and do not apply when related to surgery) | | |
| OUTPATIENT: | | |
| Hospital Outpatient Surgery - Facility Charge | Up to \$1,000 maximum | Up to \$1,200 per day maximum |
| Physician's Nonsurgical Visits | Up to \$40 first day; \$25 per day thereafter | Up to \$60 first day; \$40 per day thereafter |
| (Benefits are limited to one visit per day and do not apply when related to surgery or physiotherapy) | | |
| Physiotherapy | Up to \$30 first day; \$20 per day thereafter/5 day maximum | Up to \$60 first day; \$40 per day thereafter/5 day maximum |
| Emergency Room | Up to \$150 maximum | Up to \$300 maximum |
| (Use of room and supplies; treatment must be rendered within 72 hours from time of injury) | | |
| X-Ray Services (Includes charges for reading) | \$200 maximum | \$600 maximum |
| Diagnostic Imaging - Cat Scan/MRI (includes charges for reading) | \$300 maximum | \$600 maximum |
| Laboratory | \$50 maximum | \$300 maximum |
| Injections | Up to \$25/injury | Up to \$25/injury |
| Prescription Drugs | \$75 maximum | \$200 maximum |
| Orthopedic Braces and Appliances | \$75 maximum | \$140 maximum |
| INPATIENT AND/OR OUTPATIENT: | | |
| Surgeon's Fees | \$1,000 maximum. (No more than one procedure through the same incision will be paid) | \$1,200 maximum. (No more than one procedure through the same incision will be paid) |
| Anesthetist/Assistant Surgeon | 20% of surgeon's allowance | 25% of surgeon's allowance |
| Ambulance | \$300 maximum | \$800 maximum |
| Consultant | \$200 maximum | \$400 maximum |
| Treatment of Heat Exhaustion | 100% of Allowable Expense | 100% of Allowable Expense |
| Dental | Up to \$200 per tooth (Benefits are paid on sound natural teeth only) | Up to \$500 per tooth (Benefits are paid on sound natural teeth only) |
| Replacement of Eyeglasses, Contact Lenses and Hearing Aids | \$200 maximum (When broken as a result of a covered injury) | \$300 maximum (When broken as a result of a covered injury) |

PLAN & RATE OPTIONS

(Make your selection on the enrollment form attached).

| COVERAGE PLANS | LOW OPTION RATES | HIGH OPTION RATES |
|-----------------------------|------------------|-------------------|
| 24-Hour | \$ 86.65 | \$132.65 |
| 24-Hour Summer only | \$ 22.45 | \$ 35.30 |
| At School | \$ 21.40 | \$ 31.00 |
| High School Football | \$147.65 | \$230.05 |
| Spring High School Football | \$ 58.85 | \$ 92.00 |
| Extended Dental | \$ 9.65 | \$ 9.65 |

RETAIN THIS DESCRIPTION FOR YOUR RECORDS. Retain this student accident insurance flyer, and your canceled check, money order receipt or credit card receipt as your record of coverage. This flyer has been designed to illustrate the highlights of this insurance. All student accident insurance information is subject to the provisions of Policy Form SR2014 and state special versions. Exclusions and Limitations will apply. Should there be any discrepancy between the policy and this student accident information, policy provisions will prevail.



**2020-2021
VOLUNTARY**

STUDENT ACCIDENT INSURANCE ENROLLMENT FORM
(Not Available in AR, FL, ID, KS, KY, MD, MT, NC, NH, NY, SD, TX, & WA)

Student's Last Name: _____ Student's Date of Birth: _____

Student's First Name: _____ MI: _____ Telephone Number: _____

Student's Social Security Number: _____ Grade: _____ Student ID Number: _____

Address: _____

Street City State Zip

Name Name
of School District: _____ of School Campus: _____

(Required to Process)

Signature E-mail
of Parent or Guardian: _____ Date: _____ Address: _____

| PLEASE CHECK YOUR SELECTION BELOW: | | |
|---|---|------------------------------------|
| COVERAGE PLANS | LOW OPTION | HIGH OPTION |
| 24-Hour | <input type="checkbox"/> \$ 86.65* | <input type="checkbox"/> \$132.65* |
| 24-Hour Summer Only | <input type="checkbox"/> \$ 22.45* | <input type="checkbox"/> \$ 35.30* |
| At School | <input type="checkbox"/> \$ 21.40* | <input type="checkbox"/> \$ 31.00* |
| High School Football | <input type="checkbox"/> \$147.65* | <input type="checkbox"/> \$230.05* |
| Spring High School Football | <input type="checkbox"/> \$ 58.85* | <input type="checkbox"/> \$ 92.00* |
| Extended Dental | <input type="checkbox"/> \$ 9.65* | <input type="checkbox"/> \$ 9.65* |
| COMPANY USE ONLY: | Enclose check for total amount payable to: Health Special Risk | |
| Check # _____ | TOTAL All Selections HERE: \$ _____ | |
| Amount Rec'd _____ | | |

***There is a \$1.00 administration fee due with each paper enrollment form submission.**

Once completed, mail this form to:
Health Special Risk, Inc.
P.O. Box 957824
St. Louis, MO 63195-7824

For more information or assistance regarding all Student Insurance, contact our Customer Service Department at **1-866-409-5733**

IF YOU WISH TO PAY WITH MASTERCARD OR VISA **: Go to www.K12StudentInsurance.com

***A 5% administrative charge will be added for Credit Card Orders*

Accident Coverage underwritten by:
Mutual of Omaha Insurance Company
3300 Mutual of Omaha Plaza, Omaha, NE 68175